



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 25, 2018 @ 12:00 Noon

304 E Houston, Linden, Texas 75563

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

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

1. Call Meeting to Order

2. Establishment of a Quorum

3. Approval of Minutes from 03/28/18 ☺

4. Approval of Agenda ☺

5. Chairman's Comments and Recognitions

6. Training/Presentations

A. Auditor Neil Phillips will be presents Audit for 2017 (Org Std 8.1)

B. Head Start Roles and Responsibilities for Governing Board – Berny Harris (Org Std 5.8)

7. Committee Reports and Information

A. Planning & Evaluation – No current report required

B. Personnel – No current report required

C. Finance – Audit review – report in form of a motion Action Item C

D. Executive – This committee meets only when necessary

E. Nominating – This committee must meet in August

F. ByLaws – No current report required

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

8. Action Items

A. Seat new board member(s), if any ☺

B. Approve Consent Agenda ☺

1) Human Resources Report (Org. Std. 5.9)

2) Service Department Report Transportation Report (Org. Std. 5.9)

3) Head Start Report (Org. Std. 5.9)

4) Community Services (Org. Std. 5.9)

C. Receive motion from Finance Committee – Discuss and/or Approve Audit (Org Std 8.4)

D. Discuss/Approve 2018 Self-Assessment Report ☺

E. Discuss/Approve \$550 in Kitchen Supplies Line item Head Start Grant #06CH7174/04 for the disposition of Kitchen equipment less than \$5000☺

F. Discuss/Approve ERSEA Committee meeting recommendations☺

a. selection criteria

b. medical/dental home

c. receipt of handbook

- d. family partnership profile
- e. family outcomes

9. Staff Reports

A. Financial ReportOrg. Std 8.7.....Shelley Mitchell

10. Executive Director’s Report

A. Executive Director Comments

11. Discussion Items

A. None

12. Audience Comments

13. Executive Session

A. Executive Director’s Evaluation (Org Std 7.4) / Compensation Review (Org Std 7.5)

B. Valley Services

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

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Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
March 28, 2018 - 12:00 Noon
304 E Houston, Linden, Texas 75563

Board Members Present

Reagan Lee

Representing Linden-Kildare CISD, Private Sector

Judge Lynda Munkres

Morris County Judge, Public Sector

Lisa Martin

Democratically selected by Hughes Springs Housing Authority, Poverty Sector

Dr. Arcolia Jenkins

Representing Creating Opportunities in Marion County, Private Sector

Kimberly Cook

Representing Woodforest Bank, Private Sector

Gus Gustafson

Representing Linden Economic Development Corporation

Brant Allen, Chairman

Democratically selected by New Boston Housing Authority, Poverty Sector

Ross Hyde, Vice-Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Stacia Waters

Democratically selected by Atlanta Property Management, Poverty Sector

April Bennett

Democratically selected by Head Start Policy Council, Poverty Sector

Board Members Absent

Brenda Swisher, Secretary

Representing Cass County Mayor Clarence Burns, Public Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Board Minutes Checklist:

Organizational Standard 1.1

Number of low-income persons participating: one

Is Policy Council represented? Yes No

Is the Policy Council representative low-income? Yes No

Is there an attorney on the board? Yes No

Is a contract in place for an attorney: Yes No

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

Is there a finance expert on the board? Yes No

Were minutes submitted from advisory groups? Yes No

Were minutes submitted from committee meetings? Yes No

Were any of the following discussed during the meeting?

Recruitment documents Yes No

Solicitation materials Yes No

Final board membership list Yes No

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

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

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

Organizational Standard 3.5

Did the Board formally accept the Community Assessment? Yes No

CALL TO ORDER

Brant Allen, Chairman called the meeting to order at **12:08 p.m.**

Quorum: established by Dan Boyd, Executive Director, **ten** of twelve members present

MINUTES

Motion: Judge Lynda Munkres moved to approve the February 28, 2018 minutes

Second: Stacia Waters, Parliamentarian

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

AGENDA

Motion: April Bennett moved to approve the minutes with changes of reversing the order of Training/Presentations 6A & 6B

Second: Gus Gustafson

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Welcomed Ms. Shirley Partridge from Jefferson. Ms. Partridge is a volunteer with Creating Opportunities for Marion County. She works from the East Texas Enrichment Center

TRAINING / PRESENTATIONS

6A. New Boston Head Start presented a ten minute presentation of the children and their activities.

6B. Dan Boyd talked about ROMA Module One and presented a video regarding Sergeant Shriver and the War on Poverty called "Beyond These Hills."

COMMITTEE REPORTS

- A. Planning & Evaluation – (Chair reminds members that the entire board is a member of this committee, also known as the Strategic Planning Committee)
- B Personnel – This committee should meet in July to approve job descriptions, pay scales, etc.
- C Finance – Finance Committee must meet before or on day of April 25, meeting to discuss Audit.
- D Executive – This committee meets only when necessary, usually because of succession.
- E Nominating – This committee must meet in August.
- F ByLaws – No Action Yet

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

Action Items

A. Seat New Board Member(s) CSNT has a full Board of 12 members

B. Approve Consent Agenda

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

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

When asked, Board stipulated that no further discussion needed on consent items and no item to remove
All in favor voted aye, none opposed, the motion carried unanimously

C. Discuss / Approve Board Resolutions to close accounts at Capital One Bank (One vote can approve all nine resolutions)

1. CSBG UB – 00004670025573
2. CBA – 00004670025697
3. New CSBG Grant – 00003400023521
4. New CEAP Grant – 00003400023556
5. Utilities Upshur Rural – 00003400077753
6. CBA Cigna Health Spring – 00003622003871
7. TLC Program – 00003620083630
8. Head Start – 00003020005725
9. CEAP 5812 - 00003622042176

Motion: Judge Lynda Munkres
Second: April Bennett
All in favor voted aye, none opposed, the motion carried unanimously

D. Discuss/Approve Cost Allocation Plan

Dan discussed the cost allocation plan and added there are changes to be made due to some formulas miscalculating.

Motion: Gus Gustafson moved to accept cost allocation plan with corrections.
Second: April Bennett
All in favor voted aye, none opposed, the motion carried unanimously

E. Discuss/Approve TSR Substitute Reimbursement \$150 in Head Start Budget Personnel/Substitute Line-item

Motion: Kim Cook
Second: Judge Lynda Munkres
All in favor voted aye, none opposed, the motion carried unanimously

F. Discuss/Approve Sale of used Head Start Classroom furniture stored in the Texarkana Depot (all funds obtained will be placed in to the Classroom Supplies Line-item in the PY04 Head Start Budget)

Motion: Dr. Arcolia Jenkins

Second: Lisa Martin

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

STAFF REPORTS

- A. Financial Report – Prepared by Shelley Mitchell and presented by Dan Boyd (Org Std 8.7)
- B. Adult Nutrition – will be deleted on next agenda

EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Comments – Spoke of Shirley Partridge and her role at the new Jefferson building referred to as the East Texas Enrichment Center, and housing Creating Opportunities for Marion County, COMC, a program that assists CSNT with adult education programs.

DISCUSSION ITEMS

- A. Evaluation forms are being distributed to the Board for the annual review of the Executive Director. The Board Chair will collect the forms and provide a report in Executive Session at the next Board meeting. At that time, the Board will review the Executive Director's salary. The evaluation complies with Organizational Standard 7.4 which prescribes "The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year." The salary review complies with Organization Standard 7.5 which prescribes "The governing board reviews and approves the CEP/Executive Director compensation within every calendar year.

Executive Director requested the evaluation forms to be prepared for the April 25, meeting.

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.

AUDIENCE COMMENTS

Ms. Partridge shared with the board she is working to get additional classes started at COMC; working on a current newsletter to be released April 15, 2018; and will start sending expenses to CSNT for payment.

ADJOURN

Motion made to adjourn the meeting by Dr. Arcolia Jenkins and second by Gus Gustafson at 1:30pm.

Approved by: _____, on _____, 2018
(Board Secretary) (Date)

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Community Services Block Grant Performance Report

Address: PO Box 427
LINDEN, TX 75563

Subrecipient: Community Services of Northeast Texas, Inc.

Vendor ID: 17512320809

Contract: 61180002852

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

Contract Amount: \$ 207,148.00

Report Date: March 2018

Report Type: Monthly

CFDA #: 93.569

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

1. Employment Indicators (FNPI 1)

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

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2. Education and Cognitive Development (FNPI 2)

	I. Number of Participants Served in Program(s) (#)			II.) Target (#)		III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]
	Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative			
a. The number of children (0 to 5) who demonstrated improved emergent literacy skills.	2	0	535	535	2	0	535	100.00	100.00	
b. The number of children (0 to 5) who demonstrated skills for school readiness.	2	0	535	535	2	0	535	100.00	100.00	
c. The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills.	2	0	535	0	2	0	535	0.00	0.00	
1. Early Childhood Education (ages 0-5)	2	0	535	535	2	0	535	100.00	100.00	
2. 1st grade-8th grade	0	0	0	0	0	0	0	0.00	0.00	
3. 9th grade-12th grade	0	0	0	0	0	0	0	0.00	0.00	
d. The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills).	2	0	536	0	2	0	535	0.00	0.00	
1. Early Childhood Education (ages 0-5)	2	0	536	535	2	0	535	99.81	100.00	
2. 1st grade-8th grade	0	0	0	0	0	0	0	0.00	0.00	
3. 9th grade-12th grade	0	0	0	5	0	0	0	0.00	0.00	
e. The number of parents/caregivers who improved their home environments.	0	0	0	0	0	0	0	0.00	0.00	
f. The number of adults who demonstrated improved basic education.	2	0	518	5	2	0	518	100.00	10360.00	
g. The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	0	0	7	25	0	0	7	100.00	28.00	
h. The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	1	0	2	20	0	0	0	0.00	0.00	
i. The number of individuals who obtained an Associate's degree.	1	0	1	20	0	0	0	0.00	0.00	

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2. Education and Cognitive Development (FNPI 2)

i.	The number of individuals who obtained a Bachelor's degree.	I. Number of Participants Served in Program(s) (#)			II.) Target (#)		III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]		V.) Performance Target Accuracy [(III / II) x 100] [%]	
		Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative					
		1	0	1	5	0	0	0	0.00	0.00			

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3. Income and Asset Building (FNPI 3)

	I. Number of Participants Served in Program(s) (#)			II.) Target (#)	III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]
	Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative		
a. The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	294	0	353	34	0	0	0.00	0.00	
b. The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.	0	0	0	0	0	0	0.00	0.00	
c. The number of individuals who opened a savings account or IDA.	0	0	0	0	0	0	0.00	0.00	
d. The number of individuals who increased their savings.	0	0	0	0	0	0	0.00	0.00	
e. The number of individuals who used their savings to purchase an asset.	0	0	0	0	0	0	0.00	0.00	
f. 1. Of the above, the number of individuals who purchased a home.	0	0	0	0	0	0	0.00	0.00	
f. The number of individuals who improved their credit scores.	0	0	0	0	0	0	0.00	0.00	
g. The number of individuals who increased their net worth.	0	0	0	0	0	0	0.00	0.00	
h. The number of individuals engaged with the Community Action Agency who report improved financial well-being.	2	0	2	17	2	0	100.00	11.76	

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4. Housing (FNPI 4)

