



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

October 22, 2019 @ 12:00 Noon

304 E Houston, Linden, Texas 75563

Ross Hyde, Board Chairman • Dan 'Lucky' Boyd, CCAP, NCRMT, 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 09/24/19 ☒

4. Approval of Agenda ☒

5. Chairman's Comments and Recognitions

6. Training/Presentations

- A. Daingerfield and Hughes Springs Campus presentation
- B. Question of the month – Berny Harris
- C. Roles and Responsibilities for Board Members – 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 – No Current report required
- 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 ☒

Seat Linda White, Poverty Sector representing Morris County

B. Approve Consent Agenda ☒

- 1) Community Services Report (OS 5.9)
- 2) Human Resources Report (OS 5.9)
- 3) Head Start and PIR Report (OS 5.9)
- 4) Service Department Report and Transportation Report (OS 5.9)
- 5) VSN Report (OS 5.9)
- 6) TBRA Report (OS 5.9)

C. Discuss/Approve – Head Start Standard Operating Procedures ☒

(Berny will have notebooks)

- 1) Administrative Requirements
- 2) Disability Services
- 3) Education and Child Development
- 4) ERSEA Policies
- 5) Family and Community Engagement

- 6) Financial Requirements
- 7) Health Program Services
- 8) Human Resources Management
- 9) Program Governance
- 10) Program Management and Quality Improvement
- 11) Program Structure
- 12) Protections for the Privacy of Child Records
- 13) Transition Services
- 14) Transportation

**D. Discuss/Approve – Head Start Standard Operating Manuals and Forms ☼
(Berny will have notebooks)**

- 1) Education
- 2) Family and Community Engagement
- 3) Mental Health-Disabilities
- 4) Nutrition
- 5) On-going Monitoring
- 6) Staff Development – Training
- 7) Strategic Plan

E. Discuss/Approve – Financial Policies and Procedures including the Financial Code of Conduct ☼ (Berny will have notebooks)

F. Discuss/Approve - Personnel Policies and Procedures ☼(Charlotte will have notebooks)

G. Discuss/Approve – Updated Volunteer Rates ☼

H. Discuss/Approve – PC By-Laws ☼

I. Discuss/Approve – Head Start Grant 06CH7174/05 \$17,920 from the Personnel Line Item to the Equipment Line Item ☼

J. Discuss/Approve - Job Descriptions ☼(Charlotte will have notebooks)

K. Discuss/Approve – Election of Officers ☼

9. Staff Reports

A. Financial Report (OS 8.7).....Shelley Mitchell

10. Executive Director’s Report

11. Discussion Items

- 1) Discuss Circle Assessment Wave 1 2019
- 2) Discuss Frog Street Assessment Wave 1 2019

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

©2019/CSNT, Inc. All rights reserved. All logos and images are the protected trademarks of their respective organizations.

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
September 24, 2019 - 12:00 Noon
304 E Houston, Linden, Texas 75563

Board Members Present

Judge Doug Reeder

Morris County Judge, Public Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Christophe Trahan

Representing Linden Economic Development Corporation, Private Sector

Dr. Arcolia Jenkins, Vice Chairman

Representing Creating Opportunities in Marion County, Private Sector

Lisa Martin

Democratically selected by Hughes Springs Housing Authority, Poverty Sector

Brenda Swisher, Secretary

Representing Cass County Mayor Clarence Burns, Public Sector

Ross Hyde, Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Shelby Ebarb – was seated 6/25/19

Representing Linden-Kildare CISD, Private Sector

Board Members Absent

Ashley Oleson

Representing Head Start Liaison, Poverty Sector

Rumy Gates

Representing WoodForest Bank, Private Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:47 p.m.

Quorum: established by Ross Hyde, Chairman, 8 of 10 members present.

MINUTES

Motion: Arcolia Jenkins, Vice-Chair moved to approve the August 27, 2019 minutes.

Second: Donna Early, Treasurer

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

AGENDA

Motion: Christophe Trahan, Parliamentarian moved to accept the agenda

Second: Judge Reeder

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

Head Start Orientation for the Board presented by Dan Boyd. This training provides part of the Roles and Responsibilities training required by Org. Std. 5.8

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required
- B. Personnel – This committee should meet in July to approve job descriptions, pay scales, etc., No current report required
- C. Finance – No current report required
- D. Executive – This committee meets only when necessary
- E. Nominating – This committee met at 11:30 am, September 24, 2019
Christophe Trahan, Parliamentarian gave report for nominating committee. The committee elected to re-nominate Ross Hyde as Chairman, Arcolia Jenkins as Vice-Chair, Donna Early as Treasurer, and Brenda Swisher as Secretary. The slate of officers will be voted in at the December 3, 2019, meeting.
- F. ByLaws – No current report required

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

Action Items

A. Seat New Board Member(s)

Denise Hall was seated as the liaison for Head Start.

Motion: Christophe Trahan, Parliamentarian moved to accept Denise Hall as the Head Start liaison to the board.

Second: Arcolia Jenkins, Vice-Chair

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

Discussion regarding the Poverty sector representative from Morris County, Linda White with New Life Family Education. A motion was made to resolve to offer a Poverty Sector seat to New Life Family Education.

Motion: Donna Early, Treasurer

Second: Arcolia Jenkins, Vice-Chair

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

B. Approve Consent Agenda

1. Human Resources Report (Org. Std. 5.9)
2. Head Start Report (Org. Std. 5.9)
3. Community Services Reports (Org. Std.5.9)
4. Service and Transportation Reports (Org. Std. 5.9)
5. VSN Report (Org. Std. 5.9)
6. TBRA Report (Org. Std. 5.9)

Motion: Donna Early, Treasurer moved to accept the Consent Agenda

Second: Denise Hall

All items reviewed and when asked, the Board stipulated that no further discussion was needed on the consent agenda and no items were requested to be removed.

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

C. Discuss/Approve – FYE 2018 Annual Report

Motion: Arcolia Jenkins, Vice-Chair

Second: Lisa Martin

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

The report includes outcomes for the previous year and budgets for the coming year for the entire agency.

STAFF REPORTS

A. Financial Report – Prepared by Shelley Mitchell and presented by Dan Boyd

The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position. (OS 8.7)

EXECUTIVE DIRECTOR'S REPORT

Executive Director addressed the Roles and Responsibility training for the next board meeting scheduled October 22, 2019

DISCUSSION ITEMS

None

AUDIENCE COMMENTS

None

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.

ADJOURN

Motion made to adjourn the meeting by Christophe Trahan, Parliamentarian and second by Donna Early, Treasurer at 1:35 pm.

Approved by: _____, on _____, 2019
(Board Secretary) (Date)

Community Services Block Grant Performance Report

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

Vendor ID: 17512320809

Contract: 61190003044 Report Date: August 2019

Contract Term: January 1, 2019 - December 31, 2019 Report Type: Monthly

Contract Amount: \$ 431,692.00 CFDA #: 93.569

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	0	0	38
b.	Hours of Agency Staff in capacity building activities	0	0	250

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	1	0	3448
	1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	1	0	3139

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	18
e.	Number of Staff with a family development certification	0	0	17
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

Community Services Block Grant Performance Report

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

Vendor ID: 17512320809

Contract: 61190003044 Report Date: August 2019

Contract Term: January 1, 2019 - December 31, 2019 Report Type: Monthly

Contract Amount: \$ 431,692.00 CFDA #: 93.569

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
i.	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	8	0	91
b.	Faith Based	7	0	45
c.	Local Government	1	0	8
d.	State Government	0	0	8
e.	Federal Government	0	0	4
f.	For-Profit Business or Corporation	5	0	53
g.	Consortiums/Collaborations	2	0	13
h.	School Districts	4	0	48
i.	Institutions of Post-Secondary Education/Training	1	0	11
j.	Financial/Banking Institutions	1	0	10
k.	Health Service Organizations	3	0	34
l.	Statewide Associations or Collaborations	2	0	21

Community Services Block Grant Performance Report

Subrecipient: Community Services of Northeast Texas, Inc.

Address: PO Box 427
LINDEN, TX 75563

Vendor ID: 17512320809

Contract: 61190003044

Report Date: August 2019

Contract Term: January 1, 2019 - December 31, 2019

Report Type: Monthly

Contract Amount: \$ 431,692.00

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	2	5	0	0	0	0.00	0.00
b.	The number of unemployed adults who obtained employment (up to a living wage).	0	0	10	15	0	0	0	0.00	0.00
c.	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	0	0	1	10	0	0	1	100.00	10.00
d.	The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).	1	0	4	10	0	0	0	0.00	0.00
e.	The number of unemployed adults who obtained employment (with a living wage or higher).	0	0	2	10	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	3	5	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	1	5	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	4	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	0	2	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	2	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	2	0	0	0	0.00	0.00

Community Services Block Grant Performance Report

Subrecipient: Community Services of Northeast Texas, Inc.

Address: PO Box 427
LINDEN, TX 75563

Vendor ID: 17512320809

Contract: 61190003044

Report Date: August 2019

Contract Term: January 1, 2019 - December 31, 2019

Report Type: Monthly

Contract Amount: \$ 431,692.00

CFDA #: 93.569

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.	373	0	906	540	372	0	903	99.67	167.22
b.	The number of children (0 to 5) who demonstrated skills for school readiness.	372	0	908	540	372	0	906	99.78	167.78
c.	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills.	372	0	905	0	372	0	897	0.00	0.00
	1. Early Childhood Education (ages 0-5)	372	0	905	540	372	0	897	99.12	166.11
	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).	373	0	916	0	372	0	903	0.00	0.00
	1. Early Childhood Education (ages 0-5)	373	0	916	540	372	0	903	98.58	167.22
	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
e.	The number of parents/caregivers who improved their home environments.	160	0	791	750	10	0	138	17.45	18.40
f.	The number of adults who demonstrated improved basic education.	0	0	25	25	0	0	23	92.00	92.00
g.	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	1	0	37	25	1	0	32	86.49	128.00
h.	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	0	0	34	25	0	0	32	94.12	128.00
i.	The number of individuals who obtained an Associate's degree.	0	0	10	1	0	0	10	100.00	1000.00

Community Services Block Grant Performance Report

Subrecipient: Community Services of Northeast Texas, Inc.

Address: PO Box 427
LINDEN, TX 75563

Vendor ID: 17512320809

Contract: 61190003044

Contract Term: January 1, 2019 - December 31, 2019

Contract Amount: \$ 431,692.00

Report Date: August 2019

Report Type: Monthly

CFDA #: 93.569

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		
j. The number of individuals who obtained a Bachelor's degree	0	0	6	1	0	0	6	100.00	600.00

Community Services Block Grant Performance Report

Subrecipient: Community Services of Northeast Texas, Inc.

Address: PO Box 427
LINDEN, TX 75563

Vendor ID: 17512320809

Contract: 61190003044

Contract Term: January 1, 2019 - December 31, 2019

Contract Amount: \$ 431,692.00

Report Date: August 2019

Report Type: Monthly

CFDA #: 93.569

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		
a. The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	189	0	970	150	10	0	125	12.89	83.33
b. The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.	0	0	19	150	0	0	0	0.00	0.00
c. The number of individuals who opened a savings account or IDA.	0	0	0	0	0	0	0	0.00	0.00
d. The number of individuals who increased their savings.	0	0	0	0	0	0	0	0.00	0.00
e. The number of individuals who used their savings to purchase an asset.	0	0	0	0	0	0	0	0.00	0.00
1. Of the above, the number of individuals who purchased a home.	0	0	0	0	0	0	0	0.00	0.00
f. The number of individuals who improved their credit scores.	0	0	0	0	0	0	0	0.00	0.00
g. The number of individuals who increased their net worth.	0	0	0	0	0	0	0	0.00	0.00
h. The number of individuals engaged with the Community Action Agency who report improved financial well-being.	0	0	41	5	0	0	23	56.10	460.00

Community Services Block Grant Performance Report

Subrecipient: Community Services of Northeast Texas, Inc

Address: PO Box 427
LINDEN, TX 75563

Vendor ID: 17512320809

Contract: 61190003044

Contract Term: January 1, 2019 - December 31, 2019

Contract Amount: \$ 431,692.00

Report Date: August 2019

Report Type: Monthly

CFDA #: 93.569

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	0	0	2	5	0	0	2	100.00	40.00
b.	The number of households who obtained safe and affordable housing.	1	0	22	25	1	0	20	90.91	80.00
c.	The number of households who maintained safe and affordable housing for 90 days.	0	0	0	25	0	0	0	0.00	0.00
d.	The number of households who maintained safe and affordable housing for 180 days.	0	0	0	25	0	0	0	0.00	0.00
e.	The number of households who avoided eviction	0	0	13	25	0	0	11	84.62	44.00
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.	58	0	344	100	58	0	326	94.77	326.00

Community Services Block Grant Performance Report

Subrecipient: Community Services of Northeast Texas, Inc.

Address: PO Box 427
LINDEN, TX 75563

Vendor ID: 17512320809

Contract: 61190003044

Contract Term: January 1, 2019 - December 31, 2019

Contract Amount: \$ 431,692.00

Report Date: August 2019

Report Type: Monthly

CFDA #: 93.569

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	Target	Monthly	Adjusted	Cumulative		
a.	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	0	0	521	50	0	0	520	99.81	1040.00
b.	The number of individuals who demonstrated improved physical health and well-being.	0	0	6	150	0	0	5	83.33	3.33
c.	The number of individuals who demonstrated improved mental and behavioral health and well-being.	0	0	532	540	0	0	522	98.12	96.67
d.	The number of individuals who improved skills related to the adult role of parents/caregivers.	0	0	4	100	0	0	1	25.00	1.00
e.	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	0	0	627	750	0	0	626	99.84	83.47
f.	The number of seniors (65+) who maintained an independent living situation.	37	0	341	500	37	0	341	100.00	68.20
g.	The number of individuals with disabilities who maintained an independent living situation.	80	0	598	750	80	0	587	98.16	78.27
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

Community Services Block Grant Performance Report

Subrecipient: Community Services of Northeast Texas, Inc.

