



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

March 23, 2021 @ 12:00 Noon

123 Kaufman, Linden, Texas 75563

Ross Hyde, Board Chairman • Dan 'Lucky' Boyd, CCAP, NCRMT, Executive Director

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

1. Call Meeting to Order

2. Establishment of a Quorum

3. Approval of Minutes from 1/26/2021 ☼

4. Approval of Agenda ☼

5. Chairman's Comments and Recognitions

6. Training/Presentations

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

7. Committee Reports and Information

A. Planning & Evaluation – No current report required

B. Personnel – No current report required

C. Finance – No current report required

D. Executive – This committee meets only when necessary

E. Nominating – The committee shall report a proposed slate of officers in action Item 8C

F. By Laws- no meeting report at this time

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) Head Start and PIR Report...Feb...Mar.....(OS 5.9).....Berny Harris
- 2) County Services Report..... (OS 5.9).....Kisha Chambers
- 3) Service Department and HS Transportation Report.....(OS 5.9)....Feb....Mar...Tommy Hooper
- 4) VSN Report....Feb.....(OS 5.9).....Kelsy Nickleberry
- 5) Payee Report...Feb.....(OS 5.9).....Lauren Bean

C. Discuss/Approve Slate of Officers ☼

D. Discuss/Approve Floor Nominations ☼

E. Discuss/Approve Election of Officers ☼

F. Discuss/Approve Resolution to remove signers from Texana Bank Accounts and add signers if necessary☼

G. Discuss/Approve List of seats for Tripartite Board Roster for 2021/2022 (OS 5.1) ☼

H. Discuss/Approve Self-Assessment results 2021 ☼

I. Discuss/Approve Proposed Cost Allocation update for Early Head Start (EHS) ☼

J. Discuss/Approve Moving forward with CIRCLES program

9. Staff Reports

- A. Financial-1.2.3.4.5.6.7.8.9.10.11.&..Mar.1.2.3.4.5.6.7.8.9.10.11...(OS 8.7)..... Shelley Mitchell
- B. Human Resources Report...Feb...Mar..... (OS 5.9).....Charlotte Hall

10. Executive Director’s Report

- A. Funding Updates
- B. Program Updates

11. Discussion Items

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

12. Audience Comments

13. Executive Session

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

14. Required Action from Executive Session

15. Adjourn Board Meeting

⊛ Requires Board Vote

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
January 26, 2021 - 12:00 Noon
Kaufman Training Room, Linden, Texas 75563

Board Members Present

Ross Hyde, Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Kendall Wells

Representing Linden-Kildare CISD, Private Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Cecelia Huff

Representing Bowie County, Poverty Sector

Board Members Absent

Rumy Gates

Representing WoodForest Bank, Private Sector

Dr. Arcolia Jenkins, Vice Chairman

Representing Creating Opportunities in Marion County, Private Sector

Judge Doug Reeder

Morris County Judge, Public Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:37 p.m.

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

MINUTES

Motion: Cecelia Huff moved to approve the October 27, 2020 Minutes.

Second: Kendall Wells

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

AGENDA

Motion: Cecelia Huff moved to approve the October 27, 2020 Minutes.

Second: Kendall Wells

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Executive Director Dan Boyd, discussed his future and preparing as the succession plan requires. Dan introduced Michelle Morehead as the Deputy Executive Director for CSNT.

TRAINING / PRESENTATIONS

- A. Training on Eligibility Final Rule Training was presented by Misty Van Hooser, Family Services Administrator
- B. 2021 Detailed Monitoring Questions were ask by Misty Van Hooser, Family Services Administrator

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required
- B. Personnel – This committee should meet in July to approve job descriptions, pay scales, etc., No current report required
- C. Finance – No current report required
- D. Executive – This committee meets only when necessary
- E. Nominating – The committee shall be formed at this meeting with Action Item C. Two step process, Board Chair names first through third selections, Board selects fourth. Board Chair nominated for the Poverty Sector, Cecelia Huff, the Public Sector, Judge Reeder, and the Private Sector, Arcolia Jenkins.
- F. By Laws – No Current report required

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

No committee reports at this time

Action Items

A. Seat New Board Member(s)

Kendall Wells, representing the Private Sector for Linden/Kildare High School was seated. (Org. 5.5)

Motion: Donna Early, Treasurer moved to accept Kendall Wells

Second: Cecelia Huff

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

B. Approve Consent Agenda

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

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

Second: Cecelia Huff

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

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

C. Discuss/Approve – Naming of fourth Nominating Committee member (elected by board members present) Donna Early was nominated.

Motion: Cecelia Huff moved to accept

Second: Kendall Wells

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

D. Discuss/Approve – Cost Allocation Changes Early Head Start

Motion: Cecelia Huff moved to accept

Second: Kendall Wells

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

E. Discuss/Approve–Amendment to the ERSEA Operating Procedures- COVID-19 (Org. Std.1.1)

Motion: Cecelia Huff moved to accept

Second: Kendall Wells

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

- F. Discuss/Approve** – Head Start Standard Operating Procedures-EHS Revision
Motion: Donna Early, Treasurer moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.
- G. Discuss/Approve** -Head Start Standard Operating Manuals-EHS Revision
Motion: Cecelia Huff moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.
- H. Discuss/Approve** – Health Services Advisory Action Items (Org. Std.1.1)
1. Physical Form
2. Head Start Enrollment Health History form
3. Early Head Start Health History form
4. Daily/Weekly/Monthly Duties
5. Asthma Action Plan for Home and School
6. Child Care Diabetes Medical Management Plan
7. Seizure Action Plan
Motion: Cecelia Huff moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.
- I. Discuss/Approve** – Personnel Policy & Procedure Recruitment/Pre-Employment Requirements #183
Motion: Cecelia Huff moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.
- J. Discuss/Approve** – TB Survey form #206
Motion: Cecelia Huff moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.
- K. Discuss/Approve**-Update Disability Waiver Request Grant #06CH011282/02-2020-2021 School Year
Motion: Donna Early, Treasurer moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.

STAFF REPORTS

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

EXECUTIVE DIRECTOR'S REPORT

1. Temple Grant
2. Program wrap-ups
3. Changes for 2021-Kisha Chambers is Director of Self-Sufficiency programs and Heather Humphries is Director of Energy Services
4. Board Recruitment- Priority #1
5. New TACAA Executive Director-Stella Rodriguez retired, Replacement Victoria Lippman

DISCUSSION ITEMS

1. Circle Assessment Wave 1 Fall 2020 Data
2. CLASS Fall 2020 Data
3. Data School Readiness Performance Fall 2020 Data
4. Parent, Family and Community Engagement Goals Fall 2020 Progress
5. Head Start Program Goals Fall 2020 Progress

AUDIENCE COMMENTS

None

EXECUTIVE SESSION

None

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

ADJOURN

Motion made to adjourn the meeting by Ross Hyde, Board Chairman at 2:38pm.

Approved by: _____, on _____, 2020
(Board Secretary) (Date)

Board Minutes Organizational Standards Checklist:

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

Organizational Standard 1.1

- Number of low-income persons participating: **One (1)**
Is Policy Council represented? Yes No
Is the Policy Council representative low-income? Yes No
Were minutes submitted from advisory groups? Yes No
Were minutes submitted from committee meetings? Yes No

Were any of the following discussed during the meeting?

- Recruitment documents Yes No
Solicitation materials Yes No
Final board membership list Yes No

- Did a low-income person participate in the development of services? Yes No
Did a low-income person participate in the provision of services? Yes No
Did a low-income person participate in the needs assessment process? Yes No

Organizational Standard 3.5

- Did the Board formally accept the Community Assessment? Yes No

Organizational Standard 5.1

- Is the Board structured in compliance with the CSBG Act? **Yes**
Total number of Board seats = **12**
Total number of democratically elected representatives of the low-income community = **One (1)**
(must be at least 4) Yes No
Total number of local elected officials = **Four (4)**
(must be exactly 4) Yes No
Total number of members from major groups and interests in the community = **Three (3)**
(must be 4 or less) Yes No

Organizational Standard 5.2

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

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

Organizational Standard 5.3

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

Organization Standard 5.4

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

Organizational Standard 5.8

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

Organizational Standard 5.9

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

Organizational Standard 6.1

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

Organizational Standard 7.1

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

Yes No Date: 10.22.19 Board Review

Yes No Date:

Organizational Standard 7.2

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

Yes No Date: 10.22.19

Organizational Standard 7.3

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

Organizational Standard 7.4

Performance appraisal of Executive Director Yes No Date: 8.31.2020

Organizational Standard 7.5

Reviews and approves Executive Director Salary Yes No Date: 9.22.2020

Organizational Standard 7.6

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

Organizational Standard 7.7

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

Organizational Standard 7.8

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

Yes No Date: 10.22.19

Organizational Standard 7.9

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

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

Organizational Standard 8.1

The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit. Yes No Date: January 27-29, 2020

Organizational Standard 8.2

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

Yes Date: NO FINDINGS

Organizational Standard 8.3

The organization’s auditor presents the audit to the governing board.

Yes Date May 26, 2020

Organizational Standard 8.4

The governing board formally receives and accepts the audit.

Yes Date May 26, 2020

Organizational Standard 8.5

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

Yes Year Will solicit bids 2021

Organizational Standard 8.6

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

Organizational Standard 8.7

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

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



CSNT Head Start Program

2021 Self-Assessment Report - DRAFT

Date: 2-26-2021

Section 1. Introduction

Program description

Head Start and Early Head Start are two of several programs offered through Community Services of Northeast Texas, Inc. (CSNT). CSNT, a community action agency, has been providing Head Start services to eligible children in Northeast Texas since the 1960s. CSNT started providing Early Head Start services to eligible children in January of 2021. Total program funded enrollment for FY21-PY02 is 465 three-to-four-year-old Head Start children and 16 twelve-to-thirty-six-month Early Head Start children. There are eight Head Start locations within the four county service area of Bowie, Camp, Cass, and Morris Counties and one early Head location in Cass County only. Actual enrollment for PY02 is an average of 435 Head Start children and 14 Early Head Start children. The Office of Head Start (OHS) is allowing Program flexibility with enrollment due to the COVID-19 Pandemic. During the PY01 grant year Head Start served an average of 526 children. CSNT Head Start can serve more children than the funded enrollment due to partnerships with local education agencies. CSNT utilizes resources within the community to assist parents of enrolled children.

CSNT Head Start Program has (3) broad goals for Grant #06CH011282 five-year grant project period.

Goal 1: Strengthen comprehensive health services for Head Start children and their families.

Goal 2: Provide comprehensive school readiness.

Goal 3: Increase parent involvement in the Head Start Program.

Context for Self-Assessment

1. The Self-Assessment Team Leaders receive training on implementation of the Self-Assessment. They are trained on how to utilize the program data to check for systemic issues, document innovations and list any recommendations. The data used during the Self-Assessment is comprised of previous monitoring summaries, assessment data, and Program Information Reports. The Team Leaders are instructed on how to facilitate their teams through the data analyzation process for their assigned content areas.
2. The Self-Assessment Teams analyze data from the On-Going Monitoring System including Detailed Monitoring summaries.
 - a. Detailed Monitoring is implemented as part of the On-Going Monitoring System to add a layer of monitoring that includes the creation of up to (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. They also provide recommendations as part of their reports. Each team completes an on-site visit, reviews documentation, and completes interviews. A summary of the Detailed Monitoring findings becomes a part of the Self-Assessment Team data packets.
3. Self-Assessment Teams analyze progress made on program goals/objectives as well as strengths and weaknesses of program systems. There are (4) teams with up to five members on each team. Team Leaders are 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 team. The Team documents systemic strengths along with any weaknesses. They also make recommendations concerning systemic issues and document any areas of innovation within the program.
4. Information from monitoring summaries is provided to the Self-Assessment Teams including Self-Assessment Summary Reports for each area of the program and progress reports on program goals/objects. The Self-Assessment Teams analyze the program data along with child assessment data, CLASS data, and any other relevant data to develop conclusions for each area of the program. Their findings are presented to the Self-Assessment Committee for approval.
5. After the Self-Assessment Committee approves a final Self-Assessment Report, it is presented to the Policy Council and Governing Board for approval. Input from the Governing Board and the Policy Council occur when members of the Governing Board and Policy Council serve as members of a Self-Assessment Team and as part of the Committee.
6. Upon approval by the governing bodies, the program begins developing strategies 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.

SA Teams	Questions to Consider
<p>Team One: Program Governance/ Program Management & QI/ Financial and Administrative Requirements/ Human Resources</p>	<ol style="list-style-type: none"> 1. Does the Board & PC have the required composition and representation? 2. Has training been provided throughout the program, as required? 3. Does the program’s Personnel Policies meet the requirements including a standard of conduct? 4. Does the program meet the background check requirements? 5. Does the program meet the requirements for staff professional development, health & wellness, and safety? 6. Does the program meet the requirements for management systems? 7. Is the program meeting financial and administrative requirements?
<p>Team Two: Comprehensive Health Services/ Safety</p>	<ol style="list-style-type: none"> 1. Does the program collaborate with parents as partners in health? 2. Does the program meet the requirements for up-to-date child health status? 3. Does the program implement safety practices?
<p>Team Three: Early Childhood Education & Development/ CLASS/ Additional Disability Services</p>	<ol style="list-style-type: none"> 1. Do teaching practices meet the requirements? 2. Does the program implement dual-language instruction? 3. Does the program’s curriculum meet the requirements? 4. Does the program utilize child assessment data to determine strengths for children? 5. Do classrooms have a variety of age-appropriate materials that are changed on a regular basis? 6. Does the program recognize parents’ roles in their child’s education? 7. Have CLASS scores for the Program improved? 8. Does the program meet the requirements for additional services for children with disabilities?
<p>Team Four: Family & Community Engagement – ERSEA/ Transition/ Program Structure</p>	<ol style="list-style-type: none"> 1. Does the program have a Community Assessment that meets the requirements and is it updated at least every (4) years? 2. Does the program have an approved selection criterion that meets the requirements of the HSPPS? 3. Are integrated parent and family engagement strategies implemented into all systems and program services? 4. Did the program reach 10% of its funded enrollment as children with disabilities by the end of the program year? 5. Does the program implement a research-based parent curriculum? 6. Does the program implement a transition process for children coming into and out of Head Start as required?

Section 2. Methodology

Date	Action	Purpose
11/16/2020	<i>Detailed OGM Leadership Meeting</i>	<ul style="list-style-type: none"> • <i>Update 2021 Detailed Monitoring Process</i> • <i>Create 2021 Self-Assessment Implementation Plan</i>
12/2/2020	<i>Detailed Monitoring Training Sessions</i>	<ul style="list-style-type: none"> • <i>Training – Detailed Monitoring Orientation and Team Training</i> • <i>Each Team Member is trained on confidentiality</i>
2/8/2021	<i>Detailed OGM Meeting</i>	<ul style="list-style-type: none"> • <i>Discuss Detailed OGM Results</i> • <i>Approve Detailed OGM Summary</i>
2/25/2021	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> • <i>Training on SA Process</i> • <i>Discuss Proposed 2021 Self-Assessment Implementation Plan</i> • <i>Approve 2021 Self-Assessment Implementation Plan</i>
3/10/2021	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> • <i>Approve 2021 SA Program Report</i>
<i>Before 5/31/2021</i>	<i>Final Step in Self-Assessment Process</i>	<ul style="list-style-type: none"> • <i>Policy Council and Governing Board approval of SA Report</i> • <i>Submit to Regional Office with Grant</i>

Section 3. Key In-Sights

Strengths

- ✓ Technology plays an instrumental role in keeping CSNT Head Start and Early Head Start operating during the Pandemic. CSNT utilizes technology to hold virtual Policy Council meetings and to provide educational instruction, when needed. Technology is used to gather and analyze large amounts of program data. This Program data is tracked and monitored for accuracy on a regular, on-going basis. On-going Monitoring is a key element in providing high-quality services to children and families. Electronic management systems track and create reports that assist staff and governing bodies in making informed and knowledgeable decisions based on accurate information.
- ✓ CSNT Head Start/Early Head Start provided Protective Personal Equipment (PPE) to all sites along with sanitation devices during the Pandemic. Health and safety are key to CSNT families and employees. Wellness is promoted throughout the program including adding health supplies as part of transition bags that children receive as they transition into and out of the Program. With CARES Act Funding, families were provided bags that contained PPE along with toothbrushes and other health and wellness supplies.
- ✓ CSNT Head Start/Early Head Start implement a research-based early childhood curriculum that meets or exceeds the Head Start Early Learning Outcomes Framework and the Texas Pre-K Guidelines. Head Start services are provided in partnership with local public school districts in all (8) of the Head Start locations throughout the four-county service area. In each Head Start classroom, Head Start and State Guidelines are followed creating high quality services for each child and family. The Teachstone Platform is also being implemented to assist classroom staff with CLASS implementation.
- ✓ All CSNT staff receive systematic, on-going training on a regular basis. Staff are encouraged and assisted in gaining the required education and/or certifications for their jobs. All staff receive professional development that enables them to carry out their job duties more efficiently. Currently, 100% of CSNT Head Start Lead Teachers have at least a bachelor's degree. Management staff are instrumental in providing college-level, certified, classroom-based training to CSNT staff.
- ✓ All children in the program receive standardized and structured assessments three times per year. These assessments provide ongoing, individualized data that aligns with the Head Start Early Learning Outcomes Framework and the Texas Pre-Kindergarten Guidelines. Teachers create reports

from these assessments that indicate a child's progress in each of the areas designated by Head Start/Early Head Start. The teachers as well as parents and other staff utilize these reports.