	I. Number of Participants Served in Program(s) (#)			II.) Target (#)	III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]
	Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative		
a. The number of households experiencing homelessness who obtained safe temporary shelter.	0	0	2	5	0	0	2	100.00	40.00
b. The number of households who obtained safe and affordable housing.	0	0	5	30	0	0	2	40.00	6.67
c. The number of households who maintained safe and affordable housing for 90 days.	0	0	5	30	0	0	2	40.00	6.67
d. The number of households who maintained safe and affordable housing for 180 days.	0	0	3	30	0	0	0	0.00	0.00
e. The number of households who avoided eviction.	0	0	7	5	0	0	7	100.00	140.00
f. The number of households who avoided foreclosure.	0	0	0	0	0	0	0	0.00	0.00
g. The number of households who experienced improved health and safety due to improvements within their home (e.g. radon, carbon dioxide and/or fire hazards or electrical issues, etc).	0	0	0	0	0	0	0	0.00	0.00
h. The number of households with improved energy efficiency and/or energy burden reduction in their homes.	0	0	15	50	0	0	15	100.00	30.00

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

	I. Number of Participants Served in Program(s) (#)			II.) Target (#)	III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]
	Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative		
a. The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	2	0	518	535	2	0	518	100.00	96.82
b. The number of individuals who demonstrated improved physical health and well-being.	2	0	2	50	2	0	2	100.00	4.00
c. The number of individuals who demonstrated improved mental and behavioral health and well-being.	2	0	15	25	2	0	15	100.00	60.00
d. The number of individuals who improved skills related to the adult role of parents/caregivers.	3	0	520	510	2	0	518	99.62	101.57
e. The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	0	0	0	0	0	0	0	0.00	0.00
f. The number of seniors (65+) who maintained an independent living situation.	0	0	0	0	0	0	0	0.00	0.00
g. The number of individuals with disabilities who maintained an independent living situation.	0	0	0	0	0	0	0	0.00	0.00
h. The number of individuals with chronic illness who maintained an independent living situation.	0	0	0	0	0	0	0	0.00	0.00
i. The number of individuals with no recidivating event for six months.	0	0	0	0	0	0	0	0.00	0.00
1. Youth (ages 14-17)	0	0	0	0	0	0	0	0.00	0.00
2. Adults (ages 18+)	0	0	0	0	0	0	0	0.00	0.00

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

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

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7. Outcomes Across Multiple Domains (FNPI 7)

a.	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	I. Number of Participants Served in Program(s) (#)			II.) Target (#)	III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]
		Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative		
		320	0	967	550	20	0	593	61.32	107.82

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Module 4. Section B. Individual and Family Services

1. Employment Services (SRV 1)

Skills Training and Opportunities for Experience (SRV 1a-f)	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
a. Vocational Training	0	0	0
b. On-the-Job and other Work Experience	0	0	0
c. Youth Summer Work Placements	0	0	0
d. Apprenticeship/Internship	0	0	0
e. Self-Employment Skills Training	0	0	0
f. Job Readiness Training	0	0	0
Career Counseling (SRV 1g-h)			
g. Workshops	0	0	0
h. Coaching	0	0	0
Job Search (SRV 1i-n)			
i. Coaching	0	0	0
j. Resume Development	0	0	0
k. Interview Skills Training	0	0	0
l. Job Referrals	1	0	1
m. Job Placements	0	0	0
n. Pre-employment physicals, background checks, etc.	0	0	0
Post Employment Supports (SRV 1o-p)			
o. Coaching	0	0	0
p. Interactions with employers	0	0	0
Employment Supplies (SRV 1q)			
q. Employment Supplies	0	0	0

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Community Services Block Grant Performance Report

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

Vendor ID: 17512320809

Contract: 61180002852

Report Date: March 2018

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

Report Type: Monthly

Contract Amount: \$ 207,148.00

CFDA #: 93.569

2. Education and Cognitive Development Services (SRV 2)

	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
Child/Young Adult Education Programs (SRV 2a-j)			
a. Early Head Start	0	0	0
b. Head Start	2	0	535
c. Other Early-Childhood (0-5 yr. old) Education	0	0	0
d. K-12 Education	0	0	0
e. K-12 Support Services	0	0	0
f. Financial Literacy Education	0	0	82
g. Literacy/English Language Education	0	0	8
h. College-Readiness Preparation/Support	0	0	40
i. Other Post Secondary Preparation	0	0	0
j. Other Post Secondary Support	1	0	1
School Supplies (SRV 2k)			
k. School Supplies	0	0	0
Extra-curricular Programs (SRV 2l-q)			
l. Before and After School Activities	0	0	0
m. Summer Youth Recreational Activities	0	0	0
n. Summer Education Programs	0	0	0
o. Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)	0	0	0
p. Mentoring	0	0	0
q. Leadership Training	0	0	0
Adult Education Programs (SRV 2r-z)			
r. Adult Literacy Classes	0	0	0
s. English Language Classes	0	0	0
t. Basic Education Classes	0	0	0
u. High School Equivalency Classes	0	0	0
v. Leadership Training	0	0	0
w. Parenting Supports (may be a part of the early childhood programs identified above)	0	0	0
x. Applied Technology Classes	0	0	0

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2. Education and Cognitive Development Services (SRV 2)

	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
y. Post-Secondary Education Preparation	0	0	0
z. Financial Literacy Education	0	0	0
Post-Secondary Education Supports (SRV 2aa)			
aa. College applications, text books, computers, etc.	0	0	0
Financial Aid Assistance (SRV 2bb)			
bb. Scholarships	0	0	0
Home Visits (SRV 2cc)			
cc. Home Visits	0	0	3

3. Income and Asset Building Services (SRV 3)

	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
Training and Counseling Services (SRV 3a-f)			
a. Financial Capability Skills Training	3	0	87
b. Financial Coaching/Counseling	362	0	525
c. Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	0	0	1
d. First-time Homebuyer Counseling	0	0	0
e. Foreclosure Prevention Counseling	0	0	0
f. Small Business Start-Up and Development Counseling Sessions/Classes	0	0	0
Benefit Coordination and Advocacy (SRV 3g-l)			
g. Child Support Payments	0	0	1
h. Health Insurance	0	0	6
i. Social Security/SSI Payments	0	0	1
j. Veteran's Benefits	0	0	0
k. TANF Benefits	0	0	0
l. SNAP Benefits	0	0	0
Asset Building (SRV 3m-o)			

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3. Income and Asset Building Services (SRV 3)

	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
m. Saving Accounts/IDAs and other asset building accounts	0	0	0
n. Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	0	0	0
o. VITA, EITC, or Other Tax Preparation programs	0	0	0
Loans And Grants (SRV 3p-q)			
p. Micro-loans	0	0	0
q. Business incubator/business development loans	0	0	0

4. Housing Services (SRV 4)

	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
Housing Payment Assistance (SRV 4a-e)			
a. Financial Capability Skill Training	0	0	0
b. Financial Coaching/Counseling	1	0	1
c. Rent Payments (includes Emergency Rent Payments)	6	0	11
d. Deposit Payments	4	0	4
e. Mortgage Payments (includes Emergency Mortgage Payments)	0	0	0
Eviction Prevention Services (SRV 4f-h)			
f. Eviction Counseling	2	0	5
g. Landlord/Tenant Mediations	1	0	1
h. Landlord/Tenant Rights Education	0	0	3
Utility Payment Assistance (SRV 4i-l)			
i. Utility Payments (LIHEAP-includes Emergency Utility Payments)	1162	0	1528
j. Utility Deposits	0	0	0
k. Utility Arrears Payments	1162	0	1408
l. Level Billing Assistance	0	0	145
Housing Placement/Rapid Re-housing (SRV 4m-p)			
m. Temporary Housing Placement (includes Emergency Shelters)	0	0	0
n. Transitional Housing Placements	0	0	0

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4. Housing Services (SRV 4)

	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
o. Permanent Housing Placements	0	0	0
p. Rental Counseling	1	0	4
Housing Maintenance & Improvements (SRV 4q)			
q. Home Repairs (e.g. structural, appliance, heating systems, etc.) (Including Emergency Home Repairs)	0	0	0
Weatherization Services (SRV 4r-1)			
r. Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	0	0	0
s. Healthy Homes Services (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)	0	0	0
t. Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	0	0	0

5. Health and Social/Behavioral Development Services (SRV 5)

	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
Health Services, Screening and Assessments (SRV 5a-j)			
a. Immunizations	2	0	531
b. Physicals	0	0	330
c. Developmental Delay Screening	2	0	368
d. Vision Screening	2	0	535
e. Prescription Payments	0	0	1
f. Doctor Visit Payments	0	0	0
g. Maternal/Child Health	0	0	0
h. Nursing Care Sessions	0	0	0
i. In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	0	0	0
j. Health Insurance Options Counseling	0	0	0
Reproductive Health Services (SRV 5k-o)			
k. Coaching Sessions	0	0	0
l. Family Planning Classes	0	0	0

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5. Health and Social/Behavioral Development Services (SRV 5)

	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
m. Contraceptives	0	0	0
n. STI/HIV Prevention Counseling Sessions	0	0	0
o. STI/HIV Screenings	0	0	0
Wellness Education (SRV 5p-q)			
p. Wellness Classes (stress reduction, medication management, mindfulness, etc.)	0	0	0
q. Exercise/Fitness	0	0	0
Mental/Behavioral Health (SRV 5r-x)			
r. Detoxification Sessions	0	0	0
s. Substance Abuse Screenings	0	0	0
t. Substance Abuse Counseling	0	0	0
u. Mental Health Assessments	0	0	0
v. Mental Health Counseling	0	0	0
w. Crisis Response/Call-In Responses	0	0	0
x. Domestic Violence Programs	0	0	0
Support Groups (SRV 5y-aa)			
y. Substance Abuse Support Group Meetings	0	0	0
z. Domestic Violence Support Group Meetings	0	0	0
aa. Mental Health Support Group Meeting	0	0	0
Dental Services, Screenings and Exams (SRV 5bb-ee)			
bb. Adult Dental Screening/Exams	0	0	0
cc. Adult Dental Services (including Emergency Dental Procedures)	0	0	0
dd. Child Dental Screenings/Exams	0	0	0
ee. Child Dental Services (including Emergency Dental Procedures)	0	0	0
Nutrition and Food/Meals (SRV 5ff-jj)			
ff. Skills Classes (Gardening, Cooking, Nutrition)	0	0	0
gg. Community Gardening Activities	0	0	0
hh. Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	0	0	0
ii. Prepared Meals	0	0	0

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5. Health and Social/Behavioral Development Services (SRV 5)

	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
jj. Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	5	0	17
Family Skills Development (SRV 5kk-mm)			
kk. Family Mentoring Sessions	353	0	353
ll. Life Skills Coaching Sessions	0	0	0
m. Parenting Classes	0	0	0
Emergency Hygiene Assistance (SRV 5nn-oo)			
nn. Kits/boxes	0	0	0
oo. Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	0	0	0

6. Civic Engagement and Community Involvement Services (SRV 6)

	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
Civic Engagement and Community Involvement Services (SRV 6a-f)			
a. Voter Education and Access	0	0	0
b. Leadership Training	0	0	0
c. Tri-partite Board Membership	0	0	0
d. Citizenship Classes	0	0	0
e. Getting Ahead Classes	0	0	0
f. Volunteer Training	0	0	3

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7. Services Supporting Multiple Domains (SRV 7)