Address: PO Box 427
LINDEN, TX 75563

Vendor ID: 17512320809

Contract: 61190003044

Contract Term: January 1, 2019 - December 31, 2019

Contract Amount: \$ 431,692.00

Report Date: August 2019

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		
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	0	0	0.00	0.00
	1. Of the above, the number of Community Action program participants who improved their leadership skills.	0	0	0	0	0.00	0.00
	2. Of the above, the number of Community Action program participants who improved their social networks.	0	0	0	0	0.00	0.00
	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	0	0	0.00	0.00

Community Services Block Grant Performance Report

Subrecipient: Community Services of Northeast Texas, Inc

Address: PO Box 427
LINDEN, TX 75563

Vendor ID: 17512320809

Contract: 61190003044

Contract Term: January 1, 2019 - December 31, 2019

Contract Amount: \$ 431,692.00

Report Date: August 2019

Report Type: Monthly

CFDA #: 93.569

7. Outcomes Across Multiple Domains (FNPI 7)

	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
a	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	390	0	2049	2000	390	0	2049	100.00	102.45

2019 County Service Report

Bowie County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ 24,319.63	\$ 37,421.90	\$ 34,454.68					\$ 96,206.21
Total Individuals Served by CSBG TOP and CEAP						311	69	79					459
Non CSBG and CEAP Total \$						\$ -							\$ -
Total Individuals Served by Non CSBG TOP and CEAP						0							0
Total Individuals Served with Donated Goods						0							0
Total Veterans Served by VSN						6	2	3					11
Vet Services Now \$						\$ 3,402.03	\$ 776.32	\$ 1,201.76					\$ 5,380.11
Total Individuals Served by TBRA						0	1	1					2
Tenant Based Rental Assistance \$						\$ -	\$ 460.00	\$ 450.00					\$ 910.00
Total Individuals Served	0	0	0	0	0	317	72	83	0	0	0	0	472

Camp County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ 7,777.37	\$ 12,746.20	11,733					\$ 32,256.30
Total Individuals Served by CSBG TOP and CEAP						15	115	25					155
Non CSBG and CEAP Total \$						\$ 351.95	\$ 125.00	866.41					\$ 1,343.36
Total Individuals Served by Non CSBG TOP and CEAP						94	6	13					113
Total Individuals Served by Food Bank						12	9	17					0
Total Individuals Served with Donated Goods						15	3						18
Total Veterans Served by VSN						0							\$ -
Vet Services Now \$						\$ -							0
Total Individuals Served by TBRA						0	1						\$ 1.00
Tenant Based Rental Assistance \$						\$ -	\$ 258.00						258
Total Individuals Served	0	0	0	0	0	136	0	55	0	0	0	0	0

Cass County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ 18,868.38	\$ 33,136.46	\$ 42,052.46					\$ 94,057.30
Total Individuals Served by CSBG TOP and CEAP						65	198	299					562
Non CSBG and CEAP Total \$						\$ 4,026.00	\$ 3,347.46	\$ 7,110.08					\$ 14,483.54
Total Individuals Served by Non CSBG TOP and CEAP						2	7	15					24
Total Individuals Served by Food Bank						0							0
Total Individuals Served with Donated Goods						0		4					4
Total Veterans Served by VSN						2	4	6					\$ 12.00
Vet Services Now \$						\$ 2,600.00	\$ 1,885.46	\$ 3,304.08					7789.54
Total Individuals Served by TBRA						8	3	5					\$ 16.00
Tenant Based Rental Assistance \$						\$ 1,426.00	\$ 1,297.00	\$ 3,806.00					6,529
Total Individuals Served	0	0	0	0	0	77	212	329	0	0	0	0	618

2019 County Service Report

Marion County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ 10,566.88	\$ 16,269.77	16,993					\$ 43,849.65
Total Individuals Served by CSBG TOP and CEAP						30	19	26					75
Non CSBG and CEAP Total \$						\$ -	\$ -						\$ -
Total Individuals Served by Non CSBG TOP and CEAP						0	0						0
Total Individuals Served by Food Bank						0	0						0
Total Individuals Served with Donated Goods						0	0						0
Total Veterans Served by VSN						0	0						\$ -
Vet Services Now \$						\$ -	\$ -						0
Total Individuals Served by TBRA						0	0						\$ -
Tenant Based Rental Assistance \$						\$ -	\$ -						0
Total Individuals Served	0	0	0	0	0	30	19	26					75

Morris County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ 7,749.29	\$ 14,690.54	16,208					\$ 38,648.28
Total Individuals Served by CSBG TOP and CEAP						51	107	29					187
Non CSBG and CEAP Total \$						\$ -	\$ -						\$ -
Total Individuals Served by Non CSBG TOP and CEAP						25	0						25
Total Individuals Served with Donated Goods						0	0						0
Total Veterans Served by VSN						0	0						0
Vet Services Now \$						\$ -	\$ -						\$ -
Total Individuals Served by TBRA						0	0						0
Tenant Based Rental Assistance \$						\$ -	\$ -						\$ -
Total Individuals Served	0	0	0	0	0	76	107	29	0	0	0	0	212

Franklin County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ 1,614.41	\$ 2,378.57	\$ 2,967.48					\$ 6,960.46
Total Individuals Served by CSBG TOP and CEAP						5	10	16					31
Non CSBG and CEAP Total \$						\$ -	\$ -						\$ -
Total Individuals Served by Non CSBG TOP and CEAP						0	0						0
Total Individuals Served with Donated Goods						0	0						0
Total Veterans Served by VSN						0	0						0
Vet Services Now \$						\$ -	\$ -						\$ -
Total Individuals Served by TBRA						0	0						0
Tenant Based Rental Assistance \$						\$ -	\$ -						\$ -
Total Individuals Served	0	0	0	0	0	5	10	16	0	0	0	0	31

2019 County Service Report

Titus County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ 4,813.65	\$ 10,594.07	\$ 10,394.13					\$ 25,802.75
Total Individuals Served by CSBG TOP and CEAP						8	27	73					108
Non CSBG and CEAP Total \$						\$ -	\$ -						\$ -
Total Individuals Served by Non CSBG TOP and CEAP						0	0						0
Total Individuals Served with Donated Goods						0	0						0
Total Veterans Served by VSN						5	0						5
Vet Services Now \$						\$ 306.00	\$ -						\$ 306.00
Total Individuals Served by TBRA						0	0						0
Tenant Based Rental Assistance \$						\$ -	\$ -						\$ -
Total Individuals Served	0	0	0	0	0	13	27	73	0	0	0	0	113

Red River County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ 2,416.39	\$ 7,122.58	\$ 8,223.59					\$ 17,762.56
Total Individuals Served by CSBG TOP and CEAP						6	24	9					39
Non CSBG and CEAP Total \$						\$ -	\$ -						\$ -
Total Individuals Served by Non CSBG TOP and CEAP						0	0						0
Total Individuals Served with Donated Goods						0	0						0
Total Veterans Served by VSN						0	0						0
Vet Services Now \$						\$ -	\$ -						\$ -
Total Individuals Served by TBRA						0	0						0
Tenant Based Rental Assistance \$						\$ -	\$ -						\$ -
Total Individuals Served	0	0	0	0	0	6	24	9	0	0	0	0	39

Lamar County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ 12,541.73	\$ 23,155.87	\$ 30,714.41					\$ 66,412.01
Total Individuals Served by CSBG TOP and CEAP						40	46	37					123
Non CSBG and CEAP Total \$						\$ 164.36	\$ 98.82						\$ 263.18
Total Individuals Served by Non CSBG TOP and CEAP						1	1						2
Total Individuals Served with Donated Goods						0	0						0
Total Veterans Served by VSN						0	0	1					1
Vet Services Now \$						\$ -	\$ -	\$ 237.31					\$ 237.31
Total Individuals Served by TBRA						0	0						0
Tenant Based Rental Assistance \$						\$ -	\$ -						\$ -
Total Individuals Served	0	0	0	0	0	41	47	38	0	0	0	0	126

2019 County Service Report

Delta County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ 663.27	\$ 3,756.53	\$ 550.51					\$ 4,972.31
Total Individuals Served by CSBG TOP and CEAP						9	4	5					18
Non CSBG and CEAP Total \$						\$ 96.10	\$ -						\$ 96.10
Total Individuals Served by Non CSBG TOP and CEAP						2	0						2
Total Individuals Served with Donated Goods						0	0						0
Total Veterans Served by VSN						0	0						0
Vet Services Now \$						\$ -	\$ -						\$ -
Total Individuals Served by TBRA						0	0						0
Tenant Based Rental Assistance \$						\$ -	\$ -						\$ -
Total Individuals Served	0	0	0	0	0	11	4	5	0	0	0	0	20

Hopkins County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ 3,350.94	\$ 1,981.98	\$ 6,745.07					\$ 12,077.99
Total Individuals Served by CSBG TOP and CEAP						40	56	18					114
Non CSBG and CEAP Total \$						\$ 481.78	\$ -						\$ 481.78
Total Individuals Served by Non CSBG TOP and CEAP						4	0						4
Total Individuals Served with Donated Goods						0	0						0
Total Veterans Served by VSN						1	1	1					3
Vet Services Now \$						\$ 1,600.00	\$ 452.00	\$ 1,000.00					\$ 3,052.00
Total Individuals Served by TBRA						0	0						0
Tenant Based Rental Assistance \$						\$ -	\$ -						\$ -
Total Individuals Served	0	0	0	0	0	45	57	19	0	0	0	0	121

Rains County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$						\$ -	\$ 5,619.79	\$ 915.53					\$ 6,535.32
Total Individuals Served by CSBG TOP and CEAP						0	20	5					25
Non CSBG and CEAP Total \$						\$ -	\$ -						\$ -
Total Individuals Served by Non CSBG TOP and CEAP						0	0						0
Total Individuals Served with Donated Goods						0	0						0
Total Veterans Served by VSN						0	0						0
Vet Services Now \$						\$ -	\$ -						\$ -
Total Individuals Served by TBRA						0	0						0
Tenant Based Rental Assistance \$						\$ -	\$ -						\$ -
Total Individuals Served	0	0	0	0	0	0	5,640	5	0	0	0	0	5,645
All Counties Total	0	0	0	0	0	757	0	687	0	0	0	0	0

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 117 as of 10/11/19

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	103	95	2	6	3 hires, 2 term
CSBG/CEAP	13	11	2	0	1 hir, 1 term

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	141.25	8.75	150.00	Unfilled Positions 1
Pay Period 8/18/19 to 8/31/19				
Hours worked by Subs 173.00				
CSBG/CEAP Staff	381.25	20.25	401.50	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
Head Start Staff	381.25	20.25	401.50	Unfilled Positions 1
Pay Period 9/1/19 to 9/14/19				
Hours worked by Subs 173.00				
CSBG/CEAP Staff	60.50	3.25	63.75	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:		
Total Hours Absent Both Pay Periods	964.25	52.50		

LWOP Savings	\$	682.50	\$	13.00	52.50	\$13.00 average hourly rate
HS Sub Usage Expense	\$	2,819.90	\$	8.15	346	\$8.15 average hourly sub rate
Savings for both periods	\$	(2,137.40)				

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

CSNT Head Start Monthly Report

Program Year 05 2019

06CH7174/05

2019

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	516	NA	NA	516	516		
# additional students (partnerships)	2	5	4	3	3	2	NA	NA	12	8		
% with Special Needs	6%	6%	6%	8%	9%	10%	NA	NA	5%	5%		
ADA Funded Enrolled* (516)	93%	92%	90%	92%	93%	93%	NA	NA	96%	96%		
Enrollment (w/additional students)	92%	92%	90%	92%	94%	93%	NA	NA	94%	95%		
Present/ Absent	477/41	476/43	462/58	477/44	484/35	480/38	NA	NA	483/45	496/32		
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		

Non-Federal Share

\$965,823 (\$168,918) \$1,134,741 -17% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$1,134,741	\$ 131,092	\$ 139,037	\$ 141,998	\$ 135,476	\$ 146,532	\$ 131,503	\$ 59,947	\$ 59,241	\$ 60,859	\$ 129,056		

Admin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
11%	\$ 38,054	\$ 85,840	\$ 141,140	\$ 192,247	\$ 242,059	\$ 301,101	\$ 348,083	\$ 398,720	\$ 448,788	\$ 495,413		

Meals/Reimbursements

\$110,528	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	15	17	19	16	21	18	NA	NA	15	20		
# of meals served	5,055	6,173	7,189	6,021	7,963	6,540	NA	NA	4,528	7,802		
CACFP Reimbursement	\$ 10,982	\$ 13,194	\$ 15,300	\$ 12,891	\$ 17,071	\$ 14,126	\$ -	\$ -	\$ 9,896	\$ 17,068		

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	29	130	221	269	327	138	NA	NA	10	335		
# Classrooms Observed	26	64	92	93	80	76	NA	NA	24	67		
Incomes Verified	2	15	10	5	100	150	NA	NA	50	75		
# Parents Interviewed	2	2	0	27	7	18	NA	NA	0	10		
# of Staff interviewed	7	4	0	18	20	18	NA	NA	0	12		
# Bus Routes Observed	1	1	2	1	1	1	NA	NA	0	1		
# Staff Files Reviewed	0	0	10	0	0	4	NA	NA	0	9		
# Community Contacts	25	25	48	52	50	25	NA	NA	0	35		
# of Findings Corrected	14	23	81	33	40	16	NA	NA	16	43		

Annual Self-Assessment Findings

Date: Week of 4/3/2019 Completed 6/3/2019

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings					2	2	2	2	2	2		
# findings corrected					0	0	0	0	1	2		
# findings remaining					2	2	2	2	0	0		

Annual Detailed Monitoring Findings

Week of 2/13/2019 Completed 6/3/2019

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	13	13	7	7	7	7	7	7	7	7		
# findings corrected	13	13	1	1	5	7	7	7	7	7		
# findings remaining	0	0	6	6	2	0	0	0	0	0		

Program Updates

Completing 45 and 90 day deadlines
Preparing and Analyzing Data from First Assessments and Reports
ACF-IM-HS-19-03 Kinship Care

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-19-03	2. Issuance Date: 09/30/2019
	3. Originating Office: Office of Head Start	
	4. Key Word: Kinship care; Eligibility; Homelessness; Economic hardship relative; Foster care; Child welfare; Partnerships	

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Head Start and Early Head Start Eligibility for Children in Kinship Care

INFORMATION:

The Office of Head Start (OHS) has received questions from grantees who want to enroll children living in kinship care and are concerned about the eligibility of these children. Formal or informal kinship care, for the purposes of this IM, broadly refers to children who are living with relatives or caregivers other than their parents. In most cases, these children are eligible for Head Start services according to the Head Start Act and Head Start Program Performance Standards (HSPPS) and programs can enroll them. OHS encourages grantees to include children in kinship care in their enrollment and selection process.

The following descriptions provide grantees with information about ways children in kinship care can be eligible for Head Start.

Public Assistance

- Relative caregivers are often eligible for public assistance, such as Temporary Assistance for Needy Families (TANF) or Supplemental Security Income (SSI). If the caregiver receives or is eligible to receive public assistance, a child in their care is eligible for Head Start because they meet the definition of a family under HSPPS [45 CFR §1305.2](#).
- If the child living with relatives receives a "child-only" TANF grant, then the child receives public assistance. A child who receives or is eligible to receive public assistance is eligible for Head Start.
- For information about the TANF programs in your state, visit: <https://www.acf.hhs.gov/ofa/help>

Foster Care

- Each state has jurisdiction of its child welfare system. OHS considers a child in foster care if the child is placed in a setting away from parents or guardians by the child welfare system and the state agency has placement and care responsibility ([45 CFR §1305.2](#)). A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state or local agency for the care of the child.
- If the child welfare agency has placed the child away from parents or guardians and in the care of relatives, the child is considered to be in foster care under the HSPPS. A child in foster care is eligible for Head Start.
- For additional resources for kinship caregivers and the child welfare system, visit: <https://www.childwelfare.gov/pubs/f-kinshi/>

Homeless

- Head Start follows the definition of homeless child in the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)). If a child is living with non-parent relatives due to loss of housing, economic hardship, or a similar reason, the child may meet this definition of a homeless child. A child experiencing homelessness is eligible for Head Start.

