



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

April 27, 2021 @ 12:00 Noon

304 E Houston St., 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 3/23/2021 ☪

4. Approval of Agenda ☪

5. Chairman's Comments and Recognitions

6. Training/Presentations

A. Question of the Month – Berny Harris, Head Start Director

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. By Laws- No current report required

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

8. Action Items

A. **Discuss/Approve** Zoom Audit Report – Neil Phillips (Audit Report hand out) ☪(12:30pm)

B. **Seat new board member(s), if any** ☪

C. **Approve Consent Agenda** ☪

- 1) Head Start and PIR Report.....(OS 5.9).....Berny Harris
- 2) Human Resources Report.....(OS 5.9).....Charlotte Hall
- 2) County Services Report..... (OS 5.9).....Heather Humphries
- 3) Service Department and HS Transportation Report..(OS 5.9).....Tommy Hooper
- 4) VSN Report....(OS 5.9).....Kelsy Nickleberry
- 5) Payee Report...(OS 5.9).....Lauren Bean

D. **Discuss/Approve** Risk Assessment ☪

E. **Discuss/Approve** Head Start HVAC replacement-Pittsburg Campus move \$8K from Personnel and Fringe to Equipment Grantee06CH011282/02 ☪

F. **Discuss/Approve** Head Start Partnership Teacher Contract move \$22,100 from Personnel and Fringe to Contractual Grantee 06CH011282/02 ☪

G. **Discuss/Approve** Staff Development and Training Standard Operating Manual Update – Early Head Start Lead Teacher Credentials ☪

H. Discuss/Approve ERSEA Action Items ☼

- 1. Early Head Start Selection Criteria 2021-2022
- 2. Head Start Selection Criteria 2021-2022
- 3. Disability/Mental Health File Checklist
- 4. Disability Child Find Form
- 5. Disability/Mental Health Parent Observation Child Find Form
- 6. Disability Data Intervention Form
- 7. Mental Health Campus Intervention Team Information Form
- 8. Mental Health Child Find Form
- 9. Head Start Transportation Consent Form

I. Discuss/Approve CLASS Action Forms ☼

- 1. Early Head Start Infant
- 2. Early Head Start Toddler

J. Discuss/Approve 2021-2022 USDA/CACFP Contract ☼

9. Staff Reports

- A. Financial-1.2.3.4.5.6.7.8.9.10.11.....(OS 8.7)..... Shelley Mitchell

10. Executive Director’s Report

- A. Welcome new members
- B. Upcoming orientation
- C. Updates on Staffing, funds, etc.

11. Discussion Items

- A. Executive Director Evaluation, Hand out, to be returned to Board Chair by May 25, 2021, board meeting.

12. Audience Comments

13. Executive Session

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

14. Required Action from Executive Session

15. Adjourn Board Meeting

☼ Requires Board Vote

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
March 23, 2021 - 12:00 Noon
Kaufman Training Room, Linden, Texas 75563

Board Members Present

Ross Hyde, Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Dr. Arcolia Jenkins, Vice Chairman

Representing Creating Opportunities in Marion County, Private Sector

Cecelia Huff

Representing Bowie County, Poverty Sector

Carolyn Mitchell

Representing Cass County, Poverty Sector

Board Members Absent

Kendall Wells

Representing Linden-Kildare CISD, Private Sector

Judge Doug Reeder

Morris County Judge, Public Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:27 p.m.

Quorum: established 3 of 6 members present, 4 with Carolyn Mitchell seated

MINUTES

Motion: Arcolia Jenkins, Vice-Chair moved to approve the January 25, 2021 Minutes.

Second: Cecelia Huff, Secretary

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

AGENDA

Motion: Arcolia Jenkins, Vice-Chair moved to approve the March 23, 2021 agenda.

Second: Cecelia Huff, Secretary

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

A. Question of the Month – Berny Harris

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 scheduled to meet March 30, for Head Start COLA.
- E. Nominating – The committee shall report the slate of officers in Action Item 8C.
- F. By Laws – No Current report required

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

Nominating committee met March 22, 2021 to nominate Annual Board positions.

Action Items

A. Seat New Board Member(s)

Carolyn Mitchell, representing the Poverty Sector, democratically selected by Linden Together was seated. (Org. 5.5)

Motion: Arcolia Jenkins, Vice-Chair, moved to accept Carolyn Mitchell

Second: Cecelia Huff

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

B. Approve Consent Agenda

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

Motion: Carolyn Mitchell moved to accept the Consent Agenda.

Second: Arcolia Jenkins, Vice-Chair

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

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

C. Discuss/Approve – Slate of Officers, Board Chair Ross Hyde presented the committees motion to the floor for the slate of officers.

Second: Arcolia Jenkins, Vice-Chair

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

D. Discuss/Approve – Floor Nominations Ross Hyde, Board Chair presented nominations from the floor for 2021 officers.

Nominations for Parliamentarian were solicited three times

There were no nominations from the floor

A. Jenkins moved that nominations cease

C. Mitchell seconded

Motion passed unanimously

Nominations for Secretary were solicited three times

There were no nominations from the floor

A. Jenkins moved that nominations cease

C. Mitchell seconded

Motion passed unanimously

Nominations for Treasurer were solicited three times

There were no nominations from the floor

A. Jenkins moved that nominations cease

C. Mitchell seconded

Motion passed unanimously

Nominations for Vice Chair were solicited three times

There were no nominations from the floor

A. Jenkins moved that nominations cease

C. Mitchell seconded

Motion passed unanimously

Nominations for Board Chair were solicited three times

There were no nominations from the floor

A. Jenkins moved that nominations cease

C. Mitchell seconded

Motion passed unanimously

E. Discuss/Approve–Election of Officers

Motion: Arcolia Jenkins, Vice-Chair to adopt slate of officers as duly elected

Second: Carolyn Mitchell

All in favor voted aye and with raised hands, none opposed, the motion carried unanimously.

- F. Discuss/Approve** – Resolution to remove signers from Texana Bank Accounts and add signers as necessary
Motion: Arcolia Jenkins, Vice-Chair moved to accept
Second: Carolyn Mitchell
All in favor voted aye, none opposed, the motion carried unanimously.
- G. Discuss/Approve** -List of seats for Tripartite Board Roster for 2021/2022 (OS 5.1)
Motion: Carolyn Mitchell
Second: Arcolia Jenkins, Vice-Chair
All in favor voted aye, none opposed, the motion carried unanimously.
- H. Discuss/Approve** – Self-Assessment results 2021
Motion: Arcolia Jenkins, Vice-Chair
Second: Carolyn Mitchell
All in favor voted aye, none opposed, the motion carried unanimously.
- I. Discuss/Approve** – Proposed Cost Allocation update for Early Head Start
Motion: Carolyn Mitchell
Second: Arcolia Jenkins, Vice-Chair
All in favor voted aye, none opposed, the motion carried unanimously.
- J. Discuss/Approve** – Moving forward with CIRCLES program
Motion: Arcolia Jenkins, Vice-Chair
Second: Carolyn Mitchell
All in favor voted aye, none opposed, the motion carried unanimously.

STAFF REPORTS

- A. Financial Report** – Prepared and presented by Shelley Mitchell, CFO
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

- A. Funding Updates – Community Healthcore \$18K for rent & utility assistance
B. Program Updates – Temple from \$22K up to \$50K

DISCUSSION ITEMS

- A. Progress on Head Start Goals
 - 1. Head Start Program Goals 2020-2021
 - 2. Parent, Family, and Community Engagement 2020-2021
 - 3. School Readiness Performance Data
- B. CLASS Data Winter 2021
- C. Detailed Monitoring Results 2021

AUDIENCE COMMENTS

None

EXECUTIVE SESSION

None

- 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 Ross Hyde, Board Chairman at 1:40pm.

Approved by: _____, on _____, 2021
(Board Secretary) (Date)

Board Minutes Organizational Standards Checklist:

- Is there an attorney on the board? Yes No
- Is a contract in place for an attorney: Yes No
- Is there an early child expert on the board? Yes No
- Is there a finance expert on the board? Yes No

Organizational Standard 1.1

Number of low-income persons participating: **Two (2)**

Is Policy Council represented? Yes No

Is the Policy Council representative low-income? Yes No

Were minutes submitted from advisory groups? Yes No

Were minutes submitted from committee meetings? Yes No

Were any of the following discussed during the meeting?

Recruitment documents Yes No

Solicitation materials Yes No

Final board membership list Yes No

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

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

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

Organizational Standard 3.5

Did the Board formally accept the Community Assessment? Yes No

Organizational Standard 5.1

Is the Board structured in compliance with the CSBG Act? **Yes**

Total number of Board seats = **12**

Total number of democratically elected representatives of the low-income community = **Two (2)**

(must be at least 4) Yes No

Total number of local elected officials = **Four (4)**

(must be exactly 4) Yes No

Total number of members from major groups and interests in the community = **Two (2)**

(must be 4 or less) Yes No

Organizational Standard 5.2

Does the Board have written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community? Yes No

Where is it? **ByLaws – Article V – Section 3**

Organizational Standard 5.3

The organization's bylaws have been reviewed by an attorney within the past five years. Yes No Date: **7.22.16**

Organization Standard 5.4

The organization documents that each governing board member has received a copy of the bylaws within the past two years. Yes No Date 1-28-2020

Organizational Standard 5.8

Governing board members have been provided with training on their duties and responsibilities within the past two years. Yes No Date: 4.23.19

Organizational Standard 5.9

The organization's governing board receives programmatic reports at each regular board meeting. Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Organizational Standard 6.1

The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past five years. Yes No Date: 5.25.16

Organizational Standard 7.1

The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board with the past five years.

Yes No Date: 10.22.19 Board Review

Yes No Date:

Organizational Standard 7.2

The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.

Yes No Date: 10.22.19

Organizational Standard 7.3

The organization has written job descriptions for all positions, which have been updated with the past five years. Yes No Date: 10.22.19

Organizational Standard 7.4

Performance appraisal of Executive Director Yes No Date: 8.31.2020

Organizational Standard 7.5

Reviews and approves Executive Director Salary Yes No Date: 9.22.2020

Organizational Standard 7.6

The organization has a policy in place for regular written evaluation of employees by their supervisors. Yes No Date: 10.22.19

Organizational Standard 7.7

The Organization has a whistleblower policy that has been approved by the governing board. Yes No Date: 10.22.19

Organizational Standard 7.8

All staff participate in a new employee orientation within 60 days of hire.

Yes No Date: 10.22.19

Organizational Standard 7.9

The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. Yes

<u>ROMA Training for 12 staff</u>	<u>Sept 05, 2019</u>
<u>What Children & Young People Say</u>	<u>April 20, 2020</u>
<u>Making Sense of Ourselves</u>	<u>April 23, 2020</u>
<u>Facilitating Group Discussions</u>	<u>April 24, 2020</u>
<u>Microbes-Friend or Foe?</u>	<u>April 27, 2020</u>

Organizational Standard 8.1

The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit. Yes No Date February 1-5, 2021

Organizational Standard 8.2

All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.

Yes Date NO FINDINGS

Organizational Standard 8.3

The organization's auditor presents the audit to the governing board via zoom.

Yes Date April 27, 2021

Organizational Standard 8.4

The governing board formally receives and accepts the audit.

Yes Date April 27, 2021

Organizational Standard 8.5

The organization has solicited bids for its audit within the past five (5) years.

Yes Year Will solicit bids 2021

Organizational Standard 8.6

The IRS Form 990 is completed annually and made available to the governing board for review. Yes Date August 31, 2020

Organizational Standard 8.7

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.

<input checked="" type="checkbox"/> Jan	<input checked="" type="checkbox"/> April	<input checked="" type="checkbox"/> July	<input checked="" type="checkbox"/> October
<input checked="" type="checkbox"/> Feb	<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> Aug	<input checked="" type="checkbox"/> November
<input checked="" type="checkbox"/> Mar	<input checked="" type="checkbox"/> June	<input checked="" type="checkbox"/> Sept	<input checked="" type="checkbox"/> December

Training Question: April 2021 Meeting

Question One

What data is evaluated by the ERSEA Committee?

Answer: Eligibility Data
Recruitment Data
Selection Data
Enrollment Data
Attendance Data

Question Two

What is learned from the ERSEA Committee Meeting?