- ✓ CSNT converted 51 Head Start slots into 16 Early Head Start slots. The Early Head Start Program is being implemented at the Hughes Springs Head Start Campus. The CSNT Community Assessment indicated a need for Early Head Start services in the service area and CSNT found an opportunity to convert these slots. The public school district decided to end a Head Start/Pre-K Partnership with CSNT due to the lack of space at the district. This enabled CSNT to convert the Head Start slots and start providing Early Head Start services.

Systemic Issues

- ✓ Implement methods to reach 10% disability funded enrollment by the end of January (45 CFR §1302.14(b))
- ✓ Implement safety practices that provide training, oversight, and correction at all facilities including School District Campuses (45 CFR §1302.47 (b)(1)(iv))
- ✓ Create orientation training with Family Engagement staff that addresses all the acronyms used by the program (45 CFR §1302.20)

Innovations

- ✓ CSNT Head Start implements a Family Service Credentialing program. The Family Service Administrator is a certified Family Service Credential Trainer. CSNT Family Service Workers can attend classes that lead to a Family Service Credential.
- ✓ CSNT Head Start/Early Head Start utilizes technology to maintain quality throughout the Head Start/Early Head Start Program, especially during the COVID-19 Pandemic. The program implements Child Plus to track and monitor data, Ready Rosie to assist parents, Frog Street On-line Curriculum for students, web-based assessments and screeners, and ZOOM to keep staff, parents, and governing bodies connected on a regular basis.
- ✓ CSNT Head Start has implemented virtual instruction during the COVID-19 Pandemic. This instruction is provided by CSNT Head Start at standalone Campuses and through partnerships with the local school districts at School District Campuses. Virtual instructional is also being utilized for children who must be away from school due to health issues.

Progress in Meeting Program Goals and Objectives (Fall 2020)

Goals		Objective(s)
GOAL ONE: Strengthen comprehensive health services for Head Start children and their families.		81% of parents will obtain health requirements.
Completion Rate	66%	
GOAL TWO: Provide comprehensive school readiness.		63% of children will name upper and lowercase letter
Completion Rate	27%	
GOAL TWO: Provide comprehensive school readiness.		78% of children will sequence count to 50
Completion Rate	48%	
GOAL TWO: Provide comprehensive school readiness.		.5% Increase in CLASS Emotional Support .5% Increase in CLASS Classroom Organization .2% Increase in CLASS Instructional Support
Completion Rate	ES .16 Increase CO .20 Increase IS 1.41 Increase	
GOAL THREE: Increase parent involvement in the Head Start Program.		40% of parents will be involved in their child's education.
Completion Rate	80%	

Recommendations

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

- Add collaboration statement to LEA MOUs that indicates the 10% enrollment amount needed at each location
- Communicate with Campus staff the roles and responsibilities of the Mental Health Advocates and address better communication at the Campus level
- Add copies of all goals to the CSNT Website for staff access including the Program Goals, the School Readiness Goals and the Family and Community Engagement Goals

Governing Board Approval: (_____)

Policy Council Approval: (_____)

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

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

Titus County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Direct services dollars for clients: CSBG Regular + TOPS	\$ -												\$ -
Number of individuals served	0												0
Direct services dollars for clients: CSBG Cares	\$ -												\$ -
Number of individuals served	0												0
Direct services dollars for clients: CEAP Regular	\$ -												\$ -
Number of individuals served	0												0
Direct services dollars for clients: CEAP Cares	\$ -												\$ -
Number of individuals served	0												0
Direct services for clients: Other grants & funding	\$ -												\$ -
Number of individuals served	0												0
Amount of donated dollars	\$ -												\$ -
Number of individuals served with Donated Goods	0												0
Direct services dollars for clients: VSN	\$ -												\$ -
Number of individuals served	0												0
Veteran Taxi dollars earned	\$ -												\$ -
Number of Taxi rides: VSN	0												0
Direct services dollars for clients: TBRA	\$ -												\$ -
Number of individuals served	0												0
Total dollars expended for this county	\$ -												\$ -
Number of persons served in this county	0												0

Total dollars expended for all counties	23,253												23,253
Number of persons served for all counties	244												244

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

CSBG - Regular
Bowie

CSNT Early Head Start Monthly Report

Program Year 02 2021

06CH011282/02

2021

Data Month

December

CSNT Early HS Report
Revised 1/8/21

Early Head Start Attendance/Enrollment

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

Non-Federal Share

\$0 (\$2,104) \$2,104 #DIV/0! Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$	2,104	1052.04	1052.04									

Adimin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
18%	\$ 1,515	\$ 4,873										

Meals/Reimbursements

\$	654	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	0	9											
# of meals served	0	295											
CACFP Reimbursement	\$ -	\$ 654											

Program Monitoring

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

Annual Self-Assessment Findings

Date: Week of 2/18/2020 Completed 0/00/00

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

Annual Detailed Monitoring Findings

Week of 1/17/2020 Completed 6/5/2020

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

Program Updates

EHS Services Started 1/19/2021
EHS Playground Has Been Installed/Waiting on Fencing

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

A. Enrollment & Program Options

Funded Enrollment by Funding Source

1. Funded Enrollment	
a. Head Start/Early Head Start Funded Enrollment, as identified on NOA that captures the greatest part of the program year	0
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded Enrollment by Program Option

2. Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	16
1. Of these, the number available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for full working day	0
3. Home-based option	0
4. Family child care option	0
5. Locally designed option	0
6. Pregnant women slots	0

Funded Slots at Child Care Partner

7. Total number of slots in the center-based or locally designed option	<i>System Calculates Total</i>
a. Of these, the total number of slots at a child care partner	0
8. Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	<i>System Calculates Total</i>

Classes in Center-based

9. Total number of center-based classes operated	0
a. Of these, the number of double session classes	0

Children by Age

10. Children by Age:				
a. Under 1 year	0	d. 3 years old		0
b. 1 year old	8	e. 4 years old		0
c. 2 years old	6	f. 5 years and older		0
g. Total cumulative enrollment of children				<i>System Calculates Total</i>

Cumulative enrollment of pregnant women

11. Cumulative enrollment of pregnant women	0
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Total cumulative enrollment

12. Total cumulative enrollment	<i>System Calculates Total</i>
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Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

A. Enrollment & Program Options

Primary type of Eligibility

13. Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	14
b. Receipt of public assistance such as TANF and SSI	0
c. Foster care	0
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	0
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	0
14. If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	

Prior enrollment

15. Enrolled in Head Start or Early Head Start for:	
a. The second year	0
b. Three or more years	0

Transition and Turnover (HS Programs)

16. Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	0
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	0
17. Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	0

Transition and Turnover (EHS Programs)

18. Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	0
a. Of the infants and toddlers who left the program above, the number of children who were enrolled less than 45 days	0
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did NOT enter another early childhood program	0
19. Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
20. Number of pregnant women receiving Early Head Start services at the time their infant was born	0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	0
b. Of the pregnant women enrolled when their infant was born, the number whose infant was NOT subsequently enrolled in the program	<i>System Calculates Total</i>

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

A. Enrollment & Program Options

Transition and Turnover (Migrant Programs)

21. Total number of children who left the program any time after classes or home visits began and did not re-enroll	0
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	0
b. Of the children who left the program during the program year, the number of preschool children who aged out, i.e. left the program in order to attend kindergarten	0

Attendance

22. The total number of children cumulatively enrolled in the center-based or family child care program option	14
a. Of these children, the number of children that were chronically absent	9
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	9
23. Comments on children that were chronically absent:	

Child Care Subsidy

24. The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0
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Race and Ethnicity

25. Race and Ethnicity	(1) Hispanic/Latino	(2) Non-Hispanic
a. American Indian or Alaskan Native	0	1
b. Asian	0	0
c. Black or African American	0	7
d. Native Hawaiian or Pacific Islander	0	0
e. White	1	0
f. Biracial/Multi-racial	0	1
g. Other	0	0
h. Unspecified	1	1
25.g.1 Comments:		
25.h.1 Comments:		

Primary Language of the Family at Home

26. Primary language of family at home:		10
a. English		10
1. Of these, the number of children acquiring/learning another language in addition to english		0
b. Spanish	1	h. Pacific Island Languages
c. Native Central American	0	i. European/Slavic Languages
d. Caribbean Languages	0	j. African Languages
e. Middle Eastern & South Asian	0	k. American Sign Language
f. East Asian Languages	0	l. Other
g. Native North American/Alaskan	0	m. Unspecified
g. Native North American/Alaskan	0	3
26.l.1 Comments:		

Dual Language Learners

27. Total number of Dual Language Learners	<i>System Calculates Total</i>
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Transportation

28. Number of children for whom transportation is provided to and from classes	0
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Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

A. Enrollment & Program Options

Management Information Systems

29. List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, and program staff.

Name/title

a. ChildPlus/ChildPlus.net

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

B. Program Staff & Qualifications

Staff by type	(1) Head Start Early Head Start Staff	(2) Contracted Staff
1. Total number of staff members, regardless of the funding source for their salary or the number of hours worked	2	0
a. Of these, the number who are current or former Head Start parents	1	0

Volunteers by type	
2. Number of persons providing any volunteer services to the program during the program year	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	0

Preschool Classroom and Assistant Teachers (HS and Migrant Programs)	(1) Classroom Teacher	(2) Assistant Teachers
3. Total number of preschool education and child development staff by position	0	0
a. An advanced degree in:	0	0
early childhood education or		
any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.		
b. A baccalaureate degree in one of the following:	0	0
early childhood education		
any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
any field and is part of the Teach for America program and passed a rigorous early childhood content exam		
c. An associate degree in:	0	0
early childhood education		
a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	0
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0
e. None of the qualifications listed in B.3.a through B.3.d	0	0

Preschool Classroom Teachers Program Enrollment

4. Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	<i>System Calculates Total</i>
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	0

Preschool Classroom Assistant Teachers Program Enrollment

5. Total number of preschool assistant teachers that do not meet qualifications listed in B.3.a through B.3.d	<i>System Calculates Total</i>
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet the qualifications listed in B.3.a through B.3.d	0

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

B. Program Staff & Qualifications

Infant and Toddler Classroom Teachers (EHS and Migrant Programs)

6. Total number of infant and toddler classroom teachers	2
a. An advanced degree in:	0
early childhood education with a focus on infant and toddler development or any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	
b. A baccalaureate degree in:	1
early childhood education with a focus on infant and toddler development or any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	
c. An associate degree in:	0
early childhood education with a focus on infant and toddler development or a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0
e. None of the qualifications listed in B.6.a through B.6.d	1
7. Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	<i>System Calculates Total</i>
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certifications, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d	0

Home Visitors and Family Child Care Provider Staff Qualifications

8. Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a	0
9. Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0
10. Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a	0

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

B. Program Staff & Qualifications

Child development staff - average salary

11. Average salary:	Avg. Annual Salary	Avg. Hourly Rate
a. Classroom teachers	0	0
b. Assistant teachers	0	0
c. Home-based visitors	0	0
d. Family child care providers	0	0

Classroom teacher salary by level of education

12. Classroom teacher salary by level of education:	
a. Advanced degree in early childhood education or related degree	0
b. Baccalaureate degree in early childhood education or related degree	0
c. Associate degree in early childhood education or related degree	0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
e. Classroom teachers that do not have the qualifications listed in B.12.a - B.12.d	0

Child development staff - race

13. Race and Ethnicity:	(1)Hispanic/Latino	(2)Non-Hispanic
a. American Indian or Alaskan Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or Pacific Islander	0	0
e. White	1	1
f. Biracial/Multi-racial	0	0
g. Other	0	0
h. Unspecified	0	0
13.g.1 Comments:		
13.h.1 Comments:		

Child development staff - language

14. The number who are proficient in a language(s) other than English	0
a. Of these, the number who are proficient in more than one language other than English	0
15. Language groups in which staff are proficient:	
a. Spanish	0
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
15.k.1 Comments:	
l. Unspecified (language is not known or staff declined identifying the language)	0

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

B. Program Staff & Qualifications

All Staff Turnover

	Staff	Contract Staff
16. Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g. summer months)	0	0
a. Of these, the number who were replaced	0	0

Education and Child Development Staff Turnover

17. The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g. during summer months)	0
a. Of these, the number who were replaced	0
b. Of these, the number who left while classes and home visits were in session	0
18. Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g. change in job field, reason not provided)	0
19. Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

C. Child & Family Services

	(1) At enrollment	(2) At end of enrollment year
Health Insurance - children		
1. Number of all children with health insurance	5	1
Of these, the number of children whose primary insurance fits into the following categories:		
a. Number enrolled in Medicaid and/or CHIP	5	1
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	<i>System Calculates Total</i>	<i>System Calculates Total</i>
2. Number of all children with no health insurance	<i>System Calculates Total</i>	<i>System Calculates Total</i>

	(1) At enrollment	(2) At end of enrollment year
Health insurance - pregnant women (EHS programs)		
3. Number of pregnant women with at least one type of health insurance.	0	0
a. Number enrolled in Medicaid	0	0
b. Of these, the number enrolled in state-only funded insurance (e.g. medically indigent insurance), private insurance, or other health insurance	<i>System Calculates Total</i>	<i>System Calculates Total</i>
4. Number of pregnant women with no health insurance	<i>System Calculates Total</i>	<i>System Calculates Total</i>

	(1) At enrollment	(2) At end of enrollment year
Accessible Health Care - Children		
5. Number of children with and ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	0	0
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

	(1) At enrollment	(2) At end of enrollment year
Accessible Health Care - Pregnant Women (EHS Programs)		
6. Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

C. Child & Family Services

	(1) At enrollment	(2) At end of enrollment year
Medical services - children		
7. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	0	0
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		0
1. Of these, the number who received medical treatment for their diagnosed chronic health condition		0
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment		Number of Children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0
8. Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:		
a. Autism spectrum disorder (ASD)	0	f. Hearing Problems
b. Attention deficit hyperactivity disorder (ADHD)	0	g. Vision Problems
c. Asthma	0	h. Blood lead level test with elevated lead levels > u5 g/dL
d. Seizures	0	i. Diabetes
e. Life threatening allergies (e.g. food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis).		0

		Children at enrollment
Body Mass Index (BMI) - children (HS and Migrant programs)		
9. Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts		
a. Underweight (BMI less than 5th percentile for child's age and sex)		0
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)		0
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)		0
d. Obese (BMI at or above 95th percentile for child's age and sex)		0

	(1) At enrollment	(2) At end of enrollment year
Immunization services - children		
10. Number of children who have been determined by a health professional to be up-to-date on all immunizations appropriate for their age	13	11
11. Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	0	0
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

C. Child & Family Services

Medical services - pregnant women (EHS programs)

13. Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	0
b. Postpartum health care	0
c. A professional oral health assessment, examination, and/or treatment	0
d. Mental health interventions and follow-up	0
e. Education on fetal development	0
f. Education on the benefits of breastfeeding	0
g. Education on the importance of nutrition	0
h. Education on infant care and safe sleep practices	0
i. Education on the risks of alcohol, drugs, and/or smoking	0
j. Facilitating access to substance abuse treatment	0

Prenatal health - pregnant women (EHS programs)

14. Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
15. Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

	(1) At enrollment	(2) At end of enrollment year
Accessible dental care - children		
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	0	0

Preschool dental services (HS and Migrant programs)

17. Number of children who received preventive care during the program year	0
18. Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	0
a. Of these, the number of children diagnosed as needing dental treatment during the program year	0
1. Of these, the number of children who have received or are receiving dental treatment	0
b. Specify the primary reason that children who needed dental treatment did not receive it:	Number of Children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3 - 5 year old children	0
5. Parents did not keep/make appointment	0
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	0
8. No transportation	0
9. Other	0

Infant and toddler preventive dental services (EHS and migrant programs)

19. Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	0
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Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Early Head Start

C. Child & Family Services

Mental health consultation

20. Total number of classroom teachers, home visitors, and family child care providers	<i>System Calculates Total</i>
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	0

IDEA eligibility determination

21. The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	0
a. Of these, the number who received an evaluation to determine IDEA eligibility	0
1. Of the children that received an evaluation, the number that were diagnosed with a disability	0
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	<i>System Calculates Total</i>
22. Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

Preschool disability services (HS and Migrant programs)

23. Number of children enrolled in the program who had an individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	0
a. Of these, the number who were determined eligible to receive special education and related services:	
1. Prior to this program year	0
2. During this program year	0
b. Of these, the number who have not received special education and related services	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

24. Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C agency to receive early intervention services under the IDEA	0
a. Of these, the number who were determined eligible to receive early intervention services:	
1. Prior to this program year	0
2. During this program year	0
b. Of these, the number who have not received early intervention services under IDEA	0

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Early Head Start

C. Child & Family Services

Preschool primary disabilities (HS and Migrant programs)	(1) Determined to have Disability	(2) Receiving Special Services
25. Diagnosed primary disability:	0	0
a. Health impairment	0	0
b. Emotional disturbance	0	0
c. Speech or language impairment	0	0
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	0	0
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities, excluding deaf-blind	0	0
m. Deaf-blind	0	0

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Early Head Start

C. Child & Family Services

Education and Development Tools/Approaches

Screening

26. Number of all newly enrolled children since last year's PIR was reported	14
27. Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	0
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0
28. The instrument(s) used by the program for developmental screening:	
a.	
b.	
c.	