	Unduplicated Number of Individuals Served (#)		
	Monthly	Adjusted	Cumulative
Case Management (SRV 7a)			
a. Case Management	4	0	192
Eligibility Determinations (SRV 7b)			
b. Eligibility Determinations	0	0	203
Referrals (SRV 7c)			
c. Referrals	601	0	838
Transportation Services (SRV 7d)			
d. Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair, including emergency services)	0	0	0
Childcare (SRV 7e-f)			
e. Child Care subsidies	0	0	0
f. Child Care payments	0	0	0
Eldercare (SRV 7g)			
g. Day Centers	0	0	0
Identification Documents (SRV 7h-i)			
h. Birth Certificate	0	0	0
i. Social Security Card	0	0	1
j. Driver's License	0	0	0
Re-Entry Services (SRV 7k)			
k. Criminal Record Expungements	0	0	0
Immigration Support Services (SRV 7l)			
l. Immigration Support Services (relocation, food, clothing)	0	0	0
Legal Assistance (includes emergency legal assistance) (SRV 7m)			
m. Legal Assistance	0	0	0
Emergency Clothing Assistance (SRV 7n)			
n. Emergency Clothing Assistance	0	0	15
Mediation/Customer Advocacy Interventions (SRV 7o)			
o. Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government)	0	0	225

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Module 4. Section C. All Characteristics Report

	Monthly	Adjusted	Cumulative
A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:	722	0	998

	Monthly	Adjusted	Cumulative
B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:	343	0	469

C. 1. Individual Level Characteristics: Gender

	Monthly	Adjusted	Cumulative
a. Male	260	0	366
b. Female	462	0	632
c. Other	0	0	0
d. Unknown/not reported	0	0	0
TOTAL	722	0	998

C. 2. Individual Level Characteristics: Age

	Monthly	Adjusted	Cumulative
a. 0-5	66	0	97
b. 6-13	128	0	175
c. 14-17	62	0	84
d. 18-24	50	0	69
e. 25-44	136	0	197
f. 45-54	88	0	127
g. 55-59	55	0	68
h. 60-64	53	0	64
i. 65-74	60	0	81
j. 75+	24	0	36
k. Unknown/not reported	0	0	0
TOTAL	722	0	998

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C. 3. Education Levels: 1. ages 14-24

	Number of Individuals		
	Monthly	Adjusted	Cumulative
a. Grades 0-8	30	0	35
b. Grades 9-12/Non-Graduate	55	0	82
c. High School Graduate/Equivalency Diploma	23	0	31
d. 12 grade + Some Post-Secondary	3	0	3
e. 2 or 4 years College Graduate	1	0	2
f. Graduate of other post-secondary school	0	0	0
g. Unknown/not reported	0	0	0
TOTAL	112	0	153

C. 3. Education Levels: 2. ages 25+

	Number of Individuals		
	Monthly	Adjusted	Cumulative
a. Grades 0-8	12	0	14
b. Grades 9-12/Non-Graduate	100	0	122
c. High School Graduate/Equivalency Diploma	223	0	318
d. 12 grade + Some Post-Secondary	48	0	73
e. 2 or 4 years College Graduate	33	0	46
f. Graduate of other post-secondary school	0	0	0
g. Unknown/not reported	0	0	0
TOTAL	416	0	573

C. 4. Disconnected Youth

	Number of Individuals		
	Monthly	Adjusted	Cumulative
a. Youth ages 14-24 who are neither working or in school	10	0	11

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C. 5. Health

a.	Disabling Condition	Number of Individuals		
		Monthly	Adjusted	Cumulative
	1. Yes	283	0	377
	2. No	439	0	621
	3. Unknown	0	0	0
b.	Health Insurance*			
	1. Yes	577	0	780
	2. No	145	0	218
	3. Unknown	0	0	0
c.	Health Insurance Sources			
	1. Medicaid	394	0	525
	2. Medicare	157	0	201
	3. State Children's Health Insurance Program	4	0	6
	4. State Health Insurance for Adults	14	0	16
	5. Military Health Care	4	0	4
	6. Direct-Purchase	4	0	11
	7. Employment Based	0	0	11
	8. Unknown/not reported	0	0	6
	TOTAL	2021	0	2776

C. 6. Ethnicity/Race: A. Ethnicity

a.	Ethnicity	Number of Individuals		
		Monthly	Adjusted	Cumulative
	1. Hispanic, Latino or Spanish Origins	21	0	31
	2. Not Hispanic, Latino or Spanish Origins	701	0	967
	3. Unknown/not reported	0	0	0
	TOTAL	722	0	998

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C. 6. Ethnicity/Race: B. Race

b. Race	Number of Individuals		
	Monthly	Adjusted	Cumulative
1. American Indian or Alaska Native	4	0	4
2. Asian	1	0	1
3. Black or African American	439	0	583
4. Native Hawaiian and Other Pacific Islander	0	0	0
5. White	251	0	372
6. Other	21	0	31
7. Multi-race (two or more of the above)	6	0	7
8. Unknown/not reported	0	0	0
TOTAL	722	0	998

C. 7. Military Status

a. Military Status	Number of Individuals		
	Monthly	Adjusted	Cumulative
a. Veteran	17	0	39
b. Active Military	1	0	1
c. Unknown/not reported	448	0	574
TOTAL	466	0	614

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C. 8. Work Status (Individuals 18+)

	Number of Individuals		
	Monthly	Adjusted	Cumulative
a. Employed Full-Time	33	0	48
b. Employed Part-Time	34	0	51
c. Migrant Seasonal Farm Worker	0	0	1
d. Unemployed (Short-Term, 6 months or less)	21	0	30
e. Unemployed (Long-Term, more than 6 months)	83	0	133
f. Unemployed (Not in Labor Force)	243	0	297
g. Retired	52	0	82
h. Unknown/not reported	0	0	0
TOTAL	466	0	642

D. 9. Household Type

	Number of Households		
	Monthly	Adjusted	Cumulative
a. Single Person	153	0	204
b. Two Adults NO Children	40	0	55
c. Single Parent Female	97	0	130
d. Single Parent Male	3	0	7
e. Two Parent Household	32	0	50
f. Non-related Adults with Children	0	0	0
g. Multigenerational Household	18	0	18
h. Other	0	0	5
i. Unknown/not reported	0	0	0
TOTAL	343	0	469

D. 10. Household Size

	Number of Households		
	Monthly	Adjusted	Cumulative
a. Single Person	153	0	204
b. Two	89	0	124
c. Three	50	0	68

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D. 10. Household Size

	Number of Households		
	Monthly	Adjusted	Cumulative
d. Four	30	0	45
e. Five	14	0	18
f. Six or more	7	0	10
g. Unknown/not reported	0	0	0
TOTAL	343	0	469

D. 11. Housing

	Number of Households		
	Monthly	Adjusted	Cumulative
a. Own	151	0	202
b. Rent	191	0	264
c. Other permanent housing	0	0	0
d. Homeless	0	0	1
e. Other	1	0	2
f. Unknown/not reported	0	0	0
TOTAL	343	0	469

D. 12. Level of Household Income

	Number of Households		
	Monthly	Adjusted	Cumulative
a. Up to 50%	105	0	145
b. 51% to 75%	90	0	121
c. 76% to 100%	80	0	107
d. 101% to 125%	50	0	67
e. 126% to 150%	18	0	28
f. 151% to 175%	0	0	1
g. 176% to 200%	0	0	0
h. 201% to 250%	0	0	0
i. 250% and over	0	0	0

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D. 12. Level of Household Income

	Number of Households		
	Monthly	Adjusted	Cumulative
j. Unknown/not reported	0	0	0
TOTAL	343	0	469

D. 13. Sources of Household Income

	Number of Households		
	Monthly	Adjusted	Cumulative
a. Income from Employment Only	13	0	20
b. Income from Employment and Other Income Source	12	0	16
c. Income from Employment, Other Income Source, and Non-Cash Benefits	7	0	11
d. Income from Employment and Non-Cash Benefits	32	0	42
e. Other Income Source Only	78	0	113
f. Other Income Source and Non-Cash Benefits	155	0	208
g. No Income	26	0	38
h. Non-Cash Benefits Only	20	0	21
i. Unknown/not reported	0	0	0
TOTAL	343	0	469

D. 14. Other Income Source

	Number of Households		
	Monthly	Adjusted	Cumulative
a. TANF	5	0	5
b. Supplemental Security Income (SSI)	106	0	138
c. Social Security Disability Income (SSDI)	86	0	123
d. VA Service-Connected Disability Compensation	1	0	2
e. VA Non-Service Connected Disability Pension	5	0	5
f. Private Disability Insurance	0	0	0
g. Worker's Compensation	1	0	1
h. Retirement Income from Social Security	53	0	105
i. Pension	8	0	8
j. Child Support	21	0	24

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D. 14. Other Income Source

	Number of Households		
	Monthly	Adjusted	Cumulative
k. Alimony or other Spousal Support	0	0	0
l. Unemployment Insurance	0	0	0
m. EITC	0	0	0
n. Other	18	0	19
o. Unknown/not reported	0	0	0
TOTAL	304	0	430

D. 15. Non-Cash Benefits

	Number of Households		
	Monthly	Adjusted	Cumulative
a. SNAP	232	0	340
b. WIC	1	0	7
c. LIHEAP	75	0	82
d. Housing Choice Voucher	1	0	1
e. Public Housing	2	0	6
f. Permanent Supportive Housing	0	0	0
g. HUD-VASH	3	0	3
h. Childcare Voucher	0	0	0
i. Affordable Care Act Subsidy	0	0	0
j. Other	21	0	22
k. Unknown/not reported	0	0	0
TOTAL	335	0	461

E. Number of Individuals Not Included in the Totals Above (due to data collection system integration barriers)

	Number of Individuals		
	Monthly	Adjusted	Cumulative
Please list the unduplicated number of INDIVIDUALS served in each program*:			
TOTAL	0	0	0

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F. Number of Households Not Included in the Totals Above (due to data collection system integration barriers)

	Number of Households		
	Monthly	Adjusted	Cumulative
Please list the unduplicated number of HOUSEHOLDS served in each program*:			
TOTAL	0	0	0

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Community Services Block Grant Performance Report

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

Vendor ID: 17512320809

Contract: 61180002852

Report Date: March 2018

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

Report Type: Monthly

Contract Amount: \$ 207,148.00

CFDA #: 93.569

Module 5. Section A. People Working Towards Transitioning Out of Poverty

1. People Working Towards Transitioning Out of Poverty

	Monthly	Adjusted	Cumulative
A. Number of unduplicated people working towards transitioning out of poverty.	0	0	48

2. People Transitioned Out of Poverty

	Monthly	Adjusted	Cumulative
1. Report the number of people (include all household members) who achieve a household income of 125% of the poverty level, or greater, through agency assistance and have been tracked for at least 90 days. These clients must have been tracked for 90 days and documentation kept on services provided, follow-up conducted, and income documented.	4	0	4

3. Board Seats by Sector/Bylaws

1. Poverty	4
2. Public Officials	4
3. Private Organizations	4
TOTAL	12

4. Board Vacancies by Sector

1. Poverty	0
2. Public Officials	0
3. Private Organizations	0
TOTAL	0

5. People Served By County

	Monthly	Adjusted	Cumulative
37 BOWIE	175	0	196
63 CAMP	58	0	109
67 CASS	150	0	227
119 DELTA	9	0	10

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5. People Served By County

	Monthly	Adjusted	Cumulative
159 FRANKLIN	8	0	9
223 HOPKINS	62	0	64
277 LAMAR	14	0	52
315 MARION	101	0	147
343 MORRIS	53	0	71
379 RAINS	12	0	12
387 RED RIVER	2	0	5
449 TITUS	78	0	96
TOTAL	722	0	998

APPROVAL

Preparer Approval: zzsalden

Approved On: 04/11/2018 16:56 PM

Department Approval:

Approved On:

CSNT Head Start Monthly Report

Program Year 04 2018

06CH7174/04

2018

CSNT HS Report
Revised 2/21/17

Attendance/Enrollment

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

Non-Federal Share

\$941,446 \$363,956 \$577,490 39% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$577,490	\$ 126,784	\$ 153,367	\$ 150,591	\$ 146,748								

Admin Expenditures (including non-federal share)

*Should not be above 15%												
14%	\$ 43,518	\$ 101,577	\$ 171,656	\$ 230,464								

Meals/Reimbursements

\$49,805	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	17	20	16								
# of meals served	4,868	5,768	7,266	6,014								
CACFP Reimbursement	\$ 10,168	\$ 11,993	\$ 15,080	\$ 12,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Program Monitoring

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

Annual Detailed Monitoring Findings

Date: Week of 2/13/2017 Completed

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

Program Updates

Preparing for the end of the school year
Scheduling ISD Partnership Meetings
Completing Continuation Grant Application

PIR Snapshot	Percentage
Report: Head Start PIR Snapshot (Grid)	
PIR: Head Start 2017-2018	
Section: a. Total Funded Enrollment	

Number of enrollment slots that the program is funded to serve.	100%
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Section: b. Funded Enrollment by Program Option	
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Center-Based	100%
Home-Based	0%
Combination	0%
Family Child Care	0%
Locally Designed	0%

Section: c. Detail - Center-based Funded Enrollment	
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Center-based Part Day (4 days per week)	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0% of Center-based Total
Center-based Part Day (5 days per week)	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0% of Center-based Total

Section: d. Total Cumulative Enrollment	
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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 mat receive Head Start services cumulatively throughout the program year(all of whom are reported in the PIR) than indicated by the funded enrollment numbers.