Answer: Is the program serving the children with the greatest need:

- ✓ Analyzing Data from Community Assessment
- ✓ Updating the Selection Criteria
- ✓ Analyzing attendance and enrollment

Key words:

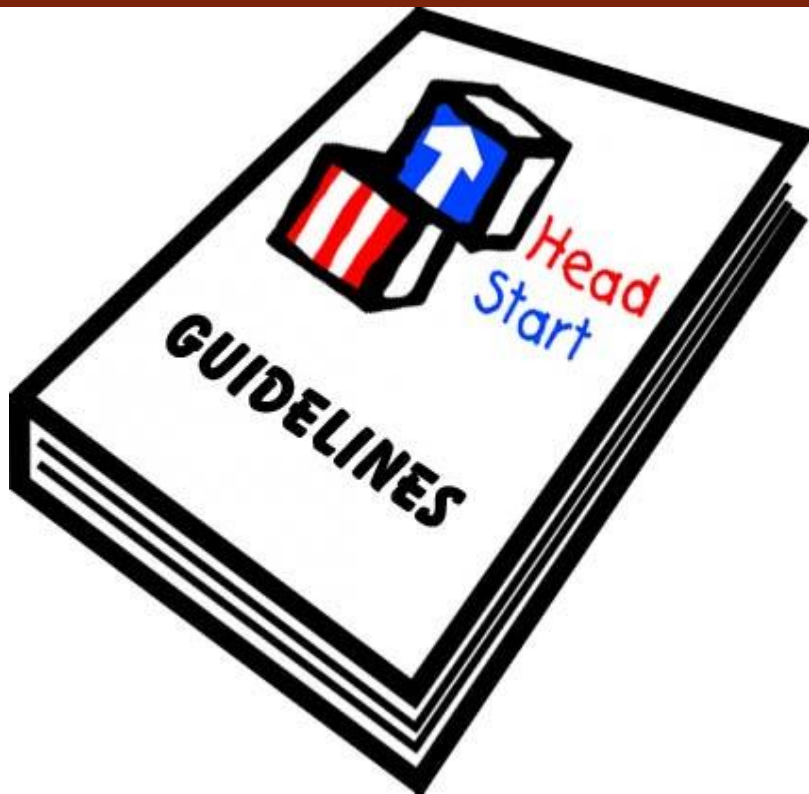
ERSEA – See Fact Sheet



FACTS

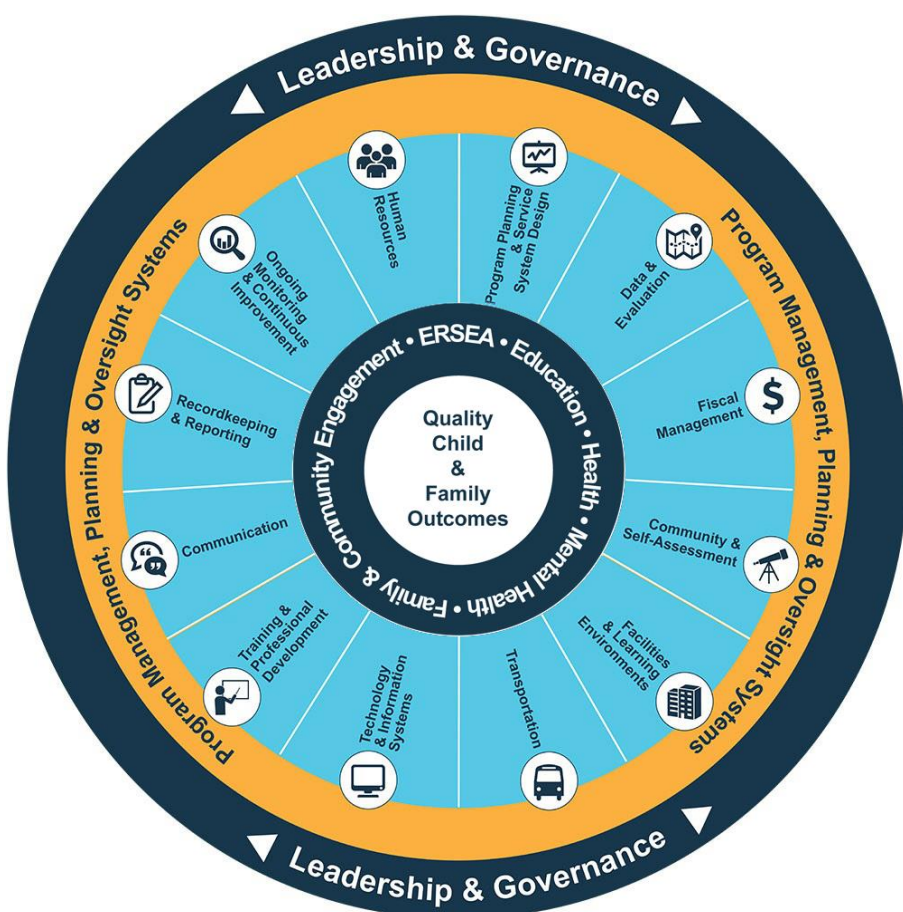
About Head Start Fiscal Oversight

WHAT IS ERSEA?



Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) tasks are some of the most important work performed by Head Start programs. ERSEA governs how programs determine eligibility, enroll children, and track attendance. Discover resources to help programs assess the needs of their communities and recruit the children and families most in need. Explore materials and tools to help programs market their services and develop and implement selection criteria. Also, find resources to identify community partners and better address community needs.

WHAT ARE OTHER HEAD START ERSEA Funct?



1302.14 Selection process.

(a) *Selection criteria.* (1) A program must annually establish selection criteria that weigh the prioritization of selection of [participants](#), based on community needs identified in the community needs assessment as described in §[1302.11\(b\)](#), and including family [income](#), whether the child is homeless, whether the child is in [foster care](#), the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) and, other relevant family or child risk factors.

CSNT Early Head Start Monthly Report

Program Year 02 2021 06CH011282/02

2021

Data Month **March**

CSNT Early HS Report
Revised 1/8/21

Early Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment EHS	16/-16	16/-2	16/-1	16								
# additional students (partnerships)	NA	NA	NA	NA								
% with Special Needs	NA	14%	14%	19%								
ADA Funded Enrolled* (516)	NA	60%	70%	80%								
Enrollment (acutal students)	NA	80%	80%	92%								
Present/ Absent	NA	14/11	14/11	16/14								
* If below 85% (Why) -	NA	Sickness	Sickness	NA								

Non-Federal Share

\$0 **(\$5,314)** \$5,314 #DIV/0! Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$	5,314	\$ 1,052	\$ 1,052	\$ 2,158								

Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
EHS Total 13%	\$ 1,515	\$ 4,873	\$ 7,368	\$ 8,117								
Grant Total 11%	NA	NA	\$ 45,883	\$ 61,623								

Meals/Reimbursements

\$	December	January	February	March	April	May	June	July	August	September	October	November
3,187												
# of service days	0	9	14	17								
# of meals served	0	295	484	674								
CACFP Reimbursement	\$ -	\$ 654	\$ 1,043	\$ 1,491								

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	NA	0	6	6								
# Classrooms Observed	NA	1	6	6								
Incomes Verified	NA	14	14	0								
# Parents Interviewed	NA	0	0	1								
# of Staff interviewed	NA	0	0	0								
# Bus Routes Observed	NA	0	NA	NA								
# Staff Files Reviewed	NA	0	0	0								
# Community Contacts	NA	1	0	5								
# of Findings/# Corrected	NA	2	3	0								

Annual Self-Assessment Findings

Date: Week of 2/18/2020 Completed 3/8/2021

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	NA	NA	NA	3								
# findings corrected	NA	NA	NA	0								
# findings remaining	NA	NA	NA	3								

Annual Detailed Monitoring Findings

Week of 2/8/2021 Completed NA

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	NA	6	6	6								
# findings corrected	NA	0	4	4								
# findings remaining	NA	6	2	2								

Program Updates

EHS Playground Has Been Installed/Waiting on Fencing
Preparing for Spring Activities
Starting Round-ups for New School Year

CSNT Head Start Monthly Report

Program Year 02 2021 06CH011282/02

2021

Data Month **March**

CSNT HS Report
Revised 1/8/21

Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment HS	465/-34	465/-17	465/-18	465/18								
# additional students (partnerships)	0	0	0	0								
% with Special Needs	6%	6%	7%	9%								
ADA Funded Enrolled* (465)	84%	84%	87%	87%								
Enrollment (acutal students)	92%	90%	92%	92%								
Present/ Absent	393/38	391/57	408/39	417/35								
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

\$978,005 **\$451,094** \$526,911 46% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 526,911	\$ 129,455	\$ 132,664	\$ 131,993	\$132,799								

Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
HS Total 10%	\$ 30,433	\$ 75,492	\$ 128,470	\$ 172,150								
Grant Total 11%	NA	NA	\$ 1,174,169	\$ 1,588,737								

Meals/Reimbursements

\$	December	January	February	March	April	May	June	July	August	September	October	November
52,549												
# of service days	16	18	15	22								
# of meals served	5,056	5,960	5,470	7,072								
CACFP Reimbursement	\$ 11,339	\$ 13,264	\$ 12,149	\$ 15,797								

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	102	68	158	237								
# Classrooms Observed	54	31	51	79								
Incomes Verified	10	10	10	10								
# Parents Interviewed	53	0	0	19								
# of Staff interviewed	2	17	12	12								
# Bus Routes Observed	0	0	0	0								
# Staff Files Reviewed	0	6	0	0								
# Community Contacts	38	40	63	40								
# of Findings	24	49	28	32								

Annual Self-Assessment Findings

Date: **Week of 2/18/2020 Completed 3/10/2021**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	2	2	3								
# findings corrected	2	2	2	0								
# findings remaining	0	0	0	3								

Annual Detailed Monitoring Findings

Week of **12/1/2020 Completed 2/8/2021**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	6	6	6								
# findings corrected	7	0	4	4								
# findings remaining	0	6	2	2								

Program Updates

Enrollment is at full capacity - with COVID restrictions at some locations
Preparing for End of Year Activities
Starting Round-ups for New School Year

4/20/21 9:08 AM	9803 - EARLY HEAD START PIR Snapshot (Grid)	1 of 4	
		Total	Percentage

Report: Head Start PIR Snapshot (Grid)
 PIR: Head Start 2020-2021
 Section: a. Total Funded Enrollment

Number of enrollment slots that the program is funded to serve.	16	100%
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Section: b. Funded Enrollment by Program Option

Center-Based	16	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)	16	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

<p>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.</p>	19	100% of participants
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Section: e. Participants By Age (Percentage of Cumulative Enrollment)

Under One Year	3	15.79%
One Year Old	10	52.63%

Two Years Old	6	31.58%
Three Years Old	0	0.00%

Section: f. Homelessness Services (Percentage of Cumulative Enrollment)

Total Number of children experiencing homelessness that were served during the enrollment year	0	0.00%
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Section: g. Foster Care (Percentage of Cumulative Enrollment)

Total number of enrolled children who were in foster care at any point in the program year	0	0.00%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	0	0.00%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	5	26.32%
Non-Hispanic or Non-Latino Origin	14	73.68%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	0	0.00%
Asian	0	0.00%
Black or African American	13	68.42%
Native Hawaiian or Pacific Islander	0	0.00%
White	1	5.26%
Biracial or Multi-Racial	2	10.53%
Other Race	2	10.53%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	18	94.74%
Spanish	1	5.26%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian	0	0.00%

Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
Other Languages	0	0.00%
Unspecified Language	0	0.00%

Section: l. Health Services (Percentage of Cumulative Enrollment)

Children With Health Insurance At Start of Enrollment	17	89.47%
Children With Health Insurance At End of Enrollment	1	5.26%
Children With A Medical Home At Start of Enrollment	17	89.47%
Children With A Medical Home At End of Enrollment	0	0.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	18	94.74%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	13	68.42%
Children with a dental home at start of enrollment	6	31.58%
Children with a dental home at end of enrollment	0	0.00%

Section: m. Disability Services (Percentage of Actual Enrollment)

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	2	12.50%
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Section: n. Family Services (Percentage of Total Families)

Total Number of Families	15	100.00%
Families Who Received at Least One Family Service	13	86.67%

Section: o. Specific Services (Percentage of Total Families)

Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset building services (Financial Education)	0	0.00%
Mental Health Services	0	0.00%

Substance Abuse Prevention	0	0.00%
Substance Abuse Treatment	0	0.00%
English as a Second Language (ESL) Training	0	0.00%
Assistance enrolling in Education or Job Training	0	0.00%
Research-Based Parenting Curriculum	2	13.33%
Involvement in their child's screening and assessment results and their child's progress	2	13.33%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	0	0.00%
Education on preventative medical and oral health	13	86.67%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on Nutrition	12	80.00%
Education on postpartum care (e.g. breastfeeding support)	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to Families of Incarcerated Individuals	0	0.00%