- Some examples of circumstances leading a child to kinship care include economic hardship, substance misuse, or incarceration. If the child is living with non-parent relatives for these or similar reasons, the child may be considered homeless and then would be eligible for Head Start.
- For additional resources for early care and education and homeless children, visit: <https://www.acf.hhs.gov/eccd/interagency-projects/ece-services-for-homeless-children>

If you have any questions regarding eligibility, please contact your Regional Office. Thank you for all you do to serve the most vulnerable children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-19-04	2. Issuance Date: 10/10/2019
	3. Originating Office: Office of Head Start	
	4. Key Word: Administrative Simplification; Accounting Codes; Common Accounting Numbers (CANs)	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Accounting Simplification for Head Start and Early Head Start Operations and Service Funds

INFORMATION:

This Information Memorandum (IM) is to inform grantees of a simplified accounting procedure that will go into effect beginning in fiscal year (FY) 2020. Currently, the Office of Head Start's (OHS) accounting structure includes two separate Common Accounting Numbers (CANs) for Head Start and Early Head Start operations. OHS will streamline the current structure by transitioning to the use of a single CAN for operations, inclusive of both Head Start and Early Head Start service funds. This change is meant to lessen administrative burdens grantees face when operating both programs. These CANs are known as Program Accounts 4122 and 4125 for Head Start and Early Head Start, respectively.

Starting in FY2020, all Head Start and Early Head Start operations amounts will be funded from CAN 4122. This change does not affect Program Accounts 4120 and 4121, the Head Start and Early Head Start training and technical assistance (T/TA) CANs, due to statutory requirements placed on those funds. This change only applies to traditional Head Start and Early Head Start grants and has no impact on Early Head Start-Child Care Partnership/Early Head Start Expansion grants. Furthermore, this accounting change does not affect annual funding and enrollment levels for Head Start or Early Head Start and does not change the processes for programs seeking to convert slots.

Current CAN Structure	No.	New CAN Structure	No.
Head Start Operations	4122	Head Start and Early Head Start Operations	4122
Early Head Start Operations	4125		
Head Start T/TA	4120	Head Start T/TA	4120
Early Head Start T/TA	4121	Early Head Start T/TA	4121

This accounting change is expected to relieve some of the administrative burdens grantees regularly face when operating both a Head Start and Early Head Start program. The existing structure forces grantees to allocate multiple shared costs between the two programs when

submitting budget estimates through the Head Start Enterprise System Grant Application Budget Instrument. Currently, when operations funds are awarded in separate CANs for Head Start and Early Head Start, there is no flexibility to make adjustments by moving funds between programs once an award has been issued without an ACF-approved budget modification. This simplified accounting procedure will alleviate that problem. It will also allow grantee requests for enrollment conversions from Head Start to Early Head Start—and in the case of American Indian and Alaska Native programs only, from Early Head Start to Head Start—to be implemented more timely due to the ability to reallocate funds between programs within the same CAN when needs arise.

This accounting structure change has no impact on how a grantee will continue to submit program-level funding requests or requests for conversion of slots, nor will it have an impact on the under-enrollment process. Funding guidance letters will continue to be provided with annual funding and enrollment levels for Head Start and Early Head Start along with instructions on how grantees will apply for funding.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

PIR Snapshot	Total	Percentage
Report: Head Start PIR Snapshot (Grid)		
PIR: Head Start 2017-2018		
Section: a. Total Funded Enrollment		
Number of enrollment slots that the program is funded to serve.	516	100%
Section: b. Funded Enrollment by Program Option		
Center-Based	516	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
Section: c. Detail - Center-based Funded Enrollment		
Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	516	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total
Section: d. Total Cumulative Enrollment		
Actual number of children served by the program throughout the entire 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.	565	100% of participants
Section: e. Participants By Age		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	245	43.36% of cumulative enrollment
Four Years Old	320	56.64% of cumulative enrollment
Five Years Old and Older	0	0% of cumulative enrollment
Section: f. Homelessness Services		
Total Number of children experiencing homelessness that were served during the enrollment year	27	4.78% of cumulative enrollment
Section: g. Foster Care		
Total number of enrolled children who were in foster care at any point in the program year	12	2.12% of cumulative enrollment
Section: h. Prior Enrollment of Children		
Second Year	175	30.97% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
Section: i. Ethnicity		
Hispanic or Latino Origin	88	15.58% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	477	84.42% of cumulative enrollment
Section: j. Race		
American Indian or Alaska Native	5	0.88% of cumulative enrollment
Asian	3	0.53% of cumulative enrollment
Black or African American	285	50.44% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.18% of cumulative enrollment
White	172	30.44% of cumulative enrollment
Biracial or Multi-Racial	52	9.2% of cumulative enrollment
Other Race	47	8.32% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

Section: k. Language

English	514	90.97% of cumulative enrollment
Spanish	47	8.32% of cumulative enrollment
Central American, South American, or Mexican Languages	0	0% of cumulative enrollment
Caribbean Languages	0	0% of cumulative enrollment
Middle Eastern or South Asian Languages	0	0% of cumulative enrollment
East Asian	0	0% of cumulative enrollment
Native North American or Alaska Native Languages	0	0% of cumulative enrollment
Pacific Island Languages	0	0% of cumulative enrollment
European or Slavic Languages	0	0% of cumulative enrollment
African Languages	0	0% of cumulative enrollment
Other Languages	0	0% of cumulative enrollment
Unspecified Language	4	0.71% of cumulative enrollment

Section: l. Health Services

Children With Health Insurance At Start of Enrollment	554	98.41% of cumulative enrollment
Children With Health Insurance At End of Enrollment	556	98.41% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	562	99.47% of cumulative enrollment
Children With A Medical Home At End of Enrollment	562	99.47% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	555	98.23% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	564	99.82% of cumulative enrollment
Children with a dental home at start of enrollment	538	95.22% of cumulative enrollment
Children with a dental home at end of enrollment	545	96.46% of cumulative enrollment

Section: m. Disability Services

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	60	10.62% of cumulative enrollment
---	----	---------------------------------

Section: n. Family Services

Total Number of Families	532	100% of total families
Families Who Received at Least One Family Service	462	86.84% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	32	6.02% of total families
Housing Assistance	16	3.01% of total families
Mental Health Services	24	4.51% of total families
English as a Second Language (ESL) Training	19	3.57% of total families
Adult Education	67	12.59% of total families
Job Training	19	3.57% of total families
Substance Abuse Prevention	0	0% of total families
Substance Abuse Treatment	2	0.38% of total families
Child Abuse and Neglect Services	38	7.14% of total families
Domestic Violence Services	6	1.13% of total families
Child Support Assistance	1	0.19% of total families
Health Education	416	78.2% of total families
Assistance to Families of Incarcerated Individuals	2	0.38% of total families
Parenting Education	426	80.08% of total families
Relationship or Marriage Education	4	0.75% of total families

Monthly Vehicle Cost Summary

May-18

By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	48.20	10.48	
CSBG	420.22	409.53	
CEAP	363.60	15.45	
VSN	592.57	-	
			<u>1,860.05</u>

By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	35.00	-	
Linden	1,236.28	284.63	
Linden Shop	18.28	0.72	
Daingerfield	-	149.66	
Lancer Legacy	-	-	
			<u>1,724.57</u>

By Vehicle

<u>#</u>	<u>Fuel</u>	<u>Repairs</u>	<u>Total</u>	<u>Location</u>
801	-	-	-	Linden Shop
879	500.07	15.00	515.07	Linden
880	145.50	-	145.50	Linden
881	52.00	40.18	92.18	Linden
882	-	86.45	86.45	Linden
883	18.28	0.72	19.00	Linden Shop
884	503.94	-	503.94	Linden
885	-	149.66	149.66	Daingerfield
886	35.00	-	35.00	Jefferson
887	34.77	143.00	177.77	Linden
838	135.03	0.45	135.48	Linden
			<u>1,860.05</u>	

Service Department Report

OCTOBER 29, 2019

Service Department

Department makeup

7 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

Head Start Transportation

Cost per child to transport: 53.27

Transportation Costs:

	Children	Staff		Children	Staff
Vehicle Maintenance cost(Campus)		99.53	YTD =	685.81	
Vehicle Maintenance cost (Buses)	918.76		YTD =	6337.64	
Vehicle Maintenance cost (Exec. Office)		246.99	YTD =		4726.87
Vehicle fuel cost (Gas Campus)	474.12	123.98	YTD =	3087.87	1247.38
Vehicle fuel cost (Exec. Office)		868.72	YTD =		4143.17
Vehicle fuel cost (Diesel)			YTD =	311.48	
Vehicle insurance cost (Buses)	1106.58		YTD =	9959.22	
Vehicle driver cost buses	2454.62		YTD =	19636.9	
				6	
Total transportation cost:	4954.08	1339.22			
Total number transported:	93	134			

VSN SEPTEMBER 2019

SURVIVING SPOUSE

CATEGORIES	VET	SURVIVING SPOUSE	DEPENDENTS	TOTAL SPENT
\$41,305.21 FOR UTILITIES	15	0	11	\$3,270.29
\$21,249.00 FOR RENT	2	1	0	\$1,630.00
\$21,821.58 FOR MORTGAGE	1	0	6	\$495.23
\$23,966.51 FOR FUEL	2	0	0	\$72.00
\$27,013.00 FOR DENTAL	2	0	0	\$1,716.00



CSNT Head Start Volunteer Rates

Effective 12-1-19

Occupation	Rate	Rate Calculation	Job Summary
Bookkeeper	\$12.87 per hour	Average of highest and lowest paid employees in Finance (excluding Finance Director). With 25% for fringe benefits, not included in total.	Assist with performing a variety of complex accounting clerical duties that require an understanding of established accounting procedures. Responsibilities may include reconciling accounts and posting to end balances on general ledgers.
Consultant/Trainer	OPEN		A set rate has not been designed for individuals that are providing consultant or training to staff and/or parents. Individual(s) conducting these types of services will determine the rate.
Cook	\$9.66 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assist with preparing meals for group settings and planning menus. Keep food service area and preparation utensils clean and orderly.
Data Entry Clerk	\$9.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with operating data entry terminals to record and verify a variety of routine data: may maintain a database.
Office Assistant	\$9.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with performing routine clerical support for functional groups; including copying, distributing mail, performing simple calculations, maintaining records and files.
Custodian	\$10.20 per hour	Average of highest and lowest paid employees in this position. With 25% for fringe benefits, not included in total.	Assist with keeping Head Start facilities in clean and orderly condition; sweeps and mops floors, empties trash, cleans restrooms, and performs related maintenance activities.

Policy Council Governing Board	\$16.43 per hour Policy Council \$32.56 per hour Governing Board	Average highest and lowest paid employee for the Head Start Management Staff. With 25% for fringe benefits, not included in total. The Governing Board average was taken from the 2018 Wage Comparability Study for programs between 4-8 million dollars.	Along side the Head Start Director and the Executive Director the members of the Policy Council and Governing Board provide assistance in decisions about the development, planning, and operation of the Head Start Program.
Receptionist	\$9.00 per hour	No employee in this position at this time. Based on starting rate of a new employee. With 25% for fringe benefits, not included in total.	Assist with greeting and directing visitors either in person or on the telephone; take messages, answers general inquiries; may perform a variety of clerical tasks.
Teacher Assistant	\$9.60 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assists teaching staff with the day to day classroom activities and setting up classrooms. Other duties may include serving as field trip chaperon.
Other Parent Activities	\$9.00 per hour	CSNT Head Start minimum wage of \$9.00. With 25% for fringe benefits not included in the total	Assisting with or attending any Head Start sponsored activities.
Bus Driver	\$12.00 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Must have a valid CDL driver license with type S endorsement and Texas School Bus Transportation Certification to drive a Head Start bus.
Social Worker/Family Service Worker	\$12.80 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Assists Family Services with general duties. (Volunteers in this position are not allowed to perform any confidential tasks.)
Mileage Rate	*.430		*Current rate for mileage (Subject to change)

These hourly rates are based on actual payroll figures for CSNT employees as of 10-2-19, with the exception of the Governing Board. The Program Governance rates are based on averages from the 2018 Wage Comparability Study.

You will not be paid for the time documented on this form. The time is considered a donation to the Campus / Program.

**Community Services of Northeast Texas
Policy Council
By Laws**

ARTICLE I: NAME

The name of this organization shall be Community Services of Northeast Texas Head Start Policy Council.

ARTICLE II: PURPOSE

The purpose for which this Council shall be is to provide for participation of parent and community representatives in the decision making processes concerning the Community Services of Northeast Texas Head Start Program as set forth in the Head Start Program Performance Standards, 45 CFR 1301.1 of the Performance Standards, effective November 7, 2016.

ARTICLE III: MEMBERSHIP

SECTION I

The Head Start Policy Council shall be composed of at least thirteen (13) members as follows:

- * Atlanta – One (1) representative and One (1) alternate
- * Bloomburg – One (1) representative and One (1) alternate
- * Daingerfield/Lone Star – One (1) representative and One (1) alternate
- * Hughes Springs – One (1) representative and One (1) alternate
- * Linden – One (1) representative and One (1) alternate
- * Naples/Omaha – One (1) representatives and One (1) alternate
- * New Boston – One (1) representative and One (1) alternate
- * Pittsburg – One (1) representative and One (1) alternate
- * Texarkana – One (1) representative and One (1) alternate

There shall be nine (9) parent/guardians and four (4) community representatives on the Policy Council. There will be one representative appointed to the Policy Council from the Governing Board and one member from Policy Council will be appointed to the Governing Board. The Policy Council Representative that serves on the Governing Board must be a Parent and/or Former Parent. These members will serve the purpose of acting as a liaison and advisor between the Governing Board and the Policy Council. Community representatives must be from one of the four counties served by CSNT Head Start. These counties include Bowie, Camp, Cass, and Morris Counties.

Parent representatives and alternates must meet the following definition as a Head Start parent: “A Head Start child’s mother or father, other family member who is the primary care-giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree”.

SECTION II: Term of Office

Terms of office for Policy Council members shall be for one (1) year. Elections shall take place in August or September at the first Campus Parent Committee Meeting with installation in September/October. Terms of membership are limited to five (5) calendar years. Policy Council members will remain as members on the Council until a successor is elected and seated in September/October.

SECTION III: Voting Rights

Each Policy Council member will have one (1) vote on all issues at all meetings. The Chairperson of the Policy Council votes only in the case of a tie. An Alternate Member will vote only in the absence of a Policy Council Member.

SECTION IV: Member Obligations

All members shall attend meetings regularly; arrive promptly for scheduled meetings and actively participate in meetings. It shall be the responsibility of each current parent/guardian Policy Council member to report information back to the parent committee in his/her Campus at the next Parent Committee Meeting following each Policy Council Meeting.

SECTION V: Confidentiality

Each Policy Council Member is bound by the same Confidentiality Policy of CSNT employees. A breach of confidentiality will result in immediate termination, and possible legal action.

SECTION VI: Termination of Membership

If a member misses two (2) meetings, he/she **may be** replaced. Any member may resign at any time and must be replaced immediately. When a parent representative's seat on the Policy Council becomes vacant, the Campus Parent Committee will elect a new member to fill the vacancy. This process will be reflected on the Parent Committee Meeting minutes.

SECTION VII: Alternates

Each Campus Parent Committee will elect an alternate Policy Council representative to attend all meetings that the representative is unable to attend. Alternates are encouraged to attend all meetings; however, they may not participate unless the representative is not present.