100% of participants

Section: e. Participants By Age	
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Two Years Old	0% of cumulative enrollment
Three Years Old	43.14% of cumulative enrollment
Four Years Old	56.86% of cumulative enrollment
Five Years Old and Older	0% of cumulative enrollment

Section: f. Homelessness Services	
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Total Number of children experiencing homelessness that were served during the enrollment year	4.63% of cumulative enrollment
Section: g. Foster Care	
Total number of enrolled children who were in foster care at any point in the program year	2.14% of cumulative enrollment
Section: h. Prior Enrollment of Children	
Second Year	31.02% of cumulative enrollment
Three (or more) Years	0% of cumulative enrollment
Section: i. Ethnicity	
Hispanic or Latino Origin	15.51% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	84.49% of cumulative enrollment
Section: j. Race	
American Indian or Alaska Native	0.89% of cumulative enrollment
Asian	0.53% of cumulative enrollment
Black or African American	50.45% of cumulative enrollment
Native Hawaiian or Pacific Islander	0.18% of cumulative enrollment
White	30.48% of cumulative enrollment
Biracial or Multi-Racial	9.27% of cumulative enrollment
Other Race	8.2% of cumulative enrollment
Unspecified Race	0% of cumulative enrollment
Section: k. Language	
English	90.37% of cumulative enrollment
Spanish	8.38% of cumulative enrollment
Central American, South American, or Mexican Languages	0% of cumulative enrollment
Caribbean Languages	0% of cumulative enrollment
Middle Eastern or South Asian Languages	0% of cumulative enrollment
East Asian	0% of cumulative enrollment
Native North American or Alaska Native Languages	0% of cumulative enrollment
Pacific Island Languages	0% of cumulative enrollment
European or Slavic Languages	0% of cumulative enrollment
African Languages	0% of cumulative enrollment
Other Languages	0% of cumulative enrollment
Unspecified Language	1.25% of cumulative enrollment
Section: l. Health Services	

Children With Health Insurance At Start of Enrollment	36.72% of cumulative enrollment
Children With Health Insurance At End of Enrollment	36.72% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	97.5% of cumulative enrollment
Children With A Medical Home At End of Enrollment	57.4% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	98.22% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	98.4% of cumulative enrollment
Children with a dental home at start of enrollment	92.34% of cumulative enrollment
Children with a dental home at end of enrollment	55.44% of cumulative enrollment

Section: m. Disability Services

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	9.45% of cumulative enrollment
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Section: n. Family Services

Total Number of Families	100% of total families
Families Who Received at Least One Family Service	61.81% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	2.84% of total families
Housing Assistance	1.7% of total families
Mental Health Services	2.46% of total families
English as a Second Language (ESL) Training	1.51% of total families
Adult Education	7.56% of total families
Job Training	0.76% of total families
Substance Abuse Prevention	0% of total families
Substance Abuse Treatment	0% of total families
Child Abuse and Neglect Services	0.38% of total families
Domestic Violence Services	0.38% of total families
Child Support Assistance	0.19% of total families
Health Education	51.61% of total families
Assistance to Families of Incarcerated Individuals	0% of total families
Parenting Education	55.01% of total families
Relationship or Marriage Education	0% of total families



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 124 as of 4/16/18

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	110	97	2	11	No change
CSBG/CEAP	14	12	2	0	1 term

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	407.25	202.25	609.50	Unfilled Positions 3
Pay Period 2/18/18 to 3/3/18				
Hours worked by Subs 304.50				
CSBG/CEAP Staff	29.00	44.25	73.25	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		
Head Start Staff	463.50	167.25	630.75	Unfilled Positions 3
Pay Period 3/4/18 to 3/17/18				
Hours worked by Subs 164.50				
CSBG/CEAP Staff	28.75	27.25	56.00	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		
Total Hours Absent Both Pay Periods	928.50	441.00		

LWOP Savings	\$ 5,733.00	\$ 13.00	441.00	\$13.00 average hourly rate
HS Sub Usage Expense	\$ 3,822.35	\$ 8.15	469	\$8.15 average hourly sub rate
Savings for both periods	\$ 1,910.65			

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65

Monthly Vehicle Cost Summary

MARCH 2018

By Program

	Fuel	Repairs	
CBA-CIGNA	-	-	
CSBG	640.62	62.81	
DADS	-	-	
CBA-UNITED	-	-	<u>703.43</u>

By Location

	Fuel	Repairs	
Jefferson	233.33	27.12	
Linden	407.29	17.00	
Marshall	-	18.69	
Pittsburg	-	-	<u>703.43</u>

By Vehicle

#	Fuel	Repairs	Total	Location
801	60.69	0	60.69	Linden
838	-	-	-	Linden
850	-	-	-	Linden
852	-	-	-	Marshall
855	-	-	-	Marshall
860	-	-	-	Linden
861	-	-	-	Jefferson
867	-	-	-	Pittsburg
877	-	-	-	Linden
879	86.02	6.93	92.95	Jefferson
880	-	12.69	12.69	Jefferson
881	14.00	7.50	21.50	Jefferson
882	-	13.45	13.45	Marshall
883	-	5.24	5.24	Marshall
884	322.50	-	322.50	Linden
885	39.70	-	39.70	Jefferson
886	93.61	-	93.61	Jefferson
887	24.10	17.00	41.10	Linden
			<u>703.43</u>	

Service Department Report

April 25, 2018

Service Department

Department makeup

8 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

Head Start Transportation

Cost per child to transport: 68.14

Transportation Costs:

	Children	Staff		Children	Staff
Vehicle Maintenance cost(Campus)		0.00	YTD =		105.19
Vehicle Maintenance cost (Buses)	1089.32		YTD =	2686.37	
Vehicle Maintenance cost (Exec. Office)		114.83	YTD =		427.97
Vehicle fuel cost (Gas Campus)	527.86	117.10	YTD =	1234.03	388.51
Vehicle fuel cost (Exec. Office)		796.62	YTD =		2061.10
Vehicle fuel cost (Diesel)			YTD =	173.84	
Vehicle insurance cost (Buses)	1106.58		YTD =	3319.74	
Vehicle driver cost buses	2454.62		YTD =	7363.86	
Total transportation cost:	5178.38	1028.55			
Total number transported:	76	138			



CSNT Head Start Program

2018 Self-Assessment Report

Date: 3-13-18

Section 1. Introduction

Program description

Head Start is one of several programs offered through the community action agency, Community Services of Northeast Texas, Inc. (CSNT). CSNT Head Start has been providing services to children in Northeast Texas since the 1960s. The program offers Head Start services to eligible 3-4 year olds in Bowie, Camp, Cass, and Morris Counties. All but two of 29 Head Start classrooms are in partnerships with local education agencies. The program works closely with other resources in the communities where the classrooms are located. Total Funded enrollment for PY01-03 was 516 and enrollment is 516 at this point in PY04. Actual enrollment for PY03 was an average of 526; and PY04 is an average of 529. CSNT Head Start is able to serve more children than the funded enrollment due to partnerships with local education agencies.

CSNT Head Start Program has (8) broad goals for Grant #06CH7174 five-year grant project period.

Goal 1: Increase public awareness of the Head Start Program and the services offered.
Goal 2: Create innovative ways for each Campus to maintain 10% disability enrollment.
Goal 3: Align professional development for staff with the HSPPS 1309.92, thereby ensuring high quality, comprehensive services.
Goal 4: Provide comprehensive school readiness services to all of the Head Start children based upon program data, the HSPPS, and the HSELOF.
Goal 5: Create and strengthen new and existing partnerships that increase quality and the cost effectiveness of the Head Start Program.
Goal 6: Manage the CSNT HS Program using sound fiscal policies that adhere to applicable regulations in order to remain a viable program in the community.
Goal 7: To improve management systems with the full utilization of state-of-the-art technology for the Head Start Program.
Goal 8: Serve as partners of change by embracing the aspirations of the CSNT HS Governing Body, Policy Council, and local community.

Context for Self-Assessment

1. Prior to this year’s Self-Assessment, the Management team was trained on “Head Start A to Z: Self-Assessment.” The Team discussed how the Self-Assessment process should focus more on program systems and data instead of checking boxes for compliance.
2. The Management Team took the old Self-Assessment process and split it into two separate sections:
 - a. Detailed Monitoring has been implemented as part of the On-Going Monitoring System to add a layer of monitoring that includes the creation of (4) teams made-up of Administrative, management, and Campus staff as well as parents, policy council and governing board members, and community partners, where applicable. These teams monitor the program for areas of strength, weaknesses, and non-compliances. The teams completed on-site visits, document reviews, and interviews. A summary of the team findings was created and became part of the Self-Assessment Focus Group data packets.
 - b. Self-Assessment Focus Groups have been created to analyze progress made on program goals/objectives as well as strengths and weaknesses of management systems. There are (4) groups with four members in each group. Groups are made up of program staff with experience in the areas being surveyed. Program data is collected throughout the grant project period and is examined by members of each Focus Group. Groups document systemic strengths along with any weaknesses. They also make recommendations concerning systemic issues and document any areas of innovation within the program.
3. The Community Assessment Update Conclusions are provided to the Self-Assessment Focus Groups. They analyze the Community Assessment data along with other program data reports. The needs found within the Community Assessment Update including training provided for staff, quality health care for children, hiring of bi-lingual staff, providing support for parents, implementing school readiness, and providing teachers with the skills to teach diverse classrooms are compared to the program goals/objectives/outcomes.
4. After the Focus Groups analyze the program data and program goals/objectives for progress, conclusions are discussed by the management team. Strategies are developed on how to implement any changes into the program. Recommendations on any changes to the program goals/objectives are discussed during the Strategic Planning Committee Meeting. These changes become part of the program goals/objectives at that time.
5. One area that the program would like to improve is the collection of data across the 5-year grant cycle. The program will utilize technology to create a better system of tracking specific areas of data over the five year grant cycle.