Assessment

29. Approach or tool(s) used by the program for ongoing child assessment:	Locally designed
a.	No
b.	No
c.	No

Curriculum

30. Curriculum used by the program:	
a. For center-based services:	Locally designed
1.	No
2.	No
3.	No
b. For family child care services:	Locally designed
1.	No
2.	No
3.	No
c. For home-based services:	Locally designed
1.	No
2.	No
3.	No
d. For pregnant women services:	Locally designed
1.	No
2.	No
3.	No
e. For building on the parents' knowledge and skill (i.e. parenting curriculum)	Locally designed
1.	
2.	
3.	

Staff-child interaction observation tools

	Yes (Y)/ No (N)
31. Does the program routinely use classroom or home visit observation tools to assess quality?	No
32. If yes, classroom and home visit observation tool(s) used by the program:	Locally designed
a. Center-based settings	No
b. Home-based settings	No
c. Family child care settings	No

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Early Head Start

C. Child & Family Services

Family and Community Partnerships

Number of families

33. Total number of families:	12
a. Of these, the number of two-parent families	3
b. Of these, the number of single-parent families	8
34. Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g. biological, adoptive, stepparents)	11
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	8
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	0
b. Grandparents	0
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent guardian education

35. Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s)	
a. An advanced degree or baccalaureate degree	1
b. An associate degree, vocational school, or some college	4
c. High school graduate or GED	5
d. Less than high school graduate	1

Employment, Job Training, and School

36. Total number of families in which at enrollment	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	6
1. Of these families, the number in which one or more parent/guardian is employed	6
2. Of these families, the number in which one or more parent/guardian is in job training (e.g. job training program, professional certificate, apprenticeship, or occupational license)	1
3. Of these families, the number in which one or more parent/guardian is in school (e.g. GED, associate degree, baccalaureate, or advanced degree)	1
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g. unemployed, retired, or disabled)	6
37. Total number of families in which at end of enrollment:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	0
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	0
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g. unemployed, retired, or disabled)	12
1. Of these families, the number of families that were also counted in C.36.a	6
2. Of these families, the number of families that were also counted in C.36.b	6

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Early Head Start

C. Child & Family Services

Military Families

38.a At least one parent/guardian is a member of the United States military on active duty	0
38.b At least one parent/guardian is a veteran of the United States military	0

	(1) At enrollment	(2) At end of enrollment year
Federal or other assistance		
39. The number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	0	0
40. Total number families receiving Supplemental Security Income (SSI)	1	1
41. Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	3	0
42. Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	3	0

	Services Received
Family Services	
43. The number of families who received the following program service to promote family outcomes:	
a. Emergency/crisis intervention such as addressing immediate need for food, clothing, or shelter	0
b. Housing assistance such as subsidies, utilities, repairs, etc.	0
c. Asset building services (e.g. financial education, debt counseling)	0
d. Mental health services	0
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a second language (ESL) training	0
h. Assistance in enrolling into an education or job training program	0
i. Research-based parenting curriculum	0
j. Involvement in discussing their child's screening and assessment results and their child's progress	0
k. Supporting transitions between programs (i.e. EHS to HS, HS to kindergarten)	0
l. Education on preventative medical and oral health	0
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	0
o. Education on postpartum care (e.g. breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
44. Of these, the number that received at least one of the services listed above	0

Father engagement

45. Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family Assessment	0
b. Family goal setting	0
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, volunteering)	0
d. Head Start program governance, such as participation in the Policy Council or policy committees	0
e. Parenting education workshops	0

Community Services Of Northeast Tex

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Early Head Start

C. Child & Family Services

Homelessness Services

46. Total number of families experiencing homelessness that were served during the enrollment year	1
47. Total number of children experiencing homelessness that were served during the enrollment year	1
48. Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

49. Total number of enrolled children who were in foster care at any point during the program year	0
50. Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

Community Services Of Northeast Tex

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Early Head Start

D. Grant Level Questions

Intensive Coaching

1. The number of education and child development staff (i.e. teachers, preschool assistant teachers, home visitors, FFC providers) that received intensive coaching	0
2. The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	0

Management Staff Salaries

	(1) Annual Salary	(2) Percent Funded by Head Start or Early Head Start	(3) Number of Management Staff in this Position
3. Management staff:			
a. Executive Director	0	0	0
b. Head Start and/or Early Head Start Director	0	0	0
c. Education Manager/Coordinator	0	0	0
d. Health Services Manager/Coordinator	0	0	0
e. Family & Community Partnerships Manager/Coordinator	0	0	0
f. Disability Services Manager/Coordinator	0	0	0
g. Fiscal Officer	0	0	0

of education managers /coordinators

Education Management Staff Qualifications

4. Total number of education managers/coordinators	System Calculates T
a. Of these, the number of education manager/coordinators with a baccalaureate or advanced degree in early childhood education or a baccalaureate or advance degree and equivalent coursework in early childhood education with early education teaching experience	0
b. Of these, the number of education manager/coordinators that do not meet one of the qualifications in D.4.a	0
1. Of the education manager/coordinators in D.4.b, the number enrolled in a program that wo	0

of family services staff

Family Services Staff Qualifications

5. Total number of family services staff	0
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	0
b. Of these, the number that do not meet one of the qualifications described in D.5.a	0
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

of formal agreements

Formal Agreements for Collaboration

6. Total number of formal agreements with child care partners	0
7. Total number of LEAs in the service area	0
a. Of these, the total number of formal agreements with those LEAs to coordinate services for children with disabilities	0
b. Of these, the total number of formal agreements with those LEAs to coordinate transition services	0

CSNT Head Start Monthly Report

Program Year 02 2021 06CH011282/02

2021

Data Month **December**

CSNT HS Report
Revised 1/8/21

Head Start Attendance/Enrollment

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

Non-Federal Share

\$978,005 **\$715,886** \$262,119 73% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 262,119	\$ 129,455	\$ 132,664										

Adimin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
9%	\$ 30,433	\$ 75,492										

Meals/Reimbursements

\$	December	January	February	March	April	May	June	July	August	September	October	November
24,603												
# of service days	16	18										
# of meals served	5,056	5,960										
CACFP Reimbursement	\$ 11,339	\$ 13,264										

Program Monitoring

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

Annual Self-Assessment Findings

Date: **Week of 2/18/2020 Completed 0/00/00**

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

Annual Detailed Monitoring Findings

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

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

Program Updates

Continue to follow COVID-19 procedures
Enrollment has increase slightly
Early Head Start services started January 19, 2021

Community Services Of Northeast Tex

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Head Start 2020-2021

A. Enrollment & Program Options

Funded Enrollment by Funding Source

1. Funded Enrollment		
a. Head Start/Early Head Start Funded Enrollment, as identified on NOA that captures the greatest part of the program year	481	
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0	
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0	

Funded Enrollment by Program Option

2. Center-based option		
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	465	
1. Of these, the number available for the full-working-day and full-calendar-year	0	
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	
1. Of these, the number that are available for 3.5 hours per day for 128 days	0	
2. Of these, the number that are available for full working day	0	
3. Home-based option	0	
4. Family child care option	0	
5. Locally designed option	0	
6. Pregnant women slots	0	

Funded Slots at Child Care Partner

7. Total number of slots in the center-based or locally designed option	<i>System Calculates Total</i>
a. Of these, the total number of slots at a child care partner	0
8. Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	<i>System Calculates Total</i>

Classes in Center-based

9. Total number of center-based classes operated	26
a. Of these, the number of double session classes	0

Children by Age

10. Children by Age:				
a. Under 1 year	0	d. 3 years old		198
b. 1 year old	0	e. 4 years old		277
c. 2 years old	6	f. 5 years and older		0
g. Total cumulative enrollment of children				<i>System Calculates Total</i>

Cumulative enrollment of pregnant women

11. Cumulative enrollment of pregnant women	0
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Total cumulative enrollment

12. Total cumulative enrollment	<i>System Calculates Total</i>
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Community Services Of Northeast Tex

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Head Start 2020-2021

A. Enrollment & Program Options

Primary type of Eligibility

13. Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	282
b. Receipt of public assistance such as TANF and SSI	42
c. Foster care	23
d. Homeless	28
e. Eligibility based on other type of need, but not counted in A.13.a through d	41
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	65
14. If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	
Selection Criteria used to ensure all income-eligible children selected prior to 101-130	

Prior enrollment

15. Enrolled in Head Start or Early Head Start for:	
a. The second year	154
b. Three or more years	0

Transition and Turnover (HS Programs)

16. Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll		41
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	15	
17. Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year		256

Transition and Turnover (EHS Programs)

18. Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll		0
a. Of the infants and toddlers who left the program above, the number of children who were enrolled less than 45 days	0	
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0	
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0	
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0	
3. Of the infants and toddlers who aged out of Early Head Start, the number who did NOT enter another early childhood program	0	
19. Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll		0
20. Number of pregnant women receiving Early Head Start services at the time their infant was born		0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	0	
b. Of the pregnant women enrolled when their infant was born, the number whose infant was NOT subsequently enrolled in the program	<i>System Calculates Total</i>	

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Head Start 2020-2021

A. Enrollment & Program Options

Transition and Turnover (Migrant Programs)

21. Total number of children who left the program any time after classes or home visits began and did not re-enroll	0
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	0
b. Of the children who left the program during the program year, the number of preschool children who aged out, i.e. left the program in order to attend kindergarten	0

Attendance

22. The total number of children cumulatively enrolled in the center-based or family child care program option	481
a. Of these children, the number of children that were chronically absent	161
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	129
23. Comments on children that were chronically absent:	
COVID-19/Family Issues, Cough/Cold, Allergies, Strep Throat	

Child Care Subsidy

24. The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0
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Race and Ethnicity

25. Race and Ethnicity	(1) Hispanic/Latino	(2) Non-Hispanic
a. American Indian or Alaskan Native	0	3
b. Asian	0	3
c. Black or African American	6	218
d. Native Hawaiian or Pacific Islander	0	1
e. White	30	125
f. Biracial/Multi-racial	17	46
g. Other	31	1
h. Unspecified	0	0
25.g.1 Comments:	Hispanic	
25.h.1 Comments:		

Primary Language of the Family at Home

26. Primary language of family at home:		
a. English		434
1. Of these, the number of children acquiring/learning another language in addition to english		10
b. Spanish	44	h. Pacific Island Languages
c. Native Central American	0	i. European/Slavic Languages
d. Caribbean Languages	0	j. African Languages
e. Middle Eastern & South Asian	0	k. American Sign Language
f. East Asian Languages	3	l. Other
g. Native North American/Alaskan	0	m. Unspecified
26.i.1 Comments:		

Dual Language Learners

27. Total number of Dual Language Learners	<i>System Calculates Total</i>
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Transportation

28. Number of children for whom transportation is provided to and from classes	95
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Community Services Of Northeast Tex

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Head Start 2020-2021

A. Enrollment & Program Options

Management Information Systems

29. List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, and program staff.

Name/title

a. ChildPlus/ChildPlus.net

Community Services Of Northeast Tex

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Head Start 2020-2021

B. Program Staff & Qualifications

Staff by type	(1) Head Start Early Head Start Staff	(2) Contracted Staff
1. Total number of staff members, regardless of the funding source for their salary or the number of hours worked	95	21
a. Of these, the number who are current or former Head Start parents	46	2

Volunteers by type	(1) Classroom Teacher	(2) Assistant Teachers
2. Number of persons providing any volunteer services to the program during the program year		41
a. Of these, the number who are current or former Head Start or Early Head Start parents		38

Preschool Classroom and Assistant Teachers (HS and Migrant Programs)	(1) Classroom Teacher	(2) Assistant Teachers
3. Total number of preschool education and child development staff by position	26	26
a. An advanced degree in:	2	0
early childhood education or any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.		
b. A baccalaureate degree in one of the following:	21	1
early childhood education any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or any field and is part of the Teach for America program and passed a rigorous early childhood content exam		
c. An associate degree in:	1	7
early childhood education a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	1	15
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	1	15
e. None of the qualifications listed in B.3.a through B.3.d	1	3

Preschool Classroom Teachers Program Enrollment

4. Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	<i>System Calculates Total</i>
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	1

Preschool Classroom Assistant Teachers Program Enrollment

5. Total number of preschool assistant teachers that do not meet qualifications listed in B.3.a through B.3.d	<i>System Calculates Total</i>
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet the qualifications listed in B.3.a through B.3.d	2

Community Services Of Northeast Tex

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Head Start 2020-2021

B. Program Staff & Qualifications

Infant and Toddler Classroom Teachers (EHS and Migrant Programs)

6. Total number of infant and toddler classroom teachers	2
a. An advanced degree in:	0
early childhood education with a focus on infant and toddler development or any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	
b. A baccalaureate degree in:	1
early childhood education with a focus on infant and toddler development or any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	
c. An associate degree in:	0
early childhood education with a focus on infant and toddler development or a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	1
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0
e. None of the qualifications listed in B.6.a through B.6.d	0
7. Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	<i>System Calculates Total</i>
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certifications, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d	0

Home Visitors and Family Child Care Provider Staff Qualifications

8. Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a	0
9. Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0
10. Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a	0

Community Services Of Northeast Tex

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Head Start 2020-2021

B. Program Staff & Qualifications

Child development staff - average salary

11. Average salary:	Avg. Annual Salary	Avg. Hourly Rate
a. Classroom teachers	0	0
b. Assistant teachers	0	0
c. Home-based visitors	0	0
d. Family child care providers	0	0

Classroom teacher salary by level of education

12. Classroom teacher salary by level of education:	
a. Advanced degree in early childhood education or related degree	0
b. Baccalaureate degree in early childhood education or related degree	0
c. Associate degree in early childhood education or related degree	0
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
e. Classroom teachers that do not have the qualifications listed in B.12.a - B.12.d	0

Child development staff - race

13. Race and Ethnicity:	(1)Hispanic/Latino	(2)Non-Hispanic
a. American Indian or Alaskan Native	0	1
b. Asian	0	0
c. Black or African American	0	29
d. Native Hawaiian or Pacific Islander	0	0
e. White	4	17
f. Biracial/Multi-racial	0	0
g. Other	1	0
h. Unspecified	0	0
13.g.1 Comments: Mexican		
13.h.1 Comments:		

Child development staff - language

14. The number who are proficient in a language(s) other than English	2
a. Of these, the number who are proficient in more than one language other than English	0
15. Language groups in which staff are proficient:	
a. Spanish	2
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
15.k.1 Comments:	
l. Unspecified (language is not known or staff declined identifying the language)	0

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

B. Program Staff & Qualifications

All Staff Turnover

	Staff	Contract Staff
16. Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g. summer months)	8	0
a. Of these, the number who were replaced	6	0

Education and Child Development Staff Turnover

17. The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g. during summer months)		2
a. Of these, the number who were replaced		1
b. Of these, the number who left while classes and home visits were in session		0
18. Of the number of education and child development staff that left, the number that left for the following primary reason:		
a. Higher compensation		0
1. Of these, the number that moved to state pre-k or other early childhood program		0
b. Retirement or relocation		1
c. Involuntary separation		1
d. Other (e.g. change in job field, reason not provided)		0
19. Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		0

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

C. Child & Family Services

	(1) At enrollment	(2) At end of enrollment year
Health Insurance - children		
1. Number of all children with health insurance	457	248
Of these, the number of children whose primary insurance fits into the following categories:		
a. Number enrolled in Medicaid and/or CHIP	412	219
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	<i>System Calculates Total</i>	<i>System Calculates Total</i>
2. Number of all children with no health insurance	<i>System Calculates Total</i>	<i>System Calculates Total</i>

	(1) At enrollment	(2) At end of enrollment year
Health insurance - pregnant women (EHS programs)		
3. Number of pregnant women with at least one type of health insurance.	0	0
a. Number enrolled in Medicaid	0	0
b. Of these, the number enrolled in state-only funded insurance (e.g. medically indigent insurance), private insurance, or other health insurance	<i>System Calculates Total</i>	<i>System Calculates Total</i>
4. Number of pregnant women with no health insurance	<i>System Calculates Total</i>	<i>System Calculates Total</i>

	(1) At enrollment	(2) At end of enrollment year
Accessible Health Care - Children		
5. Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	424	154
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	3	2

	(1) At enrollment	(2) At end of enrollment year
Accessible Health Care - Pregnant Women (EHS Programs)		
6. Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