SECTION VIII: Head Start Staff Attendance

The Head Start Director or other staff members may attend Policy Council meetings in a consulting, non-voting capacity.

SECTION VIII: Council Representatives

A Policy Council member can not profit from Community Services of Northeast Texas, Inc., while serving on the Policy Council. This includes working for the Head Start Program.

ARTICLE IV: OFFICERS

SECTION I: Election and Term

The officers of the Policy Council shall be the Chairperson, Vice-Chairperson and Secretary. The members of the Policy Council shall serve a term of office for a period of one (1) year. Officers will be elected each year.

SECTION II: Executive Committee

The officers of the Policy Council shall constitute the Executive Committee.

The Executive Committee is empowered to transact routine or ordinary business between meetings of the Policy Council. Any action of the Executive Committee must be ratified at the next regular meeting.

SECTION III: Special Committees

Special Committees may be appointed and/or dissolved by the Chairperson as deemed necessary.

SECTION IV: Chairperson

The Chairperson will preside at all meetings of the Policy Council and will be an ex-officio member of all committees.

SECTION V: Vice –Chairperson

The Vice-Chairperson, in the absence of the Chairperson, will perform all the duties of the Chairperson. When so acting, he/she will have all the powers of and be subject to all the restrictions of the Chairperson.

SECTION VI: Secretary

1. Keep the minutes of the Policy Council meetings;
2. Make written reports of the minutes with the assistance of the Staff; and
3. Any other duties deemed necessary by the Chairperson.

ARTICLE V: MEETINGS

SECTION I: Regular Meetings

The Policy Council will meet monthly during the program year and as needed during the months of June and July. The meeting will be held on the **fourth** Tuesday of each month at the CSNT Administration office. During the September or October meeting, the Policy Council will determine the most convenient time to meet. The meeting time determined for this program year is 9:15 AM.

SECTION II: Special Meetings

The Chairperson may call special meetings of the Policy Council at any time deemed necessary. A notice of special meetings will be given at least forty-eight (48) hours prior to said meeting.

SECTION III: Notice of Meetings

Notification of all meetings will be sent to all members and all alternates of the Council by letter at least seven (7) days prior to the meeting date. The CSNT office will have the responsibility of notifying the Council members. When no quorum will be available, the Chairperson and the Head Start Director shall reschedule a meeting date.

SECTION IV: Quorum

The quorum for a meeting of the Policy Council shall be at least fifty percent plus one of the non-vacant seats of the Policy Council. The act of the majority of the Policy Council members present at a meeting that has a quorum shall be considered the “Act of the Policy Council”.

SECTION V: Conduction of Meeting

The Policy Council parliamentary process will follow PROBERT’S RULES OF ORDER as closely as possible. The business of the Policy Council shall be carried out in a timely manner at Policy Council Meetings as mandated in 45 CFR 1301.3 Program Governance.

SECTION VI: Dispute/Impasse Resolution

According to 45 CFR, Part 1301.6(a-c), each Head Start grantee and Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body (Board) and policy group. The following procedures address this requirement.

- A.** There must be respect and involvement between the governing Board and the Policy Council.
- B.** There must be a Board member serving on the Policy Council and a Policy Council member serving on the governing Board.
- C.** These written procedures must be approved* by the governing Board and the Policy Council annually.
- D.** If there is conflict between the governing Board and the Policy Council, the following informal procedures must be applied.

INFORMAL PROCEDURES

- 1. The Executive Director and the Head Start Director meet to resolve the conflict.
- 2. The Executive Director, the Head Start Director, Policy Council Chairperson, and the Board Chairperson meet to resolve the conflict.
- 3. The Board and Policy Council Executive Committees meet to resolve the conflict.
- E. If the informal procedures do not resolve the conflict, then go to the approved formal procedures that includes disinterested** parties.

FORMAL PROCEDURES

- 1. The governing Board chooses one disinterested party.
- 2. The Policy Council chooses one disinterested party.
- 3. The two chosen disinterested parties choose a third disinterested party.
- 4. The three disinterested parties will resolve the impasse.

* The approval process includes the governing Board and the Policy Council being involved in the creation and implementation of these policies and procedures.

** Disinterested parties should not include: parents, guardians, or family members of any child enrolled in the Head Start Program for any part of the current school year, CSNT Staff, Board members, Policy Council members, immediate family or persons in the

employ of Board members or Policy Council members, or any other party with a general knowledge of the impasse details prior to being selected to decide the issue.

ARTICLE VII: AMENDMENTS

Individual Policy Council members may offer amendments to these by-laws upon request. Written form of the proposed amendment must be made ten (10) days in advance of any regular or special meeting. A two-thirds majority vote is required for passage.

Revised 11/27/18

Head Start Budget Revision

Grant #06CH7174/05

Detailed Justification

The PY05 Budget Revision Application requests that a total of \$17,920 in federal funding to be moved from the Personnel Line item to the Equipment Line item. This Budget Revision will enable the Head Start Program to spend \$17,920 to replace (4) HVAC units located at the Administrative Office. Cost of replacing the (4) units will be shared with CSBG and CEAP.

Budget Categories

Attached is a copy of the Budget Justification Narrative and the Budget Categories Report from the HSES.

Budget Justification Narrative

Section II – 1. Detailed Budget Narrative

Personnel (-\$14,336): CSNT Head Start will move a total of \$14,336 from the Personnel Budget due to open positions from (3) resignations. Listed below are the positions and the amounts:

Job Title	Date Position Came Open	Reason For Opening	Months Open	Total Not Spent
CLASS Specialist	July 2019	Resignation	August and September	\$6,036
Pittsburg Lead Teacher	May 2019	Retired/Resigned	June and July	\$4,150
Texarkana Lead Teacher	July 2019	Resigned	August and September	\$4,150
			Total Unspent Due to Resignations	\$14,336

Fringe Benefits (-\$3,584): The estimated amount that will be moved for fringe benefits is based on 25.00% of the total listed 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 “Health Joy and Go365” 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%
FICA	UIC	Health	Life	Vis/Dent	W/C	Other

Equipment (\$17,920): Items listed in this line-item are considered equipment.

(Heating, Ventilation and Air Conditioning Units) – (\$17,920) CSNT Head Start (56%) will share in the purchasing of four new HVAC units to replace the units that are not working. These units will be located at the Administrative Building on Kaufman Street, Linden, TX 75563. This purchase will be shared with the Community Services Block Grant Program (36%) and the Comprehensive Energy Assistance Program (8%).

(See Appendix 1: Heating, Ventilation and Air Conditioning Cost Analysis)



Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
FY2019 - 12/01/2018-11/30/2019 - Budget Revision

Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	(\$14,336)	\$0	\$0
Fringe Benefits	(\$3,584)	\$0	\$0
Travel	\$0	\$0	\$0
Equipment	\$17,920	\$0	\$0
Supplies	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$0	\$0	\$0
Total Direct Charges	\$0	\$0	\$0
Indirect Charges	\$0	\$0	\$0
Total	\$0	\$0	\$0

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

Head Start

Financial Report for the month of October 2019

(September 2019 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 11-30-2019</i>							
Personnel	\$2,541,046.00	\$189,743.89	\$1,967,024.14	\$574,021.86	\$211,753.83	\$2,117,538.33	\$150,514.19
Fringe Benefits	\$632,404.00	\$44,552.71	\$521,983.02	\$110,420.98	\$52,700.33	\$527,003.33	\$5,020.31
Travel (4120)	\$22,150.00	\$861.38	\$18,673.17	\$3,476.83	\$1,845.83	\$18,458.33	(\$214.84)
Equipment	\$51,751.00	\$0.00	\$50,954.00	\$797.00	\$4,312.58	\$43,125.83	(\$7,828.17)
Supplies	\$143,036.00	\$26,670.68	\$109,272.62	\$33,763.38	\$11,919.67	\$119,196.67	\$9,924.05
Contractual	\$18,005.00	\$0.00	\$10,443.04	\$7,561.96	\$1,500.42	\$15,004.17	\$4,561.13
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$540.00	\$11,919.78	\$11,568.22	\$1,957.33	\$19,573.33	\$7,653.55
Other (4122)	\$498,984.00	\$56,239.21	\$496,353.17	\$2,630.83	\$41,582.00	\$415,820.00	(\$80,533.17)
Total	\$3,930,864.00	\$318,607.87	\$3,186,622.94	\$744,241.06	\$327,572.00	\$3,275,720.00	\$89,097.06
T&TA	\$45,638.00	\$1,401.38	\$30,592.95	\$15,045.05	\$3,803.17	\$38,031.67	\$7,438.72
Total							
USDA Reimbursements through August 2019							\$93,370.19
Estimated USDA Reimbursement for September 2019							\$17,067.95
							<u>\$199,535.20</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$50,000.00

Further Analysis	
Number of children	516
Number of classrooms	20

	<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	\$196,543.20	\$15,930.39	\$159,331.15	\$16,378.60	\$163,786.00	\$4,454.85
Per Child	\$7,617.95	\$617.46	\$6,175.63	\$634.83	\$6,348.29	\$172.67

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$982,716.00	\$129,056.02	\$1,134,742.34	(\$152,026.34)

HEAD START NUTRITION PROGRAM

Financial Report

For the month of September 2019

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,671.54	\$ 73,373.91
Administrative Labor	689.24	\$ 11,696.00
Food	12,031.48	\$ 83,764.35
Supplies & Equipment	1,182.74	\$ 12,877.03
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 432.00
Other	0	113.56
Total	\$ 20,575.00	\$ 182,256.85

TDHS REVENUE 17,067.95 141,959.32 (Income Starts October 2018)

CSBG 2019

Financial Report for the month of October 2019

CSBG Current Program (September 2019 Expenditures)

% of contract	75%
% of money	60%

<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>Community Services Block Grant (CSBG) 12 month program ending 12/31/2019</i>								
Personnel	\$269,836.00	30,865.64	\$122,069.91	\$147,766.09	\$22,486.33	\$202,377.00	\$80,307.09	Okay
Fringe Benefits	54,991.00	5,447.64	\$33,260.17	21,730.83	4,582.58	41,243.25	7,983.08	Okay
Travel*	9,715.00	1,328.95	\$10,602.02	(887.02)	809.58	7,286.25	(3,315.77)	Over
Equipment	4,095.00	253.18	\$2,455.25	1,639.75	341.25	3,071.25	616.00	Okay
Supplies	7,850.00	1,265.37	\$7,839.00	11.00	654.17	5,887.50	(1,951.50)	Over
Contractual	4,000.00	899.51	\$8,869.54	(4,869.54)	333.33	3,000.00	(5,869.54)	Over
Other	81,205.00	8,162.91	\$76,020.76	5,184.24	6,767.08	60,903.75	(15,117.01)	Over
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00	Okay
Total	\$431,692.00	\$48,223.20	\$261,116.65	\$170,575.35	\$35,974.33	\$323,769.00	\$62,652.35	Okay

Financial Report for the month of October 2019

CEAP Current Program (September 2019 Expenditures)

% of contract	75%
% of money	41%

CEAP 2019

Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2019

	Amount Funded	Expenditures	Total To Date	Balance		Contract Budget				
						Minimum	Maximum			
Administration*	\$204,306.00	7,808.25	\$66,138.49	\$138,167.51	6%	\$17,025.50	min \$72,108.13	max	\$5,969.64	Okay
Household Crisis**	1,144,419.00	19,712.48	\$176,286.68	968,132.32		94,211.30	min 1,144,419.00	max	968,132.32	Okay
Utility Assistance**	1,144,418.00	224,875.35	\$765,826.30	378,591.70		94,211.30	min 1,144,418.00	max	378,591.70	Okay
Program Services	350,809.00	26,081.50	\$154,782.86	196,026.14	16%	29,234.08	min 87,751.67	max	(67,031.19)	Over
Training Travel	1,200.00	0.00	\$0.00	1,200.00		0.00	min 1,200.00	max	1,200.00	Okay
Total	\$2,845,152.00	\$278,477.58	\$1,163,034.33	\$1,682,117.67		\$234,682.18	\$2,449,896.80		\$1,286,862.47	Okay

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

Future Payments \$387,465.66

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

Admin with Future Payments

4.3%

Program Services with Future Payments

10.4%

CSBG D 2019

Financial Report for the month of October 2019

CSBG D Current Program (September 2019 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>CSBG D May 23, 2019 thru September 30, 2019</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
Direct Services to Clients	28,276.00	1,162.30	\$1,823.30	26,452.70
Other	0.00	0.00	\$0.00	0.00
Indirect Costs	0.00	0.00	\$0.00	0.00
Total	<u>\$28,276.00</u>	<u>\$1,162.30</u>	<u>\$1,823.30</u>	<u>\$26,452.70</u>

Valley Services Debt Information

Balances as of September 17, 2019	214,305.88
Payments posted from September 17, 2019 thru October 15, 2019	(500.00)
Charges posted in September 17, 2019 thru October 15, 2019	-
Balances as of October 15, 2019	213,805.88
Net Decrease (Increase)	500.00

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -October 2019

Capital One Credit Card

Purchases for August & September 2019		1,839.44
Payment due by 09/30/2019	Pd on 09/26/2019	<u>(1,839.44)</u>
Balance		-

Sam's Club Credit Card

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

Line of Credit

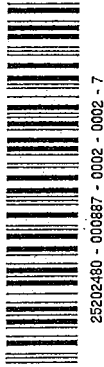
Program	CSBG A	VET Ser NOW	Local Admin	CSBG D	CEAP A
Highest September 2019 Balance	5,000.00	32,355.00	-	-	11,300.00
Current balance	-	32,100.62	-		
Exp pay off date		???			