Focus Group	Questions to Consider
Focus Area One: Program Governance ERSEA Program Structure	<ol style="list-style-type: none"> 1. Are there locations within the program service area that would benefit from Head Start serving predominantly 3-yr-olds? 2. Are there CSNT Head locations that do not meet their funded enrollment or are unable to keep a waiting list? 3. Are more parents able to participate in meetings and activities when they are held at different times throughout the school year? 4. Would the creation of a Governing Board Planning Committee help the Board members to understand their roles and responsibilities?
Focus Area Two: Education School Readiness CLASS Disability Services FCE/Transitions	<ol style="list-style-type: none"> 1. Did the Program reach 10% of its funded enrollment as children with disabilities by the end of the Program year? 2. Has the Program made progress toward meeting 10% of its funded enrollment as children with disabilities during the Program year? 3. Has the Program improved literacy skills for children within the program? 4. Has the program improved the mathematics skills for children with the program?
Focus Area Three: Health Services Safety and Transportation Human Resources	<ol style="list-style-type: none"> 1. Do staff receive training on a regular basis that will help them perform their job duties? 2. Does the Program have system in place to monitor compliance with HSPPS in the area of Human Resources? 3. Has the implementation of dental clinics affected the number of children within the Program that are up-to-date on dentals? 4. Are there procedures in place at the ISD locations for Head Start children to be served by school nurses?
Focus Area Four: Program Management Quality Improvement Fiscal/ Administrative	<ol style="list-style-type: none"> 1. Does the Program have a system in place to update financial policies and procedures when regulations or requirements change? If yes, does the Program monitor to see that the regulation or requirement has been implemented properly? 2. Is the Program using reliable data systems to create reports that are user friendly? 3. Does improved technology utilized in the Program correlate with improved communication within the Program?

Section 2. Methodology

Date	Action	Purpose
11/6/208	<i>Self-Assessment Management Meeting</i>	<ul style="list-style-type: none"> • <i>Training “Head Start A to Z: Self-Assessment</i> • <i>Discuss approval process for 2018 SA Methodology and Implementation Schedule</i>
11/9/18	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> • <i>Training – Self-Assessment Orientation Training</i> • <i>Discuss Proposed 2018 Self-Assessment Implementation Plan</i> • <i>Approve 2018 Self-Assessment Implementation Plan</i>
2/22/18	<i>Self-Assessment Focus Group Meeting</i>	<ul style="list-style-type: none"> • <i>Training on Focus Group Process and Group Member Responsibilities</i> • <i>Focus Group Break-out Sessions</i> • <i>Focus Group Discussion of Results</i>
Early 3/2018	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> • <i>Discuss Results of SA Focus Groups</i> • <i>Discuss SA Report</i> • <i>Approve SA Report</i>
3/28/18	<i>Completion of Self-Assessment Process</i>	<ul style="list-style-type: none"> • <i>Policy Council and Board approval of SA Report</i> • <i>Submit to Regional Office</i>
Before 5/31/18	<i>Final Step in Self-Assessment Process</i>	<ul style="list-style-type: none"> • <i>Update Policies and Procedures to include changes to SA process</i> • <i>Update On-going Monitoring to include Detailed Monitoring</i>

Section 3. Key In-Sights

Strengths

- ✓ CSNT Head Start has partnerships with local public school districts in all (9) of the Head Start locations throughout the four county service area. In five of the (9) locations, Head Start services are provided on the school district campus and four of the (9) locations provide services from Head Start Campuses. In these four locations, school district teachers provide instruction from the Head Start Campus. A team teaching model is implemented with instruction being provided by a Head Start Teacher and School District Teacher throughout the school day.
- ✓ Human Resources (HR) Director is SHRM certified. Recently, the HR Director went back to college to obtain the SHRM certification. This certification will help her stay current on the knowledge that she will need to implement a quality HR Department.
- ✓ All CSNT Lead Teachers hired after implementation of the 2007 Head Start Act have at least a Bachelor Degree in Early Childhood Education or related field. CSNT Head Start has implemented a Lead Degree minimum qualification that is higher than the current Head Start Standard. This will enable CSNT Head Start to implement a high-quality Head Start Program.
- ✓ CSNT Head Start has had a 2% increase in the number of children who have a dental home and have health insurance when they leave the Head Start Program. CSNT has implemented strategies to assist parents with finding their child a dental home and providing health insurance for their children. CNST has worked with Texas Health and Human Services to keep children enrolled on Medicaid, if eligible.
- ✓ CSNT Head Start utilizes the Child Plus Database System to not only create detailed reports based on program data that can indicate systemic issues, but also track on-going monitoring issues such as corrective action plans. This database system allows management and Campus staff to track the implementation of services within their area for quality.

Systemic Issues

- ✓ Search for methods to reach 10% disability funded enrollment before the end of December
- ✓ Revise the process for technology related issues to be addressed in a timely manner

Innovations

- ✓ CSNT Head Start Family Service Workers (FSW) implement a Peer to Peer system. This system allows each FSW to work with a peer to check files, catch Child Plus errors, share Campus information that works with families, etc. Next, the program will implement Peer to Peer at the beginning of the school year rather than in the middle of the year.
- ✓ Detailed Monitoring is included as a part of the On-going Monitoring System. Detailed Monitoring includes site visits, document reviews, and interviews. Summary of results from Detailed Monitoring are included in the Self-Assessment Focus Group Data Packets. Detailed Monitoring Teams are made up of campus staff, management staff, administrative staff, parents (of currently enrolled students), Governing Board/PC Members, and Community Partners. It is conducted annually beginning around the first of December. This allow the program to complete beginning of the school year requirements such as 45 and 90 day deadlines.

Progress in Meeting our goals and objectives

Goals	Status
CSNT Head Start will increase public awareness of the Head Start Program and the services offered.	CSNT is close to reaching this goal. The public’s awareness of the program throughout the service area has improved over the past four years through the staff’s involvement in community meetings and partnering with the local school districts. The program has met is funded enrollment all four years and has maintained an average enrollment of 526 children. The program is able to serve an estimated 10 additional students through partnerships with the local public schools. Expenses for serving children is shared with the school districts.
CSNT Head Start will create innovative ways for each Campus to maintain 10% disability.	<ul style="list-style-type: none"> • Communication with school districts to recruit and serve children with a disability has improved • Children enrolling with an IFSP are assessed to see if they need to continue services through an IEP • After analyzing data at each Campus, communication has started with the one location that has not met or maintained 10% disability. The LEA is working with the HS Director to have better communication on students enrolling in the partnership that have an IEP or students who receive an IEP after enrollment

<p>CSNT Head Start has aligned with the Head Start Program Performance Standard 1302.92, thereby ensuring high quality, comprehensive services.</p>	<ul style="list-style-type: none"> • Most custodians have received or maintained bus certifications. However, one is working on her CDL and she has not year completed the certification process. • As staff have improved their knowledge on implementation of disability services, the program has increased the number of students receiving disability services from an estimated 8% to 10%. However, the 10% was not reached until March to April. • The Program Manager tracks professional development goals through the database system. The program has started also tracking completion rates as well. • Family Service Staff have received training on goal setting. They are also receiving training on how to track goals in the database system. They will continue to receive more training in this area as we strengthen this area of the program.
<p>CSNT Head Start will provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Performance Standards, and the Head Start Early Learning Outcomes Framework.</p>	<ul style="list-style-type: none"> • Children have made improvements in all areas. Three-year-olds have struggled in letter recognition. However, this year three-year-olds that are proficient in letter recognition is 24% higher than the scores at the end of last school year. • The increase in the scores between this year and last year are due in part to teachers receiving training on teaching strategies to use in this area as well as training on how to implement the assessment properly. • The implementation of the Practice-Based Coach has also helped teaching staff implement best practices in their classrooms. This has also had an impact on the increase in the CLASS scores of .11 in Emotional Support/.20 in Classroom Organization and .96 in Instructional Support
<p>CSNT Head Start will create and strengthen new and existing partnerships that increase the quality and the cost effectiveness of the Head Start Program.</p>	<p>CSNT Head Start has built strong partnerships with public school districts within the service area as well as other state and federal community resources including the State Health Department. However, it is still difficult to find dental providers throughout the service area that are willing to provide services to Head Start children. The program has worked with state and local dental providers to conduct dental clinics in high need areas. This has helped with children that have not received their initial or six-month dentals. The program will continue to seek ways to assist parents in maintaining their child's dental needs. Only 32% of parents throughout the service area have participated in parent meetings. The program will be working with school district partners to have more parents participating in meetings at the school.</p>

<p>CSNT will manage the CSNT Head Start Program using sound fiscal policies that adhere to applicable regulations in order to remain a viable program in the community.</p>	<ul style="list-style-type: none"> • Campus-budgets are monitored on a regular basis. The Campus Directors look for trends and see where they are spending within their respective Campuses. • Finance Meetings are held at least monthly with the Head Start Director, the Chief Finance Officer, and the Executive Director. Finance budgets are discussed during these meetings as well as any fiscal issues that may arise. • CSNT Head Start receives enough NFS to cover the 20% budget match requirement. More NFS is collected than needed to cover any disallowed NFS that may arise. • The CFO and the ED meet to update the Finance Manual. However, there are times when these meetings are cancelled due to other Agency issues that arise. The meetings have been rescheduled and the Finance Manual update should be completed by the end of the school year. • The Agency has received clean audits for the past four years and we do not foresee any issues with this year’s audit.
<p>CSNT Head Start will improve management systems with the full utilization of state-of-the-art technology for the Head Start Program.</p>	<ul style="list-style-type: none"> • CSNT has implemented (2) child assessment systems. The CIRCLE Assessment System is used in all but one Campus to assess child data. The other child assessment being used is the Frog Street Assessment. This Assessment is used at one location due to the partnership district using this assessment. • Data reports are created from both assessments so that the program can analyze where there are strengths and where there are weaknesses • Data reports are provided to parents during parent-teacher conferences and during home visits. Teaching staff discuss the reports and the child’s progress. • Monthly Progress Reports are completed in all Program areas. The reports are compiled into one program report that is discussed at least once per month during Management Meetings. • The Agency updated the phone systems integrating VOIP technology. This enables the Agency to connect most management sites using one integrated system. This enables the Administrative Office, Finance Office, and the Head Start Management Building to share documents and information more easily.

<p>CSNT will serve as partners of change by embracing the aspirations of the CSNT Head Start Governing Board, Policy Council, and local community.</p>	<ul style="list-style-type: none"> • Volunteer rates decreased by 2% between 2015-2016 and 2016-2017. It looks like there will be another decrease this year. We think that this is due in part to school districts also having parent activities and meetings. We will be planning more joint meetings with our school district partners. • Policy Council members were knowledgeable of their roles and responsibilities as demonstrated during the detailed monitoring interview. However, the Governing Board was deemed to be in need of training on their roles in program planning. The ED and HSD will train with the Board in these areas.
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Recommendations

These recommendations encompass the categories of progress on goals and objectives, systemic issues, and/or innovations.