C. Child & Family Services

	(1) At enrollment	(2) At end of enrollment year
Medical services - children		
7. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	70	369
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		43
1. Of these, the number who received medical treatment for their diagnosed chronic health condition		22
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment		Number of Children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		1
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0
8. Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:		
a. Autism spectrum disorder (ASD)	0	f. Hearing Problems
b. Attention deficit hyperactivity disorder (ADHD)	1	g. Vision Problems
c. Asthma	7	h. Blood lead level test with elevated lead levels > u5 g/dL
d. Seizures	3	i. Diabetes
e. Life threatening allergies (e.g. food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis).		3

Body Mass Index (BMI) - children (HS and Migrant programs)	Children at enrollment
9. Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	61
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	253
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	60
d. Obese (BMI at or above 95th percentile for child's age and sex)	93

	(1) At enrollment	(2) At end of enrollment year
Immunization services - children		
10. Number of children who have been determined by a health professional to be up-to-date on all immunizations appropriate for their age	448	290
11. Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	9	0
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	8	5

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

C. Child & Family Services

Medical services - pregnant women (EHS programs)

13. Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	0
b. Postpartum health care	0
c. A professional oral health assessment, examination, and/or treatment	0
d. Mental health interventions and follow-up	0
e. Education on fetal development	0
f. Education on the benefits of breastfeeding	0
g. Education on the importance of nutrition	0
h. Education on infant care and safe sleep practices	0
i. Education on the risks of alcohol, drugs, and/or smoking	0
j. Facilitating access to substance abuse treatment	0

Prenatal health - pregnant women (EHS programs)

14. Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
15. Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

	(1) At enrollment	(2) At end of enrollment year
Accessible dental care - children		
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	409	150

Preschool dental services (HS and Migrant programs)

17. Number of children who received preventive care during the program year	254
18. Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	276
a. Of these, the number of children diagnosed as needing dental treatment during the program year	21
1. Of these, the number of children who have received or are receiving dental treatment	15
b. Specify the primary reason that children who needed dental treatment did not receive it:	Number of Children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3 - 5 year old children	0
5. Parents did not keep/make appointment	0
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	1
8. No transportation	0
9. Other	0

Infant and toddler preventive dental services (EHS and migrant programs)

19. Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	0
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Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

C. Child & Family Services

Mental health consultation

20. Total number of classroom teachers, home visitors, and family child care providers	<i>System Calculates Total</i>
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	22

IDEA eligibility determination

21. The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	45
a. Of these, the number who received an evaluation to determine IDEA eligibility	14
1. Of the children that received an evaluation, the number that were diagnosed with a disability	2
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	6
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	<i>System Calculates Total</i>
22. Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	1
d. Other	4
1. Specify: Student tested/observed and did not qualify	

Preschool disability services (HS and Migrant programs)

23. Number of children enrolled in the program who had an individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	28
a. Of these, the number who were determined eligible to receive special education and related services:	
1. Prior to this program year	17
2. During this program year	11
b. Of these, the number who have not received special education and related services	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

24. Number of children enrolled in the program who have an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C agency to receive early intervention services under the IDEA	0
a. Of these, the number who were determined eligible to receive early intervention services:	
1. Prior to this program year	0
2. During this program year	0
b. Of these, the number who have not received early intervention services under IDEA	0

Community Services Of Northeast Tex

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Head Start 2020-2021

C. Child & Family Services

Preschool primary disabilities (HS and Migrant programs)	(1) Determined to have Disability	(2) Receiving Special Services
25. Diagnosed primary disability:		
a. Health impairment	0	0
b. Emotional disturbance	0	0
c. Speech or language impairment	19	19
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	1	0
f. Orthopedic impairment	1	1
g. Visual impairment, including blindness	0	0
h. Specific learning disability	1	1
i. Autism	0	0
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	2	2
l. Multiple disabilities, excluding deaf-blind	4	4
m. Deaf-blind	0	0

Community Services Of Northeast Tex
9700 - PIR Report (precalculated values and overrides)
 Head Start 2020-2021

C. Child & Family Services

Education and Development Tools/Approaches

Screening

26. Number of all newly enrolled children since last year's PIR was reported	327
27. Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	174
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	15
28. The instrument(s) used by the program for developmental screening:	
a. Dial 4	
b.	
c.	

Assessment

29. Approach or tool(s) used by the program for ongoing child assessment:	Locally designed
a. CIRCLE	No
b.	No
c.	No

Curriculum

30. Curriculum used by the program:	
a. For center-based services:	Locally designed
1. Frog Street Pre-K	No
2.	No
3.	No
b. For family child care services:	Locally designed
1.	No
2.	No
3.	No
c. For home-based services:	Locally designed
1.	No
2.	No
3.	No
d. For pregnant women services:	Locally designed
1.	No
2.	No
3.	No
e. For building on the parents' knowledge and skill (i.e. parenting curriculum)	Locally designed
1.	
2.	
3.	

Staff-child interaction observation tools

31. Does the program routinely use classroom or home visit observation tools to assess quality?	Yes (Y)/ No (N)
	Yes
32. If yes, classroom and home visit observation tool(s) used by the program:	Locally designed
a. Center-based settings	No
b. Home-based settings	No
c. Family child care settings	No

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

C. Child & Family Services

Family and Community Partnerships

Number of families

33. Total number of families:	450
a. Of these, the number of two-parent families	161
b. Of these, the number of single-parent families	289
34. Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g. biological, adoptive, stepparents)	421
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	260
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	11
b. Grandparents	18
c. Relative(s) other than grandparents	2
d. Foster parent(s) not including relatives	9
e. Other	0

Parent guardian education

35. Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s)	
a. An advanced degree or baccalaureate degree	88
b. An associate degree, vocational school, or some college	55
c. High school graduate or GED	255
d. Less than high school graduate	52

Employment, Job Training, and School

36. Total number of families in which at enrollment	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	327
1. Of these families, the number in which one or more parent/guardian is employed	321
2. Of these families, the number in which one or more parent/guardian is in job training (e.g. job training program, professional certificate, apprenticeship, or occupational license)	54
3. Of these families, the number in which one or more parent/guardian is in school (e.g. GED, associate degree, baccalaureate, or advanced degree)	54
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g. unemployed, retired, or disabled)	123
37. Total number of families in which at end of enrollment:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	24
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	20
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	4
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g. unemployed, retired, or disabled)	426
1. Of these families, the number of families that were also counted in C.36.a	307
2. Of these families, the number of families that were also counted in C.36.b	119

Community Services Of Northeast Tex

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Head Start 2020-2021

C. Child & Family Services

Military Families

38.a At least one parent/guardian is a member of the United States military on active duty	4
38.b At least one parent/guardian is a veteran of the United States military	11

Federal or other assistance	(1) At enrollment	(2) At end of enrollment year
39. The number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	8	9
40. Total number families receiving Supplemental Security Income (SSI)	45	43
41. Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	130	79
42. Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	215	129

Family Services	Services Received
43. The number of families who received the following program service to promote family outcomes:	
a. Emergency/crisis intervention such as addressing immediate need for food, clothing, or shelter	22
b. Housing assistance such as subsidies, utilities, repairs, etc.	1
c. Asset building services (e.g. financial education, debt counseling)	70
d. Mental health services	5
e. Substance misuse prevention	3
f. Substance misuse treatment	1
g. English as a second language (ESL) training	17
h. Assistance in enrolling into an education or job training program	25
i. Research-based parenting curriculum	345
j. Involvement in discussing their child's screening and assessment results and their child's progress	270
k. Supporting transitions between programs (i.e. EHS to HS, HS to kindergarten)	266
l. Education on preventative medical and oral health	381
m. Education on health and developmental consequences of tobacco product use	78
n. Education on nutrition	289
o. Education on postpartum care (e.g. breastfeeding support)	9
p. Education on relationship/marriage	6
q. Assistance to families of incarcerated individuals	2
44. Of these, the number that received at least one of the services listed above	396

Father engagement

45. Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family Assessment	33
b. Family goal setting	34
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, volunteering)	58
d. Head Start program governance, such as participation in the Policy Council or policy committees	4
e. Parenting education workshops	9

Community Services Of Northeast Tex

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Head Start 2020-2021

C. Child & Family Services

Homelessness Services

46. Total number of families experiencing homelessness that were served during the enrollment year	23
47. Total number of children experiencing homelessness that were served during the enrollment year	25
48. Total number of families experiencing homelessness that acquired housing during the enrollment year	2

Foster care and child welfare

49. Total number of enrolled children who were in foster care at any point during the program year	24
50. Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	3

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

D. Grant Level Questions

Intensive Coaching

1. The number of education and child development staff (i.e. teachers, preschool assistant teachers, home visitors, FFC providers) that received intensive coaching	42
2. The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	1

Management Staff Salaries

	(1) Annual Salary	(2) Percent Funded by Head Start or Early Head Start	(3) Number of Management Staff in this Position
3. Management staff:			
a. Executive Director	0	0	0
b. Head Start and/or Early Head Start Director	0	0	0
c. Education Manager/Coordinator	0	0	0
d. Health Services Manager/Coordinator	0	0	0
e. Family & Community Partnerships Manager/Coordinator	0	0	0
f. Disability Services Manager/Coordinator	0	0	0
g. Fiscal Officer	0	0	0

of education managers /coordinators

Education Management Staff Qualifications

4. Total number of education managers/coordinators	System Calculates T
a. Of these, the number of education manager/coordinators with a baccalaureate or advanced degree in early childhood education or a baccalaureate or advance degree and equivalent coursework in early childhood education with early education teaching experience	3
b. Of these, the number of education manager/coordinators that do not meet one of the qualifications in D.4.a	0
1. Of the education manager/coordinators in D.4.b, the number enrolled in a program that wo	0

of family services staff

Family Services Staff Qualifications

5. Total number of family services staff	15
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	14
b. Of these, the number that do not meet one of the qualifications described in D.5.a	1
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

of formal agreements

Formal Agreements for Collaboration

6. Total number of formal agreements with child care partners	0
7. Total number of LEAs in the service area	23
a. Of these, the total number of formal agreements with those LEAs to coordinate services for children with disabilities	8
b. Of these, the total number of formal agreements with those LEAs to coordinate transition services	8

Payee Services Report

Month of: February 2021

Number of beneficiaries:		7
Total Funds Received:	\$	5,763.00
Total Expenses Managed:	\$	5,207.76
MONTHLY total on hold for Beneficiaries:	\$	555.24
TOTAL on hold for Beneficiaries:	\$	1,671.03

Expenditures

Rent:	\$	2,571.00
Utilities:	\$	482.66
Food:	\$	-
Medical:	\$	-
Other:	\$	409.10
Transfer for beneficiary use:	\$	1,745.00
	\$	5,207.76

Interest Earned:

Prepared by:
Lauren Bean
3/15/2021

Payee Services Report

Month of: January 2021

Number of beneficiaries:		6
		(# 7-pending)
Total Funds Received:	\$	5,607.05
Total Expenses Managed:	\$	6,507.39
MONTHLY total on hold for Beneficiaries:	\$	(900.34)
TOTAL on hold for Beneficiaries:	\$	1,115.79

Expenditures

Rent:	\$	2,423.50
Utilities:	\$	692.72
Food:	\$	-
Medical:	\$	-
Other:	\$	626.67
Transfer for beneficiary use:	\$	2,764.50
	\$	6,507.39

Interest Earned:	\$	3.71
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Prepared by:
Lauren Bean
2/8/2021

Monthly Vehicle Cost Summary

Feb-21

By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	-	-	
CSBG	418.95	151.11	
CEAP	152.49	5.13	
VSN	-	-	
			<u>727.68</u>

By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	210.35	27.30	
Linden	256.62	127.47	
Linden Shop	67.97	1.47	
Daingerfield	36.50	-	
	-	-	
			<u>727.68</u>

By Vehicle

<u>#</u>	<u>Fuel</u>	<u>Repairs</u>	<u>Total</u>	<u>Location</u>
801	67.97	0.75	68.72	Linden Shop
879	73.95	-	73.95	Linden
880	22.84	7.50	30.34	Linden
881	-	27.30	27.30	Linden
882	29.04	3.00	32.04	Linden
883	-	0.72	0.72	Linden Shop
884	49.50	41.58	91.08	Linden
885	36.50	-	36.50	Daingerfield
886	210.35	27.30	237.65	Jefferson
887	51.28	27.30	78.58	Linden
838	30.01	20.79	50.80	Linden
			<u>727.68</u>	

Monthly Vehicle Cost Summary

Mar-21

By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	-	-	
CSBG	158.86	485.13	
CEAP	38.52	-	
VSN	264.65	-	
			<u>947.16</u>

By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	207.50	61.55	
Linden	210.52	420.36	
Linden Shop	44.01	3.22	
Daingerfield	-	-	
			<u>947.16</u>

By Vehicle

<u>#</u>	<u>Fuel</u>	<u>Repairs</u>	<u>Total</u>	<u>Location</u>
801	44.01	-	44.01	Linden Shop
879	-	7.50	7.50	Linden
880	-	7.00	7.00	Linden
881	-	13.95	13.95	Linden
882	51.11	88.98	140.09	Linden
883	-	3.22	3.22	Linden Shop
884	-	255.72	255.72	Linden
885	-	-	-	Daingerfield
886	207.50	61.55	269.05	Jefferson
887	41.14	47.21	88.35	Linden
838	118.27	-	118.27	Linden
			<u>947.16</u>	

Service Department Report

FEBRUARY, 2021

Service Department

Department makeup

- 4 full time employees
- 0 temporary employees
- 0 Head Start employees under temporary supervision.

Head Start Transportation

Cost per child to transport: #DIV/0!

Transportation Costs:

	Children	Staff		Children	Staff
Vehicle Maintenance cost(Campus)		31.12	YTD =	n	31.12
Vehicle Maintenance cost (Buses)	48.54		YTD =	48.54	
Vehicle Maintenance cost (Exec. Office)		26.49	YTD =		26.49
Vehicle fuel cost (Gas Campus)	120.67	222.14	YTD =	120.67	222.14
Vehicle fuel cost (Exec. Office)		465.84	YTD =		465.84
Vehicle fuel cost (Diesel)			YTD =		
Vehicle insurance cost (Buses)	1106.58		YTD =	1106.58	
Vehicle driver cost buses	2454.62		YTD =	2454.62	
Total transportation cost:	3730.41	745.59			
Total number transported:	0	69			

Service Department Report

March, 2021

Service Department

Department makeup

4 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

Head Start Transportation

Cost per child to transport:

#DIV/0!

Transportation Costs:

	Children	Staff		Children	Staff
Vehicle Maintenance cost(Campus)		31.12	YTD =		108.10
Vehicle Maintenance cost (Buses)	23.48		YTD =	72.02	
Vehicle Maintenance cost (Exec. Office)		234.16	YTD =		260.65
Vehicle fuel cost (Gas Campus)	0	117.21	YTD =	120.67	339.35
Vehicle fuel cost (Exec. Office)		442.58	YTD =		908.42
Vehicle fuel cost (Diesel)			YTD =		
Vehicle insurance cost (Buses)	1106.58		YTD =	2213.16	
Vehicle driver cost buses	2454.62		YTD =	4909.24	
Total transportation cost:	3584.68	825.07			
Total number transported:	0	69			

VSN FEBRUARY 2021

CATEGORIES	VET	SURVIVING SPOUSE	DEPENDENTS	TOTAL SPENT
VSN UTILITIES	15	3	15	\$4,395.44
VSN RENT	1	2	1	\$3,031.34
VSN MORTGAGE	2	0	3	\$763.38
VSN FUEL	2	0	0	\$89.00
VSN DENTAL	2	0	0	\$1,653.00

KELSY NICKLEBERRY
VSN CASE MANAGER

**Justification
Cost Allocation Plan Update
Grantee 06CH011282/02**

Date	Description
3/12/2021	CSNT updated the Agency Cost Allocation Plan to better represent the EHS Allocation: The updates include:
Area	Changes
Personnel	<ol style="list-style-type: none"> 1. EHS Allocations were lowered from 1%-2% to 0.5%. 2. (4) positions in Support Services that were taken out of EHS and would only allocate when they worked in the EHS Program.
Facilities/ Supplies	<ol style="list-style-type: none"> 1. EHS allocated expenses tied to facilities such as utilities, maintenance, etc. were lowered because they were tied to the personnel allocations 2. EHS allocated expenses tied to supplies such as computers, printers, copiers, etc. were lowered because they are tied to the personnel allocations



Community Services of Northeast Texas, Inc.



Cost Allocation Plan

Originally Effective December 1, 2011

*Revision 1 Effective August 1, 2012 • Revision 2 Effective December 2, 2012
Revision 3 Effective April 24, 2013 • Revision 4 Effective December 4, 2013
Revision 5 Effective December 3, 2014 • Revision 6 Effective December 1, 2015
Revision 7 Effective May 25, 2016 • Revision 8 Effective March 28, 2018
Revision 9 Effective 6/23/2020 • Revision 10 Effective January 26, 2021
Revision 11 Effective March 23, 2021*

OVERVIEW

Community Services of Northeast Texas, Inc. (CSNT) is a private non-profit corporation operating as a Community Action Agency and administering various federal and state funded programs providing assistance to low-income families in Northeast Texas.