In House Line of Credit

Program	CSBG B	CEAP B	VET Ser NOW	CSBG A	CSBG D	CEAP A
Highest September 2019 Balance	200.00	200.00	26,122.08	6,400.00	861.00	3,530.00
Current balance	-	-	26,122.08	600.00	1,741.80	-
Exp pay off date	1/31/2020	1/31/2020	???		10/31/2019	

TEXANA BANK LOANS

Program	Local Admin	CEAP A	VET Ser NOW	CSBG A	CEAP A
Highest September 2019 Balance	5,420.00		11,500.00	1,600.00	980.00
Current balance	-		-	-	-
Exp pay off date					



25202480 - 000887 - 0002 - 0002 - 7

ACCT. NUMBER: xxxx xxxx xxxx			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	1,839.44	MINIMUM PAYMENT DUE	1,839.44
AVAILABLE CREDIT	8,160.56	PAYMENT DUE DATE	09-30-19

FINANCE CHARGE SUMMARY				
	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	PERIODIC FINANCE CHARGE
PURCHASES	\$0.00	1.0408%	12.49%	\$0.00
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
ANNUAL PERCENTAGE RATE*				12.49%
Periodic rates may vary				
Number of days in billing cycle:				31
* 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	\$791.75 CR
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
08-26	08-26	75528029238776000630015	PAYMENT RECEIVED -- THANK YOU	791.75 PY	

INDIVIDUAL CARDHOLDER ACTIVITY					
DAN LUCKY BOYD xxxx-xxxx-xxxx-xxxx		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,839.44	\$0.00	\$1,839.44
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
08-16	08-14	55310209227708622658160	CROWNE PLAZA ARLINGTON ARLINGTON TX 12722750	184.95	
			ARRIVAL: 08-13-19		
08-19	08-15	55310209228708624925657	CROWNE PLAZA ARLINGTON ARLINGTON TX 12724851	164.95	
			ARRIVAL: 08-14-19		
08-23	08-22	55432869234200729074033	CCI*HOTEL RESERVATION 855-707-6654 TX	148.22	
08-28	08-27	55436879239172398973888	SHERATON ATLANTA GA 2432079	190.87	
			ARRIVAL: 08-27-19		
09-02	09-01	55432869244200084641960	MARRIOTT CHICAGO M MIL 866-435-7627 IL 048790	1,170.45	
			ARRIVAL: 08-26-19		



Capital One, N.A.
Corporate Card Statement



25202480 - 000887 - 0001 - 0002 - 7

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

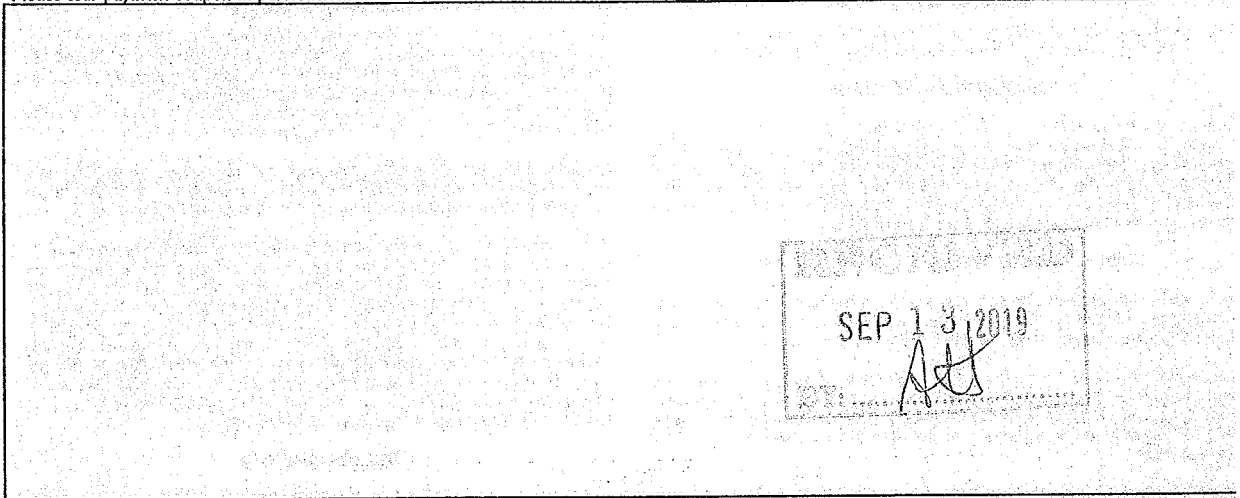
COMMUNITY SERVICES
CSNT INC
PO BOX 427
LINDEN TX 75563-0427

ACCOUNT NUMBER	XXXX XXXX XXXX
PAYMENT DUE DATE	09-30-19
MINIMUM PAYMENT	\$1,839.44
NEW BALANCE	\$1,839.44

AMOUNT ENCLOSED \$

**T0000947

Please tear payment coupon at perforation.



CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX

CLOSING DATE	09-05-19	PREVIOUS BALANCE	791.75
PAYMENT DUE DATE	09-30-19	PURCHASES AND OTHER CHARGES	1,839.44
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	.00
		PAYMENTS	791.75
FOR CUSTOMER SERVICE CALL: 1-866-772-4497		LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO: CAP ONE COMMERCIAL MASTERCARD P.O. BOX 84012 COLUMBUS GA 31908-4012		CASH ADVANCE FEE	.00
		FINANCE CHARGES	.00
		OVERLIMIT FEES	.00
		NEW BALANCE	1,839.44
		MINIMUM PAYMENT DUE	1,839.44
		DISPUTED AMOUNT	.00

Check Register Ending the Month of September 2019

ACCOUNTS
PAYABLE
DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
63460	9/4/2019	AEP-SWEPKO-EA	35,537.77	Client Assistance
63461	9/4/2019	AMBIT ENERGY	1,590.29	Client Assistance
63462	9/4/2019	AMIGO ENERGY	446.11	Client Assistance
63463	9/4/2019	BEN E KEITH CO	3,109.78	Hs Meals
63464	9/4/2019	BOWIE CASS	0.00	Client Assistance
63465	9/4/2019	CENTERPOINT ENERGY	119.01	Client Assistance
63466	9/4/2019	CIRRO ENERGY	829.87	Client Assistance
63467	9/4/2019	CITY OF HUGHES SPRINGS	205.59	Utility
63468	9/4/2019	CITY OF LINDEN	323.40	Utility
63469	9/4/2019	DIRECT ENERGY	990.41	Client Assistance
63470	9/4/2019	ENTRUST ENERGY	878.93	Client Assistance
63471	9/4/2019	FARMER ELECTRIC	1,046.23	Client Assistance
63472	9/4/2019	FIRST CHOICE POWER	1,294.69	Client Assistance
63473	9/4/2019	GEXA ENERGY	496.45	Client Assistance
63474	9/4/2019	GREEN MOUNTAIN ENERGY	742.39	Client Assistance
63475	9/4/2019	GUARDIAN	7,408.80	Emp. Insurance
63476	9/4/2019	HUMPHREY AIR CONDITIONING	538.00	Bld. Repairs
63477	9/4/2019	JUST ENERGY	2,014.60	Client Assistance
63478	9/4/2019	LAMAR CO-OP	2,180.78	Client Assistance
63479	9/4/2019	LANIER AUTO CENTER	7.00	Veh. Repairs
63480	9/4/2019	OFFICE DEPOT	1,484.29	Supplies
63481	9/4/2019	PANOLA COLLEGE	461.00	Client Assistance
63482	9/4/2019	PCM SALES INC	1,260.00	Supplies
63483	9/4/2019	REGION VIII EDUCATION SERVICE CENTER	150.00	Bus Certifications
63484	9/4/2019	REGION VIII EDUCATION SERVICE CENTER	150.00	Bus Certifications
63485	9/4/2019	RELIABLE ALARM SERVICE, LLC	30.00	Security Monitoring
63486	9/4/2019	RELIANT ENERGY	3,261.91	Client Assistance
63487	9/4/2019	S & S AUTOMOTIVE	444.36	Veh. Repairs
63488	9/4/2019	SMITH PROPERTIES	429.00	Client Assistance
63489	9/4/2019	SONITROL OF LONGVIEW	57.80	Security Monitoring
63490	9/4/2019	STREAM	599.48	Client Assistance
63491	9/4/2019	STRUBE PROPANE, INC.	240.00	Client Assistance
63492	9/4/2019	TOSHIBA FINANCIAL SERVICES	521.00	Copier
63493	9/4/2019	TXU-ASSISTANCE GROUP	9,628.71	Client Assistance
63494	9/4/2019	UNITED HEALTHCARE	37,161.21	Emp. Insurance
63495	9/4/2019	UPSHUR RURAL ELEC. CORP.	1,331.73	Client Assistance
63496	9/4/2019	VANCO SYSTEMS, INC.	394.41	Copier
63497	9/4/2019	WINDSTREAM	54.99	Telephonc
63498	9/4/2019	WOOD CO. ELECTRIC COOP.	883.04	Client Assistance
63499	9/11/2019	ABERNATHY COMPANY	1,109.50	Cleaning Supplies
63500	9/11/2019	ABILA	847.79	Accounting Software
63501	9/11/2019	AEP-SWEPKO-EA	2,249.06	Client Assistance
63502	9/11/2019	ALLEN AUTOMOTIVE	116.63	Veh. Repairs
63503	9/11/2019	AT&T	514.37	Telephone
63504	9/11/2019	AT&T	664.84	Telephone

ACCOUNTS
PAYABLE
DISBURSEMENT
T

Check Number	Effective Date	Vendor Name	Check Amount	Description
63460	9/4/2019	AEP-SWEPKO-EA	35,537.77	Client Assistance
63505	9/11/2019	BEN E KEITH CO	8,769.97	Hs Meals
63506	9/11/2019	BLOOMBURG WATER SUPPLY	46.23	Utility
63507	9/11/2019	BRENDA DAVIS	593.40	Mileage
63508	9/11/2019	CECELIA HUFF	33.54	Mileage
63509	9/11/2019	CENTERPOINT ENERGY ENTEX	41.88	Utility
63510	9/11/2019	CITY OF JEFFERSON WATER .	195.46	Utility
63511	9/11/2019	CITY OF NEW BOSTON	175.81	Utility
63512	9/11/2019	CITY OF PITTSBURG	187.39	Utility
63513	9/11/2019	DISCOUNT SCHOOL SUPPLY	250.83	Classroom supplies
63514	9/11/2019	GREG'S MIRACLE MART	346.81	Fuel
63515	9/11/2019	HARREL'S PLUMBING CO.	150.00	Bld. Repairs
63516	9/11/2019	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	28.95	Security Monitoring
63517	9/11/2019	JEFFERSON AUTOMOTIVE SUPPLY	155.48	Veh. Repairs
63518	9/11/2019	JEREMY PILGRIM	1,232.33	Veh. Repairs
63519	9/11/2019	LANIER AUTO CENTER	233.10	Veh. Repairs
63520	9/11/2019	LINDEN FUEL CENTER	1,437.12	Fuel
63521	9/11/2019	LONE STAR LUBE	27.80	Veh. Repairs
63522	9/11/2019	MARC MOTE PROPERTIES	1,732.00	Client Assistance
63523	9/11/2019	MAY'S LONE STAR FLOORING	6,113.58	Bld. Repairs
63524	9/11/2019	MCI	64.11	Telephone
63525	9/11/2019	MOUNTAIN VALLEY OF TEXARKANA	186.00	Classroom Water
63526	9/11/2019	NORTH TEXAS TOLLWAY AUTHORITY	14.82	Toll Fees
63527	9/11/2019	OFFICE DEPOT	453.23	Supplies
63528	9/11/2019	PCM SALES INC	584.01	Supplies
63529	9/11/2019	PRYOR LEARNING SOLUTIONS	199.00	Registration
63530	9/11/2019	REPUBLIC SERVICES #070	107.25	Utility
63531	9/11/2019	RUSHING PEST CONTROL SERVICES	305.00	Pest Control
63532	9/11/2019	SOUTHWEST ARKANSAS TELEPHONE CO OP, INC.	173.52	Telephone
63533	9/11/2019	TEXANA POSTAL ACCOUNT	247.40	Postage
63534	9/11/2019	TEXARKANA CHAMBER OF COMMERCE	75.00	Membership
63535	9/11/2019	TRICO LUMBER CO.	55.56	Bld. Repairs
63536	9/11/2019	UPSHUR RURAL ELEC. CORP.	14,469.88	Client Assistance
63537	9/11/2019	VERNA HAWKINS	33.54	Mileage
63538	9/11/2019	WEST STREET HOME AND AUTO	285.86	Repairs
63539	9/18/2019	ABBINGTON GLEN APARTMENTS	460.00	Client Assistance
63540	9/18/2019	AEP-SWEPKO-EA	4,742.77	Client Assistance
63541	9/18/2019	AT&T	114.43	Telephone
63542	9/18/2019	B & S TRUE VALUE HARDWARE	39.83	Bld. Repairs
63543	9/18/2019	BEN E KEITH CO	1,044.70	Hs Meals
63544	9/18/2019	BOWIE CASS	20,306.18	Client Assistance
63545	9/18/2019	BRUCE ANDERSON	349.00	Client Assistance
63546	9/18/2019	CENTERPOINT ENERGY ENTEX	99.88	Utility
63547	9/18/2019	CHAD CLEMENTS	306.00	Client Assistance
63548	9/18/2019	CLEMENTS REALTY & CONSTRUCTION	443.00	Client Assistance
63549	9/18/2019	DAINGERFIELD - LONE STAR ISD	67.50	Hs Meals

ACCOUNTS
PAYABLE
DISBURSEMENT
T

Check Number	Effective Date	Vendor Name	Check Amount	Description
63460	9/4/2019	AEP-SWEPKO-EA	35,537.77	Client Assistance
63550	9/18/2019	EXXONMOBIL	33.49	Vsn Fuel
63551	9/18/2019	GARY LEWIS	1,616.00	Client Assistance
63552	9/18/2019	HEARTSMART	5,416.00	Health Supplies
63553	9/18/2019	KIRBY CERTIFIED SERVICE	181.95	Repairs
63554	9/18/2019	LINDEN FUEL CENTER	388.31	Veh. Fuel
63555	9/18/2019	MARC MOTE PROPERTIES	3,024.00	Client Assistance
63556	9/18/2019	MOORE PEST CONTROL	160.00	Pest Control
63557	9/18/2019	P C MALL	684.62	Supplies
63558	9/18/2019	PCM SALES INC	92.00	Supplies
63559	9/18/2019	PITTSBURG CORNER EXPRESS	216.85	Veh. Fuel
63560	9/18/2019	PRIMROSE ESTATES	962.00	Client Assistance
63561	9/18/2019	PRUETT'S FOOD	18.38	Hs Meals
63562	9/18/2019	RESOURCES FOR EDUCATORS	373.50	Classroom Supplies
63563	9/18/2019	SMITH PROPERTIES	121.00	Client Assistance
63564	9/18/2019	SOUTHWESTERN ELECTRIC POWER	1,628.11	Utility
63565	9/18/2019	TOMMY KESSLER	418.00	Client Assistance
63566	9/18/2019	TRICO LUMBER CO.	372.83	Bld. Repairs
63567	9/18/2019	VENUS HORNBuckle	30.52	Mileage
63568	9/18/2019	WHITE PROPERTY RENTALS	1,943.00	Client Assistance
63569	9/18/2019	WINDSTREAM	219.08	Telephone
63570	9/18/2019	WOODBIDGE APARTMENTS	250.00	Client Assistance
63571	9/18/2019	WOODBIDGE APARTMENTS	843.00	Client Assistance
63572	9/18/2019	XEROX CORPORATION	1,783.54	Copier
63573	9/26/2019	4 CHANGE ENERGY	186.17	Client Assistance
63574	9/26/2019	ABERNATHY COMPANY	2,764.50	Cleaning Supplies
63575	9/26/2019	ADT SECURITY SERVICES	346.26	Bld. Repairs
63578	9/26/2019	AEP-SWEPKO-EA	103,457.88	Client Assistance
63579	9/26/2019	AMBIT ENERGY	2,784.88	Client Assistance
63580	9/26/2019	AMIGO ENERGY	1,114.09	Client Assistance
63581	9/26/2019	ANGELA YOUNG	7.50	Veh. Registration
63582	9/26/2019	AT&T	317.37	Telephone
63583	9/26/2019	AT&T	97.42	Telephone
63584	9/26/2019	ATLANTA ISD	700.00	Rent
63585	9/26/2019	ATMOS ENERGY	514.52	Client Assistance
63586	9/26/2019	BOWIE CASS	27,787.54	Client Assistance
63587	9/26/2019	BOWIE CASS*	2,374.89	Client Assistance
63588	9/26/2019	CAMCO ELEVATOR INC	150.00	Bld. Repairs
63589	9/26/2019	CAPITAL ONE N.A.	1,839.44	Travel
63590	9/26/2019	CENTERPOINT ENERGY	1,054.13	Client Assistance
63591	9/26/2019	CENTERPOINT ENERGY ENTEX	49.72	Utility
63592	9/26/2019	CHARLOTTE HALL	34.40	Mileage
63593	9/26/2019	CIRRO ENERGY	1,685.25	Client Assistance
63594	9/26/2019	CITY OF NAPLES	850.00	Rent
63595	9/26/2019	CLEMENTS REALTY & CONSTRUCTION	566.00	Client Assistance
63596	9/26/2019	CONN AUTO SUPPLY	28.49	Veh. Repairs