- Maintain communication with Local Education Agencies throughout the year to ensure that the Program will reach and maintain 10% disability enrollment
- Implement Performance-Based Monitoring that involves student achievement and teacher professional development
- Provide more in-depth training on the utilization of CIRCLE Assessment Reports to enable teachers to be more proficient in individualizing with students
- Agency needs to hire a full-time IT employee or (2) part-time employees
- Send an electronic reminder to Board Members about upcoming committee meetings

**Documentation of Disposition of Head Start Kitchen
Equipment (less than \$5,000)
Head Start Grant #06CH7174/04**

Date	Description of Item(s)	Cost of Sales	Budget Line Item
4/11/2018	(1) Used Vulcan Electric Oven @\$225.00 (4) Used Artic Air Single Door Freezer @\$225.00	\$225.00 \$225.00	Kitchen Supplies (Split between Naples, New Boston, Pittsburg, and Hughes Springs Head Starts)
	Total	\$550.00	

Community Services Of Northeast Tex Eligibility Configuration

Selection Criteria 2018-2019

Applies to:

Community Services Of Northeast Tex - Head Start 2018 - 2019

Automatically assign points based on Income

Foster	200
Homeless	200
Public Assistance	200
0 - 25%	95
26 - 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

Other Eligibility Criteria

Attending and/or attended Early Head Start or ECI

95 Yes

SNAPS Medicaid, CCMS, WIC

80 Yes

Teen Parent (child born to mother under 18 yrs.)

40 Yes

Parental Status

95 Guardian

85 One Parent

75 Two Parent

105 Grandparent raising grandchild

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, or Public Assistance

100 Yes

Community Services Of Northeast Tex Eligibility Configuration

Selection Criteria 2018-2019

Other Eligibility Criteria

ESL

100 Yes

Active Military

100 Yes

Former Foster Child

100 Yes

Three Year old in Naples/New Boston

40 Yes



**Child Health Form
 Medical / Dental Home**

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

Medical insurance Providers

Insurance Type:

- _____ CHIPS
- _____ Medicaid
- _____ Private: _____
- _____ Other (TriCare)
- _____ No Coverage

Policy Number: _____

Insurance Effective Date: _____

Primary Insurance: _____ Yes _____ No

Dental Included: _____ Yes _____ No

Current Medical Provider: _____

Phone: _____

Current Dental Provider: _____

Phone: _____

Hospital to use in case of an emergency:

	Disability	Suspected	Identified
	Autism		
	Emotional/Behavior		
	Hearing Impairment		
	Learning Disability		
	IDD		
	Orthopedic Impairment		
	Vision Impairment		
	Speech or Language		
	Traumatic brain Injury		



Receipt of Handbook 2018-2019

I have received a copy of the Head Start Operating Manual which includes: Parent Handbook, USDA Parent Resource Guide, Volunteer Handbook, and Resource Directory for 2018-2019. You are encouraged to read and understand this manual as there will be information that you may need during the school year. The handbook includes:

<i>Discipline and guidance</i>	<i>Procedures for release of children</i>
<i>Suspension and expulsion</i>	<i>Illness and exclusion criteria</i>
<i>Emergency plans</i>	<i>Procedures for dispensing medicines</i>
<i>Procedures for conducting health checks</i>	<i>Immunization requirements</i>
<i>Safe sleep</i>	<i>Meals and food service practices</i>
<i>Procedures for parents to discuss concerns with the director</i>	<i>Procedures to visit the center without securing prior approval</i>
<i>Procedures for parents to participate in operation activities.</i>	<i>Procedures for parents to contact Child Care Licensing, DFPS, Child Abuse Hotline, and DFPS website.</i>
<i>Class Schedules</i>	<i>School Calendars</i>

_____ I will access the parent handbook at www.csntexas.org.

_____ I would like a paper copy of the handbook.

Signature of parent

Date

Staff Signature (for receipt of their Handbook)

Date

Please sign and date this page, remove it, and return it to your Family Service Worker.

Students Name: _____



Family Partnership Profile

Child's Name: _____

Your Name: _____

Do you as a family: ~Own Housing ~Rent Housing ~Section 8 Yes No Other _____		What type of housing does your family currently live in? House Apartment Hotel/Motel Homeless/No housing Mobile Home Community Shelter Transitional Housing			How long has your family lived at its present address? Less than 6 mths 6-12 months 1-2 years More than 2 years	
How many times has your family moved during the last 2 years? Family has not moved Once Twice Three times Four or more times				Has your family ever been homeless during the last 12 months? (Including currently homeless) Yes No IF YES, indicate the amount of time spent homeless: Less than 1 mo 1-3 Mo 3-6 Mo More than 6 mo		
WHAT TRAINING/INFORMATION WOULD YOU BE MOST INTERESTED IN ATTENDING/RECEIVING? Stress Management Budgeting Legal Counseling Job Search Substance Abuse Domestic Violence Parenting GED/HS Diploma Discipline College Immigration/Citizenship Child Development English as a Second Language Vocational Training						
PLEASE IDENTIFY FAMILY GOAL		PLEASE IDENTIFY FAMILY GOAL		PLEASE IDENTIFY FAMILY GOAL		
TIMETABLE:		TIMETABLE:		TIMETABLE:		

PARENT SIGNATURE: _____ DATE: _____

FAMILY SERVICE WORKER: _____ DATE: _____

Revised: 2/13/18

Family Name: _____

Family Needs Assessment

	Poor	Fair	Good	Very Good	Excellent
Housing					
Safety (Within Home and Community)					
Health Care (Insurance/Doctors/Ability to Pay)					
Mental Health/Substance Abuse					
Transportation					
Financial Security (Amount of Income)					
Employment					
Food and Clothing					
Relationship with your child (Behavior Problems/Relationship)					
Parenting Skills					
Child's Learning Skills					
School Readiness (Child Ready for Kindergarten)					
Home Language					
Education Level					
Volunteering					
Advocating					
Community Support					
Leadership (Activity Level in Community Groups)					

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 3/31/2018

Assets

CASH IN BANK CHECKING	0.00
HEAD START CHECKING	1,429.15
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	33,181.54
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	20,263.92
CASH DONATIONS - LINDEN	0.00
CSBG Checking	6,954.38
CEAP Checking	796.53
Upshur Rural Checking	10,729.38
TLC Checking	689.15
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	1,079.13
SALVATION ARMY CHECKING	591.18
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	505.41
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	0.00
CBA CIGNA HEALTH SPRING	0.00
CSBG DISCRETIONARY	0.00
TEXANA ACCOUNTS PAYABLE DISBURSEMENT	4,708.79
NEW DISBURSEMENT CHECKING	21,848.35
TEXANA CSBG A CHECKING	200.00
TEXANA CSBG B CHECKING	200.00
TEXANA CSBG DISCRETIONARY CHECKING	200.00
TEXANA HEAD START CHECKING	200.00
TEXANA CEAP A CHECKING	200.00
TEXANA CEAP B CHECKING	200.00
TEXANA CBA UNITED HEALTH CARE CHECKING	200.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	200.00
TEXANA UPSHUR RURAL CHECKING	200.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 3/31/2018

TEXANA TLC CHECKING	200.00
TEXANA LOCAL ADMINISTRATIVE CHECKING	996.00
TEXANA TBRA CHECKING	200.00
TEXANA POSTAL ACCOUNT CHECKING	605.78
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	0.00
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	0.00
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	12,563.49
DUE FROM OTHER FUNDS	0.00
DUE FROM DHS MEALS	0.00
DUE FROM WEATHERIZATION	0.00
DUE FROM FEMA	0.00
DUE FROM ETCOG	0.00
DUE FROM CEAP	0.00
DUE FROM DHS TRANSPORTATION	0.00
DUE FROM HOUSING	0.00
DUE FROM LOCAL ADMIN	0.00
PROPERTY & EQUIPMENT	1,698,348.01
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,038,965.41)
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	10,234.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	18,953.90
PREPAID MAINTENANCE	0.00
Total Assets	<u><u>807,713.18</u></u>

Liabilities and Net Assets

ACCOUNTS PAYABLE	0.00
ACCOUNTS PAYABLE-OLD BOX	0.00
ACCOUNTS PAYABLE - REALWORLD	0.00
ACCOUNTS PAYABLE - ACCR & ADJ	0.00
ACCOUNTS PAYABLE - VALLEY	0.00
GRANT PAYABLE	0.00
NEW ACCOUNTS PAYABLE	405,664.06
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	0.00
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	0.00
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00
Short Term Disability Payable	0.00
Long Term Disability Payable	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 3/31/2018

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	35,375.32
DEFERRED REVENUE	0.00
RECIPROCAL ADJUSTMENT - ACCT 2000	0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007	0.00
ACCRUED INTEREST PAYABLE	0.00
ACCRUED PAYROLL	0.00
ACCRUED VACATION	64,207.53
CONTIGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00
DUE TO FEMA	0.00
DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	6,196.78
NET ASSETS	566,677.83
NET ASSETS - EQUIPMENT	0.00
NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00
NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
Excess Revenues over Expenditures	(270,408.34)
Total Liabilities and Net Assets	<u><u>807,713.18</u></u>

Check Register Ending the Month of March 2018

1040 -
TEXANA
ACCOUNTS
PAYABLE
DISBURSEME
NT

Check Number	Effective Date	Vendor Name	Check Amount	Description
60042	3/31/2018	UPSHUR RURAL ELEC. CORP.	(4,708.79)	Void
Total 1040 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT			(4,708.79)	

1055 - NEW
DISBURSEMEN
T CHECKING

Check Number	Effective Date	Vendor Name	Check Amount	Description
44795	3/1/2018	DAN BOYD	254.64	Per-Diem
44796	3/1/2018	DEANNA HOUSE	372.78	Per-Diem
44797	3/7/2018	ABILA	807.42	Accounting Software
44798	3/7/2018	ALLIED COMPLIANCE	105.00	Drug Test
44799	3/7/2018	AT&T	410.33	Telephone
44800	3/7/2018	AT&T	514.99	Telephone
44801	3/7/2018	B & S TRUE VALUE HARDWARE	23.97	Repairs
44802	3/7/2018	BEN E KEITH CO	4,312.89	Hs Meals
44803	3/7/2018	BERTHA ALLEN	430.00	Mileage
44804	3/7/2018	BLOOMBURG WATER SUPPLY	50.78	Utility
44805	3/7/2018	BRENDA DAVIS	430.00	Mileage
44806	3/7/2018	CITY OF HUGHES SPRINGS	245.53	Utility
44807	3/7/2018	CITY OF LINDEN	684.17	Utility
44808	3/7/2018	CITY OF NEW BOSTON	242.49	Utility
44809	3/7/2018	CITY OF PITTSBURG	342.64	Utility
44810	3/7/2018	ETEX TELEPHONE CORP, INC.	2,273.52	Telephone
44811	3/7/2018	FELICIA WILLIAMS	77.40	Mileage
44812	3/7/2018	GREG'S MIRACLE MART	506.25	Fuel
44813	3/7/2018	HOPE FIRE EXTINGUISHER	146.50	Annual Maint
44814	3/7/2018	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	57.90	Annual Maint
44815	3/7/2018	INTELLICORP RECORDS, INC.	180.24	Background Checks
44816	3/7/2018	JERRY BERRY PLUMBING	14.75	Repairs
44817	3/7/2018	JIM HOWARD	393.18	Reimbursement
44818	3/7/2018	JOHN YOUNG PETTY CASH CUSTODIAN	78.76	Petty Cash
44819	3/7/2018	KAYE NELMS	194.79	Mileage
44820	3/7/2018	KAYE NELMS PETTY CASH CUSTODIAN	7.29	Petty Cash
44821	3/7/2018	KIMBERLY COLLINS	79.12	Mileage
44822	3/7/2018	LANIER AUTO CENTER	15.00	Repairs
44823	3/7/2018	LINDEN FUEL CENTER	886.73	Fuel
44824	3/7/2018	LKCISD	1,282.92	Utilities/ Custodian
44825	3/7/2018	LOCAL ADMINISTRATIVE ACCOUNT	2,682.05	Reimbursement
44826	3/7/2018	LONE STAR LUBE	264.74	Repairs
44827	3/7/2018	MCI	60.35	Telephone
44828	3/7/2018	NEW BENEFITS, LTD.	1,045.00	Insurance
44829	3/7/2018	PCM SALES INC	677.00	Office Supplies