The purpose of this Cost Allocation Plan is to summarize, in writing, the methods and procedures that CSNT will use to allocate costs to various programs, grants, contracts and agreements.

The OMB establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. CSNT's Cost Allocation Plan is based on the **Direct Allocation Method** described in 2 CFR Part 200. The Direct Allocation Method treats all costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. CSNT does not use an Indirect Cost Rate. All allocable costs are allocated.

Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by CSNT.

COST ALLOCATION APPROACH

The general approach of CSNT in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, activity, and/or funding sources.
- B. Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
- C. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, and/or funding sources using a method or a pool that results in an equitable distribution.

This Cost Allocation Plan (the Plan) is effective as of the revision date specified on the cover page, and replaces all prior versions. This entire document shall be reviewed periodically, but no less frequently than bi-annually. Other aspects of the plan are reviewed semi-annually.

DEFINITIONS

Administrative Cost: An expense related to controlling and directing the Agency, but not directly assignable to a specific program service delivery.

Assignable Direct Cost: A cost that can be identified specifically with a particular award, project, service, or other direct activity of an organization. Costs identified specifically with awards are considered direct costs of the award and are assigned directly.

Base Period: A particular time period for which data is gathered and used as a benchmark against which data from other periods is measured.

Central Service Cost Allocation Plan: Documentation identifying, accumulating, and allocation or developing billing rates based on allowable costs of services provided by an entity on a centralized basis to its programs, departments, awards, or cost categories.

Cost Allocation: The distribution or sharing of a cost or expenditure which benefits more than one effort or program objective. Cost allocation allows entities/programs to distribute costs among programs and cost categories.

Cognizant Agency: The Federal agency, defined by 48CFR 2.101, responsible for negotiating and approving the indirect cost rate for a non-profit organization on behalf of all the organization's Federal funding agencies.

Cost Objective: A function or other activity for which cost data is recorded and for which provision is made to accumulate those costs for a specific or common goal.

Direct Cost: A cost that benefits a single cost objective. These costs may be charged directly to federally supported or other programs against which the cost is finally assigned. Direct costs may be charged to cost objectives used for the accumulation costs pending distribution to Federal programs and other final cost objectives. Any direct cost of a minor nature may be treated as an indirect cost for reasons of practicality where such accounting treatment for that item of cost is consistently applied to all cost objectives.

Unassignable Direct Cost: A cost that can be identified with a specific cost category but not by a specific title. These costs may be pooled and subsequently allocated based on some accepted measure of benefits received.

COST ALLOCATION PRINCIPLES

The GAAP matching principle will be followed in determining an allocation basis. The base will be drawn from the same period in which the costs to be allocated have been incurred.

The GAAP materiality principle will be followed in the allocation process. The complexity of the base and the time and effort to pool and allocate costs will not exceed the materiality of the costs involved. The base will be simple enough to be an efficient accounting method while still attaining a fair and equitable distribution of costs.

Allowable Costs

All costs will be evaluated to ensure they are:

- Necessary and reasonable
- Authorized by the grant or program
- Allocable to the grant or program
- Accorded consistent treatment
- Consistent with any statutory or contractual limitations
- An appropriate charge for the affected period
- Net of all applicable credits
- Not duplicated in any other program, grant or category
- Not included as match for another Federal program (unless statutorily allowed)
- Supported with adequate documentation

Reasonable

All cost to be considered reasonable shall be:

- Ordinary and necessary
- Reflect no material deviations from established practices

Allocable

Prior to allocation, all costs will be evaluated to ensure they:

- Are incurred specifically for the contract or project
- Are the total costs and net of all applicable credits
- Are joint cost which benefit, more than one cost objective
- Are allocated to each cost objective to the extent of benefits received by such objective

Cost Allocation Bases

The following bases are deemed unacceptable and will not be used by CSNT for final Allocations:

- Budget Basis: Plans, budgets or estimates of future effort or cost
- Funding Basis: Relative funds available to allocate unassigned direct costs
- Job Description Basis: Job Descriptions to allocate staff costs
- Pre-Determined Hours Basis: Fixed or pre-determined number of staff hours assigned to an activity to allocate staff costs

Estimates

Estimates shall be used to initially allocate costs pending the determination of final numbers for the allocation basis. The estimates will be reviewed on a semi-annual basis, along with the appropriate program information, to ensure final numbers do not materially deviate from the estimates. If no material deviations from the estimated amounts have occurred, then no adjustments will be required. Material deviations are defined as those greater than 25% plus or minus the variance between the estimate and the final amount. Variances of \$5,000 or more shall be considered reasonable cause for adjustment. Variances of a lesser amount shall be considered necessary only when aligning budgets, close-outs, or when such action shall improve the fiscal health of the agency.

ALLOCATION OF COSTS

The following documents the methodology for allocating costs:

SALARIES

Administrative Positions

Allocations are based on a time allocation study conducted from December 9, 2018 to March 2, 2019. This time study is the basis for the estimating payroll expenditures for this group of allocated employees. (Minor adjustments may exist due to specific grant policies related to individual funding sources.) Programs were added and programs were deleted since the previous methodology sweep. Thus some calculations may be estimated for new programs.

Position	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Executive Director	38.0%	0.0%	62%	0%	0%	0%	100%
Deputy Executive Director	0.0%	0.0%	50%	50% *	0%	0%	100%
Human Resources Director	87.5%	0.5%	12%	0%	0%	0%	100%
Chief Financial Officer	78.5%	0.5%	9%	12%	0%	0%	100%
Executive Assistant	49.0%	0.0%	51%	0%	0%	0%	100%
Assistant Finance Director	75.5%	0.5%	9%	15%	0%	0%	100%
Coding Specialist	0.0%	0.0%	0%	0%	0%	0%	0%
Payroll Specialist / IT Coord.	71.5%	0.5%	16%	12%	0%	0%	100%
AP Clerk	48.5%	0.5%	16%	35%	0%	0%	100%
Dir. Self-Sufficiency Programs	0.0%	0.0%	50%	50% *	0%	0%	100%
Director Energy Programs	0.0%	0.0%	6%	82% *	12%	0%	100%
General Support Staff	0.0%	0.0%	100%	0%	0%	0%	100%

Service Department

Expenditures for the Service Department are recorded based on allocation of resources and personnel to each program at the time service is rendered. As a planning figure, and for those instances where Service Department personnel are

not directly involved in service to a particular program, the following allocation is utilized:

Position	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Agency Transportation Coordinator	88.00%	0.00%	12%	0%	0%	0%	100%
Facilities Maintenance	99.00%	**	1%	0%	0%	0%	100%
Service Manager	67.00%	**	33%	0%	0%	0%	100%
General Support Staff DN	93.00%	**	7%	0%	0%	0%	100%
General Support Staff CH	0.00%	0.00%	50%	50% *	0%	0%	100%
General Support Staff WB	0.00%	0.00%	100%	0% *	0%	0%	100%
IT Coordinator (DC)	64.00%	**	26%	10% *	0%	0%	100%
IT Specialist (KJ)	64.00%	**	26%	10% *	0%	0%	100%

** allocation will be based on actual time as recorded on 211

Case Management / Assistance Staff

Position	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Case Manager	0%	0%	15%	85% *	0%	0%	100%
Case Manager Assistant HH	0%	0%	15%	85% *	0%	0%	100%
Intake Specialist	0%	0%	15%	85% *	0%	0%	100%
GSS	0%	0%	20%	80% *	0%	0%	100%
GSS (Payee)	0%	0%	12%	88% *	0%	0%	100%
GSS (TBRA)	0%	0%	90%	10% *	0%	0%	100%

RENTAL SPACE, BUILDING INSURANCE, UTILITIES, PEST CONTROL, BUILDING MAINTENANCE, AND BUILDING REPAIRS

Rental space, building insurance, utilities, pest control, building maintenance, and building repairs are recorded as direct costs supported by agreements and invoices for program specific locations. Where facilities are shared, such as the administrative office facility, the allocation will be determined by the percentage of each program's usage of space based on the square footage of the areas used. The conference room will be allocated based on an allocation of room usage by programs. Individual offices are allocated based on the occupant's salary allocation as described in the preceding sections. A current lease agreement and the occupied space plan will support these charges. Square footage usage of the administrative office facilities results in the following allocation. (Exhibit 1)

	HS	EHS	CSBG	CEAP	VSN	Other	Total
Allocation Percentages	34.00%	0.00%	40.00%	26.00%*	0.00%	0.00%	100.00%

TRAVEL

Travel expenses are recorded as direct costs when said expenses are allocable to a specific program. In cases where travel expenses are not program specific, travel is allocated in accordance with the traveler's salary allocation percentages.

PRINTING AND PUBLICATION

Copier lease payment and monthly charges are allocated by program count readings obtained from the copier on a monthly basis. Support for this line item is an invoice supported by the appropriate calculations. The following percentages are based on copier readings in the research period.

304 E Houston

Expense	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
	10%	0%**	82%	7%*	1%	0%	100%

123 S. Kaufman

Expense	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
	75%	0%**	21%	4%*	0%	0%	100%

TELEPHONE

Telephone expenses, including cellular telephones, are direct costs when program specific. Cellular telephone expenses are recorded based on the assignee's salary allocation. Other telephone expenses, such as telephone equipment and local and long-distance charges are allocated based on the number of employees in the program. (Exhibit 2b)

Expense	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Telephone	61%	1%	21%	17%*	0%	0%	100%

AUDIT, CONTRACTUAL, AND LEGAL

Audit, contractual, and legal expenses are direct costs when program specific. The cost will be billed according to the estimated hours spent for each program.

Expense	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Audit and Contractual	50%	0%	25%	25%*	0%	0%	100%

POSTAGE

Postage expenses are recorded as a direct cost when program specific. When postage is purchased, a direct usage report, generated by the postage log, will be used to allocate the cost.

INTERNET EXPENSE

Internet access expenses are recorded as direct costs when program specific. Allocations are based on the total number of computers assigned in the applicable office and the salary allocation of each assignee. (Exhibit 3)

Expense	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Internet	77%	0%	20%	3%*	0%	0%	100%

SUPPLIES

Office supply expenses are recorded as direct costs when purchased for a specific program. Allocated supply expenditures are recorded based on the total number of employees within each program applicable to the allocation. (Exhibit 2b)

Expense	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Supplies	64%	0%	21%	15%*	0%	0%	100%

OTHER EXPENSES

All other expenses are recorded as direct costs when program specific. When expenses are general in nature, allocations will be made based on a method which is either:

- delineated elsewhere in this document
- in compliance with OMB Circulars
- allowable, allocable, and reasonable

* CEAP Expenses are direct costs to Admin and Program Support where possible. Costs which cannot be distinguished will be charged at a default rate of 20% Admin / 80% Program Support.

** There is no data available at this time to determine this percentage

Exhibit 1
RENTAL SPACE, UTILITIES, BUILDING INSURANCE, PEST CONTROL, BUILDING
MAINTENANCE, AND BUILDING REPAIRS

ADMIN COMPLEX	Sq. Feet	HS	EHS	CSBG	CEAP	VSN	Other	Total
<u>BUILDING A</u>								
Conference Room	484.0	203.3	0.0	183.9	96.8	0.0	0.0	484.0
Used by: programs		42.0%	0.0%	38%	20%	0%	0%	100%
Conference Closet	154.0	89.3	0.0	64.7	0.0	0.0	0.0	154.0
Used by: programs		58.0%	0.0%	42%	0%	0%	0%	100%
IT Coordinator Office	374.0	239.4	0.0	97.2	37.4	0.0	0.0	374.0
Used by: Brian Chambers		64.00%	0.00%	26%	10%	0%	0%	100%
IT Coord Office Closet	75.0	48.0	0.0	19.5	7.5	0.0	0.0	75.0
Used by: Brian Chambers		64.00%	0.00%	26%	10%	0%	0%	100%
IT Coordinator Office	84.0	53.8	0.0	21.8	8.4	0.0	0.0	84.0
Used by: Kyonte Jackson		64.00%	0.00%	26%	10%	0%	0%	100%
Media Room	192.0	19.2	0.0	96.0	76.8	0.0	0.0	192.0
Common Area (copier)		10%	0%	50%	40%	0%	0%	100%
Reception Area	345.0	0.0	0.0	69.0	276.0	0.0	0.0	345.0
Used by: GSS (LO)		0%	0%	20%	80%	0%	0%	100%
Restroom 1	56.0	5.6	0.0	25.2	25.2	0.0	0.0	56.0
Used by: programs		10%	0%	45%	45%	0%	0%	100%
Restroom 2	30.0	3.0	0.0	13.5	13.5	0.0	0.0	30.0
Used by: programs		10%	0%	45%	45%	0%	0%	100%
Hallway	72.0	7.2	0.0	32.4	32.4	0.0	0.0	72.0
Used by: programs		10%	0%	45%	45%	0%	0%	100%
Office A	97.5	0.0	0.0	87.8	9.8	0.0	0.0	97.5
Used by: GSS (TBRA)		0%	0%	90%	10%	0%	0%	100%
Office B	165.0	0.0	0.0	29.7	135.3	0.0	0.0	165.0
Used by: County Coordinator		0%	0%	18%	82%	0%	0%	100%
Office C	82.5	0.0	0.0	9.9	72.6	0.0	0.0	82.5
Used by: GSS (Payee Pgrm)		0%	0%	12%	88%	0%	0%	100%
Office D	143.0	95.8	0.0	47.2	0.0	0.0	0.0	143.0
Used by: Service Manager		67%	0%	33%	0%	0%	0%	100%
Office E	165.0	16.5	0.0	82.5	66.0	0.0	0.0	165.0
Used by: programs (mail)		10%	0%	50%	40%	0%	0%	100%
Total Square Feet	2519.0	781.0	0.0	880.3	857.7	0.0	0.0	2519.0
Allocation Percentages		31%	0%	35%	34%	0%	0%	100%

Exhibit 1 (continued)
RENTAL SPACE, UTILITIES, BUILDING INSURANCE, PEST CONTROL, BUILDING MAINTENANCE, AND BUILDING REPAIRS

		HS	EHS	CSBG	CEAP	VSN	Other	
BUILDING B (vsN/HS)	480.0	235.2	0.0	244.8	0.0	0.0	0.0	480.0
Used by: programs		49%	0%	51%	0%	0%	0%	100%
BUILDING C (Pantry)	200.0	0.0	0.0	200.0	0.0	0.0	0.0	200.0
Used by: programs		0%	0%	100%	0%	0%	0%	100%
BUILDING D (ROC)	200.0	170.0	0.0	26.0	4.0	0.0	0.0	200.0
Used by: programs		85%	0%	13%	2% *	0%	0%	100%
BUILDING E	200.0	0.0	0.0	24.0	176.0	0.0	0.0	200.0
Used by: programs		0.0%	0.0%	12%	88% *	0%	0%	100%
BUILDING F (Offices)	448.0	0.0	0.0	156.8	291.2	0.0	0.0	448.0
Used by: Kisha, Julia		0%	0%	35%	65% *	0%	0%	100%
Combined Allocation of Above		26.80%	0.00%	42.20%	31.00% *	0%	0%	100.00%

Exhibit 1b
RENTAL SPACE, UTILITIES, BUILDING INSURANCE, PEST CONTROL, BUILDING MAINTENANCE, AND BUILDING REPAIRS

COMMUNITY BUILDING		HS	EHS	CSBG	CEAP	VSN	Other	100%
Linden (301 E Houston)		0%	0%	50%	50%	0%	0%	9000.0
Sq Ft >	2000.0	0	0.0	1000.0	1000.0	0.0	0.0	100%
Allocation percentages >		0%	0%	50%	50% *	0%	0%	
EAST TEXAS ENRICHMENT CENTER								
Jefferson (510 E Bonham)		0%	0%	50%	50%	0%	0%	100%
Sq Ft >	9000.0	0	0	4500	4500	0	0	9000
Allocation percentages >		0%	0%	50%	50% *	0%	0%	100%
DEPOT								
Texarkana (Broach St.)		90%	0%	10%	0%	0%	0%	100%
Sq Ft >	8000.0	7200	0.0	800.0	0.0	0.0	0.0	8000
Allocation percentages >		90%	0%	10%	0%	0%	0%	100%
HUGHES SPRINGS HS/EHS								
903 E 1st Street		87.00%	13.00%	0.00%	0%	0%	0%	100%
Sq Ft >	6936.0	6034.32	901.68	0	0	0	0	6936
Allocation percentages >		87.00%	13.00%	0.00%	0.00%	0.00%	0.00%	100%

Exhibit 1b
RENTAL SPACE, UTILITIES, BUILDING INSURANCE, PEST CONTROL, BUILDING
MAINTENANCE, AND BUILDING REPAIRS

KAUFMAN 1st FLOOR	HS	EHS	CSBG	CEAP	VSN	Other	Total
Chief Financial Officer	78.5%	0.5%	9%	12%	0%	0%	100%
Assistant Finance Director	75.5%	0.5%	9%	15%	0%	0%	100%
AP Clerk	48.5%	0.5%	16%	35%	0%	0%	100%
Payroll Specialist Office	71.5%	0.5%	16%	12% *	0%	0%	100%