ACCOUNTS
PAYABLE
DISBURSEMENT
T

Check Number	Effective Date	Vendor Name	Check Amount	Description
63460	9/4/2019	AEP-SWEPSCO-EA	35,537.77	Client Assistance
63597	9/26/2019	DAINGERFIELD CHAMBER OF COMMERCE	225.00	Rent
63598	9/26/2019	DAN BOYD	122.00	Per-Diem
63599	9/26/2019	DEBERRY PROPANE	225.00	Client Assistance
63600	9/26/2019	DIRECT ENERGY	6,329.54	Client Assistance
63601	9/26/2019	DRANEKIA SAVAGE	68.80	Mileage
63602	9/26/2019	ENTRUST ENERGY	1,759.21	Client Assistance
63603	9/26/2019	ETEX TELEPHONE CORP, INC.	2,873.34	Telephone
63604	9/26/2019	FARMER ELECTRIC	4,802.12	Client Assistance
63605	9/26/2019	FIRST BAPTIST CHURCH	150.00	Rent
63606	9/26/2019	FIRST CHOICE POWER	4,055.33	Client Assistance
63607	9/26/2019	FIRST INSURANCE FUNDING CORP.	8,185.57	Emp. Insurance
63608	9/26/2019	G.L. FOSTER	375.00	Client Assistance
63609	9/26/2019	GEXA ENERGY	421.35	Client Assistance
63610	9/26/2019	GLENN B. LANIER	240.00	Rent
63611	9/26/2019	GREEN MOUNTAIN ENERGY	2,578.66	Client Assistance
63612	9/26/2019	HEALTHJOY LLC	1,040.00	Emp. Insurance
63613	9/26/2019	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	Rent
63614	9/26/2019	HUGHES SPRINGS ISD	800.00	Rent
63615	9/26/2019	JEFFERSON AUTOMOTIVE SUPPLY	12.98	Veh. Repairs
63616	9/26/2019	JIMMIE RAY AYERS	800.00	Rent
63617	9/26/2019	JUST ENERGY	3,907.33	Client Assistance
63618	9/26/2019	KEVIN WISKUS	32.68	Mileage
63619	9/26/2019	KIM'S CONVENIENCE STORES	439.82	Veh. Fuel
63620	9/26/2019	KIMBERLY PARRISH	65.36	Mileage
63621	9/26/2019	LAMAR CO-OP	4,032.05	Client Assistance
63622	9/26/2019	LANIER AUTO CENTER	40.18	Veh. Repairs
63623	9/26/2019	LKCISD	691.45	Utilities/ Cust
63624	9/26/2019	LONE STAR LUBE	32.84	Veh. Repairs
63625	9/26/2019	MARGARET RISER	31.82	Mileage
63626	9/26/2019	MCADAMS PROPANE COMPANY	235.00	Client Assistance
63627	9/26/2019	NATIONAL SEMINARS GROUP	299.00	Registration
63628	9/26/2019	NORTH EAST TEXAS WORKFORCE DEVELOPMENT BOAR	329.00	Rent
63629	9/26/2019	OFFICE DEPOT	3,397.74	Supplies
63630	9/26/2019	PCM SALES INC	1,131.12	Supplies
63631	9/26/2019	PHYNET, INC.	460.00	Tb Test
63632	9/26/2019	PRYOR LEARNING SOLUTIONS	1,060.00	Registration
63633	9/26/2019	R. MORGAN, LLC	950.00	Rent
63634	9/26/2019	RELIANT ENERGY	8,082.44	Client Assistance
63635	9/26/2019	SOUTHWEST ARKANSAS ELECTRIC	93.41	Client Assistance
63636	9/26/2019	SOUTHWESTERN ELECTRIC POWER	3,476.18	Utility
63637	9/26/2019	STAPLES BUSINESS CREDIT	4,801.60	Supplies
63638	9/26/2019	STREAM	2,907.94	Client Assistance
63639	9/26/2019	TEXANA POSTAL ACCOUNT	182.70	Postage
63640	9/26/2019	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent
63641	9/26/2019	TEXARKANA NEWSPAPER, INC	913.00	Advertising

ACCOUNTS
 PAYABLE
 DISBURSEMENT
 T

Check Number	Effective Date	Vendor Name	Check Amount	Description
63460	9/4/2019	AEP-SWEPKO-EA	35,537.77	Client Assistance
63642	9/26/2019	TITUS COUNTY CARES, INC.	425.00	Rent
63643	9/26/2019	TOSHIBA FINANCIAL SERVICES	521.00	Copier
63644	9/26/2019	TRICO LUMBER CO.	10.99	Bld. Repairs
63645	9/26/2019	TRIFLE ENERGY	262.17	Client Assistance
63646	9/26/2019	TURNER DAVID K	1,000.00	Rent
63648	9/26/2019	TXU-ASSISTANCE GROUP	26,770.05	Client Assistance
63649	9/26/2019	UPSHUR RURAL ELEC. CORP.	23,308.29	Client Assistance
63650	9/26/2019	VALLEY	500.00	Sr. Meals
63651	9/26/2019	VERIZON WIRELESS	1,356.43	Cell Phone
63652	9/26/2019	VETERAN ENERGY	115.47	Client Assistance
63653	9/26/2019	WELCH PROPANE NEW BOSTON	269.00	Client Assistance
63654	9/26/2019	WINDSTREAM	939.12	Telephone
63655	9/26/2019	WOOD CO. ELECTRIC COOP.	1,663.71	Client Assistance
63656	9/26/2019	XEROX CORPORATION	1,534.46	Copier
Total 1040 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT			495,985.25	

1072 - TEXANA
 PAYROLL CASH
 ACCOUNT

Check Number	Effective Date	Vendor Name	Check Amount	
6505	9/11/2019	CORETTA NEAL	0.00	
6510	9/19/2019	KIMBERLY COLLINS	102.10	
6511	9/26/2019	CORETTA NEAL	896.26	Final Check
Total 1072 - TEXANA PAYROLL CASH ACCOUNT			998.36	
Report Total			496,983.61	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 9/30/2019

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	0.00
CASH DONATIONS - LINDEN	0.00
CSBG Checking	0.00
CEAP Checking	0.00
Upshur Rural Checking	0.00
TLC Checking	0.00
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	0.00
SALVATION ARMY CHECKING	164.00
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	0.00
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	0.00
CBA CIGNA HEALTH SPRING	0.00
CSBG DISCRETIONARY	0.00
TEXANA ACCOUNTS PAYABLE DISBURSEMENT	16,590.79
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	(7,731.34)
TEXANA CSBG B CHECKING	200.00
TEXANA CSBG DISCRETIONARY CHECKING	1.00
TEXANA HEAD START CHECKING	1,411.60
TEXANA CEAP A CHECKING	62,364.53
TEXANA CEAP B CHECKING	200.00
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	17,443.37

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 9/30/2019

TEXANA TLC CHECKING	1,781.22
TEXANA LOCAL ADMINISTRATIVE CHECKING	16,130.79
TEXANA PAYROLL CASH ACCOUNT	27,763.81
TEXANA CLIENT FUNDS FOR SSA BENEFITS	200.17
TEXANA TBRA CHECKING	2,185.53
TEXANA POSTAL ACCOUNT CHECKING	281.94
TEXANA VET SERVICES NOW	30,353.18
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	371,378.22
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	(119,389.58)
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	2,736,052.69
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,218,398.53)
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	9,608.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	1,617.41
PREPAID MAINTENANCE	0.00
Total Assets	<u>1,950,209.30</u>

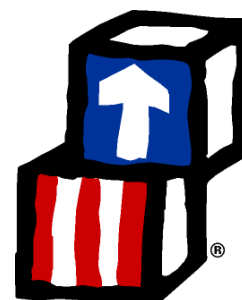
Liabilities and Net Assets

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	293,332.42
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	9.49
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	(63.99)
EMPLOYEE PORTION HLTH INS PAYABLE	751.90

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 9/30/2019

Employee Insurance Repayment	0.00
Short Term Disability Payable	71.55
Long Term Disability Payable	10.36
DENTAL INSURANCE PAYABLE	(91.03)
VISION INSURANCE PAYABLE	(13.83)
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	63.51
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	37,419.63
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	54,637.47
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	991,207.21
Total Liabilities and Net Assets	<u>1,950,209.30</u>



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	376
--------------------------------------	------------

Students Age

Three Year Old :	38%	Four Year Old:	62%
-------------------------	------------	-----------------------	------------

Gender

Male:	49%	Female:	51%
--------------	------------	----------------	------------

Race

White: 41%	Black/African American: 35%	Two or more: 13%
	Other: 11%	Not Specified: 0%

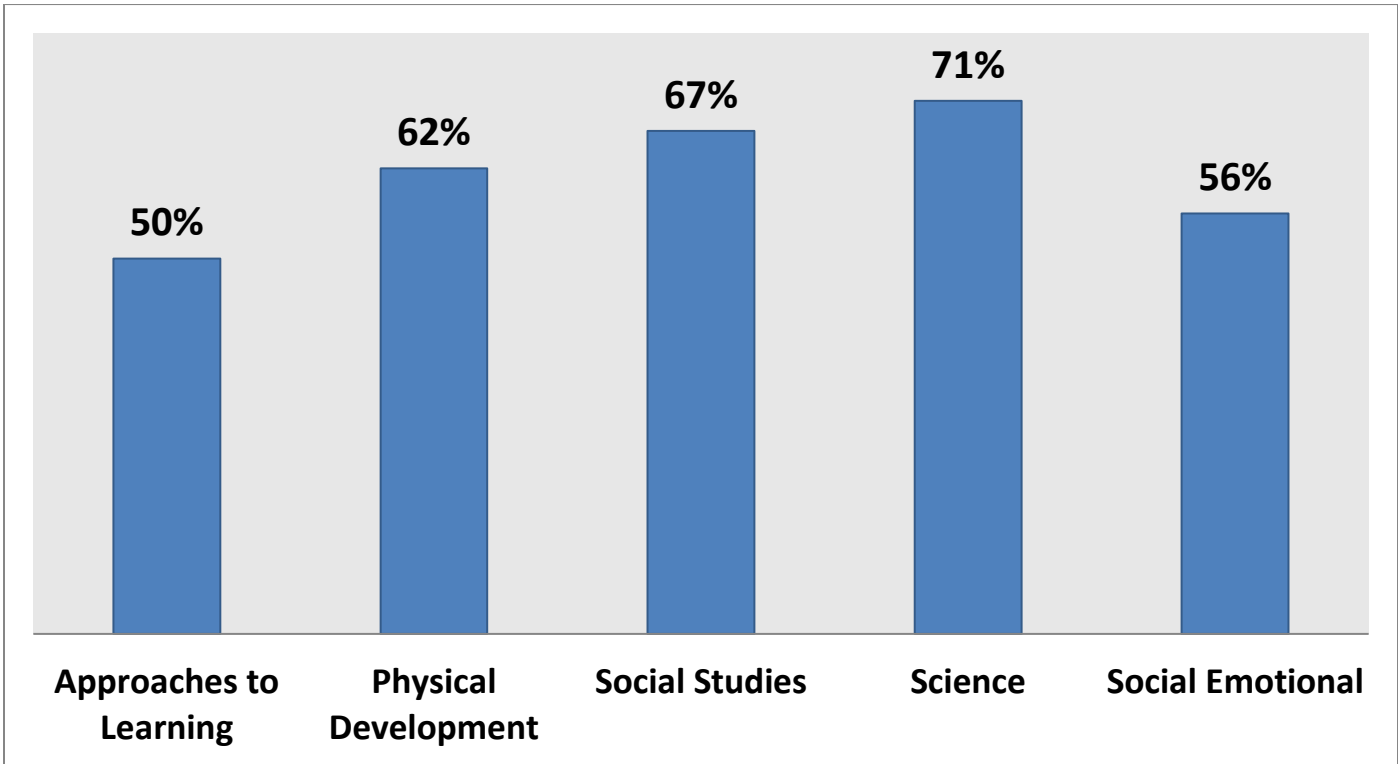
Language*

English: 91%	Spanish 9%	Unknown: 0%
-------------------------------	-----------------------------	------------------------------

Disabilities

Yes:	6%	No:	94%
-------------	-----------	------------	------------

**CSNT Head Start CIRCLE Assessment
Program Report - Wave 1 2019-2020**

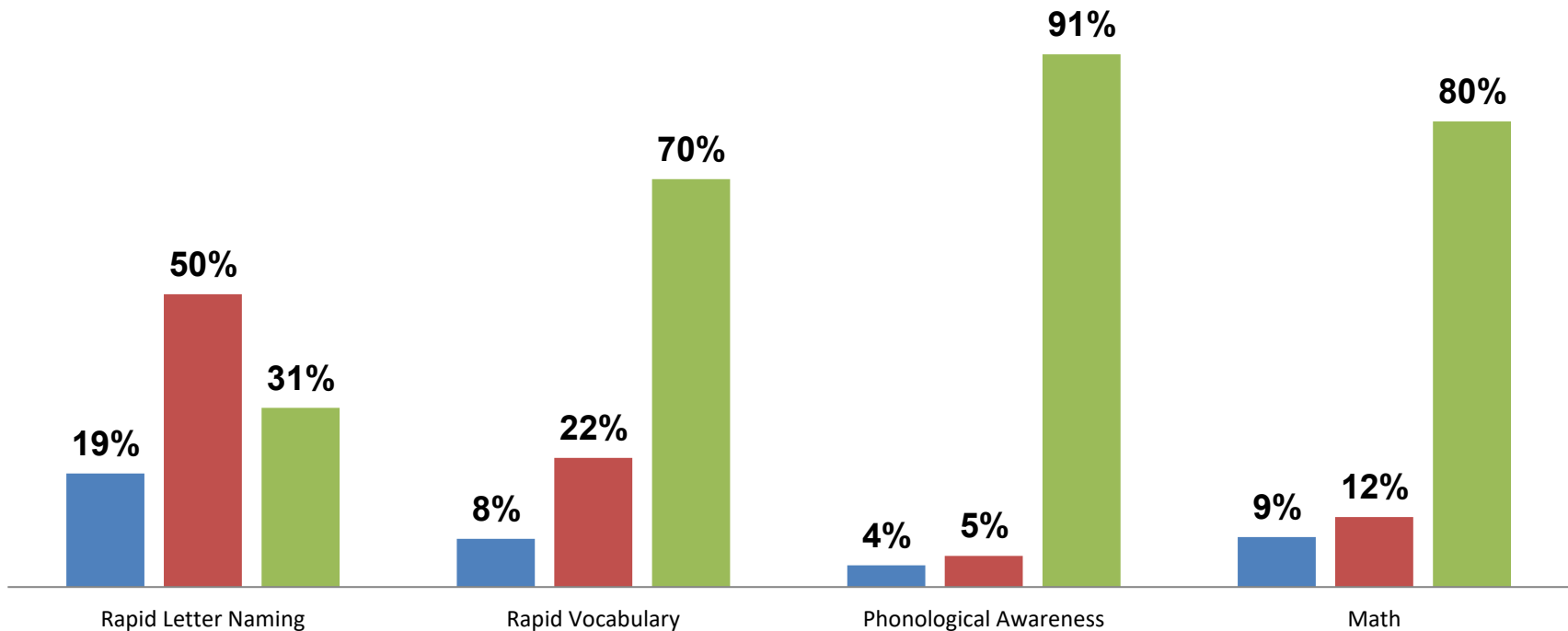


Head Start Campus	Approaches to Learning	Physical Development	Social Studies	Science	Social Emotional
Atlanta	48%	63%	65%	70%	56%
Bloomberg	76%	97%	69%	70%	85%
Daingerfield	40%	46%	66%	77%	47%
Hughes Springs	57%	70%	70%	70%	57%
Linden	35%	50%	72%	78%	47%
Naples	44%	40%	56%	63%	48%
New Boston	45%	75%	62%	61%	50%
Pittsburg	51%	58%	76%	75%	54%

Total percentage represents average of correct responses for each domain.