9802 - PIR Performance Indicators (Grid) HEAD START

Number	PIR Performance Indicator	Total	Percentage
Report: PIR Performance Indicators (Grid)			
PIR: Head Start 2020-2021			
Section: Enrollment			
101	Percentage (%) of children enrolled for multiple years	154	31.05%
102	Percentage (%) of children enrolled less than 45 days	15	3.02%
103	Percentage (%) of children and pregnant women (if EHS) who left the program and did not re-enroll	51	10.28%
Section: Family Services			
141	Percentage (%) of families who received at least one of the family services reported in the PIR	404	81.45%
142	Percentage (%) of families experiencing homelessness during the enrollment year that acquired housing during the enrollment year	25	5.04%
Section: Infant/Toddler Staff (EHS and Migrant/Seasonal infants/toddler staff only)			
161	Percentage (%) of infant and toddler classroom teachers that meet the degree/credential requirements of Section 645A.(h) (CDA/equivalent or higher) that became effective September, 2010	3	100.00%
Section: Preschool Staff and Classes (Head Start and Migrant/Seasonal preschool staff only)			
151	Percentage (%) of preschool classroom teachers that meet the degree/credential requirements of Section 648A.(2)(A) (BA or higher - ECE/related) that will become effective September, 2013	25	96.15%
152	Percentage (%) of preschool classes in which at least one teacher meets the degree/credential requirements of Section 648A.(3)(B) (AA or higher – ECE/related) that became effective October, 2011	26	100.00%
153	Percentage (%) of preschool classroom assistant teachers with a CDA/equivalent or higher, or are enrolled in a CDA or ECE degree program	25	100.00%
Section: Services to All Children (based on Cumulative Enrollment)			
121	Percentage (%) of children with an IFSP or IEP	38	8.56%

122	Percentage (%) of children up-to-date on a schedule of preventive and primary health care per the state's EPSDT schedule, at end of enrollment year	386	77.82%
123	* Of the children up-to-date on health screenings, the percentage (%) of children diagnosed with a chronic condition needing medical treatment	46	11.92%
124	** Of the children diagnosed with a chronic condition needing medical treatment, the percentage (%) of children who received medical treatment	23	50.00%

Section: Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)

111-1	Percentage (%) of children with health insurance, at beginning of enrollment year	473	95.36%
111-2	Percentage (%) of children with health insurance, at end of enrollment year	282	56.85%
112-1	Percentage (%) of children with a medical home, at beginning of enrollment year	439	88.51%
112-2	Percentage (%) of children with a medical home, at end of enrollment year	164	33.06%
113-1	Percentage (%) of children with up-to-date immunizations, all possible immunizations to date, or exempt, at beginning of enrollment year	472	95.16%
113-2	Percentage (%) of children with up-to-date immunizations, all possible immunizations to date, or exempt, at end of enrollment year	293	59.07%
114-1	Percentage (%) of children with a dental home, at beginning of enrollment year	422	85.08%
114-2	Percentage (%) of children with a dental home, at end of enrollment year	160	32.26%

Section: Services to Preschool Children (based on Cumulative Enrollment)

131	Percentage (%) of preschool children with an IEP for one of the primary disabilities reported in the PIR, that received special education or related services for those disabilities	38	100.00%
132	Percentage (%) of preschool children completing professional dental exams	328	66.13%
133	* Of the preschool children receiving professional dental exams, the percentage (%) of preschool children needing professional dental treatment	31	9.45%
134	** Of the preschool children needing dental treatment, the percentage (%) of preschool children who received dental treatment	22	70.97%

4/20/21 9:06 AM	9803 - HEAD START PIR Snapshot (Grid)	1 of 4	
		Total	Percentage

Report: Head Start PIR Snapshot (Grid)
 PIR: Head Start 2020-2021
 Section: a. Total Funded Enrollment

Number of enrollment slots that the program is funded to serve.	465	100%
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Section: b. Funded Enrollment by Program Option

Center-Based	465	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)	465	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

<p>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.</p>	496	100% of participants
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Section: e. Participants By Age (Percentage of Cumulative Enrollment)

Two Years Old	8	1.61%
Three Years Old	206	41.53%

Four Years Old	282	56.85%
Five Years Old and Older	0	0.00%

Section: f. Homelessness Services (Percentage of Cumulative Enrollment)

Total Number of children experiencing homelessness that were served during the enrollment year	25	5.04%
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Section: g. Foster Care (Percentage of Cumulative Enrollment)

Total number of enrolled children who were in foster care at any point in the program year	25	5.04%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	154	31.05%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	80	16.13%
Non-Hispanic or Non-Latino Origin	410	82.66%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	3	0.60%
Asian	3	0.60%
Black or African American	221	44.56%
Native Hawaiian or Pacific Islander	1	0.20%
White	134	27.02%
Biracial or Multi-Racial	47	9.48%
Other Race	1	0.20%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	447	90.12%
Spanish	46	9.27%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian	3	0.60%

Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
Other Languages	0	0.00%
Unspecified Language	0	0.00%

Section: l. Health Services (Percentage of Cumulative Enrollment)

Children With Health Insurance At Start of Enrollment	473	95.36%
Children With Health Insurance At End of Enrollment	282	56.85%
Children With A Medical Home At Start of Enrollment	439	88.51%
Children With A Medical Home At End of Enrollment	164	33.06%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	472	95.16%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	293	59.07%
Children with a dental home at start of enrollment	422	85.08%
Children with a dental home at end of enrollment	160	32.26%

Section: m. Disability Services (Percentage of Actual Enrollment)

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	39	8.78%
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Section: n. Family Services (Percentage of Total Families)

Total Number of Families	464	100.00%
Families Who Received at Least One Family Service	404	87.07%

Section: o. Specific Services (Percentage of Total Families)

Emergency or Crisis Intervention	22	4.74%
Housing Assistance	1	0.22%
Asset building services (Financial Education)	72	15.52%
Mental Health Services	5	1.08%

Substance Abuse Prevention	3	0.65%
Substance Abuse Treatment	1	0.22%
English as a Second Language (ESL) Training	18	3.88%
Assistance enrolling in Education or Job Training	25	5.39%
Research-Based Parenting Curriculum	351	75.65%
Involvement in their child's screening and assessment results and their child's progress	280	60.34%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	274	59.05%
Education on preventative medical and oral health	388	83.62%
Education on health and developmental consequences of tobacco product use	81	17.46%
Education on Nutrition	300	64.66%
Education on postpartum care (e.g. breastfeeding support)	9	1.94%
Education on relationship/marriage	6	1.29%
Assistance to Families of Incarcerated Individuals	2	0.43%

9802 - PIR Performance Indicators (Grid) HEAD START

Number	PIR Performance Indicator	Total	Percentage
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Report: PIR Performance Indicators (Grid)

PIR: Head Start 2020-2021

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Section: Infant/Toddler Staff (EHS and Migrant/Seasonal infants/toddler staff only)

161	Percentage (%) of infant and toddler classroom teachers that meet the degree/credential requirements of Section 645A.(h) (CDA/equivalent or higher) that became effective September, 2010	3	100.00%
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Section: Preschool Staff and Classes (Head Start and Migrant/Seasonal preschool staff only)

151	Percentage (%) of preschool classroom teachers that meet the degree/credential requirements of Section 648A.(2)(A) (BA or higher - ECE/related) that will become effective September, 2013	25	96.15%
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153	Percentage (%) of preschool classroom assistant teachers with a CDA/equivalent or higher, or are enrolled in a CDA or ECE degree program	25	100.00%

Section: Services to All Children (based on Cumulative Enrollment)

121	Percentage (%) of children with an IFSP or IEP	38	8.56%
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122	Percentage (%) of children up-to-date on a schedule of preventive and primary health care per the state's EPSDT schedule, at end of enrollment year	386	77.82%
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134	** Of the preschool children needing dental treatment, the percentage (%) of preschool children who received dental treatment	22	70.97%



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 114 as of 4/12/2021

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	97	91	0	6	1Term, 1 New Hire
CSBG/CEAP	17	15	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	189.00	172.25	361.25	Unfilled Positions 1
Pay Period 2/14/21 to 2/27/21				
Hours worked by Subs 153.75				
CSBG/CEAP Staff	40.00	83.25	123.25	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	405.75	187.75	593.50	Unfilled Positions 1
Pay Period 2/28/21 to 3/13/21				
Hours worked by Subs 226.00				
CSBG/CEAP Staff	55.75	103.50	159.25	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	690.50	546.75		

LWOP Savings	\$	7,107.75	\$	13.00	546.75	\$13.13 average hourly rate
HS Sub Usage Expense	\$	3,038.00	\$	8.00	379.75	\$8.00 average hourly sub rate
Savings for both periods	\$	4,069.75				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65

Titus County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Direct services dollars for clients: CSBG Regular + TOPS	\$ -	\$ -											\$ -
Number of individuals served	0	0											0
Direct services dollars for clients: CSBG Cares	\$ -	\$ -	\$3,169.42										\$ -
Number of individuals served	0	0	8										0
Direct services dollars for clients: CEAP Regular	\$ -	\$ 130.37	\$5,072.82										\$ 130.37
Number of individuals served	0	1	16										0
Direct services dollars for clients: CEAP Cares	\$ -	\$ 266.96	\$1,515.84										\$ 266.96
Number of individuals served	0	2	94										0
Direct services for clients: Other grants & funding	\$ -	\$ -											\$ -
Number of individuals served	0	0											0
Amount of donated dollars	\$ -	\$ -											\$ -
Number of individuals served with Donated Goods	0	0											0
Direct services dollars for clients: VSN	\$ -	\$ -	\$149.85										\$ -
Number of individuals served	0	0	10										0
Veteran Taxi dollars earned	\$ -	\$ -											\$ -
Number of Taxi rides: VSN	0	0											0
Direct services dollars for clients: TBRA	\$ -	\$ -											\$ -
Number of individuals served	0	0											0
Total dollars expended for this county	\$ -	\$ 397.33	\$9,907.93										\$ 397.33
Number of persons served in this county	0	3	128										3
Total dollars expended for all counties	\$ 23,253.48	\$ 44,370.06	\$164,968.18										\$ 67,623.54
Number of persons served for all counties	244	359	1,624										603

CSBG	Community Service Block Grant
TOP	Transitioning Out of Poverty
CEAP	Comprehensive Energy Assistance Program
CARES	Coronavirus Aid, Relief, and Economic Security
Other grants & funding	Upshur Rural, Salvation Army, & Temple
Donated Goods	Domino Food Pantry, Local Pantry, Misc.
VSN	Vet Services Now
Vet Taxi	Veteran Rides
TBRA	Tenant-Based Rental Assistance

Service Department Report

APRIL, 2021

Service Department

Department makeup

4 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

Head Start Transportation

Cost per child to transport:

#DIV/0!

Transportation Costs:

	Children	Staff		Children	Staff
Vehicle Maintenance cost(Campus)		305.72	YTD =		413.82
Vehicle Maintenance cost (Buses)	826.27		YTD =	898.29	
Vehicle Maintenance cost (Exec. Office)		91.57	YTD =		352.22
Vehicle fuel cost (Gas Campus)	70.02	102.75	YTD =	190.69	442.10
Vehicle fuel cost (Exec. Office)		748.60	YTD =		1657.02
Vehicle fuel cost (Diesel)			YTD =		
Vehicle insurance cost (Buses)	1106.58		YTD =	3319.74	
Vehicle driver cost buses	2454.62		YTD =	7363.86	
Total transportation cost:	4457.49	1248.64			
Total number transported:	0	69			

Monthly Vehicle Cost Summary

Apr-21

By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	-	-	
CSBG	439.85	932.50	
CEAP	154.57	13.06	
VSN	140.00	-	
			<u>1,679.98</u>

By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	181.85	-	
Linden	515.28	920.85	
Linden Shop	-	9.71	
Daingerfield	37.29	15.00	
	-	-	
			<u>1,679.98</u>

By Vehicle

<u>#</u>	<u>Fuel</u>	<u>Repairs</u>	<u>Total</u>	<u>Location</u>
801	-	9.71	9.71	Linden Shop
879	260.65	-	260.65	Linden
880	-	-	-	Linden
881	27.90	13.95	41.85	Linden
882	37.58	-	37.58	Linden
883	-	-	-	Linden Shop
884	68.50	837.31	905.81	Linden
885	37.29	15.00	52.29	Daingerfield
886	181.85	-	181.85	Jefferson
887	61.95	27.90	89.85	Linden
838	58.70	41.69	100.39	Linden
			<u>1,679.98</u>	

VSN MARCH 2021

CATEGORIES	VET	SURVIVING SPOUSE	DEPENDENTS	TOTAL SPENT
VSN UTILITIES	39	5	22	\$12,681.87
VSN RENT	4	0	3	\$2,697.70
VSN MORTGAGE	1	0	0	\$354.18
VSN FUEL	2	0	0	\$68.88
VSN DENTAL	8	0	3	\$7,407.82

KELSY NICKLEBERRY
VSN CASE MANAGER

Payee Services Report

Month of: MARCH 2021

Number of beneficiaries:		7
Total Funds Received:	\$	5,763.00
Total Expenses Managed:	\$	5,616.44
MONTHLY total on hold for Beneficiaries:	\$	146.56
TOTAL on hold for Beneficiaries:	\$	2,088.02

Expenditures

Rent:	\$	1,994.00
Utilities:	\$	957.78
Food:	\$	-
Medical:	\$	-
Other:	\$	249.66
Transfer for beneficiary use:	\$	2,415.00
	\$	5,616.44

Interest Earned:

Prepared by:
Lauren Bean
4/15/2021

Risk Assessment Executive Summary

Risk Management Basics

This segment of the executive summary contains recommendations related to Risk Management Basics, including the assignment of responsibility for risk management, risk oversight, and risk committees.