Sq Ft >	921.0	626.28	4.6	115.1	170.4	0.0	0.0	916.4
Allocation percentages >	68.0%	0.5%	12.5%	18.5% *	0%	0%	100%	

KAUFMAN BASEMENT	HS	EHS	CSBG	CEAP	VSN	Other	Total
Transportaion Coordinator	88%	0%	12%	0%	0%	0%	100%
Facilities Maintenance	99%	**	1%	0%	0%	0%	100%
General Support Staff WB	0%	0%	100%	0%	0%	0%	100%
General Support Staff CH	0%	0%	50%	50%	0%	0%	100%
General Support Staff DN	93%	**	7%	0%	0%	0%	100%

Sq Ft >	537.0	300.72	0.0	182.6	53.7	0.0	0.0	537.0
Allocation percentages >	56%	0%	34%	10% *	0%	0%	100%	

KAUFMAN 2nd FLOOR	HS	EHS	CSBG	CEAP	VSN	Other	Total
Executive Director Office	38.0%	0.0%	62%	0%	0%	0%	100%
Executive Director Closet	38.0%	0.0%	62%	0%	0%	0%	100%
Executive Assistant	52.0%	0.0%	48%	0%	0%	0%	100%
Executive Director Conf. R	38.0%	0.0%	62%	0%	0%	0%	100%
Executive Deputy Dir Off	0.0%	0.0%	50%	50% *	0%	0%	100%
HR Director Office	87.5%	0.5%	12%	0%	0%	0%	100%
HR Director File Storage	87.5%	0.5%	12%	0%	0%	0%	100%
HR Training Room	87.5%	0.5%	12%	0%	0%	0%	100%

Sq Ft >	1645	888.3	0	658	102.8125	0%	0%	1649.1
Allocation percentages >	54.00%	0.00%	40.00%	6% *	0%	0%	100%	

Kaufman Building - entire building allocation

	HS	EHS	CSBG	CEAP	
2nd	54%	0.0%	40.0%	6%	100%
1st	68.0%	0.5%	12.5%	18.5%	100%
Basement	56%	0.0%	34%	10%	100%
	<u>178%</u>	<u>1%</u>	<u>87%</u>	<u>35%</u>	
	59%	0%	29%	12% *	100%

EXHIBIT 2a
ALL EMPLOYEES BY GRANT

Grant	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Number of Employees	101	0	10	7		0	118
Each employee is counted only once (county by default payroll program)							
Percentages	86%	0%	8%	6%	0%	0%	100%

EXHIBIT 2b
EMPLOYEES USING PHONE/INTERNET BY GRANT

Grant	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
HSMB	12	0	0	0	0	0	12
304 E Houston	2	0	2.8	4.2	0	0	9
123 S Kaufman	7.3	0.1	3.4	1.2	0	0	12
	<u>19.4</u>	<u>2</u>	<u>7.5</u>	<u>6.1</u>	<u>0</u>	<u>0</u>	<u>35</u>

Allocated employees may be counted for each program they are paid from

Percentages	61%	1%	21%	17%	0%	0%	100%
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**EXHIBIT 3
ADMINISTRATIVE STAFF COMPUTERS**

Position	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Executive Director	38.0%	0.0%	62%	0%	0%	0%	100%
Deputy Executive Director	0.0%	0.0%	50%	50%	0%	0%	100%
Head Start Director	99.5%	0.5%	0%	0%	0%	0%	100%
Human Resources Director	87.5%	0.5%	12%	0%	0%	0%	100%
Chief Financial Officer	78.5%	0.5%	9%	12%	0%	0%	100%
Service Manager	67.0%	0.0%	33%	0%	0%	0%	100%
Executive Assistant	52.0%	0.0%	48%	0%	0%	0%	100%
HS Program Manager	99.5%	0.5%	0%	0%	0%	0%	100%
Assistant Finance Director	75.5%	0.5%	9%	15%	0%	0%	100%
AP Clerk	48.5%	0.5%	16%	35%	0%	0%	100%
Payroll / IT	71.5%	0.5%	16%	12%	0%	0%	100%
Facilities Maintenance	99.0%	0.0%	1%	0%	0%	0%	100%
HS Program Monitor	99.5%	0.5%	0%	0%	0%	0%	100%
Project Coordinator	99.5%	0.5%	0%	0%	0%	0%	100%
General Support Staff (LO, JR)	0.0%	0.0%	20%	80%	0%	0%	100%
General Support Staff	0.0%	0.0%	50%	50%	0%	0%	100%
Practice Based Coach	99.5%	0.5%	0%	0%	0%	0%	100%
Family Service Administrator	99.5%	0.5%	0%	0%	0%	0%	100%
Health Coordinator	99.5%	0.5%	0%	0%	0%	0%	100%
Content Area Assistant	99.5%	0.5%	0%	0%	0%	0%	100%
Head Start Nutrition Manager	99.5%	0.5%	0%	0%	0%	0%	100%
Disability/Mental Health Specialist	99.5%	0.5%	0%	0%	0%	0%	100%
Coding Specialist	0.0%	0.0%	0%	0%	0%	0%	0%
Curriculum Director	99.5%	0.5%	0%	0%	0%	0%	100%
Agency Transportation Coordinator	85.0%	0.0%	15%	0%	0%	0%	100%
Case Mgr Prgm Specific (VSN)	0.0%	0.0%	100%	0%	0%	0%	100%
Case Mgr Prgm Specific (Payee)	0.0%	0.0%	12%	88%	0%	0%	100%
Case Mgr Prgm Specific (TBRA)	0.0%	0.0%	90%	10%	0%	0%	100%
Director of Self-Sufficiency Programs	0.0%	0.0%	50%	50%	0%	0%	100%
Director of Energy Programs	0.0%	0.0%	6%	82% *	12%	0%	100%
	1797%	8%	599%	402%	12%	0%	2900%
Total Percentage	62.0%	1.0%	21.5%	14.0%	0.0%	0.0%	99%

Head Start

Financial Report for the month of February 2021

(January 2021 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2020</i>							
Personnel	\$1,137,663.00	\$176,654.42	\$302,853.24	\$834,809.76	\$94,805.25	\$189,610.50	(\$113,242.74)
Fringe Benefits	\$284,415.50	\$47,758.51	\$89,011.18	\$195,404.32	\$23,701.29	\$47,402.58	(\$41,608.60)
Travel (4120)	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$416.67	\$833.33	\$833.33
Equipment	\$46,500.00	\$0.00	\$0.00	\$46,500.00	\$3,875.00	\$7,750.00	\$7,750.00
Supplies	\$100,125.00	\$6,160.36	\$7,876.79	\$92,248.21	\$8,343.75	\$16,687.50	\$8,810.71
Contractual	\$113,685.00	\$0.00	\$0.00	\$113,685.00	\$9,473.75	\$18,947.50	\$18,947.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$15,190.50	\$5,253.09	\$6,118.27	\$9,072.23	\$1,265.88	\$2,531.75	(\$3,586.52)
Other (4122)	\$253,431.50	\$45,383.28	\$83,116.49	\$170,315.01	\$21,119.29	\$42,238.58	(\$40,877.91)
Total	\$1,956,010.50	\$281,209.66	\$488,975.97	\$1,467,034.53	\$163,000.88	\$326,001.75	(\$162,974.22)
T&TA	\$20,190.50	\$5,253.09	\$6,118.27	\$14,072.23	\$1,682.54	\$3,365.08	(\$2,753.19)
Total							\$11,339.08
USDA Reimbursements through December 2020							\$13,263.97
Estimated USDA Reimbursement for January 2021							Resulting (over)/under with USDA (\$138,371.17)

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$70,000.00

	<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	\$75,231.17	\$10,815.76	\$18,806.77	\$6,269.26	\$12,538.53	(\$6,268.24)
Per Child	\$4,206.47	\$604.75	\$1,051.56	\$350.54	\$701.08	(\$350.48)

Further Analysis

Number of children	465
Number of classrooms	26

\$4.00

IN-KIND (Non-Federal Share)

Needed	This month	Total	Still need
\$489,002.50	\$132,664.04	\$262,119.50	\$226,883.00

Early Head Start

Financial Report for the month of February 2021

(January 2021 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2020</i>							
Personnel	\$72,495.00	\$11,885.68	\$17,832.42	\$54,662.58	\$6,041.25	\$12,082.50	(\$5,749.92)
Fringe Benefits	\$18,123.50	\$2,924.30	\$5,082.85	\$13,040.65	\$1,510.29	\$3,020.58	(\$2,062.27)
Travel (4120)	\$1,095.00	\$0.00	\$0.00	\$1,095.00	\$91.25	\$182.50	\$182.50
Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$250.00	\$500.00	\$500.00
Supplies	\$9,428.50	\$832.15	\$1,580.99	\$7,847.51	\$785.71	\$1,571.42	(\$9.57)
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$1,533.50	\$82.32	\$82.32	\$1,451.18	\$127.79	\$255.58	\$173.26
Other (4122)	\$11,226.50	\$723.31	\$1,071.21	\$10,155.29	\$935.54	\$1,871.08	\$799.87
Total	\$116,902.00	\$16,447.76	\$25,649.79	\$91,252.21	\$9,741.83	\$19,483.67	(\$6,166.12)
T&TA	\$2,628.50	\$82.32	\$82.32	\$2,546.18	\$219.04	\$438.08	\$355.76
Total							\$0.00
USDA Reimbursements through December 2021							\$653.84
Estimated USDA Reimbursement for January 2021							Resulting (over)/under with USDA (\$5,512.28)

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$5,000.00

	<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	\$58,451.00	\$8,223.88	\$12,824.90	\$4,870.92	\$9,741.83	(\$3,083.06)
Per Child	\$7,306.38	\$1,027.99	\$1,603.11	\$608.86	\$1,217.73	(\$385.38)

Further Analysis

Number of children	16
Number of classrooms	2

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$29,225.50	\$1,052.04	\$2,104.08	\$27,121.42

HEAD START and EHS NUTRITION PROGRAM

February 2021 Financial Report

For the month of January 2021

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,677.71	24,290.97
Administrative Labor	1,192.59	4,535.13
Food	3,345.03	26,565.49
Supplies & Equipment	727.69	9,172.46
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	0.00
Other	-	0.00
Total	<u>\$ 11,943.02</u>	<u>\$ 64,564.05</u>

TDHS REVENUE 13,917.81 50,944.89 (Income Starts October 2020)

CSBG 2021

Financial Report for the month of February 2021

CSBG Current Program (January 2021 Expenditures)

% of contract	8%
% of money	41%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2021</i>							
Personnel	\$68,230.00	18,925.04	\$18,925.04	\$49,304.96	\$5,685.83	\$5,685.83	(\$13,239.21) Over
Fringe Benefits	12,550.00	4,204.97	\$4,204.97	8,345.03	1,045.83	1,045.83	(3,159.14) Over
Travel*	750.00	126.29	\$126.29	623.71	62.50	62.50	(63.79) Over
Equipment	650.00	1,272.55	\$1,272.55	(622.55)	54.17	54.17	(1,218.38) Over
Supplies	1,613.00	2,931.56	\$2,931.56	(1,318.56)	134.42	134.42	(2,797.14) Over
Contractual	993.00	569.82	\$569.82	423.18	82.75	82.75	(487.07) Over
Other	23,000.00	16,527.84	\$16,527.84	6,472.16	1,916.67	1,916.67	(14,611.17) Over
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
Total	\$107,786.00	\$44,558.07	\$44,558.07	\$63,227.93	\$8,982.17	\$8,982.17	(\$35,575.90) Over

Financial Report for the month of February 2021

CEAP Current Program (January 2021 Expenditures)

% of contract	87%
% of money	71%

CEAP 2020

Comprehensive Energy Assistance Program (CEAP) 12 month program ending 03/31/2021

						Contract Budget		
						Minimum	Maximum	
Administration*	\$176,548.00	15,126.44	\$112,933.82	\$63,614.18	7%	\$11,769.87	\$107,112.62	max (\$5,821.20) Over
Household Crisis**	982,518.00	(328.98)	\$119,094.37	863,423.63		131,986.73	982,518.00	max 863,423.63 Okay
Utility Assistance**	982,519.00	(4,200.81)	\$1,200,772.91	(218,253.91)		131,986.73	982,519.00	max (218,253.91) Over
Program Services	301,180.00	30,384.10	\$294,821.81	6,358.19	22%	20,078.67	129,175.13	max (165,646.68) Over
Training Travel	2,500.00	0.00	\$0.00	2,500.00		0.00	2,500.00	max 2,500.00 Okay
Total	\$2,445,265.00	\$40,980.75	\$1,727,622.91	\$717,642.09		\$295,821.99	\$2,203,824.75	\$476,201.84 Okay

Future Payments \$51,887.94

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

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

Admin with Future Payments

6.3%

Program Services with Future Payments

0.1769026

CSBG CARES 2020-2021

Financial Report for the month of February 2021

CSBG CARES Current Program (January 2021 Expenditures)

% of contract	69%
% of money	82%

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly	YTD	(Over)/Under
					Budget	Budget	
<i>Grant Administered From 03/27/2020 to 07/31/2021</i>							
Personnel	\$94,640.00	0.00	\$89,767.19	\$4,872.81	\$5,915.00	\$65,065.00	(\$24,702.19) Over
Fringe Benefits	12,000.00	0.00	\$4,476.79	7,523.21	750.00	8,250.00	3,773.21 Okay
Travel*	2,064.00	0.00	\$0.00	2,064.00	129.00	1,419.00	1,419.00 Okay
Equipment	11,496.00	0.00	\$1,440.00	10,056.00	718.50	7,903.50	6,463.50 Okay
Supplies	21,150.00	0.00	\$9,964.61	11,185.39	1,321.88	14,540.63	4,576.02 Okay
Contractual	2,300.00	0.00	\$0.00	2,300.00	143.75	1,581.25	1,581.25 Okay
Other	434,088.00	8,793.00	\$369,301.61	64,786.39	27,130.50	298,435.50	(70,866.11) Over
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
Total	\$577,738.00	\$8,793.00	\$474,950.20	\$102,787.80	\$36,108.63	\$397,194.88	(\$77,755.33) Over
						Future Payments	\$7,283.10

Financial Report for the month of February 2021

CEAP CARES Current Program (January 2021 Expenditures)

% of contract	69%
% of money	8%

CEAP CARES 2020 - 2021

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

	Amount Funded	Expenditures	Total To Date	Balance		Contract Budget		
						Minimum	Maximum	
Administration*	\$130,053.00	0.00	\$684.50	\$129,368.50	0%	\$8,128.31 min	\$9,228.32 max	\$8,543.82 Okay
Household Crisis**	724,562.00	0.00	\$30,196.75	694,365.25		12,977.32 min	724,562.00 max	694,365.25 Okay
Utility Assistance**	724,562.00	535.34	\$99,576.41	624,985.59		12,977.32 min	724,562.00 max	624,985.59 Okay
Program Services	222,106.00	0.00	\$18,386.15	203,719.85	14%	0.00 min	11,852.74 max	(6,533.41) Over
Training Travel	0.00	0.00	\$0.00	0.00		0.00 min	0.00 max	0.00 Okay
Total	\$1,801,283.00	\$535.34	\$148,843.81	\$1,652,439.19		\$34,082.94	\$1,470,205.06	\$1,321,361.25 Okay
							Future Payments	\$39,154.51