Check Register Ending the Month of March 2018

1040 -
 TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEME
 NT

Check Number	Effective Date	Vendor Name	Check Amount	Description
44830	3/7/2018	RELIABLE ALARM SERVICE, LLC	30.00	Security Monitoring
44831	3/7/2018	REPUBLIC SERVICES #070	96.00	Utility
44832	3/7/2018	SHELLEY MITCHELL	33.54	Mileage
44833	3/7/2018	SONITROL OF LONGVIEW	55.00	Security Monitoring
44834	3/7/2018	SOUTHWEST ARKANSAS TELEPHONE CO OP, INC.	171.07	Telephone
44835	3/7/2018	STACY GUERRERO	18.06	Mileage
44836	3/7/2018	STAPLES CREDIT PLAN	1,231.95	Office Supplies
44837	3/7/2018	TAMAITHIA SARTOR	11.18	Mileage
44838	3/7/2018	THE CASS COUNTY SUN	197.85	Advertising
44839	3/7/2018	TOSHIBA FINANCIAL SERVICES	265.00	Copier
44840	3/7/2018	TRICO LUMBER CO.	11.54	Repairs
44841	3/7/2018	VANCO SYSTEMS, INC.	194.93	Copier
44842	3/7/2018	VENUS HORNBUCKLE	124.27	Mileage
44843	3/7/2018	WASTE MANAGEMENT OF TEXAS, INC.	273.76	Utility
44844	3/7/2018	XEROX CORPORATION	85.26	Copier
44845	3/9/2018	DAN BOYD	364.22	Per-Diem
44846			0.00	Void Check
44848	3/14/2018	AEP-SWEPKO-EA	17,786.15	Client Assistance
44849	3/14/2018	ALLIED COMPLIANCE	40.00	Drug Test
44850	3/14/2018	ATMOS ENERGY	411.06	Client Assistance
44851	3/14/2018	BARBARA LARRY, LPC	170.00	Mental Health
44852	3/14/2018	BEN E KEITH CO	1,716.89	Hs Meals
44853	3/14/2018	BOWIE CASS	8,328.37	Client Assistance
44854	3/14/2018	BRIDGETTE GRANDMAISON	123.03	Per-Diem
44855	3/14/2018	CENTERPOINT ENERGY	545.37	Client Assistance
44856	3/14/2018	CENTERPOINT ENERGY ENTEX	444.81	Utility
44857	3/14/2018	CHAMPION ENERGY SERVICES	513.03	Client Assistance
44858	3/14/2018	CIRRO ENERGY	1,952.72	Client Assistance
44859	3/14/2018	CLAUDIA SALINAS	63.21	Mileage
44860	3/14/2018	CONN AUTO SUPPLY	153.98	Repairs
44861	3/14/2018	DIRECT ENERGY	389.36	Client Assistance
44862	3/14/2018	ENTRUST ENERGY	967.99	Client Assistance
44863	3/14/2018	FARMER ELECTRIC	2,702.48	Client Assistance
44864	3/14/2018	FIRST CHOICE POWER	952.20	Client Assistance
44865	3/14/2018	GREEN MOUNTAIN ENERGY	102.53	Client Assistance
44866	3/14/2018	GUARDIAN	7,570.87	Emp. Insurance
44867	3/14/2018	HOLLY GARDNER	88.50	Per-Diem
44868	3/14/2018	HRI dba HUMANA WELLNESS	1,092.81	Insurance
44869	3/14/2018	JEREMY PILGRIM	484.00	Repairs
44870	3/14/2018	JIM HOWARD	8.00	Reimbursement
44871	3/14/2018	JUST ENERGY	1,964.81	Client Assistance
44872	3/14/2018	KAPLAN EARLY LEARNING COMPANY	928.00	Supplies
44873	3/14/2018	KIM'S CONVENIENCE STORES	205.07	Fuel
44874	3/14/2018	KIMBERLY COLLINS	79.12	Mileage

Check Register Ending the Month of March 2018

1040 -
 TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEME
 NT

Check Number	Effective Date	Vendor Name	Check Amount	Description
44875	3/14/2018	LAMAR CO-OP	1,056.23	Client Assistance
44876	3/14/2018	MOORE PEST CONTROL	40.00	Pest Control
44877	3/14/2018	NEW BOSTON SERVICE CO LLC	163.50	Repairs
44878	3/14/2018	OFFICE DEPOT	1,227.39	Office Supplies
44879	3/14/2018	RELIANT ENERGY	1,086.91	Client Assistance
44880	3/14/2018	RUSHING PEST CONTROL SERVICES	360.00	Pest Control
44881	3/14/2018	SHELLEY MITCHELL	100.00	Gold Coin
44882	3/14/2018	SKAGGS TRAVEL STOPS INC.	37.00	Fuel
44883	3/14/2018	STREAM	1,642.59	Client Assistance
44884	3/14/2018	TEXANA POSTAL ACCOUNT	274.50	Postage
44885	3/14/2018	TEXARKANA NEWSPAPER, INC	267.13	Advertising
44886	3/14/2018	TRICO LUMBER CO.	46.02	Repairs
44887	3/14/2018	TXU-ASSISTANCE GROUP	5,983.56	Client Assistance
44888	3/14/2018	UPSHUR RURAL ELEC. CORP.	7,495.76	Client Assistance
44889	3/14/2018	WELCH PROPANE- MT. PLEASANT	498.00	Client Assistance
44890	3/14/2018	WINDSTREAM	203.79	Telephone
44891	3/14/2018	WOOD CO. ELECTRIC COOP.	411.08	Client Assistance
44892	3/21/2018	ABERNATHY COMPANY	414.80	Cleaning Supplies
44893	3/21/2018	AEP-SWEPKO-EA	9,023.42	Client Assistance
44894	3/21/2018	ANGELA YOUNG	7.50	Registration
44895	3/21/2018	AT&T	111.78	Telephone
44896	3/21/2018	ATLANTA ISD	700.00	Rent
44897	3/21/2018	B & S TRUE VALUE HARDWARE	10.77	Repairs
44898	3/21/2018	BEN E KEITH CO	170.93	Hs Meals
44899	3/21/2018	BLUE CROSS BLUE SHIELD	43,500.46	Emp. Insurance
44900	3/21/2018	BLUE CROSS BLUE SHIELD	563.32	Cobra Insurance
44901	3/21/2018	BOWIE CASS	5,510.76	Client Assistance
44902	3/21/2018	CENTERPOINT ENERGY	305.22	Client Assistance
44903	3/21/2018	CENTERPOINT ENERGY ENTEX	284.00	Utility
44904	3/21/2018	DAINGERFIELD CHAMBER OF COMMERCE	225.00	Rent
44905	3/21/2018	DIRECT ENERGY	506.20	Client Assistance
44906	3/21/2018	F&S STAR MART COMPANY LLC,	61.00	Fuel
44907	3/21/2018	FARMER ELECTRIC	3,599.70	Client Assistance
44908	3/21/2018	FIRST BAPTIST CHURCH	150.00	Rent
44909	3/21/2018	FIRST CHOICE POWER	114.11	Client Assistance
44910	3/21/2018	FIRST INSURANCE FUNDING CORP.	5,853.60	Bld. Veh Insurance
44911	3/21/2018	FRANK LANIER DBA EAST TEXAS REALTY	200.00	Rent
44912	3/21/2018	FRANK LANIER DBA EAST TEXAS REALTY	325.00	Rent
44913	3/21/2018	G.L. FOSTER	375.00	Rent
44914	3/21/2018	GEXA ENERGY	565.18	Client Assistance
44915	3/21/2018	GLENN B. LANIER	240.00	Rent
44916	3/21/2018	HEALTHCARE EXPRESS LLP	45.00	Tb Test
44917	3/21/2018	HOPE FIRE EXTINGUISHER	46.00	Annual Maint
44918	3/21/2018	HUGHES SPRINGS ISD	800.00	Rent

Check Register Ending the Month of March 2018

1040 -
 TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEME
 NT

Check Number	Effective Date	Vendor Name	Check Amount	Description
44919	3/21/2018	JIMMIE RAY AYERS	800.00	Rent
44920	3/21/2018	JUST ENERGY	371.00	Client Assistance
44921	3/21/2018	KAPLAN EARLY LEARNING COMPANY	911.16	Supplies
44922	3/21/2018	KAYE NELMS PETTY CASH CUSTODIAN	10.32	Petty Cash
44923	3/21/2018	LAMAR CO-OP	359.15	Client Assistance
44924	3/21/2018	LANIER AUTO CENTER	43.38	Repairs
44925	3/21/2018	MARION COUNTY, TX	200.00	Rent
44926	3/21/2018	NAPLES HARDWARE & SUPPLIES LLC	5.58	Repairs
44927	3/21/2018	NORTH EAST TEXAS WORKFORCE DEVELOPMENT BOARD	880.00	Rent
44928	3/21/2018	NORTHEAST TEXAS COMMUNITY COLLEGE	700.00	Rent
44929	3/21/2018	R. MORGAN, LLC	950.00	Rent
44930	3/21/2018	SCHOOL OUTFITTERS	553.17	Supplies
44931	3/21/2018	SKILLPATH SEMINARS	629.00	Registration
44932	3/21/2018	SOUTHWESTERN ELECTRIC POWER	1,677.91	Utility
44933	3/21/2018	STAPLES BUSINESS CREDIT	2,269.65	Supplies
44934	3/21/2018	STAT ENERGY	294.20	Client Assistance
44935	3/21/2018	STREAM	420.07	Client Assistance
44936	3/21/2018	SUDDENLINK	219.93	Telephone
44937	3/21/2018	TEXARKANA COLLEGE CONTINUING EDUCATION	1,665.00	Client Assistance
44938	3/21/2018	TEXARKANA INDEPENDENT SCHOOL DISTRICT	4,107.00	Rent
44939	3/21/2018	TEXARKANA WATER UTILITIES	214.61	Utility
44940	3/21/2018	TEXAS HEALTH & HUMAN SERVICES COMMISSION ACCOUNTS RECEIVABI	4.00	Licensing Fee
44941	3/21/2018	TITUS COUNTY CARES, INC.	425.00	Rent
44942	3/21/2018	TRICO LUMBER CO.	9.57	Repairs
44943	3/21/2018	TURNER DAVID K	1,000.00	Rent
44944	3/21/2018	TxTag	18.15	Toll Fee
44945	3/21/2018	TXU-ASSISTANCE GROUP	2,252.46	Client Assistance
44946	3/21/2018	UPSHUR RURAL ELEC. CORP.	2,293.25	Client Assistance
44947	3/21/2018	VALLEY	500.00	Sr. Meals
44948	3/21/2018	VERIZON WIRELESS	1,288.47	Cell Phones
44949	3/21/2018	WILLIE MITCHELL, JR.	420.00	CPR Training
44950	3/21/2018	WINDSTREAM	414.81	Telephone
44951	3/21/2018	WOOD CO. ELECTRIC COOP.	551.00	Client Assistance
44952	3/27/2018	ASSOCIATION OF NATIONALLY CERTIFIED ROMA TRAINERS	250.00	Registration
44953	3/27/2018	ATLANTA ISD FOOD SERVICE	281.50	Hs Meals
44954	3/27/2018	B & S TRUE VALUE HARDWARE	69.77	Repairs
44955	3/27/2018	BEN E KEITH CO	929.84	Hs Meals
44956	3/27/2018	BERNADETTE HARRIS	229.24	Per-Diem
44957	3/27/2018	BOWIE CASS	0.00	Void Check
44958	3/27/2018	BRIDGETTE GRANDMAISON	160.00	Per-Diem
44959	3/27/2018	CAPITAL ONE N.A.	3,968.23	Travel
44960	3/27/2018	CENTERPOINT ENERGY ENTEX	143.89	Utility
44961	3/27/2018	DAN BOYD	206.50	Per-Diem
44962	3/27/2018	DISCOVERY SCIENCE PLACE	279.00	Field Trip