- Consider forming a risk committee to ensure a diverse array of perspectives in agency risk management. See the full report for tips to increase the effectiveness of your risk committee, or reach out to NRMC for Risk Help on this topic.
- Consider drafting a risk management policy statement that describes the overarching goals and scope of your risk management program.
- Follow-up with others at your agency to determine whether your organization currently purchases any property and casualty coverage. Once you have that information, change your answer to the Risk Assessment question on this topic to 'yes' or 'no.'

Governance Risk

This segment of your executive summary contains priority recommendations to strengthen your board.

- See the full report for suggestions to increase the engagement and dialogue during Finance Committee presentations.
- You indicated that your board delegates responsibility for risk management to staff, and that the board does not receive periodic or regular reports on risk management activity. This practice is common in small nonprofits, but increasingly rare in complex nonprofits. In a survey of nonprofit organizations conducted by NRMC in 2017, 40% of participants reported that their boards talk about risk management *more than once per year*, and an additional 15% indicated that the subjects of risk and risk management are discussed at *every board meeting*. We recommend that you consider engaging with your board about the risks facing your agency and the strategies in place to manage those risks. See the full report for suggestions and resources on this topic.

Facilities and Building Security

This section of your executive summary contains priority recommendations based on your answers to the questions in the Facilities and Building Security Module.

- Review your evacuation plans to ensure that they are comprehensive; a list of elements that should be included in a thorough plan can be found in your full report for this module.
- Consider developing a clear, bomb threat policy for your agency. See your full report for additional resources.
- Consider the value of requiring ID badges for all visitors. Explore affordable options and possible barriers to implementation. Solicit input from staff prior to implementing a new badge policy.

Human Resources and Employment Practices

This section of your executive summary notes priority recommendations based on your answers to the questions in the Human Resources and Employment Practices module.

- You indicated that when a new employment policy is developed, an addendum to the Employee Handbook is distributed. Distributing addendums to the Employee Handbook is risky in that--absent excellent recordkeeping--it increases the odds that an employee will receive an incomplete set of policies. To reduce this, consider storing your current Handbook on a shared drive, with recently updated items flagged, schedule reminder emails using 'read receipt,' and offer face-to-face or videoconference chats to announce new policies and entertain questions.
- Consider updating your Handbook on a regular basis (such as every 2-4 years) to reduce the number of addendums that must be distributed.
- We recommend that you consider updating your approach to organizing employee personnel files, using three categories: Basical Personnel Files, Confidential Employee Files, and Common Employment Files. See the final report for this module with information on these three categories.

Financial Reporting and Internal Controls

- See your full report for suggestions to improve financial reporting. Remember to also review Category 8 (Financial Operations and Oversight) of the COE Developed CSBG Organizational Standards to make sure that your team fully understands these expectations for community action agencies. As indicated in the narrative introduction, "The fiscal bottom line of Community Action is not isolated from the mission, it is a joint consideration."
- See your full report for suggestions to improve financial reporting. Remember to also review Category 8 (Financial Operations and Oversight) of the COE Developed CSBG Organizational Standards to make sure that your team fully understands these expectations for community action agencies. As indicated in the narrative introduction, "The fiscal bottom line of Community Action is not isolated from the mission, it is a joint consideration."
- Explore the feasibility of conducting criminal history background checks during the final stage of pre-employment screening for candidates offered any role with significant financial authority or cash handling duties. Remember to consider issues related to the timing of check, the development and adoption of disqualifying criteria before you order background checks, Fair Credit Reporting Act compliance, and the applicability of a 'ban the box' law in your state and locality.

Contracts

- This section of your executive summary features priority recommendations related to contracts and your nonprofit's contracting processes.

Client and Participant Safety

This section of your executive summary contains priority recommendations based on your answers to the questions in the Client and Participant Safety module.

- We recommend that you update your organization's policies to include specific instructions about appropriate and inappropriate hugging. For example, hugs should never be offered or given to meet the caregiver's needs, and hugs should only be from the side, over the shoulders, and never from the front.

Transportation

This section of your executive summary contains priority recommendations based on your answers to the questions in the Transportation module.

You indicated that your organization provides or sponsors transportation services or owns (or leases) vehicles. The following transportation issues were identified as concerns during the assessment. Look to the full report for details.

- Your organization may be directly or vicariously liable when volunteers or employees operate a vehicle on behalf of your organization. The conditions for each situation and the proper procedures are addressed in the full report.
- Creating a transportation risk management statement will provide an initial step toward richer risk management of transportation in your organization. The statement serves as a guide in creating other important items like policies or training programs.
- Pre- and post-use vehicle inspections help document vehicle conditions and assist with maintenance of your fleet. Consider creating an inspection procedure and documentation process to track.
- Remember that cargo is not typically covered under regular vehicle policy. Check with your broker to see if you have the appropriate policy for coverage (usually inland marine coverage).

Technology and Privacy Risk Management

This section of your executive summary contains priority recommendations based on your answers to the questions in the Technology and Privacy Risk Management module.

- We recommend that you adopt a Bring Your Own Device Policy that clarifies what agency information may and must never be accessed on personal devices, including whether employees may access Personally Identifiable Information (PII) on their personal devices.
- It is common practice to require users to change login practice on a regular basis. We recommend that you develop a policy as soon as possible that provides guidelines about the strength of passwords and the frequency of changes.

- We recommend that you begin providing periodic staff training and messaging to reduce the risk of social engineering losses at your agency. See the full report for suggested topics for this training.
- We recommend that you consider developing a data classification policy. A template policy is available in *My Risk Management Policies*.
- We recommend that you begin offering training to all staff on how to avoid phishing scams and frauds, and that after completing your training that you begin to conduct exercises no less than annually to test employee vulnerability to social engineering frauds.
- We recommend that you take steps to become more familiar with data privacy practices and laws. See the full report for this module for additional information on this topic.
- See the report for this module for information on cyber liability insurance.

Special Events

This section of your executive summary contains priority recommendations based on your answers to the questions in the Special Events module.

- Hosting special events may require risk management efforts not normally associated with the normal operations of your organization. Be sure to consider the various components of the event and risks associated with these components. Doing so will help the event be successful and have a positive impact for your organization.
- Documentation is an important part of risk management in all phases of activity. We recommend you begin documenting risk management activities as soon as possible.
- Designate one person as 'safety officer' for your special event in order to provide risk management oversight.
- An absence of personnel devoted to security (and other emergency situations) at your event creates a liability for your organization. You should implement appropriate staffing internally or contract the appropriate vendor to provide security.
- Waivers may not be necessary for every special event activity, but you should consider using waivers for your events as a part of the overall documentation strategy.

- Verify that the documentation and procedures used for accident reporting is consistent with the requirements of your organization and those of any insurance providers for the event itself.

Crisis Management and Business Continuity Planning

This section of your executive summary contains priority recommendations based on your answers to questions in the Crisis Management and Business Continuity Planning module.

- To increase your confidence with respect to crisis planning, review the gaps in your crisis management plan identified in your full report for this module.
- Having key information available during a crisis will assist in providing for timely response. Look to the full report for examples of what to include in your crisis management plan.
- We recommend conducting a thorough review of your crisis communications plan within the next six months. See the full report for additional crisis communications tips.
- We recommend that you establish a timetable and appoint a small task force to assemble existing components of business continuity planning into a true BCP.

Volunteer Risk Management

This section of your executive summary offers priority recommendations based on your answers to the questions in the Volunteer Risk Management module.

- Reference checking is an important and potentially invaluable part of a thorough screening process for volunteers. We recommend that you add reference checking to your volunteer screening process. See the full report for additional information related to this recommendation, including suggested reference checking questions.

Fundraising and Resource Development

This section of your executive summary contains priority recommendations based on your answers to the questions in the Fundraising and Resource Development module.



- You indicated that your nonprofit may not be registered in all states where you solicit individual donations. We recommend that you make the resolution of this potential gap in policies a priority. See the full report for additional information and links to helpful resources.
- You indicated that your nonprofit does not have practices in place to manage the risk of non-compliance with the CAN-SPAM Act. See the full report for additional information on this federal law, including resource links.
- Nonprofits that have minimal experience with government contracts may be caught off guard and unprepared for some of the risks associated with such funding, including inadequate funding for infrastructure, late payment/reimbursement, and complex reporting requirements. Thoughtfully consider the range of risks and 'what ifs' before you seek any government contract.

Justification Budget Revision
Head Start HVAC Unit Replacement – Pittsburg Campus
Move \$8,000 to Equipment
Grantee 06CH011282/02

Date	Description
4/27/2021	CSNT Head Start is requesting approval to amend the PY02 Budget to include moving \$8,000 from Personnel & Fringe to Equipment.
<p>CSNT is replacing one HVAC unit in the main building at the Pittsburg Head Start Campus. This unit heats and cools the kitchen, Campus Director’s Office and the main foyer and hallway. The unit has been repaired many times. It is at the end of its life expectancy and needs to be replaced. The money to replace the unit will be taken from Personnel & Fringe. CSNT will not replace one Accounting Clerk Position in the Finance Office. This position is 49% Head Start. This position has been open since the beginning of the PY02 Grant Year.</p>	

Justification
Head Start Partnership Teacher Contract
Move \$22,100 to Contractual
Grantee 06CH011282/02

Date	Description
4/27/2021	CSNT Head Start is requesting approval to amend the PY02 Budget to include moving \$22,100 from Personnel to Contractual

CSNT is entering into a contract with Hughes Springs School District to provide (2) state certified teachers for (2) partnership Pre-K classrooms. Head Start will reimburse HSISD for half of a Head Start Certified Lead Teacher salary for each of these classrooms. These classrooms will adhere to Head Start and State Pre-K regulations. These teachers will be the teacher of record for Head Start and for the School District.

Justification
Obtaining Early Head Start Lead Teacher Credential
Grantee 06CH011282/02

Date	Description	
4/27/2021	CSNT Update to Staff Development Policies and Procedures for Early Head Start Lead Teachers without a required credential. Updated Policy Below:	
	Area	Concerns
	Human Resources 1302.91(e)(1)	EHS Lead Teachers will have at a minimum a CDA or similar credential

Staff Development & Training Standard Operating Manual

**Section II.C. Improving Head Start School Readiness Act of 2007:
Teacher Degree/Certificate Requirements**

2. All CSNT Early Head Start employees holding the position of Lead Teacher will have at least a CDA or comparable credential and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development. If there are no candidates for hire with the required credentials, CSNT will hire an employee to work as General Support Staff in the Early Head Start Classroom, while actively seeking an employee with the required credential. The General Support Staff will have one year from the date of employment to obtain the required credential. Once the General Support Staff obtains the required credential, they may be offered the Early Head Start Lead Teacher position. If someone is hired with the required credential at least 90 days prior to the General Support Staff receiving the required credential, the credentialed employee will be hired for the Early Head Start Lead Teacher position. The General Support Staff employee will be moved to another open position if one is available. CSNT Early Head Start Lead Teachers that have a Pre-K CDA will have 12 months to obtain a CDA or comparable credential with emphasis in infants and toddlers.

Community Services Of Northeast Tex Eligibility Configuration

EHS Selection Criteria 2021-2022

Applies to:

- Community Services Of Northeast Tex - Early Head Start 2021-2022
- Community Services Of Northeast Tex - Early Head Start 2020-2021

Automatically assign points based on Income

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

Automatically assign points based on Class Age

0 - 11 mo	75
12 - 23 mo	85
24 - 36 mo	95

Participant is not eligible if 36 months old or older on the school-year cut-off date.

Other Eligibility Criteria

SNAPS Medicaid/CHIPS, CCMS, WIC

80 Yes

Parental Status

95	Guardian
90	One Parent/Dad
85	One Parent/Mom
80	Grandparent raising grandchild
75	Two Parent

Disability

100	Diagnosed Disability with IEP/IFSP
85	Suspected Disability with explanation
0	No Diagnosed Disability

Child with sibling enrolled in the Head Start program

70 Yes

Open case with CPS

40 Yes

Over income with a Disability

100 Yes

Homeless, Foster, or Public Assistance

100 Yes

ESL

100 Yes

Active Military

100 Yes

Former Foster Child

100 Yes

Teen Parent

40 Yes

Community Services Of Northeast Tex

Eligibility Configuration

EHS Selection Criteria 2021-2022

Other Eligibility Criteria

Parent Currently Incarcerated

40 Yes

Community Services Of Northeast Tex Eligibility Configuration

Selection Criteria 2021-2022

Applies to:

Community Services Of Northeast Tex - Head Start 2021-2022

Automatically assign points based on Income

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

Automatically assign points based on Class Age

0 - 35 mo	0
36 - 41 mo	65
42 - 47 mo	75
48 - 53 mo	85
54 - 59 mo	95

Participant is not eligible if less than 36 months old on the school-year cut-off date or at the time of enrollment.

Participant is not eligible if 60 months old or older on the school-year cut-off date.