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

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

Admin with Future Payments

0.4%

Program Services with Future Payments

0.098156933

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report - February 2021

Sam's Club

Purchases for
 Payment due by
 Balance

Paid on

-
 -

 -

Line of Credit

Program

Highest January 2021 Balance

Current balance

Exp pay off date

CSBG B

24,550.00

24,550.00

3/31/2021

CEAP B

21,000.00

-

-

In House Line of Credit

Program

Highest January 2021 Balance

Current balance

Exp pay off date

CSBG B

32,915.12

32,915.12

3/31/2021

CSBG A

23,320.00

42,150.00

3/31/2021

CEAP B

7,300.00

-

Early Head Start

100.00

100.00

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
67093	1/31/2021	ROCKY LILES	(1,348.99)	Void Check
67569	1/7/2021	21ST MORTGAGE CORPORATION	1,380.00	Client Assistance
67570	1/7/2021	ABERNATHY COMPANY	700.50	Cleaning Supplies
67571	1/7/2021	ADT SECURITY SERVICES	150.93	Alarm Service
67574	1/7/2021	AEP-SWEPKO-EA	44,971.49	Client Assistance
67575	1/7/2021	AFLAC	1,777.86	Employee Insurance
67576	1/7/2021	ALL MY CHILDREN DAYCARE	280.00	Client Assistance
67577	1/7/2021	AMBIT ENERGY	146.40	Client Assistance
67578	1/7/2021	AMY STEPHENS	0.00	Void Check
67579	1/7/2021	AT&T	77.26	Telephone & Internet
67580	1/7/2021	AT&T	166.65	Telephone & Internet
67581	1/7/2021	AT&T	594.06	Telephone & Internet
67582	1/7/2021	AT&T	148.42	Telephone & Internet
67583	1/7/2021	AT&T	68.21	Telephone & Internet
67584	1/7/2021	ATLANTA UTILITIES	221.85	Utilities
67585	1/7/2021	ATMOS ENERGY	382.02	Client Assistance
67586	1/7/2021	BEN E KEITH CO	2,210.21	Head Start Groc
67587	1/7/2021	BLOOMBURG WATER SUPPLY	259.30	Utilities
67589	1/7/2021	BOWIE CASS	6,937.44	Client Assistance
67590	1/7/2021	BRENDA DAVIS	833.34	Mileage Reimb
67591	1/7/2021	BRUCE HARWELL	1,400.00	Client Assistance
67592	1/7/2021	CAMCO ELEVATOR INC	150.00	Elevator Service
67594	1/7/2021	CENTERPOINT ENERGY	5,017.55	Client Assistance
67595	1/7/2021	CENTERPOINT ENERGY ENTEX	271.59	Utilities
67596	1/7/2021	CHERRYWOOD DEVELOPMENT	425.00	Client Assistance
67597	1/7/2021	CIRRO ENERGY	1,149.73	Client Assistance
67598	1/7/2021	CITY OF ATLANTA	1,385.56	Client Assistance
67599	1/7/2021	CITY OF DAINGERFIELD	67.00	Utilities
67600	1/7/2021	CITY OF HUGHES SPRINGS	781.61	Utilities
67601	1/7/2021	CITY OF JEFFERSON WATER .	85.25	Utilities
67602	1/7/2021	CITY OF LINDEN	39.36	Utilities
67603	1/7/2021	CITY OF LINDEN	138.82	Utilities
67604	1/7/2021	CITY OF LINDEN	42.78	Utilities
67605	1/7/2021	CITY OF LINDEN	42.78	Utilities
67606	1/7/2021	CITY OF LINDEN	42.78	Utilities
67607	1/7/2021	CITY OF LINDEN	361.47	Utilities
67608	1/7/2021	CITY OF LONE STAR	161.86	Client Assistance
67609	1/7/2021	CITY OF MOUNT PLEASANT	343.63	Utilities
67610	1/7/2021	CITY OF NEW BOSTON	232.79	Utilities
67611	1/7/2021	CITY OF PITTSBURG	372.73	Utilities
67612	1/7/2021	CITY OF SULPHUR SPRINGS WATER DEPARTMENT	69.37	Utilities
67613	1/7/2021	CLEMENTS REALTY & CONSTRUCTION	5,120.00	Client Assistance
67614	1/7/2021	COMMUNITY ACTION PARTNERSHIP	1,130.00	Membership
67615	1/7/2021	CYPRESS BANK	2,964.00	Client Assistance
67616	1/7/2021	DIANA SPECIAL UTILITY	67.19	Client Assistance
67617	1/7/2021	DIRECT AUTO INSURANC	117.02	Client Assistance
67618	1/7/2021	DIRECT ENERGY	167.46	Client Assistance

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
67619	1/7/2021	DSHS	47.00	Client Assistance
67620	1/7/2021	EAST TEXAS REALTY	300.00	Rent
67621	1/7/2021	EASTERN CASS WATER SUPPLY CO	52.49	SSA Client
67622	1/7/2021	EMORY CAPITAL APT	990.00	Client Assistance
67623	1/7/2021	FARMER ELECTRIC	838.84	Client Assistance
67624	1/7/2021	FENIX DENTAL	988.00	Client Assistance
67625	1/7/2021	FIRST CHOICE POWER	1,386.50	Client Assistance
67626	1/7/2021	FIRST INSURANCE FUNDING CORP.	8,590.60	Building & Vehicle Ins.
67627	1/7/2021	GEXA ENERGY	454.27	Client Assistance
67628	1/7/2021	GREEN MOUNTAIN ENERGY	509.25	Client Assistance
67629	1/7/2021	GREENVILLE AUTO GAS	246.90	Client Assistance
67630	1/7/2021	GREG HICKS	1,650.00	Client Assistance
67631	1/7/2021	GUARDIAN	2,672.18	Employee Insurance
67632	1/7/2021	HARLETON WATER SUPPLY CO.	32.13	SSA Client
67633	1/7/2021	HAWK SECURITY SERV	39.99	Alarm Service
67634	1/7/2021	INFUSE ENERGY	576.50	Client Assistance
67635	1/7/2021	J&L RENTALS	4,490.00	Client Assistance
67636	1/7/2021	JAMES EVANS	1,400.00	Client Assistance
67637	1/7/2021	JANIE HOLDER	2,610.00	Client Assistance
67638	1/7/2021	JIMMIE RAY AYERS	1,420.00	Rent
67639	1/7/2021	JOE DODSON	1,725.00	Client Assistance
67640	1/7/2021	JOHN A STUKINS	2,400.00	Client Assistance
67641	1/7/2021	JOHN RUTLEDGE	500.00	Client Assistance
67642	1/7/2021	JOHN WATSON	900.00	Client Assistance
67643	1/7/2021	JUST ENERGY	346.82	Client Assistance
67644	1/7/2021	KALASHINE HOPKINS LLC	1,300.00	Client Assistance
67645	1/7/2021	KAYE NELMS PETTY CASH CUSTODIAN	38.92	Petty Cash
67646	1/7/2021	KIMBERLY PARRISH	151.79	Mileage Reimb
67648	1/7/2021	LAMAR CO-OP	5,029.89	Client Assistance
67649	1/7/2021	LAN TECH SERVICES	475.00	Client Assistance
67650	1/7/2021	LARRY WRIGHT	390.00	Client Assistance
67651	1/7/2021	LAWANDA GOMEZ	2,600.00	Client Assistance
67652	1/7/2021	LEAH HAMMOND	850.00	Client Assistance
67653	1/7/2021	LEO'S RENTAL PROPERTY	2,200.00	Client Assistance
67654	1/7/2021	MACEDONIA-EYLAU MUNICIPAL UTILITY DISTRICT #1	45.00	SSA Client
67655	1/7/2021	MARC MOTE PROPERTIES	3,737.00	Client Assistance
67656	1/7/2021	MJS MANAGEMENT	1,210.00	Client Assistance
67657	1/7/2021	MOORE PEST CONTROL	150.00	Pest Control
67658	1/7/2021	MORNING STAR CHRISTIAN CHURCH	2,190.00	Client Assistance
67659	1/7/2021	MOTE HOLDINGS, LLC	1,790.00	Client Assistance
67660	1/7/2021	MOUNTAIN VALLEY OF TEXARKANA	77.50	Water
67661	1/7/2021	MT. PLEASANT FAMILY DENTAL	2,000.00	Client Assistance
67662	1/7/2021	OFFICE DEPOT	3,185.45	Office Supplies
67663	1/7/2021	P & M APARTMENTS	550.00	Client Assistance
67664	1/7/2021	PECAN ESTATES	395.00	Client Assistance
67665	1/7/2021	PENNYMAC LOAN SERVICES, LLC	244.00	Client Assistance
67666	1/7/2021	PHYNET, INC.	75.00	Employee Testing

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
			500.00	Client Assistance
67667	1/7/2021	QUEEN CITY WATERWORKS	1,455.00	Client Assistance
67668	1/7/2021	RAMIRO GONZALES	810.00	Client Assistance
67669	1/7/2021	REAL ESTATE RAMBO	30.00	Alarm Service
67670	1/7/2021	RELIABLE ALARM SERVICE, LLC	94.45	SSA Client
67671	1/7/2021	RELIABLE LIFE INSURANCE	1,502.08	Client Assistance
67672	1/7/2021	RELIANT ENERGY	1,000.00	Client Assistance
67673	1/7/2021	RENAISSANCE PLAZA	0.00	Void Check
67674	1/7/2021	RENT BY OWNER	105.29	Utilities
67675	1/7/2021	REPUBLIC SERVICES #070	1,790.00	Client Assistance
67676	1/7/2021	ROGER BARLOW	1,745.00	Client Assistance
67677	1/7/2021	ROGER STANSBURY	305.00	Pest Control
67678	1/7/2021	RUSHING PEST CONTROL SERVICES	457.82	Classroom Supplies
67679	1/7/2021	S&S WORLDWIDE	563.91	Classroom Supplies
67680	1/7/2021	SCHOOL SPECIALTY	525.42	Classroom Supplies
67681	1/7/2021	SCHOOLHOUSE OUTFITTERS	8,525.00	Client Intake Supplies
67682	1/7/2021	SHAH SOFTWARE, INC.	82.56	Mileage Reimb
67683	1/7/2021	SHERYL ALDEN	1,066.00	Client Intake Supplies
67684	1/7/2021	SHIDELL APT	57.80	Alarm Service
67685	1/7/2021	SONITROL OF LONGVIEW	0.00	Void Check
67686	1/7/2021	SOUTHWEST ARKANSAS ELECTRIC	2,778.81	Utilities
67687	1/7/2021	SOUTHWESTERN ELECTRIC POWER	1,225.00	Client Assistance
67688	1/7/2021	SPANISH OAKS APT	199.00	Client Assistance
67689	1/7/2021	SPRING CREEK APTS	368.89	Client Assistance
67690	1/7/2021	STREAM	4,765.00	Client Assistance
67691	1/7/2021	STRUBE RENTALS	285.90	Telephone & Internet
67692	1/7/2021	SUDDENLINK	50.00	Client Assistance
67693	1/7/2021	SUNSHINE MOBILE HOME PARK	53.55	Client Assistance
67694	1/7/2021	TEXAS WATER UTILITIES	250.00	Client Assistance
67695	1/7/2021	THE PROPANE COMPANY	495.00	Client Assistance
67696	1/7/2021	THOMAS C TURNER ESTATES	1,275.00	Client Assistance
67697	1/7/2021	THOMAS SIMS	1,272.82	Copiers
67698	1/7/2021	TOSHIBA FINANCIAL SERVICES	994.00	Client Assistance
67699	1/7/2021	TOWN PARC	337.69	Client Assistance
67700	1/7/2021	TRI SPECIAL UTILITY DISTRICT	3,343.01	Client Assistance
67701	1/7/2021	TXU-ASSISTANCE GROUP	47,517.54	Employee Insurance
67702	1/7/2021	UNITED HEALTHCARE	695.20	Employee Insurance
67703	1/7/2021	UNITEDHEALTHCARE	1,326.55	Client Assistance
67704	1/7/2021	UPSHUR RURAL ELEC. CORP.	3,000.00	Client Assistance
67705	1/7/2021	VASHTI INVESTMENTS LLC	3,549.70	Cell Phones
67706	1/7/2021	VERIZON WIRELESS	4,820.00	Client Assistance
67707	1/7/2021	WALKER CREEK VILLAGE	275.83	SSA Client
67708	1/7/2021	WESTERN CASS WATER SUPPLY	1,292.62	Rent
67709	1/7/2021	WILLIAMS CHAPEL BAPTIST CHURCH	1,101.79	Telephone & Internet
67710	1/7/2021	WINDSTREAM	335.99	Client Assistance
67711	1/7/2021	WOOD CO. ELECTRIC COOP.	355.02	Client Assistance
67712	1/13/2021	4 CHANGE ENERGY	2,887.37	Client Assistance
67713	1/13/2021	ABERNATHY COMPANY		

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
			890.19	Software Support
67714	1/13/2021	ABILA	72,843.44	Client Assistance
67770	1/13/2021	AEP-SWEPKO-EA	30.83	SSA Client
67771	1/13/2021	ALLSTATE INSURANCE	1,643.71	Client Assistance
67772	1/13/2021	AMBIT ENERGY	804.20	Client Assistance
67773	1/13/2021	AMIGO ENERGY	81.57	Client Assistance
67774	1/13/2021	AMIGO ENERGY	6,335.00	Client Assistance
67775	1/13/2021	AMY STEPHENS	14,028.50	Head Start Playground
67776	1/13/2021	APC BRANDS, INC	14,028.50	Head Start Playground
67777	1/13/2021	APC BRANDS, INC	251.61	Telephone & Internet
67778	1/13/2021	AT&T	4,296.12	Client Assistance
67782	1/13/2021	ATMOS ENERGY	607.38	Head Start Groc
67783	1/13/2021	BEN E KEITH CO	40.58	Fingerprint Charge
67784	1/13/2021	BERTHA ALLEN	48.21	Utilities
67785	1/13/2021	BLOOMBURG WATER SUPPLY	24,551.11	Client Assistance
67800	1/13/2021	BOWIE CASS	180.55	Client Assistance
67801	1/13/2021	CENTERPOINT ENERGY	487.45	Utilities
67802	1/13/2021	CENTERPOINT ENERGY ENTEX	321.52	Client Assistance
67803	1/13/2021	CHAMPION ENERGY SERVICES	986.48	Client Assistance
67804	1/13/2021	CIRRO ENERGY	101.09	Client Assistance
67805	1/13/2021	CITY OF ATLANTA	43.74	Utilities
67806	1/13/2021	CITY OF LINDEN	51.10	Utilities
67807	1/13/2021	CITY OF LINDEN	46.76	Utilities
67808	1/13/2021	CITY OF LINDEN	101.94	Client Assistance
67809	1/13/2021	CITY OF MOUNT VERNON	26.68	Client Assistance
67810	1/13/2021	CITY OF WINNSBORO	68.90	Employee Flower
67811	1/13/2021	DAINGERFIELD FLOWER MILL	145.00	Client Assistance
67812	1/13/2021	DAINGERFIELD HOUSING AUTHORITY	277.00	Postage Reimb
67813	1/13/2021	DAN BOYD	450.00	Client Assistance
67814	1/13/2021	DEBERRY BUTANE COMPANY	4,093.38	Client Assistance
67817	1/13/2021	DIRECT ENERGY	172.89	SSA Client
67818	1/13/2021	EASTERN CASS WATER SUPPLY CO	887.23	Client Assistance
67819	1/13/2021	ENTRUST ENERGY	2,833.43	Telephone & Internet
67820	1/13/2021	ETEX TELEPHONE CORP, INC.	353.85	Vehicle Fuel
67821	1/13/2021	EXXONMOBIL	4,926.26	Client Assistance
67824	1/13/2021	FARMER ELECTRIC	690.00	Client Assistance
67825	1/13/2021	FENIX DENTAL	893.55	Client Assistance
67826	1/13/2021	FERRELL GAS	1,747.72	Client Assistance
67827	1/13/2021	FIRST CHOICE POWER	746.78	Client Assistance
67828	1/13/2021	GEXA ENERGY	1,090.80	Client Assistance
67829	1/13/2021	GREEN MOUNTAIN ENERGY	28.95	Smoke Alarm
67830	1/13/2021	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	1,029.22	Client Assistance
67831	1/13/2021	JUST ENERGY	2,590.00	Building Cleaning
67832	1/13/2021	KNIGHT JANITORIAL MANAGEMENT, INC	1,880.97	Client Assistance
67834	1/13/2021	LAMAR CO-OP	197.00	Building Supplies
67835	1/13/2021	LOWE'S / SYNCHRONY BANK	1,928.95	Client Assistance
67836	1/13/2021	MCADAMS PROPANE COMPANY	65.94	Telephone
67837	1/13/2021	MCI		