Check Register Ending the Month of March 2018

1040 -
 TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEME
 NT

Check Number	Effective Date	Vendor Name	Check Amount	Description
44963	3/27/2018	EXCEL CHEVROLET LLC	46.46	Repairs
44964	3/27/2018	HOPE FIRE EXTINGUISHER	273.50	Annual Maint
44965	3/27/2018	LANIER AUTO CENTER	6.93	Repairs
44966	3/27/2018	MOORE PEST CONTROL	130.00	Pest Control
44967	3/27/2018	NAPLES HARDWARE & SUPPLIES LLC	44.99	Supplies
44968	3/27/2018	SAM'S CLUB	165.00	Membership Fee
44969	3/27/2018	SOUTHWESTERN ELECTRIC POWER	232.26	Utility
44970	3/27/2018	STAPLES CREDIT PLAN	310.02	Supplies
44971	3/27/2018	SUDDENLINK	90.58	Telephone
44972	3/27/2018	SULPHER SPRINGS NEWS-TELEGRAM	59.40	Advertising
44973	3/27/2018	TRICO LUMBER CO.	178.13	Repairs
44974	3/27/2018	UPSHUR RURAL ELEC. CORP.	0.00	Void Check
44975	3/27/2018	WINDSTREAM	547.23	Telephone
		Total 1055 - NEW DISBURSEMENT CHECKING	<u>220,761.63</u>	
Report Total			<u><u>216,052.84</u></u>	

CSBG 2018

Financial Report for the month of April 2018

CSBG Current Program (March Expenditures)

% of contract	25%
% of money	46%

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly	YTD	(Over)/Under
					Budget	Budget	
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2018</i>							
Personnel	\$274,844.56	25,415.37	\$100,401.93	\$174,442.63	\$22,903.71	\$68,711.14	(\$31,690.79) Over
Fringe Benefits	34,082.69	7,883.74	\$29,281.17	4,801.52	2,840.22	8,520.67	(20,760.50) Over
Travel*	12,209.75	1,454.81	\$4,245.39	7,964.36	1,017.48	3,052.44	(1,192.95) Over
Equipment	6,480.00	507.37	\$1,270.45	5,209.55	540.00	1,620.00	349.55 Okay
Supplies	7,600.00	1,213.77	\$3,914.01	3,685.99	633.33	1,900.00	(2,014.01) Over
Contractual	4,000.00	1,023.00	\$7,093.96	(3,093.96)	333.33	1,000.00	(6,093.96) Over
Other	85,915.00	8,917.78	\$48,738.52	37,176.48	7,159.58	21,478.75	(27,259.77) Over
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
Total	\$425,132.00	\$46,415.84	\$194,945.43	\$230,186.57	\$35,427.67	\$106,283.00	(\$88,662.43) Over

Financial Report for the month of April 2018

CEAP Current Program (March Expenditures)

% of contract	25%
% of money	11%

CEAP 2018

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

	Amount Funded	Expenditures	Total To Date	Balance		Contract Budget		
						Minimum	Maximum	
Administration*	\$131,805.00	11,433.30	\$11,573.61	\$120,231.39	6%	\$10,983.75 min	\$12,968.02 max	\$1,394.41 Okay
Household Crisis**	734,313.00	112,799.43	\$121,833.31	612,479.69		18,144.59 min	734,313.00 max	612,479.69 Okay
Utility Assistance**	225,095.00	55,844.53	\$59,612.56	165,482.44		18,144.59 min	225,095.00 max	165,482.44 Okay
Program Services	734,313.00	16,142.17	\$16,142.17	718,170.83	9%	0.00 min	15,807.04 max	(335.13) Over
Training Travel	1,200.00	0.00	\$0.00	1,200.00		0.00 min	1,200.00 max	1,200.00 Okay
Total	\$1,826,726.00	\$196,219.43	\$209,161.65	\$1,617,564.35		\$47,272.92	\$989,383.07	\$780,221.42 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

1.9%

Program Services with Future Payments

2.7%

Future Payments \$401,681.37

CSBG D 2018

Financial Report for the month of April 2018

CSBG D Current Program (March Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>CSBG D February 01, 2018 thru December 31, 2018</i>				
Personnel	\$0.00	0.00	\$0.00	\$0.00
Fringe Benefits	0.00	0.00	\$0.00	0.00
Travel*	0.00	0.00	\$0.00	0.00
Equipment	0.00	0.00	\$0.00	0.00
Supplies	0.00	0.00	\$0.00	0.00
Contractual	0.00	0.00	\$0.00	0.00
Other	18,154.00	1,780.00	\$1,780.00	16,374.00
Indirect Costs	0.00	0.00	\$0.00	0.00
Total	<u>\$18,154.00</u>	<u>\$1,780.00</u>	<u>\$1,780.00</u>	<u>\$16,374.00</u>

CSBG Special D 2018

Financial Report for the month of April 2018

CSBG Special D Current Program (March Expenditures)

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

Head Start

Financial Report for the month of April 2018

(March 2018 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2018</i>							
Personnel	\$2,382,989.00	\$177,944.14	\$680,212.95	\$1,702,776.05	\$198,582.42	\$794,329.67	\$114,116.72
Fringe Benefits	\$613,858.00	\$56,664.61	\$206,308.68	\$407,549.32	\$51,154.83	\$204,619.33	(\$1,689.35)
Travel (4120)	\$22,150.00	\$3,555.74	\$9,401.06	\$12,748.94	\$1,845.83	\$7,383.33	(\$2,017.73)
Equipment	\$56,000.00	\$0.00	\$0.00	\$56,000.00	\$4,666.67	\$18,666.67	\$18,666.67
Supplies	\$144,726.00	\$7,824.20	\$21,122.19	\$123,603.81	\$12,060.50	\$48,242.00	\$27,119.81
Contractual	\$17,838.00	\$0.00	\$0.00	\$17,838.00	\$1,486.50	\$5,946.00	\$5,946.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$420.00	\$7,072.53	\$15,651.47	\$1,893.67	\$7,574.67	\$502.14
Other (4122)	\$460,625.00	\$53,375.73	\$191,316.72	\$269,308.28	\$38,385.42	\$153,541.67	(\$37,775.05)
Total	\$3,720,910.00	\$299,784.42	\$1,115,434.13	\$2,605,475.87	\$310,075.83	\$1,240,303.33	\$124,869.20
T&TA	\$44,874.00	\$3,975.74	\$16,473.59	\$28,400.41	\$3,739.50	\$14,958.00	(\$1,515.59)
Total							
USDA Reimbursements through February 2018							\$37,241.63
Estimated USDA Reimbursement for March 2018							\$12,563.49
							<u>\$174,674.32</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual = \$49,000.00

	<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	\$155,037.92	\$12,491.02	\$46,476.42	\$12,919.83	\$51,679.31	\$5,202.88
Per Child	\$7,211.07	\$580.98	\$2,161.69	\$600.92	\$2,403.69	\$241.99

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

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$941,466.00	\$146,747.53	\$577,490.53	\$363,975.47

HEAD START NUTRITION PROGRAM

Financial Report

For the month of March 2018

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,587.20	\$ 38,991.64
Administrative Labor	867.73	\$ 4,969.23
Food	8,533.63	\$ 50,147.29
Supplies & Equipment	552.06	\$ 2,851.89
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	210.00	\$ 360.00
Total	<u>\$ 16,750.62</u>	<u>\$97,320.05</u>

TDHS REVENUE 12,563.49 80,171.03 (Income Starts October 2017)

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report -April 2018

Capital One Credit Card

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

Lowe's Credit Card

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

Sam's Club Credit Card

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

Line of Credit

Program	CSBG	CSBG SP D	LOCAL ADMIN		
Highest March 2018 balance	35,244.44	395.00	-	-	-
Current balance	-	-	-	-	-
Exp pay off date	5/31/18	5/31/18			

In House Line of Credit

Program	CSBG	ETCOG	CEAP		
Highest March 2018 balance	141,082.52	107,021.06	127.88	-	-
Current balance	146,390.00	107,021.06	127.88	-	-
Exp pay off date	-	-	4/30/18		

Capital One Bank Loans

Valley Services Debt Information

Balances as of March 15, 2018	225,998.92
Payments posted from March 16, 2018 thru April 12, 2018	(500.00)
Charges posted in March 16, 2018 thru April 12, 2018	-
Balances as of April 12, 2018	225,498.92
Net Decrease (Increase)	500.00



Quarterly Newsletter No.2

April, 2018

Community Services of North East Texas, Inc 903-756-5596 P. O. Box 427, Linden, Texas 75563
510 E Bonham, Jefferson, Texas 75657

Blessings of Grace Marion County Food Pantry is on the back side of the building

Creating Opportunity Classes

For additional information call Shirley 903-601-4495

Hospitality Class: This class is free and will start on June 12, 2018 at 10:00 AM. If you will have to work while going to college, like many of us, this class is for you. Or if you are starting employment at a B&B, restaurant or store, this class is for you. It will teach you how to get better tips or advancement at your place of employment. Your questions are always welcome in this class and we will have fun playing different roles.

CNA Class: Our next class will start on June 4, 2018 and will run from 8: 00 AM to 2:30 PM five days per week. Please call and leave your name and phone number with Shirley as we will be calling you for registration and pretest in May. There will be a charge of \$125.00 for this class. The current class will graduate on April 19th. This class is taught by Panola College.

GED Class: This class is free and meets Monday and Wednesday, 9:00 AM to 12:00 PM, except during summer vacation. You may come in during those hours and sign up and get started.

COMPUTER CLASS: We will be starting a beginner's class as soon as we have several signed up. So please call and leave your name and number if you would like to attend this class. This class will be taught by Panola College.

Getting Ahead in a Just Getting by World: This is a round table discussion by a small group of people talking about Jefferson and our world and what we can learn. If you are interested call 903-601-4495.

S.A.I.L.

Summer Adventure in Learning

S.A.I.L. will be at the Jefferson Elementary School this summer starting June 11 and ending July 19th from 7:30 am to 3:15 pm, Monday through Thursday. We will be teaching grades Kindergarten through 5th. We will help the younger ones work with numbers & small words. The older ones will get help with reading and math. They will have some fun trips & breakfast; lunch and a snack will be provided.

Dr Jenkins would appreciate volunteers to help with the classes. Senior students could volunteer and get community service hours. Dr Jenkins can be reached at 903-240-0528

Citizens for a Better Community

Billy Ramsey 903-665-0570

David Quada 903-601-3933

We are working on completing our project at the Park, making the equipment more accessible for special needs children. If any one would like to volunteer to help, it would be greatly appreciated. Come join our group.

Creating Style Thrift Shop

We need volunteers to work in the Thrift Shop

Wednesday 1 – 3 PM

Thursday 1 – 3 PM

510 E Bonham, Jefferson, Texas

The Workforce Mobile Unit

will be at 510 E Bonham every Tuesday
9:00 to 4:00

If you are looking for work this is the place to apply

Small offices for rent, call
903-756-5596