Other Eligibility Criteria

Attending and/or attended Early Head Start or ECI

95 Yes

SNAPS, Medicaid/CHIPS, CCMS, WIC

80 Yes

Parental Status

95 Guardian

90 One Parent/Dad

85 One Parent/Mom

80 Grandparent raising grandchild

75 Two Parent

Disability

100 Diagnosed Disability with IEP

85 Suspected Disability with explanation

0 No Diagnosed Disability

Child with sibling enrolled in the program

70 Yes

Open case with CPS

40 Yes

Over income with a Disability

100 Yes

4 Year old with a disability with an IEP

20 Yes

3 Year old with a disability with an IEP

25 Yes

Homeless, Foster, Kinship or Public Assistance

100 Yes

Community Services Of Northeast Tex

Eligibility Configuration

Selection Criteria 2021-2022

Other Eligibility Criteria

ESL

100 Yes

Active Military

100 Yes

Former Foster Child

100 Yes

Three Year old in Naples/New Boston/Pittsburg

40 Yes

Parent Under the Age of 23

40 Yes

Parent Currently Incarcerated

40 Yes

Parent works for ISD

40 Yes



File Information Checklist

_____ (Child's Name) _____ (CP ID #) _____ (Head Start Campus)

_____ **Mental Health File** _____ **Special Services File**

_____ Entered Program with IEP/IFSP – See ISD paperwork

_____ Confidential Sign In

_____ Child Find (required in all files)

_____ Special Services Only – Referral Packet

_____ Notification from ISD / Provider

_____ ARD Summary

_____ IEP/IFSP

_____ ARD Sign in Sheet

_____ IFSP

_____ MH Provider

_____ Outside Agency

_____ Progress Notes

_____ Other _____



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Child Find

Student _____ Date Of Birth _____
 Parent/Guardian: _____ Telephone: _____
 Address: _____ City: _____
 School District: _____ County: _____

Check services the child is currently receiving or has previously received:

____ ECI ____ IFSP (If Yes, where) _____
 ____ Special Education (If Yes, where) _____

Primary concern or area(s) of delay: ____ Gross or Fine Motor Skills ____ Hearing ____ Vision
 ____ Speech/Language ____ Significant Health Problems (tubes in ears, asthma, etc.)
 ____ Other _____

OUTCOME

____ Did not qualify for service
 ____ Declined services
 ____ Referred to Outside Agency for Services _____
 ____ Interventions
 ____ Team Meeting ____ CIT Forms Completed ____ 10 days
 ____ Given to ISD / Special Education Department _____
 ____ Enrolled receiving services from ISD / Other Provider _____
 ____ IEP Date _____
 ____ Other: _____

I authorize CSNT Head Start to share the following information with the referring practice/agency listed above.

- Eligibility outcome information (eligible/not eligible)
- Evaluation/Assessment results (range of delay for each developmental domain)
- Ongoing Early Intervention Services included on the Individualized Family Service Plan for the purpose of care coordination

I understand that I may withdraw this consent by written request to CSNT Head Start Program. If consent is revoked it does not apply to any actions that occurred before consent was revoked.

I certify that this authorization to release this information has been given freely and voluntarily. Information collected related to early intervention services may not be shared unless the person who consented to sharing this information specifically consents to it and or the sharing information is allowed by law. I understand I have a right to inspect and copy the information to be disclosed.

Signed: _____ Date: _____
(child's parent or legal guardian)

*Authorization is effective for a period of 24 months from this date

Contact Person: _____ Date: _____



Child's Name: _____ Birthdate: _____ Age: _____

Person Completing the Form: _____ Relation to Child: _____ Date: _____

Directions: Please check any behaviors that are a concern (leave boxes blank if there are no concerns).

1. Attending Behaviors:

- | | | |
|--|--|---|
| <input type="checkbox"/> Easily distracted | <input type="checkbox"/> Short attention span | <input type="checkbox"/> Impulsive |
| <input type="checkbox"/> Overly active | <input type="checkbox"/> Difficulty remembering things | <input type="checkbox"/> Needs a lot of attention from adults |

2. Disruptive Behaviors:

- | | | |
|--|--|--|
| <input type="checkbox"/> Physically aggressive (hits, pushes, bites, pinches etc.) | <input type="checkbox"/> Verbally abusive (yells, uses inappropriate language) | <input type="checkbox"/> Hurts himself/herself intentionally |
|--|--|--|

3. Social/Emotional Indicators:

- | | | |
|--|--|--|
| <input type="checkbox"/> Anxious/nervous | <input type="checkbox"/> Seems unhappy | <input type="checkbox"/> Avoids interaction with other children |
| <input type="checkbox"/> Is easily frustrated | <input type="checkbox"/> Has difficulty taking turns | <input type="checkbox"/> Becomes upset easily |
| <input type="checkbox"/> Repeats behaviors over and over (rocking, pacing, spinning) | <input type="checkbox"/> Plays with one toy over and over again for very long period | <input type="checkbox"/> Does not engage in pretend play (feeding the baby doll, talking on the phone, etc.) |
| <input type="checkbox"/> Does not get along with other children | <input type="checkbox"/> Has frequent temper tantrums | <input type="checkbox"/> Cries frequently |

4. Speech/Language:

- | | | |
|---|---|--|
| <input type="checkbox"/> Does not follow simple directions | <input type="checkbox"/> Uses gestures more than words to communicate | <input type="checkbox"/> Has difficulty naming common objects or familiar people |
| <input type="checkbox"/> Does not engage in conversation | <input type="checkbox"/> Stutters with sounds ("m, m, m many"), repeats words or phrases or gets "stuck" on words | <input type="checkbox"/> Voice sounds different from other children (raspy, nasal, hoarse, high pitched, too soft, too loud) |
| <input type="checkbox"/> Has difficulty understanding and answering yes-no and wh- questions (who, what, where) | <input type="checkbox"/> Has difficulty understanding what is said to him/her | |
| <input type="checkbox"/> Speech is not understood by others outside of the family | | |

5. Motor Skills:

- | | | |
|---|--|--|
| <input type="checkbox"/> Appears clumsy or uncoordinated | <input type="checkbox"/> Has difficulty holding a thick crayon | <input type="checkbox"/> Is unsteady when walking |
| <input type="checkbox"/> Has difficulty turning the pages of a cardboard book | <input type="checkbox"/> Has difficulty holding a bottle or cup by himself/herself | <input type="checkbox"/> Frequently drops, spills, or knocks things over |

6. Self-Help Skills:

- | | | |
|--|--|--|
| <input type="checkbox"/> Cannot feed himself/herself independently | <input type="checkbox"/> Has frequent toileting accidents during the day | <input type="checkbox"/> Needs assistance washing/drying hands |
| <input type="checkbox"/> Has difficulty chewing (coughs, chokes, hold/pocket food, over stuff) | | |

7. Sensory Issues:

- | | | |
|--|--|---|
| <input type="checkbox"/> Is a very picky eater | <input type="checkbox"/> Sensitive to touching textures | <input type="checkbox"/> Does not tolerate large crowds |
| <input type="checkbox"/> Avoids attention or stimuli | <input type="checkbox"/> Seeks out attention or stimuli | |
| <input type="checkbox"/> Covers ears to loud noises, sensitive to sounds | <input type="checkbox"/> Sensitive to wearing certain clothing (socks, shoes, clothing labels, etc.) | |

8. Other:

- | | | |
|---|---|---|
| <input type="checkbox"/> Has difficulty with changes in routine | <input type="checkbox"/> Frequently wets the bed | <input type="checkbox"/> Has unusual fears |
| <input type="checkbox"/> Has frequent nightmares | <input type="checkbox"/> Has difficulty learning simple rules | <input type="checkbox"/> Has difficulty self-calming |
| <input type="checkbox"/> Walks on tip toes | <input type="checkbox"/> Does not respond to name when called | <input type="checkbox"/> Has been asked to leave a preschool or daycare |



DISABILITY DATA INTERVENTION FORM

Student: _____ **Date:** _____

DOB: _____ **Campus:** _____

Reason for Concern: _____

Documentation attached (only as applicable):

Home Language Survey

Dial-4

ASQ-SE Score Sheet

Attendance

Vision and Hearing Screening

Outside Testing/Documentation/IFSP

Medicaid Card

Enrolled receiving services

Teacher Signature: _____ **Date:** _____

Mental Health Advocate: _____ **Date:** _____

Campus Director Signature: _____ **Date:** _____



**MENTAL HEALTH
CAMPUS INTERVENTION TEAM (CIT)
INFORMATION**

Name of Student _____ M F Campus _____

DOB: _____ Teacher _____ Room Number _____

Parent's Name _____ Phone _____ Phone _____

Home Address _____ Cell _____
Phone _____

Mailing Address _____

I. REVIEW STUDENT HISTORY

A. Yes No Parent(s) are aware of your concern.
Date and method Parent's notified: _____

B. Yes No Student previously received services ECI:
If yes when: _____

II. Specific learning or behavior concern:

III. Yes No Review screenings (Attach or List scores)

_____ Dial - 4
_____ ASQ-SE

Signature of Parent/guardian Relationship Date

Signature of Person Completing Form Position Date



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Mental Health Child Find

Student Name: _____ Date of Birth: _____

Parent/Guardian: _____

Address: _____ City: _____

School District: _____ County: _____

Primary concern or area(s) of delay

_____ Behavior

_____ Other _____

OUTCOME

_____ Did not qualify for service

_____ Declined services

_____ Receiving Outside Services _____

_____ Receiving Services from Mental Health Provider

I authorize CSNT Head Start to share the following information with the referring practice/agency listed above.

- Eligibility outcome information (eligible/not eligible)
- Evaluation/Assessment results (range of delay for each developmental domain)
- Ongoing Early Intervention Services included on the Individualized Family Service Plan for the purpose of care coordination

I understand that I may withdraw this consent by written request to CSNT Head Start Program. If consent is revoked it does not apply to any actions that occurred before consent was revoked.

I certify that this authorization to release this information has been given freely and voluntarily. Information collected related to early intervention services may not be shared unless the person who consented to sharing this information specifically consents to it and or the sharing information is allowed by law. I understand I have a right to inspect and copy the information to be disclosed.

Signed: _____
(child's parent or legal guardian)

Date: _____

*Authorization is effective for a period of 24 months from this date

Mental Health Advocate: _____



Head Start Transportation Consent- Pre-K 4 Only

Child's Name: _____ D.O.B. _____

Address: _____ Campus: _____

Transportation:

I give permission for my child to be transported to Hughes Springs ISD, by Head Start or ISD buses, for special events such as school programs, picture day, etc. I understand that my child will be under Texas Education Agency rules and regulations during their time away from the Head Start Campus. I will be notified within 48 hours of my child being transported to the ISD. This consent will remain in effect for the 2021-2022 school year and I can withdrawal my consent at any time during the school year in writing to my Campus Director.

Parent/Guardian Signature

Date



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EHS CLASS Action Plan-Infants

Staff _____

Date _____

CLASS _____

School/Location #: _____

Relational Climate:

- Relational behaviors
- Emotion expression
- Respect for infants' state
- Lack of adult negativity

Teacher Sensitivity:

- Awareness and cue detection
- Responsiveness
- Infant comfort

Facilitated Exploration:

- Involvement
- Infant focused
- Expansion of infants' experience

Early Language Support

- Teacher talk
- Communication support
- Communication extension

Referral for Practice Based Coach

Support Provided: (Resources)

CLASS Signature _____ Staff Signature _____

Date _____

Staff _____

Campus/Classroom _____

Dimensions	Cycle 1	Cycle 2	Cycle 3	Cycle 4
Relational Behaviors				
Emotional Expression				
Respect for Infants' State				
Lack of Adult Negativity				
Awareness and Cue Detection				
Responsiveness				
Infant Comfort				
Involvement				
Infant Focused				
Expansion of Infants' Experience				
Teacher Talk				
Communication Support				
Communication Extension				



EHS CLASS Action Plan-Toddler

Staff _____

Date _____

CLASS _____

School/Location #: _____

Emotional and Behavioral Support Domain:

- Positive Climate

- Negative Climate

- Teacher Sensitivity

- Regard for Child Perspectives

- Behavior Guidance

Engaged Support for Learning:

- Facilitation of Learning and Development

- Quality of Feedback

- Language Modeling

Referral for Practice Based Coach

Support Provided: (*Resources*)

CLASS Signature _____ Staff Signature _____

Date _____

Staff _____

Campus/Classroom _____

Dimensions	Cycle 1	Cycle 2	Cycle 3	Cycle 4
Positive Climate				
Negative Climate				
Teacher Sensitivity				
Regard for Child Perspectives				
Behavior Guidance				
Facilitation of Learning and Development				
Quality of Feedback				
Language Modeling				