CSNT Head Start CIRCLE Assessment Wave 1 Program Report 2019-2020

■ Monitor ■ Needs Support ■ On Track



Students were assessed in Math and Phonological Awareness in the following area:

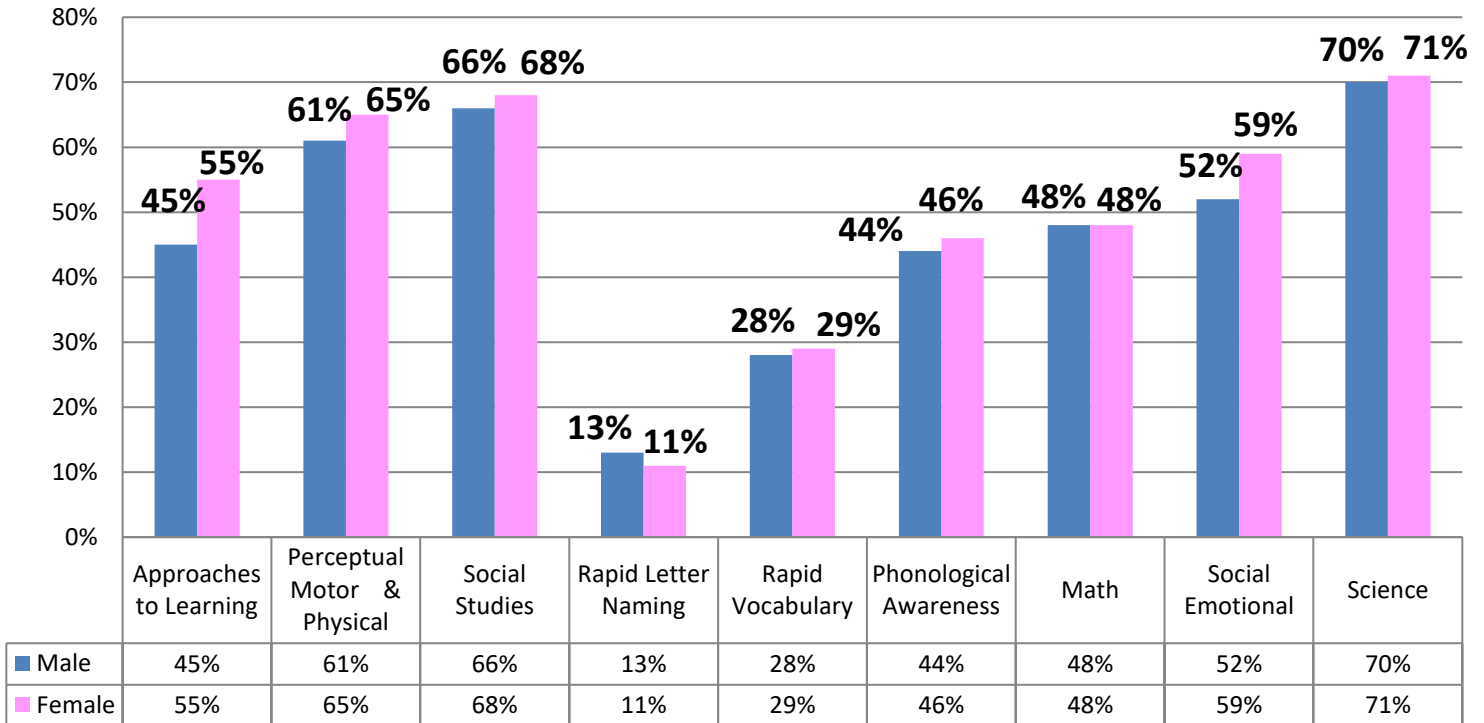
Math: Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations and Patterns.

Phonological Awareness: Syllabication, On-set Rime, Alliteration, Rhyming, Listening and Words in a Sentence.

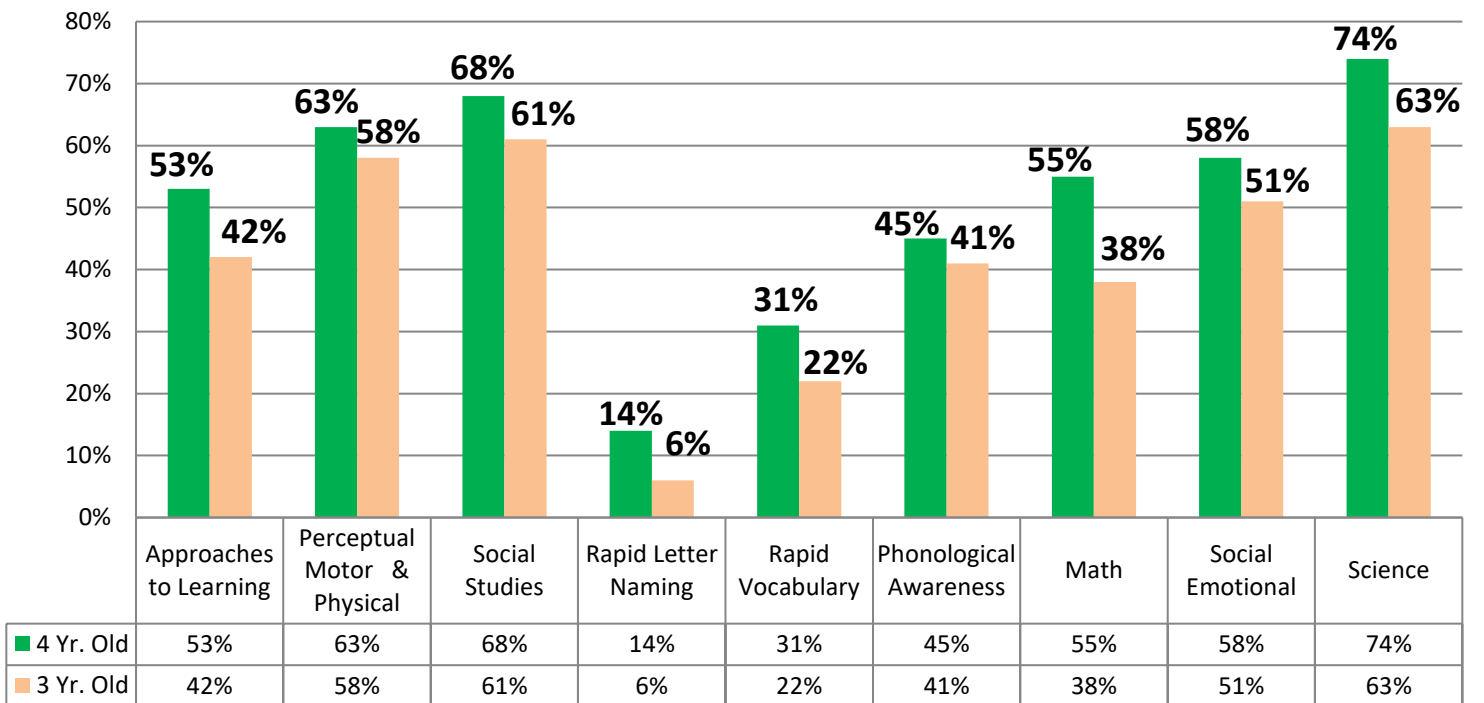
CSNT Head Start – CIRCLE Assessment

Wave 1 Comparison Data 2019-2020

Gender Comparison



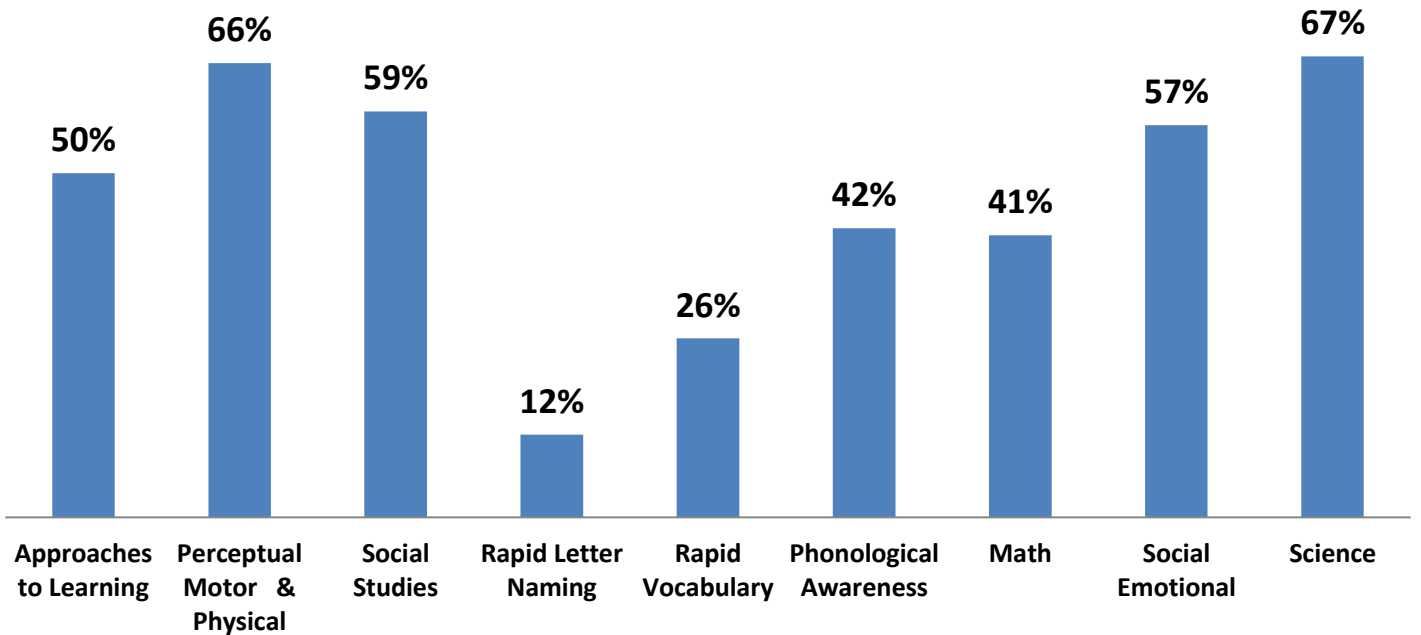
Age Comparison



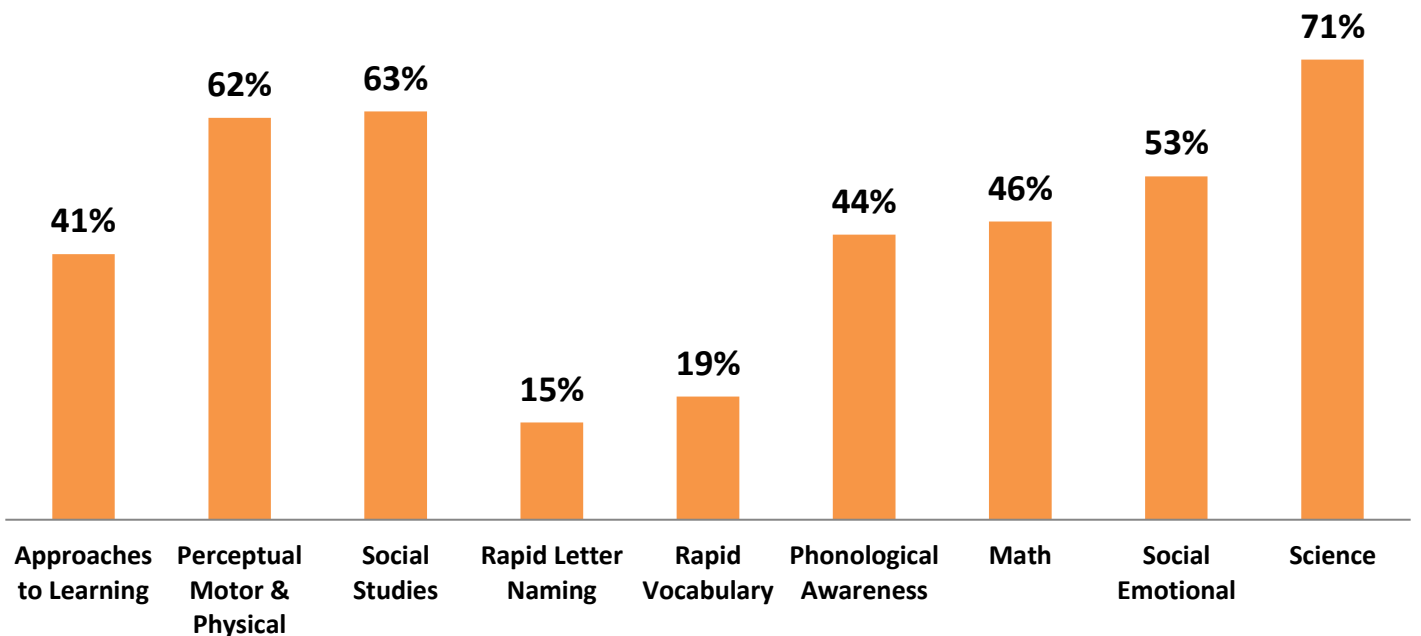
CSNT Head Start – CIRCLE Assessment

Wave 1 2019-2020

Disabilities



Dual Language Learners



CSNT Head Start – CIRCLE Assessment

Wave 1 Race Comparison Data 2019-2020

	White	Black / African American	Other	2 or More Races
Approaches to Learning	50%	41%	53%	48%
Perceptual Motor/Physical	63%	60%	64%	62%
Social Studies	67%	63%	61%	67%
Rapid Letter Naming	12%	12%	13%	10%
Rapid Vocabulary	30%	25%	21%	30%
Phonological Awareness	46%	41%	37%	45%
Math	48%	46%	50%	45%
Social Emotional	55%	52%	60%	55%
Science	70%	68%	72%	71%

Percentage represents total number of correct responses for each domain.