Head Start

Financial Report for the month of April 2021

(March 2021 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 11-30-2021</i>							
Personnel	\$2,275,326.00	\$174,818.79	\$652,453.07	\$1,622,872.93	\$189,610.50	\$758,442.00	\$105,988.93
Fringe Benefits	\$568,831.00	\$51,063.49	\$183,386.43	\$385,444.57	\$47,402.58	\$189,610.33	\$6,223.90
Travel (4120)	\$10,000.00	\$65.92	\$65.92	\$9,934.08	\$833.33	\$3,333.33	\$3,267.41
Equipment	\$93,000.00	\$0.00	\$0.00	\$93,000.00	\$7,750.00	\$31,000.00	\$31,000.00
Supplies	\$200,250.00	\$2,716.00	\$16,857.53	\$183,392.47	\$16,687.50	\$66,750.00	\$49,892.47
Contractual	\$227,370.00	\$0.00	\$0.00	\$227,370.00	\$18,947.50	\$75,790.00	\$75,790.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$1,255.53	\$12,243.05	\$18,137.95	\$2,531.75	\$10,127.00	(\$2,116.05)
Other (4122)	\$506,863.00	\$51,849.05	\$196,819.08	\$310,043.92	\$42,238.58	\$168,954.33	(\$27,864.75)
Total	\$3,912,021.00	\$281,768.78	\$1,061,825.08	\$2,850,195.92	\$326,001.75	\$1,304,007.00	\$242,181.92
T&TA	\$40,381.00	\$1,321.45	\$12,308.97	\$28,072.03	\$3,365.08	\$13,460.33	\$1,151.36
Total							\$36,752.16
USDA Reimbursements through February 2021							\$15,797.32
Estimated USDA Reimbursement for March 2021							\$294,731.40
					Resulting (over)/under with USDA		\$294,731.40

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$70,000.00

\$4.00

Further Analysis	
Number of children	465
Number of classrooms	26

<u>Funding Source</u>	<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	\$150,462.35	\$10,837.26	\$40,839.43	\$12,538.53	\$50,154.12	\$9,314.69
Per Child	\$8,412.95	\$605.95	\$2,283.49	\$701.08	\$2,804.32	\$520.82

IN-KIND (Non-Federal Share)				
Needed	This month	Total	Still need	
\$978,006.00	\$132,799.15	\$526,911.72	\$451,094.28	

Early Head Start

Financial Report for the month of April 2021

(March 2021 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 11-30-2020</i>							
Personnel	\$144,990.00	\$8,617.61	\$37,377.49	\$107,612.51	\$12,082.50	\$48,330.00	\$10,952.51
Fringe Benefits	\$36,247.00	\$2,980.68	\$11,031.92	\$25,215.08	\$3,020.58	\$12,082.33	\$1,050.41
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$730.00	\$730.00
Equipment	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$500.00	\$2,000.00	\$2,000.00
Supplies	\$18,857.00	\$841.97	\$4,184.51	\$14,672.49	\$1,571.42	\$6,285.67	\$2,101.16
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$22.72	\$106.79	\$2,960.21	\$255.58	\$1,022.33	\$915.54
Other (4122)	\$22,453.00	\$1,118.43	\$3,607.38	\$18,845.62	\$1,871.08	\$7,484.33	\$3,876.95
Total	\$233,804.00	\$13,581.41	\$56,308.09	\$177,495.91	\$19,483.67	\$77,934.67	\$21,626.58
T&TA	\$5,257.00	\$22.72	\$106.79	\$5,150.21	\$438.08	\$1,752.33	\$1,645.54
Total							
USDA Reimbursements through February 2021							\$1,726.60
Estimated USDA Reimbursement for March 2021							\$1,490.77
							<u>\$24,843.95</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$5,000.00

\$4.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<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	\$116,902.00	\$6,790.71	\$28,154.05	\$9,741.83	\$38,967.33	\$10,813.29
Per Child	\$14,612.75	\$848.84	\$3,519.26	\$1,217.73	\$4,870.92	\$1,351.66

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$58,451.00	\$2,158.37	\$5,314.49	\$53,136.51

HEAD START and EHS NUTRITION PROGRAM

April 2021 Financial Report

For the month of March 2021

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,208.67	43,017.79
Administrative Labor	1,214.66	6,894.52
Food	9,293.02	48,041.07
Supplies & Equipment	740.62	10,963.74
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	0.00
Other	-	0.00
Total	<u>\$ 17,456.97</u>	<u>\$ 108,917.12</u>

TDHS REVENUE 17,288.09 81,454.85 (Income Starts October 2020)

CSBG 2021

Financial Report for the month of April 2021

CSBG Current Program (March 2021 Expenditures)

% of contract	25%
% of money	28%

<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 12/31/2021</i>							
Personnel	\$272,908.10	20,468.53	\$61,107.87	\$211,800.23	\$22,742.34	\$68,227.03	\$7,119.16 Okay
Fringe Benefits	50,086.13	3,802.05	\$11,558.26	38,527.87	4,173.84	12,521.53	963.27 Okay
Travel*	2,900.50	107.55	\$245.83	2,654.67	241.71	725.13	479.30 Okay
Equipment	2,538.00	765.10	\$2,307.59	230.41	211.50	634.50	(1,673.09) Over
Supplies	6,452.35	1,539.46	\$4,759.98	1,692.37	537.70	1,613.09	(3,146.89) Over
Contractual	3,620.00	423.75	\$4,689.02	(1,069.02)	301.67	905.00	(3,784.02) Over
Other	91,278.92	12,546.71	\$36,236.04	55,042.88	7,606.58	22,819.73	(13,416.31) Over
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
Total	\$429,784.00	\$39,653.15	\$120,904.59	\$308,879.41	\$35,815.33	\$107,446.00	(\$13,458.59) Over

Financial Report for the month of April 2021

CEAP Current Program (March 2021 Expenditures)

% of contract	83%
% of money	76%

CEAP 2020

Comprehensive Energy Assistance Program (CEAP) 12 month program ending 06/30/2021

						<u>Contract Budget</u>		
						<u>Minimum</u>	<u>Maximum</u>	
Administration*	\$176,548.00	25,830.16	\$159,112.94	\$17,435.06	9%	\$9,808.22 min	\$115,522.78 max	(\$43,590.16) Over
Household Crisis**	982,518.00	4,988.90	\$126,277.91	856,240.09		138,554.27 min	982,518.00 max	856,240.09 Okay
Utility Assistance**	982,519.00	50,957.18	\$1,259,264.74	(276,745.74)		138,554.27 min	982,519.00 max	(276,745.74) Over
Program Services	301,180.00	(3,067.92)	\$318,615.06	(17,435.06)	23%	16,732.22 min	136,332.62 max	(182,282.44) Over
Training Travel	2,500.00	0.00	\$0.00	2,500.00		0.00 min	2,500.00 max	2,500.00 Okay
Total	\$2,445,265.00	\$78,708.32	\$1,863,270.65	\$581,994.35		\$303,648.97	\$2,219,392.40	\$356,121.75 Okay

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

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

Admin with Future Payments

6.5%

Program Services with Future Payments

Future Payments \$574,093.25

0.13985073

Financial Report for the month of April 2021

CEAP Current Program (March 2021 Expenditures)

% of contract	25%
% of money	0%

CEAP 2021

Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2021

					Contract Budget					
					Minimum		Maximum			
Administration*	\$198,037.00	3,559.28	\$3,559.28	\$194,477.72	29%	\$0.00 min	\$767.40 max	(\$2,791.88)		#REF!
Household Crisis**	1,102,238.00	0.00	\$0.00	1,102,238.00		0.00 min	1,102,238.00 max	1,102,238.00	Okay	
Utility Assistance**	1,102,239.00	0.00	\$0.00	1,102,239.00		0.00 min	1,102,239.00 max	1,102,239.00	Okay	
Program Services	337,879.00	8,818.07	\$8,818.07	329,060.93	####	0.00 min	705.45 max	(8,112.62)		#REF!
Training Travel	2,500.00	0.00	\$0.00	2,500.00		0.00 min	2,500.00 max	2,500.00	Okay	
Total	\$2,742,893.00	\$12,377.35	\$12,377.35	\$2,730,515.65		\$0.00	\$2,208,449.84	\$2,196,072.49	Okay	

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

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

Admin with Future Payments

28.8%

Program Services with Future Payments

1

Future Payments

\$0.00

CSBG CARES 2020-2021

Financial Report for the month of April 2021

CSBG CARES Current Program (March 2021 Expenditures)

% of contract	76%
% of money	90%

<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>Grant Administered From 03/27/2020 to 07/31/2021</i>							
Personnel	\$94,640.00	0.00	\$89,767.19	\$4,872.81	\$5,567.06	\$72,371.76	(\$17,395.43) Over
Fringe Benefits	12,000.00	0.00	\$4,476.79	7,523.21	705.88	9,176.47	4,699.68 Okay
Travel*	2,064.00	0.00	\$0.00	2,064.00	121.41	1,578.35	1,578.35 Okay
Equipment	11,496.00	0.00	\$1,440.00	10,056.00	676.24	8,791.06	7,351.06 Okay
Supplies	21,150.00	0.00	\$9,964.61	11,185.39	1,244.12	16,173.53	6,208.92 Okay
Contractual	2,300.00	0.00	\$0.00	2,300.00	135.29	1,758.82	1,758.82 Okay
Other	434,088.00	24,540.24	\$411,778.42	22,309.58	25,534.59	331,949.65	(79,828.77) Over
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
Total	\$577,738.00	\$24,540.24	\$517,427.01	\$60,310.99	\$33,984.59	\$441,799.65	(\$75,627.36) Over
						Future Payments	\$7,052.28

Financial Report for the month of April 2021

CEAP CARES Current Program (March 2021 Expenditures)

% of contract	76%
% of money	13%

CEAP CARES 2020 - 2021

Grant Administered From 03/27/2020 to 07/31/2021

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>					
						<u>Minimum</u>	<u>Maximum</u>				
Administration*	\$130,053.00	0.00	\$684.50	\$129,368.50	0%	\$7,650.18	min	\$14,365.62	max	\$13,681.12	Okay
Household Crisis**	724,562.00	3,719.28	\$39,964.38	684,597.62		20,360.69	min	724,562.00	max	684,597.62	Okay
Utility Assistance**	724,562.00	56,228.16	\$163,642.56	560,919.44		20,360.69	min	724,562.00	max	560,919.44	Okay
Program Services	222,106.00	9,025.91	\$27,412.06	194,693.94	13%	13,065.06	min	18,481.52	max	(8,930.54)	Over
Training Travel	0.00	0.00	\$0.00	0.00		0.00	min	0.00	max	0.00	Okay
Total	\$1,801,283.00	\$68,973.35	\$231,703.50	\$1,569,579.50		\$61,436.62		\$1,481,971.14		\$1,250,267.64	Okay

Future Payments **\$139,441.13**

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

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

Admin with Future Payments	0.2%	Program Services with Future Payments	0.073994629
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Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report - April 2021

Sam's Club

Purchases for			-
Payment due by	Paid on		-
Balance			-

Line of Credit

Program	CSBG A	CSBG Cares
Highest March 2021 Balance	10,800.00	23,900.00
Current balance	11,900.00	33,700.00
Exp pay off date	5/31/2021	6/30/2021

In House Line of Credit

Program	CSBG B	CSBG A	CSBG CARES	Early Head Start
Highest March 2021 Balance	32,915.12	20,720.00	5,000.00	100.00
Current balance	-	20,720.00	5,000.00	100.00
Exp pay off date		6/30/2021	6/30/2021	

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

CHECK REGISTER FOR MARCH 2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
68163	3/1/2021	FROG STREET PRESS, LLC	2,034.97	Head Start Classroom
68164	3/1/2021	HALO BRANDED SOLUTION, INC.	2,035.00	Head Start Classroom
68165	3/1/2021	KELSEY NICKLEBERRY	659.00	Per Diem
68166	3/1/2021	KENATH HAWKINS	4,750.00	Client Assisstance
68167	3/1/2021	KENATH HAWKINS	4,750.00	Client Assisstance
68168	3/1/2021	KENATH HAWKINS	4,750.00	Client Assisstance
68169	3/1/2021	KENATH HAWKINS	4,750.00	Client Assisstance
68170	3/1/2021	SCHOOL HEALTH CORPORATION	554.98	Head Start Supplies
68171	3/3/2021	ABERNATHY COMPANY	1,818.91	Cleaning Supplies
68172	3/3/2021	ACE HARDWARE NEW BOSTON	14.39	Building Supplies
68175	3/3/2021	AEP-SWEPKO-EA	9,526.96	Client Assisstance
68176	3/3/2021	ANGELA YOUNG	22.50	Vehicle Registration
68177	3/3/2021	AT&T	168.67	Telephone & Internet
68178	3/3/2021	ATMOS ENERGY	565.11	Client Assisstance
68179	3/3/2021	B & S TRUE VALUE HARDWARE	31.73	Building Supplies
68180	3/3/2021	B & S TRUE VALUE HARDWARE	11.98	Building Supplies
68181	3/3/2021	BEN E KEITH CO	1,088.17	Head Start Groceries
68182	3/3/2021	BOWIE CASS	3,514.94	Client Assisstance
68183	3/3/2021	BRENDA DAVIS	980.40	Mileage
68184	3/3/2021	CAMCO ELEVATOR INC	300.00	Inspection
68185	3/3/2021	CENTERPOINT ENERGY	1,617.28	Client Assisstance
68186	3/3/2021	CENTERPOINT ENERGY ENTEX	374.10	Utility
68187	3/3/2021	CHERTORIE ARNOLD	39.75	Reimb Fingerprint Fee
68188	3/3/2021	CIRRO ENERGY	883.02	Client Assisstance
68189	3/3/2021	CITY OF HUGHES SPRINGS	268.55	Utility
68190	3/3/2021	CITY OF LINDEN	37.92	Utility
68191	3/3/2021	CITY OF LINDEN	142.18	Utility
68192	3/3/2021	CITY OF LINDEN	42.78	Utility
68193	3/3/2021	CITY OF LINDEN	42.78	Utility
68194	3/3/2021	CITY OF LINDEN	42.78	Utility
68195	3/3/2021	DIRECT AUTO INSURANC	117.89	SSA Client
68196	3/3/2021	DIRECT ENERGY	690.10	Client Assisstance
68197	3/3/2021	ENTRUST ENERGY	256.01	Client Assisstance
68198	3/3/2021	FARMER ELECTRIC	1,120.83	Client Assisstance
68199	3/3/2021	FIRMIN'S	295.76	Office Supplies
68200	3/3/2021	FIRST CHOICE POWER	36.83	Client Assisstance
68201	3/3/2021	GLENN B LANIER CO	224.60	Vehicle Repair
68202	3/3/2021	GREEN MOUNTAIN ENERGY	116.04	Client Assisstance
68203	3/3/2021	HEALTHCARE EXPRESS LLP	258.00	TB Test & Physicals
68204	3/3/2021	HR MORNING	299.00	Subscription
68205	3/3/2021	INFUSE ENERGY	266.31	Client Assisstance
68206	3/3/2021	INTELLICORP RECORDS, INC.	68.85	Background Checks
68207	3/3/2021	JESSICA HILL	6.90	Mileage
68208	3/3/2021	JUST ENERGY	687.43	Client Assisstance
68209	3/3/2021	LARRY WRIGHT	390.00	SSA Client

CHECK REGISTER FOR MARCH 2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
68210	3/3/2021	MARK COLEMAN PROPERTIES	579.00	Client Assistance
68211	3/3/2021	MCADAMS PROPANE COMPANY	245.00	Client Assistance
68212	3/3/2021	MOUNTAIN VALLEY OF TEXARKANA	116.25	Water
68213	3/3/2021	OFFICE DEPOT	1,511.77	Office Supplies
68214	3/3/2021	P & M APARTMENTS	550.00	Client Assistance
68215	3/3/2021	PRIMROSE HEALTH SOLUTIONS	615.00	SSA Client
68216	3/3/2021	RELIABLE ALARM SERVICE, LLC	30.00	SSA Client
68217	3/3/2021	RELIANT ENERGY	583.35	Client Assistance
68218	3/3/2021	RUSHING PEST CONTROL SERVICES	305.00	Pest Control
68219	3/3/2021	SONITROL OF LONGVIEW	57.80	Alarm
68220	3/3/2021	SOUTHWESTERN ELECTRIC POWER	3,595.79	Utility
68221	3/3/2021	STAPLES BUSINESS CREDIT	2,020.04	Office Supplies
68222	3/3/2021	STREAM	995.19	Client Assistance
68223	3/3/2021	STUART C IRBY CO.	360.00	Building Supplies
68224	3/3/2021	SUDDENLINK	241.16	Telephone & Internet
68225	3/3/2021	TEACHSTONE TRAINING LLC	950.00	HS Training
68226	3/3/2021	TERI ARNOLD	300.00	SSA Client
68227	3/3/2021	TEXARKANA ISD CATERING DEPT	94.50	HS Meals
68228	3/3/2021	TOSHIBA FINANCIAL SERVICES	511.94	Copier
68229	3/3/2021	TRICO LUMBER CO.	84.15	Building Supplies
68230	3/3/2021	TXU-ASSISTANCE GROUP	2,065.33	Client Assistance
68231	3/3/2021	UPSHUR RURAL ELEC. CORP.	1,712.85	Client Assistance
68232	3/3/2021	VENUS HORNBUCKLE PETTY CASH CUSTODIAN	20.65	Petty Cash Reimb
68233	3/3/2021	VERIZON WIRELESS	4,074.96	Cell Phones
68234	3/3/2021	WESTERN CASS WATER SUPPLY	54.33	SSA Client
68235	3/3/2021	WILLIAMS CHAPEL BAPTIST CHURCH	3,800.00	Rent
68236	3/3/2021	WINDSTREAM	317.02	Telephone & Internet
68237	3/3/2021	WOOD CO. ELECTRIC COOP.	618.75	Client Assistance
68238	3/9/2021	ABERNATHY COMPANY	52.45	Cleaning Supplies
68239	3/9/2021	ABILA	890.19	Software Support
68240	3/9/2021	ACE HARDWARE NEW BOSTON	26.99	Building Supplies
68242	3/9/2021	AEP-SWEPKO-EA	2,248.14	Client Assistance
68243	3/9/2021	AFLAC	1,707.66	Employee Insurance
68244	3/9/2021	ALPHA UTILITY OF CAMP COUNTY	253.17	Client Assistance
68245	3/9/2021	AMY PERALES	52.46	Mileage
68246	3/9/2021	AT&T	237.56	Telephone & Internet
68247	3/9/2021	ATLANTA UTILITIES	95.94	Client Assistance
68248	3/9/2021	B & S TRUE VALUE HARDWARE	43.91	Building Supplies
68249	3/9/2021	BLOOMBURG WATER SUPPLY	46.50	Utility
68250	3/9/2021	BOWIE CASS	1,735.71	Client Assistance
68251	3/9/2021	BOYCE WHATLEY	1,790.00	Client Assistance
68252	3/9/2021	CANDIE HARRIS PETTY CASH CUSTODIAN	43.68	Petty Cash Reimb
68253	3/9/2021	CASTLE FAMILY DENTAL	1,568.00	Client Assistance
68254	3/9/2021	CENTERPOINT ENERGY	310.86	Client Assistance
68255	3/9/2021	CENTERPOINT ENERGY	987.15	Client Assistance

CHECK REGISTER FOR MARCH 2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
68256	3/9/2021	CITY OF JEFFERSON WATER .	268.25	Utility
68257	3/9/2021	CITY OF MOUNT VERNON	240.30	Client Assisstance
68258	3/9/2021	CITY OF NEW BOSTON	268.36	Utility
68259	3/9/2021	CITY OF PITTSBURG	1,171.26	Utility
68260	3/9/2021	CITY OF WINNSBORO	71.95	Client Assisstance
68261	3/9/2021	CONN AUTO SUPPLY	52.87	Vehicle Repair
68262	3/9/2021	COOPER HOUSING AUTHORITY	1,410.00	Client Assisstance
68263	3/9/2021	DIRECT ENERGY	454.85	Client Assisstance
68264	3/9/2021	DISCOUNT SCHOOL SUPPLY	957.99	Head Start Supplies
68265	3/9/2021	EAST TEXAS PROPERTIES	3,200.00	Rent
68266	3/9/2021	ETEX TELEPHONE CORP, INC.	5,897.89	Telephone & Internet
68267	3/9/2021	EXIE HENRY	1,950.00	Client Assisstance
68268	3/9/2021	EXXON MOBILE	132.88	Client Assisstance
68269	3/9/2021	FENIX DENTAL	1,065.00	Client Assisstance
68270	3/9/2021	GLENN B LANIER CO	102.90	Vehicle Repair
68271	3/9/2021	GUARDIAN	3,518.04	Employee Insurance
68272	3/9/2021	HEALTHJOY LLC	1,050.00	Employee Insurance
68273	3/9/2021	HOGAN DENTAL CLINIC	570.00	Client Assisstance
68274	3/9/2021	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	28.95	Fire Extinguisher Inspecti
68275	3/9/2021	HRI dba HUMANA WELLNESS	481.28	Employee Insurance
68276	3/9/2021	K & B HARDIN ENTERPRISES DBA ARROW PLUMBING	350.00	Client Assisstance
68277	3/9/2021	KISHINA SHAW	125.00	Reimb for Training
68278	3/9/2021	KNIGHT JANITORIAL MANAGEMENT, INC	1,625.00	Cleaning Building
68279	3/9/2021	MCI	66.38	Long Distance Service
68280	3/9/2021	NEWEGG BUSINESS, INC.	365.96	Office Supplies
68281	3/9/2021	NORTH HARRISON WATER SUPPLY CORP.	23.70	Client Assisstance
68282	3/9/2021	OFFICE DEPOT	221.75	Office Supplies
68283	3/9/2021	RELIANT ENERGY	147.22	Client Assisstance
68284	3/9/2021	REPUBLIC SERVICES #070	105.29	Utility
68285	3/9/2021	SOUTHWEST ARKANSAS TELEPHONE CO OP, INC.	0.00	Void Check
68286	3/9/2021	TEXANA POSTAL ACCOUNT	187.10	Postage
68287	3/9/2021	TEXARKANA WATER UTILITIES	116.11	Utility
68288	3/9/2021	TRI SPECIAL UTILITY DISTRICT	48.83	Client Assisstance
68289	3/9/2021	UNITED HEALTHCARE	48,711.75	Employee Insurance
68290	3/9/2021	UNITEDHEALTHCARE	659.26	Employee Insurance
68291	3/9/2021	UPSHUR RURAL ELEC. CORP.	167.51	Client Assisstance
68292	3/9/2021	WINDSTREAM	55.88	Telephone & Internet
68293	3/9/2021	WINFIELD ESTATES	479.00	Client Assisstance
68294	3/17/2021	ABERNATHY COMPANY	500.68	Cleaning Supplies
68295	3/17/2021	ADT SECURITY SERVICES	213.48	Alarm
68296	3/17/2021	AEP-SWEPKO-EA	1,083.41	Client Assisstance
68297	3/17/2021	ALLSTATE INSURANCE	71.66	SSA Client
68298	3/17/2021	ATLANTA ISD FOOD SERVICE	337.90	HS Meals
68299	3/17/2021	ATLANTA UTILITIES	348.06	Client Assisstance
68300	3/17/2021	BEN E KEITH CO	5,131.40	Head Start Groceries

CHECK REGISTER FOR MARCH 2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
68301	3/17/2021	BOWIE CASS	792.19	Client Assistance
68302	3/17/2021	CENTERPOINT ENERGY	312.12	Client Assistance
68303	3/17/2021	CENTERPOINT ENERGY	221.16	Client Assistance
68304	3/17/2021	CITY OF PITTSBURG	60.15	Client Assistance
68305	3/17/2021	DISCOUNT WHEEL & TIRE #2	837.31	Vehicle Repair
68306	3/17/2021	FROG STREET PRESS, LLC	349.75	Head Start Classroom
68307	3/17/2021	GLENN B LANIER CO	97.21	Vehicle Repair
68308	3/17/2021	GREG'S MIRACLE MART	186.73	Vehicle Fuel
68309	3/17/2021	HARLETON WATER SUPPLY CO.	80.20	Client Assistance
68310	3/17/2021	HRI dba HUMANA WELLNESS	485.92	Employee Insurance
68311	3/17/2021	JOYCE HENSON	300.00	Client Assistance
68312	3/17/2021	KIM'S CONVENIENCE STORES	163.01	Vehicle Fuel
68313	3/17/2021	KNIGHT JANITORIAL MANAGEMENT, INC	1,350.00	Cleaning Building
68314	3/17/2021	OFFICE DEPOT	2,856.92	Office Supplies
68315	3/17/2021	PHILIP R. NIXON	588.00	Client Assistance
68316	3/17/2021	PHILLIPS & SON REFRIG.	615.68	Equipment Repair
68317	3/17/2021	RELIANT ENERGY	139.22	Client Assistance
68318	3/17/2021	SKAGGS TRAVEL STOPS INC.	27.00	Vehicle Fuel
68319	3/17/2021	SOUTHWESTERN ELECTRIC POWER	2,292.59	Utility
68320	3/17/2021	STAPLES BUSINESS CREDIT	583.16	Office Supplies
68321	3/17/2021	SUMMIT DENTAL	497.20	Client Assistance
68322	3/17/2021	TEXANA POSTAL ACCOUNT	266.15	Postage
68323	3/17/2021	TEXARKANA GLASS LLC CO.	305.72	Vehicle Repair
68324	3/17/2021	TEXARKANA ISD CATERING DEPT	1,266.14	HS Meals
68325	3/17/2021	TOSHIBA FINANCIAL SERVICES	1,167.00	Copier
68326	3/17/2021	TRICO LUMBER CO.	96.98	Building Supplies
68327	3/17/2021	U.S. POSTMASTER	44.00	Box Rent
68328	3/17/2021	UPSHUR RURAL ELEC. CORP.	118.53	Client Assistance
68329	3/17/2021	VANCO SYSTEMS, INC.	896.58	Copier
68330	3/17/2021	WAYNE'S PRO LUBE EXPRESS	7.00	Vehicle Repair
68331	3/17/2021	WHISPERING WOODS RV & MHP	1,000.00	Client Assistance
68332	3/17/2021	WINDSTREAM	255.66	Telephone & Internet
68333	3/17/2021	XEROX CORPORATION	1,149.89	Copier
68334	3/24/2021	ABERNATHY COMPANY	653.77	Cleaning Supplies
68335	3/24/2021	ALLEN AUTOMOTIVE	438.00	Vehicle Repair
68336	3/24/2021	AT&T	178.69	Telephone & Internet
68337	3/24/2021	AT&T	230.25	Telephone & Internet
68338	3/24/2021	AT&T	148.72	Telephone & Internet
68339	3/24/2021	BOBBY'S B&G AUTOMOTIVE INC.	201.24	Vehicle Repair
68340	3/24/2021	BRENDA DAVIS	163.40	Mileage
68341	3/24/2021	CAMCO ELEVATOR INC	150.00	Inspection
68342	3/24/2021	CENTERPOINT ENERGY	111.23	Client Assistance
68343	3/24/2021	CENTERPOINT ENERGY ENTEX	118.47	Utility
68344	3/24/2021	CITY OF LINDEN	43.52	Utility
68345	3/24/2021	CITY OF LINDEN	134.87	Utility