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	145
--------------------------------------	------------

Students Age

Three Year Old :	54%	Four Year Old:	46%
-------------------------	------------	-----------------------	------------

Gender

Male:	46%	Female:	54%
--------------	------------	----------------	------------

Race

White: 4%	Black/African American: 88%	Two or more: 2%
	Other: 6%	Not Specified: 0%

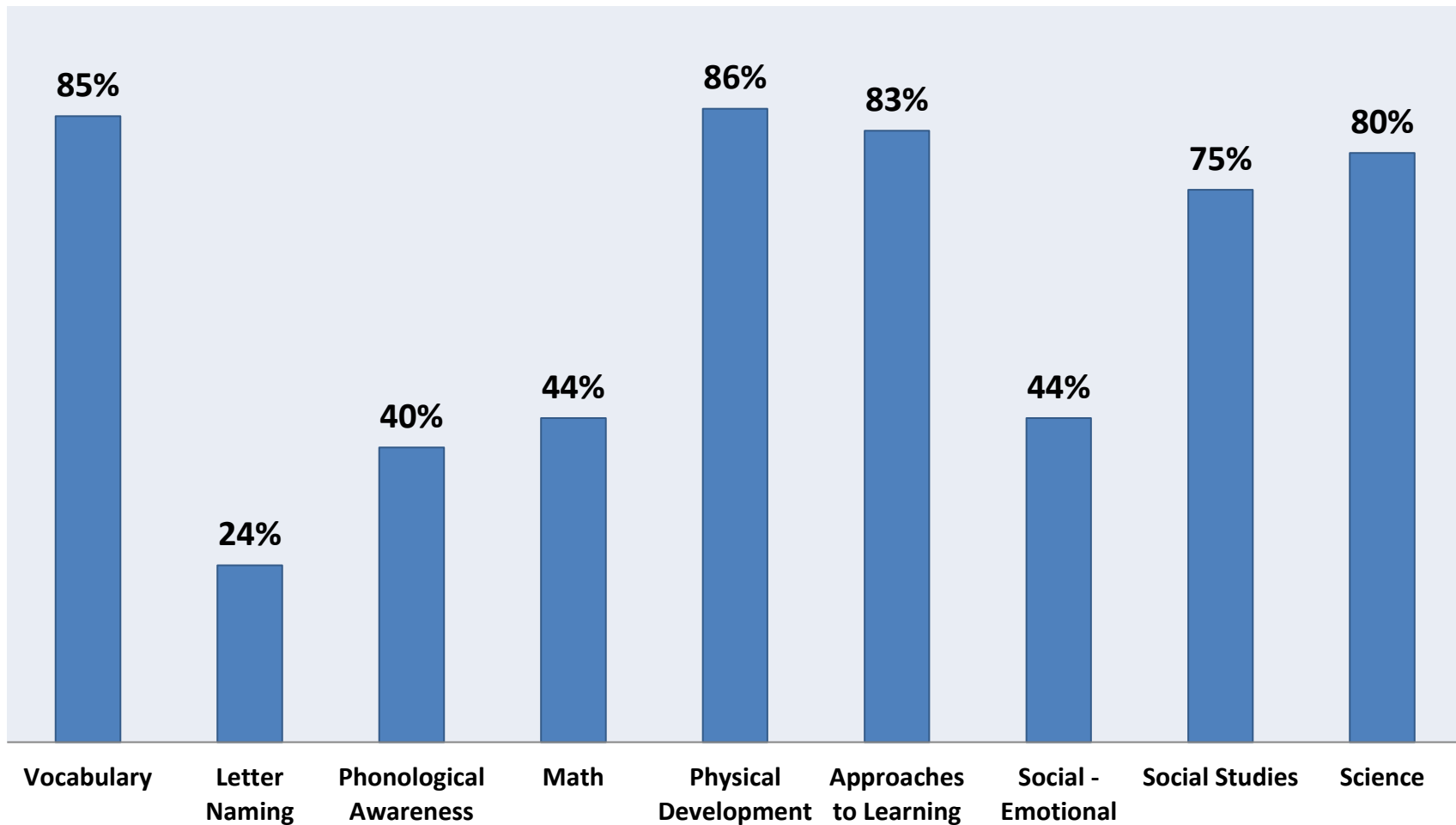
Language*

English: 97%	Spanish 3%	Unknown: 0%
-------------------------------	-----------------------------	------------------------------

Disabilities

Yes:	1%	No:	99%
-------------	-----------	------------	------------

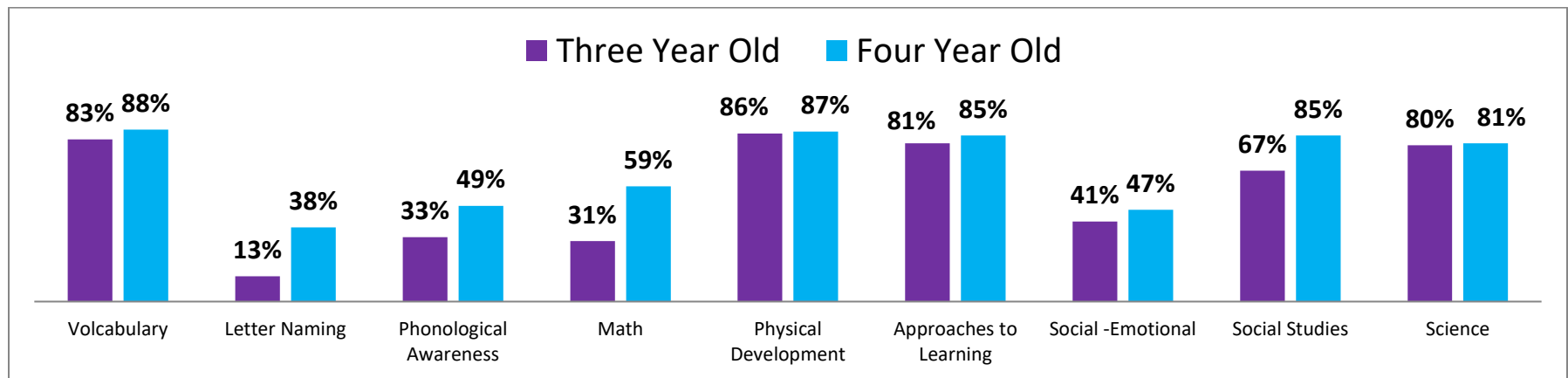
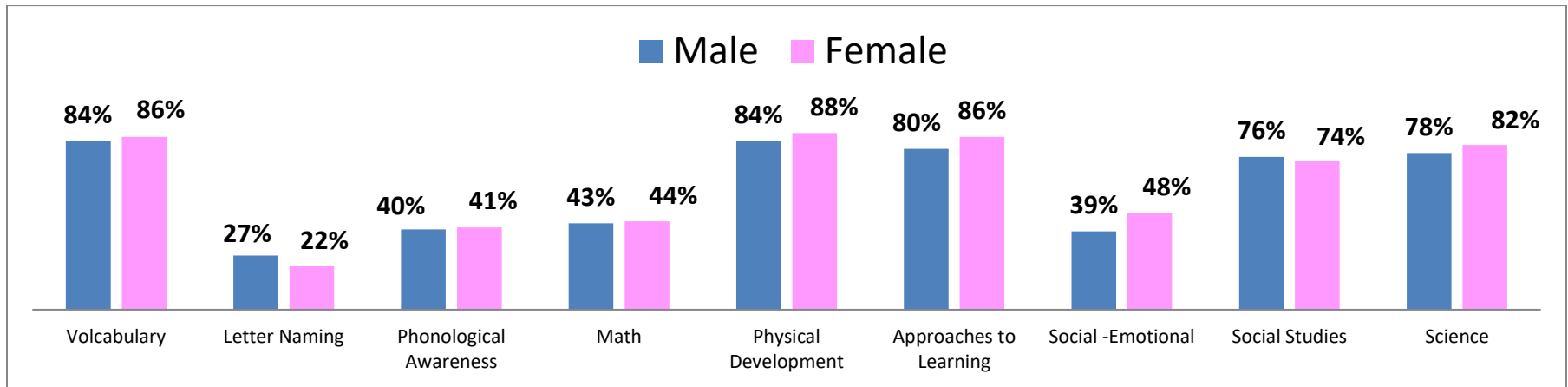
CSNT Head Start - Frog Street Assessment Beginning of Year - 2019-2020



Percentage represents total number of correct responses for each domain.

CSNT Head Start Frog Street Assessment

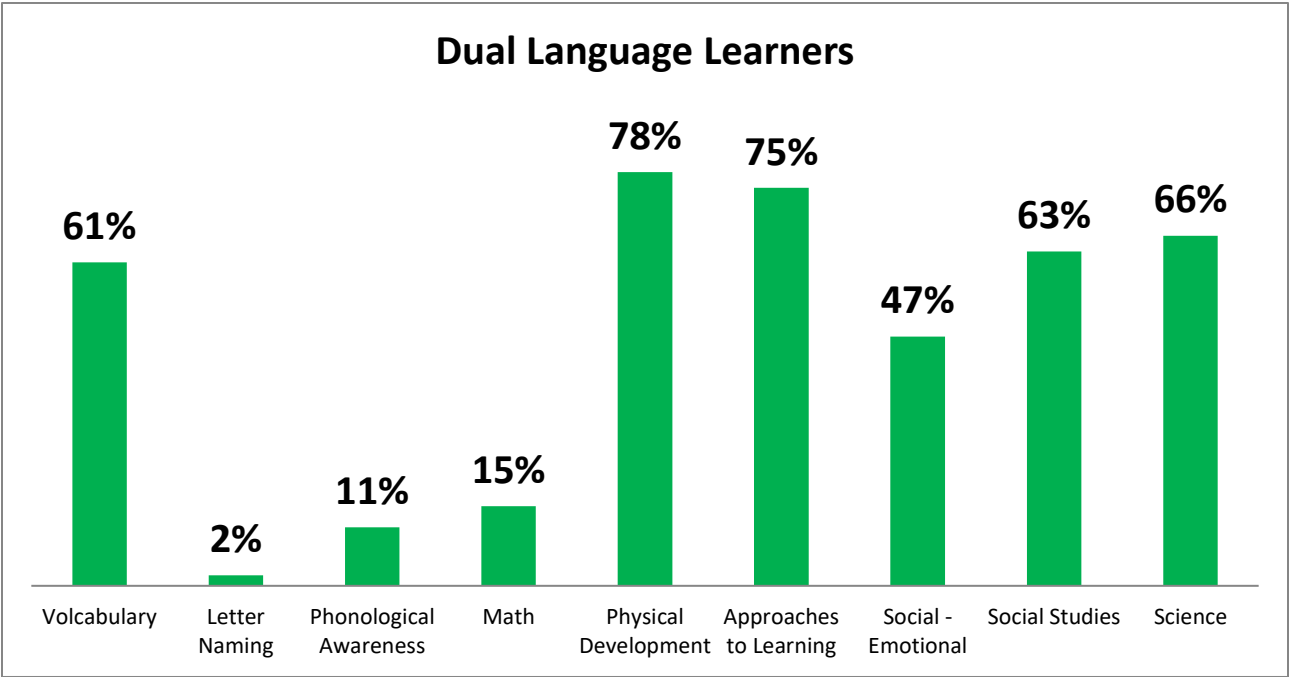
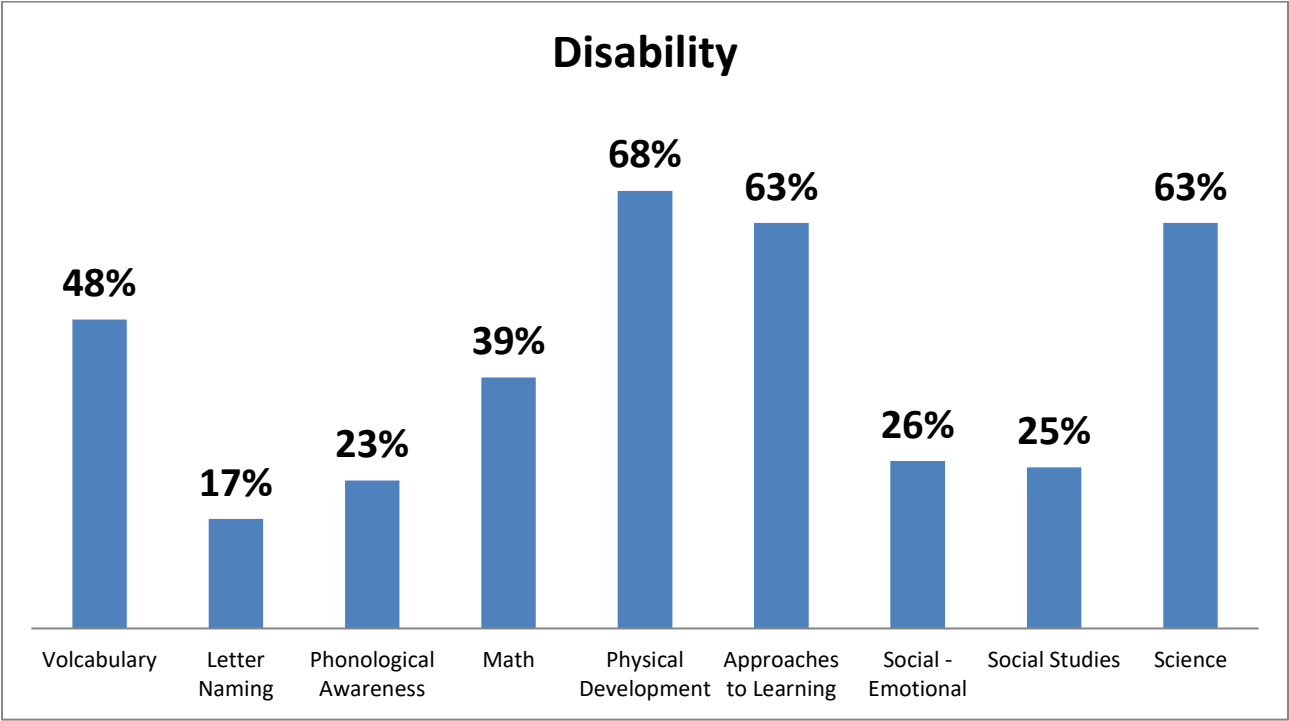
Comparison Data – Beginning of Year 2019-2020



Percentage represents total number of correct responses for each domain.

CSNT Head Start Frog Street Assessment

Beginning of Year 2019-2020



Percentage represents total number of correct responses for each domain.

CSNT Head Start – Frog Street Assessment

Beginning of Year - Race Comparison Data 2019-2020

Race	White	African American	Two or More	Other
Vocabulary	89%	86%	79%	76%
Letter Naming	34%	25%	28%	3%
Phonological Awareness	29%	41%	55%	28%
Math	47%	44%	51%	30%
Physical Development	83%	86%	70%	91%
Approaches to Learning	88%	82%	83%	92%
Social -Emotional	38%	44%	29%	50%
Social Studies	70%	76%	67%	67%
Science	81%	80%	79%	86%
Total Students Tested	6	127	3	9

Percentage represents total number of correct responses for each domain.