CHECK REGISTER FOR MARCH 2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
68346	3/24/2021	CITY OF LINDEN	42.78	Utility
68347	3/24/2021	CITY OF LINDEN	42.78	Utility
68348	3/24/2021	CITY OF LINDEN	42.78	Utility
68349	3/24/2021	CRUMP'S IGA	35.91	Groceries & Supplies
68350	3/24/2021	DIRECT ENERGY	159.91	Client Assistance
68351	3/24/2021	FIRMIN'S	295.76	Office Supplies
68352	3/24/2021	FIRST INSURANCE FUNDING CORP.	8,590.56	Building & Vehicle Ins
68353	3/24/2021	GLENN B LANIER CO	37.00	Vehicle Repair
68354	3/24/2021	INTELLICORP RECORDS, INC.	57.10	Background Checks
68355	3/24/2021	KAYE NELMS	27.80	Petty Cash Reimb
68356	3/24/2021	KNIGHT JANITORIAL MANAGEMENT, INC	690.00	Cleaning Building
68357	3/24/2021	LINDEN FUEL CENTER	758.70	Vehicle Fuel
68358	3/24/2021	MOUNTAIN VALLEY OF TEXARKANA	93.00	Water
68359	3/24/2021	OFFICE DEPOT	589.22	Office Supplies
68360	3/24/2021	PITTSBURG CORNER EXPRESS	128.01	Vehicle Fuel
68361	3/24/2021	SOUTHWESTERN ELECTRIC POWER	2,590.99	Utility
68362	3/24/2021	TOSHIBA FINANCIAL SERVICES	537.99	Copier
68363	3/24/2021	TRICO LUMBER CO.	187.41	Building Supplies
68364	3/24/2021	VERIZON WIRELESS	3,752.99	Cell Phones
68365	3/24/2021	WINDSTREAM	244.55	Telephone & Internet
68366	3/30/2021	21ST MORTGAGE CORPORATION	354.18	Client Assistance
68367	3/30/2021	4 CHANGE ENERGY	393.27	Client Assistance
68380	3/30/2021	AEP-SWEPCO-EA	48,321.65	Client Assistance
68381	3/30/2021	AFLAC	1,707.66	Employee Insurance
68382	3/30/2021	AMBIT ENERGY	792.00	Client Assistance
68383	3/30/2021	AMIGO ENERGY	303.13	Client Assistance
68384	3/30/2021	ANGEL GUERRERO	2,000.00	Client Assistance
68385	3/30/2021	AREA WIDE PROPERTIES	1,400.00	Rent
68386	3/30/2021	AT&T	87.30	Telephone & Internet
68387	3/30/2021	AT&T	61.11	Telephone & Internet
68388	3/30/2021	ATLANTA ISD	700.00	Rent
68389	3/30/2021	ATLANTA UTILITIES	174.62	Client Assistance
68392	3/30/2021	ATMOS ENERGY	5,645.67	Client Assistance
68393	3/30/2021	BEN E KEITH CO	3,780.16	Head Start Groceries
68394	3/30/2021	BOBBY'S B&G AUTOMOTIVE INC.	10.00	Vehicle Repair
68398	3/30/2021	BOWIE CASS	19,620.51	Client Assistance
68399	3/30/2021	BOYCE WHATLEY	1,000.00	Client Assistance
68400	3/30/2021	CASTLE FAMILY DENTAL	379.00	Client Assistance
68404	3/30/2021	CENTERPOINT ENERGY	9,355.88	Client Assistance
68405	3/30/2021	CENTERPOINT ENERGY ENTEX	135.73	Utility
68406	3/30/2021	CIRRO ENERGY	1,435.53	Client Assistance
68407	3/30/2021	CITY OF ATLANTA	294.68	Client Assistance
68408	3/30/2021	CITY OF DAINGERFIELD	805.37	Client Assistance
68409	3/30/2021	CITY OF HUGHES SPRINGS	260.75	Utility
68410	3/30/2021	CITY OF JEFFERSON WATER .	147.20	Utility

CHECK REGISTER FOR MARCH 2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
68411	3/30/2021	CITY OF LINDEN	142.49	Utility
68412	3/30/2021	CITY OF LINDEN	97.83	Utility
68413	3/30/2021	CITY OF LINDEN	175.88	Utility
68414	3/30/2021	CITY OF LINDEN	68.19	Utility
68415	3/30/2021	CITY OF MOUNT PLEASANT	69.70	Client Assisstance
68416	3/30/2021	CITY OF NEW BOSTON	45.35	Utility
68417	3/30/2021	COOPER HOUSING AUTHORITY	302.00	Client Assisstance
68418	3/30/2021	DAINGERFIELD CHAMBER OF COMMERCE	250.00	Rent
68419	3/30/2021	DANIEL SIRIPHONGS DANIEL SIRIPHONGS	362.00	Client Assisstance
68420	3/30/2021	DEBERRY BUTANE COMPANY	255.00	Client Assisstance
68421	3/30/2021	DIRECT AUTO INSURANC	116.89	Client Assisstance
68422	3/30/2021	DIRECT ENERGY	648.72	Client Assisstance
68423	3/30/2021	EAST TEXAS PROPERTIES	600.00	Rent
68424	3/30/2021	ENTRUST ENERGY	343.15	Client Assisstance
68425	3/30/2021	EXXON MOBILE	25.00	Client Assisstance
68427	3/30/2021	FARMER ELECTRIC	6,422.90	Client Assisstance
68428	3/30/2021	FERRELL GAS	951.64	Client Assisstance
68429	3/30/2021	FIRST BAPTIST CHURCH	150.00	Rent
68430	3/30/2021	FIRST CHOICE POWER	742.52	Client Assisstance
68431	3/30/2021	G.L. FOSTER	375.00	Rent
68432	3/30/2021	GLENN B LANIER CO	96.25	Vehicle Repair
68433	3/30/2021	GLENN B. LANIER	240.00	Rent
68434	3/30/2021	GREEN MOUNTAIN ENERGY	182.57	Client Assisstance
68435	3/30/2021	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	Rent
68436	3/30/2021	HUGHES SPRINGS ISD	800.00	Rent
68437	3/30/2021	INFUSE ENERGY	396.94	Client Assisstance
68438	3/30/2021	JIMMIE RAY AYERS	800.00	Rent
68439	3/30/2021	JUST ENERGY	408.11	Client Assisstance
68440	3/30/2021	KNIGHT JANITORIAL MANAGEMENT, INC	2,705.00	Cleaning Building
68441	3/30/2021	KRB INVESTMENTS, LLC	700.00	Client Assisstance
68442	3/30/2021	LAMAR CO-OP	761.63	Client Assisstance
68443	3/30/2021	LEROY'S MOBILE HOME PARK	2,875.00	Client Assisstance
68444	3/30/2021	MCADAMS PROPANE COMPANY	789.00	Client Assisstance
68445	3/30/2021	NATIONAL CACFP SPONSORS ASSOCIATION	169.00	Training
68446	3/30/2021	NELSON PROPANE	199.23	Client Assisstance
68447	3/30/2021	NORTH EAST TEXAS WORKFORCE DEVELOPMENT BOARD	300.00	Rent
68448	3/30/2021	OFFICE DEPOT	866.41	Office Supplies
68449	3/30/2021	PHILIP R. NIXON	610.00	Client Assisstance
68450	3/30/2021	R. MORGAN, LLC	950.00	Rent
68451	3/30/2021	Ramiro Gonzales	2,250.00	Client Assisstance
68453	3/30/2021	RELIANT ENERGY	4,263.57	Client Assisstance
68454	3/30/2021	RENAISSANCE PLAZA	397.70	Client Assisstance
68455	3/30/2021	RUSHING PEST CONTROL SERVICES	305.00	Pest Control
68456	3/30/2021	SOKHEM CHAN	5,250.00	Client Assisstance
68457	3/30/2021	SOUTHWESTERN ELECTRIC POWER	2,437.71	Utility

CHECK REGISTER FOR MARCH 2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
68458	3/30/2021	STEVEN PRATT	631.62	Client Assisstance
68459	3/30/2021	STREAM	694.83	Client Assisstance
68460	3/30/2021	SUDDENLINK	511.89	Telephone & Internet
68461	3/30/2021	TALCO	225.00	Client Assisstance
68462	3/30/2021	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent & Utility
68463	3/30/2021	TEXARKANA ISD CATERING DEPT	1,265.95	HS Meals
68464	3/30/2021	TRIEAGLE ENERGY	76.56	Client Assisstance
68465	3/30/2021	TURNER DAVID K	1,000.00	Rent
68469	3/30/2021	TXU-ASSISTANCE GROUP	13,186.35	Client Assisstance
68473	3/30/2021	UPSHUR RURAL ELEC. CORP.	11,728.36	Client Assisstance
68474	3/30/2021	WELLS FARGO HOME MORTGAGE	3,008.17	Client Assisstance
68475	3/30/2021	WESTERN CASS WATER SUPPLY	92.14	Client Assisstance
68476	3/30/2021	WILLIAMS CHAPEL BAPTIST CHURCH	900.00	Rent
68477	3/30/2021	WINDSTREAM	372.40	Telephone & Internet
68478	3/30/2021	WOOD CO. ELECTRIC COOP.	832.35	Client Assisstance
		Total 1040 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT	<u>393,045.67</u>	
Report Total			<u><u>393,045.67</u></u>	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 3/31/2021

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	2,594.90
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	40,797.61
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	10,778.83
TEXANA CSBG B CHECKING	1,594.41
TEXANA CSBG DISCRETIONARY CHECKING	6,940.70
TEXANA HEAD START CHECKING	1,528.31
TEXANA CEAP A CHECKING	2,053.82
TEXANA CEAP B CHECKING	79,830.12

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 3/31/2021

TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	21,248.12
TEXANA TLC CHECKING	3,789.86
TEXANA LOCAL ADMINISTRATIVE CHECKING	37,771.94
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	2,377.85
TEXANA TBRA CHECKING	918.23
TEXANA POSTAL ACCOUNT CHECKING	100.95
TEXANA VET SERVICES NOW	67,800.13
TEXANA BANK YOUTH EMPOWERMENT CHECKING	23,055.47
TEXANA CSBG CARES CHECKING	21.29
TEXANA CEAP CARES CHECKING	81,133.58
TEXANA NEW PAYROLL CASH ACCOUNT	31,555.40
TEXANA EARLY HEAD START CHECKING	249.55
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	142.54
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	0.00
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	17,288.09
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	2,890,882.69
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,356,675.11)
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	10,629.50
Prepaid Expense	23,375.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	22,387.52
PREPAID MAINTENANCE	0.00
Total Assets	<u><u>2,024,171.30</u></u>

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 3/31/2021

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	4,525.46
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	17.76
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	0.00
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00
Short Term Disability Payable	0.00
Long Term Disability Payable	0.00
DENTAL INSURANCE PAYABLE	0.00
VISION INSURANCE PAYABLE	0.00
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	0.00
COBRA PREMIUMS PAYABLE	0.00
RETIREMENT PAYABLE	0.00
GARNISHED WAGES PAYABLE	0.00
INSURANCE W/H	0.00
MISCELLANEOUS PAYABLE	0.00
PAYROLL LIABILITIES - AUDIT	0.00
ACCRUED LIABILITIES	0.00
NOTE PAYABLE	34,939.98
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	83,052.36
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	0.00
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

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 3/31/2021

NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
Excess Revenues over Expenditures	1,334,957.91
Total Liabilities and Net Assets	<u>2,024,171.30</u>