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
67838	1/13/2021	MCQUEEN PROPANE	220.00	Client Assistance
67839	1/13/2021	MJS MANAGEMENT	16.00	Client Assistance
67840	1/13/2021	NELSON PROPANE	620.00	Client Assistance
67841	1/13/2021	OFFICE DEPOT	2,018.15	Office Supplies
67842	1/13/2021	PITTSBURG CORNER EXPRESS	88.66	Vehicle Fuel
67843	1/13/2021	PRIMROSE HEALTH SOLUTIONS	1,373.00	Client Assistance
67846	1/13/2021	RELIANT ENERGY	4,212.12	Client Assistance
67847	1/13/2021	SOUTHWEST ARKANSAS ELECTRIC	307.22	Client Assistance
67848	1/13/2021	SPARK ENERGY, LLC	206.15	Client Assistance
67849	1/13/2021	STREAM	1,129.50	Client Assistance
67850	1/13/2021	TERI ARNOLD	300.00	Client Assistance
67851	1/13/2021	TEXANA POSTAL ACCOUNT	310.91	Postage
67852	1/13/2021	THE TEXAS INSTITUTE FOR TEACHER EDUCATION	2,000.00	Training
67853	1/13/2021	TRI SPECIAL UTILITY DISTRICT	52.43	Client Assistance
67854	1/13/2021	TRICO LUMBER CO.	178.21	Building Supplies
67855	1/13/2021	TRIEAGLE ENERGY	408.97	Client Assistance
67856	1/13/2021	UPSHUR RURAL ELEC. CORP.	541.35	Client Assistance
67857	1/13/2021	WELCH PROPANE- MT. PLEASANT	548.76	Client Assistance
67858	1/13/2021	WINDSTREAM	257.15	Telephone & Internet
67859	1/13/2021	WOOD CO. ELECTRIC COOP.	957.08	Client Assistance
67860	1/13/2021	WOODBIDGE APARTMENTS	183.33	Client Assistance
67861	1/21/2021	ABERNATHY COMPANY	3,266.81	Cleaning Supplies
67862	1/21/2021	AEP-SWEPSCO-EA	696.30	Client Assistance
67863	1/21/2021	AMY PERALES	74.82	Mileage Reimb
67864	1/21/2021	ANGELA YOUNG	7.50	Vehicle Registration
67865	1/21/2021	AT&T	63.05	Telephone & Internet
67866	1/21/2021	AT&T	178.69	Telephone & Internet
67867	1/21/2021	ATLANTA UTILITIES	112.65	Client Assistance
67868	1/21/2021	ATMOS ENERGY	336.31	Client Assistance
67869	1/21/2021	B & S TRUE VALUE HARDWARE	17.47	Building Supplies
67870	1/21/2021	BEN E KEITH CO	3,125.08	Head Start Groc
67871	1/21/2021	BOWIE CASS	98.33	Client Assistance
67872	1/21/2021	BRITTNEY QUEEN	167.70	Mileage Reimb
67873	1/21/2021	CASTLE FAMILY DENTAL	2,999.00	Client Assistance
67874	1/21/2021	CENTERPOINT ENERGY	101.19	Client Assistance
67875	1/21/2021	CENTERPOINT ENERGY ENTEX	78.68	Utilities
67876	1/21/2021	CITY OF HUGHES SPRINGS	255.08	Utilities
67877	1/21/2021	DRANEKIA SAVAGE	131.58	Mileage Reimb
67878	1/21/2021	EXXONMOBIL	75.00	Vehicle Fuel
67879	1/21/2021	FERRELL GAS	408.84	Client Assistance
67880	1/21/2021	FIRST INSURANCE FUNDING CORP.	8,590.60	Building & Vehicle Ins.
67881	1/21/2021	GREG'S MIRACLE MART	113.88	Vehicle Fuel
67882	1/21/2021	INTELLICORP RECORDS, INC.	62.40	Background Checks
67883	1/21/2021	KAPLAN EARLY LEARNING COMPANY	7,231.58	Classroom Supplies
67884	1/21/2021	KIM'S CONVENIENCE STORES	232.85	Vehicle Fuel
67885	1/21/2021	LAKESHORE LEARNING MATERIALS	1,571.76	Classroom Supplies
67886	1/21/2021	LINDEN FUEL CENTER	798.46	Vehicle Fuel

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
67887	1/21/2021	NEWEGG BUSINESS, INC.	4,586.39	Office Supplies
67888	1/21/2021	OFFICE DEPOT	389.01	Office Supplies
67889	1/21/2021	PITTSBURG CORNER EXPRESS	129.68	Vehicle Fuel
67890	1/21/2021	POSITIVE PROMOTIONS, INC.	3,065.82	Employee Supplies
67891	1/21/2021	RELIANT ENERGY	184.00	Client Assistance
67892	1/21/2021	RENE TITSWORTH	40.58	Fingerprint Charge
67893	1/21/2021	SAM'S CLUB	1,148.42	Supplies
67894	1/21/2021	SCHOOL SPECIALTY	3,255.34	Classroom Supplies
67895	1/21/2021	SKAGGS TRAVEL STOPS INC.	27.00	Vehicle Fuel
67896	1/21/2021	SOUTHWEST ARKANSAS TELEPHONE CO OP, INC.	245.58	Telephone & Internet
67897	1/21/2021	SOUTHWESTERN ELECTRIC POWER	2,493.68	Utilities
67898	1/21/2021	STAPLES BUSINESS CREDIT	4,897.69	Office Supplies
67899	1/21/2021	SUDDENLINK	194.76	Telephone & Internet
67900	1/21/2021	TACAA, INC.	3,750.00	Membership
67901	1/21/2021	TEACHSTONE TRAINING LLC	4,230.00	Training
67902	1/21/2021	TEXANA POSTAL ACCOUNT	239.95	Postage
67903	1/21/2021	TOSHIBA FINANCIAL SERVICES	1,415.78	Copiers
67904	1/21/2021	TRI- STATE SHRM	50.00	Membership
67905	1/21/2021	TXU-ASSISTANCE GROUP	528.12	Client Assistance
67906	1/21/2021	VANCO SYSTEMS, INC.	459.07	Copiers
67907	1/21/2021	WILLIE MITCHELL, JR.	360.00	CPR & 1st Aid
67908	1/21/2021	WOOD CO. ELECTRIC COOP.	49.17	Client Assistance
67909	1/27/2021	AEP-SWEPKO-EA	367.49	Client Assistance
67910	1/27/2021	AREA WIDE PROPERTIES	1,400.00	Rent
67911	1/27/2021	AT&T	641.38	Telephone & Internet
67912	1/27/2021	AT&T	148.86	Telephone & Internet
67913	1/27/2021	ATLANTA ISD	700.00	Rent
67914	1/27/2021	BARBARA LARRY, LPC	90.00	Mental Health
67915	1/27/2021	BOWIE CASS	363.18	Client Assistance
67916	1/27/2021	CAMCO ELEVATOR INC	2,400.30	Elevator Service
67917	1/27/2021	CENTERPOINT ENERGY	179.81	Client Assistance
67918	1/27/2021	CENTERPOINT ENERGY ENTEX	116.39	Utilities
67919	1/27/2021	CHRISTINE GRANADOS	1,450.00	Client Assistance
67920	1/27/2021	CITY OF LINDEN	39.36	Utilities
67921	1/27/2021	CITY OF LINDEN	141.70	Utilities
67922	1/27/2021	CITY OF LINDEN	42.78	Utilities
67923	1/27/2021	CITY OF LINDEN	42.78	Utilities
67924	1/27/2021	CITY OF LINDEN	43.26	Utilities
67925	1/27/2021	CRUMPS IGA	8.70	Groceries
67926	1/27/2021	DAINGERFIELD - LONE STAR ISD	90.00	Head Start Meals
67927	1/27/2021	DAINGERFIELD CHAMBER OF COMMERCE	300.00	Rent
67928	1/27/2021	DRANEKIA SAVAGE	43.86	Mileage Reimb
67929	1/27/2021	FIRST BAPTIST CHURCH	150.00	Rent
67930	1/27/2021	G.L. FOSTER	375.00	Rent
67931	1/27/2021	GLENN B. LANIER	240.00	Rent
67932	1/27/2021	HEALTHCARE EXPRESS LLP	10.00	Employee Testing
67933	1/27/2021	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	Rent

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
67934	1/27/2021	HUGHES SPRINGS ISD	800.00	Rent
67935	1/27/2021	JEFFERSON AUTOMOTIVE SUPPLY	31.07	Vehicle Repair
67936	1/27/2021	JIMMIE RAY AYERS	800.00	Rent
67937	1/27/2021	KNIGHT JANITORIAL MANAGEMENT, INC	3,260.00	Building Cleaning
67938	1/27/2021	LOLA MCGEE	487.50	Mental Health
67939	1/27/2021	LOWE'S #1802	0.00	Void Check
67940	1/27/2021	MCWHINEY & MARKUM LLC	5,304.78	Client Assistance
67941	1/27/2021	NATIONAL COMMUNITY ACTION FOUNDATION	500.00	Membership
67942	1/27/2021	NEW BOSTON SERVICE CO LLC	660.80	Building Repair
67943	1/27/2021	NORTH EAST TEXAS WORKFORCE DEVELOPMENT BOARD	300.00	Rent
67944	1/27/2021	OFFICE DEPOT	56.25	Office Supplies
67945	1/27/2021	PANDADOC, INC.	6,363.00	Subscription
67946	1/27/2021	PHILLIPS & SON REFRIG.	331.56	Equipment Repair
67947	1/27/2021	R. MORGAN, LLC	950.00	Rent
67948	1/27/2021	SCHOOL NURSE SUPPLY, INC.	2,250.00	Classroom Supplies
67949	1/27/2021	SCHOOL SPECIALTY	1,692.24	Classroom Supplies
67950	1/27/2021	SOUTHWESTERN ELECTRIC POWER	2,097.54	Utilities
67951	1/27/2021	SUDDENLINK	286.80	Telephone & Internet
67952	1/27/2021	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent & Utilities
67953	1/27/2021	TURNER DAVID K	1,000.00	Rent
67954	1/27/2021	VERIZON WIRELESS	3,588.75	Cell Phones
67955	1/27/2021	WILLIAMS CHAPEL BAPTIST CHURCH	900.00	Rent
67956	1/27/2021	WINDSTREAM	645.33	Telephone & Internet
67957	1/27/2021	XEROX CORPORATION	828.94	Copiers
67958	1/27/2021	AT&T	69.48	Telephone & Internet
67959	1/27/2021	CITY OF MOUNT PLEASANT	69.88	Telephone & Internet
67960	1/27/2021	LOWE'S #1802	1,688.16	Building Supplies
Total 1040 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT			548,541.56	

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2021 Through 1/31/2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
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1080 - TEXANA
 NEW PAYROLL
 CASH ACCOUNT

Check Number	Effective Date	Vendor Name	Check Amount	Description
6518	1/14/2021	VICKETTA GOODNIGHT	368.25	Payroll Check
6519	1/14/2021	DES'RAE GRIFFIN	602.57	Payroll Check
		Total 1080 - TEXANA NEW PAYROLL CASH ACCOUNT	970.82	
Report Total			549,512.38	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 1/31/2021

Assets	0.00
CASH IN BANK CHECKING	0.00
HEAD START CHECKING	0.00
DHS MEALS CHECKING	0.00
CSBG/CEAP/WX CHECKING	0.00
WEATHERIZATION CHECKING	0.00
DISBURSEMENTS CHECKING	0.00
FEMA CHECKING	0.00
ETCOG CHECKING	0.00
OLD - CEAP CHECKING (Do Not Use)	0.00
CEAP CHECKING (Do Not Use)	0.00
PAYROLL CASH ACCOUNT	0.00
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	0.00
CASH DONATIONS - LINDEN	0.00
CSBG Checking	0.00
CEAP Checking	0.00
Upshur Rural Checking	0.00
TLC Checking	0.00
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	2,594.90
SALVATION ARMY CHECKING	0.00
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	0.00
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	0.00
CBA CIGNA HEALTH SPRING	0.00
CSBG DISCRETIONARY	53,184.14
TEXANA ACCOUNTS PAYABLE DISBURSEMENT	0.00
NEW DISBURSEMENT CHECKING	(171.20)
TEXANA CSBG A CHECKING	285.96
TEXANA CSBG B CHECKING	3,414.87
TEXANA CSBG DISCRETIONARY CHECKING	1,500.00
TEXANA HEAD START CHECKING	2,053.82
TEXANA CEAP A CHECKING	24.57
TEXANA CEAP B CHECKING	0.00
TEXANA CBA UNITED HEALTH CARE CHECKING	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 1/31/2021

	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	21,248.12
TEXANA UPSHUR RURAL CHECKING	3,577.86
TEXANA TLC CHECKING	10,002.00
TEXANA LOCAL ADMINISTRATIVE CHECKING	0.00
TEXANA PAYROLL CASH ACCOUNT	2,314.54
TEXANA CLIENT FUNDS FOR SSA BENEFITS	918.23
TEXANA TBRA CHECKING	12.60
TEXANA POSTAL ACCOUNT CHECKING	74,120.27
TEXANA VET SERVICES NOW	28,185.10
TEXANA BANK YOUTH EMPOWERMENT CHECKING	343.80
TEXANA CSBG CARES CHECKING	85,567.91
TEXANA CEAP CARES CHECKING	34,642.81
TEXANA NEW PAYROLL CASH ACCOUNT	0.00
TEXANA EARLY HEAD START CHECKING	0.00
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	172.20
ACCOUNTS RECEIVALBE - BISD	0.00
ACCOUNTS RECEIVABLE	204,855.52
GRANT RECEIVABLE	0.00
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	11,339.08
GRANTS RECEIVABLE - USDA	0.00
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	2,890,882.69
PROPERTY & EQUIPMENT	0.00
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	(1,356,675.11)
ACCUMULATED DEPRECIATION	0.00
RENTAL HOME DEPOSITS	10,629.50
PREPAID RENT	11,875.00
Prepaid Expense	0.00
PREPAID WORKERS COMP	22,475.15
PREPAID INSURANCE	0.00
PREPAID MAINTENANCE	2,119,374.33
Total Assets	
Liabilities and Net Assets	0.00
ACCOUNTS PAYABLE	0.00
ACCOUNTS PAYABLE-OLD BOX	0.00
ACCOUNTS PAYABLE - REALWORLD	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 1/31/2021

	0.00
ACCOUNTS PAYABLE - ACCR & ADJ	0.00
ACCOUNTS PAYABLE - VALLEY	0.00
GRANT PAYABLE	92,215.80
NEW ACCOUNTS PAYABLE	0.00
STATE UNEMPLOYMENT TAXES	17.76
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
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	45,789.98
NOTE PAYABLE	0.00
DEFERRED REVENUE	0.00
RECIPROCAL ADJUSTMENT - ACCT 2000	0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007	0.00
ACCRUED INTEREST PAYABLE	0.00
ACCRUED PAYROLL	83,052.36
ACCRUED VACATION	0.00
CONTINGENT 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	566,677.83
NET ASSETS	0.00
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	1,331,620.60
Excess Revenues over Expenditures	2,119,374.33
Total Liabilities and Net Assets	

Head Start

Financial Report for the month of March 2021

(February 2021 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2020</i>							
Personnel	\$1,137,663.00	\$174,781.04	\$477,634.28	\$660,028.72	\$94,805.25	\$284,415.75	(\$193,218.53)
Fringe Benefits	\$284,415.50	\$43,311.76	\$132,322.94	\$152,092.56	\$23,701.29	\$71,103.88	(\$61,219.07)
Travel (4120)	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$416.67	\$1,250.00	\$1,250.00
Equipment	\$46,500.00	\$0.00	\$0.00	\$46,500.00	\$3,875.00	\$11,625.00	\$11,625.00
Supplies	\$100,125.00	\$6,264.74	\$14,141.53	\$85,983.47	\$8,343.75	\$25,031.25	\$10,889.72
Contractual	\$113,685.00	\$0.00	\$0.00	\$113,685.00	\$9,473.75	\$28,421.25	\$28,421.25
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$15,190.50	\$4,869.25	\$10,987.52	\$4,202.98	\$1,265.88	\$3,797.63	(\$7,189.90)
Other (4122)	\$253,431.50	\$61,853.54	\$144,970.03	\$108,461.47	\$21,119.29	\$63,357.88	(\$81,612.16)
Total	\$1,956,010.50	\$291,080.33	\$780,056.30	\$1,175,954.20	\$163,000.88	\$489,002.63	(\$291,053.68)
T&TA	\$20,190.50	\$4,869.25	\$10,987.52	\$9,202.98	\$1,682.54	\$5,047.63	(\$5,939.90)
Total							\$24,603.05
USDA Reimbursements through January 2020							\$12,149.11
Estimated USDA Reimbursement for February 2021							(\$254,301.52)
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$70,000.00

	<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	\$75,231.17	\$11,195.40	\$30,002.17	\$6,269.26	\$18,807.79	(\$11,194.37)
Per Child	\$4,206.47	\$625.98	\$1,677.54	\$350.54	\$1,051.62	(\$625.92)

Further Analysis	
Number of children	465
Number of classrooms	26

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$489,002.50	\$131,993.07	\$394,112.57	\$94,889.93

Early Head Start

Financial Report for the month of March 2021

(February 2021 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2020</i>							
Personnel	\$72,495.00	\$10,927.46	\$28,759.88	\$43,735.12	\$6,041.25	\$18,123.75	(\$10,636.13)
Fringe Benefits	\$18,123.50	\$2,968.39	\$8,051.24	\$10,072.26	\$1,510.29	\$4,530.88	(\$3,520.37)
Travel (4120)	\$1,095.00	\$0.00	\$0.00	\$1,095.00	\$91.25	\$273.75	\$273.75
Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$250.00	\$750.00	\$750.00
Supplies	\$9,428.50	\$1,761.55	\$3,342.54	\$6,085.96	\$785.71	\$2,357.13	(\$985.42)
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$1,533.50	\$1.75	\$84.07	\$1,449.43	\$127.79	\$383.38	\$299.31
Other (4122)	\$11,226.50	\$1,417.74	\$2,488.95	\$8,737.55	\$935.54	\$2,806.63	\$317.68
Total	\$116,902.00	\$17,076.89	\$42,726.68	\$74,175.32	\$9,741.83	\$29,225.50	(\$13,501.18)
T&TA	\$2,628.50	\$1.75	\$84.07	\$2,544.43	\$219.04	\$657.13	\$573.06
Total							\$653.84
USDA Reimbursements through January 2021							\$1,072.76
Estimated USDA Reimbursement for February 2021							(\$11,774.58)
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$5,000.00

	<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	\$58,451.00	\$8,538.45	\$21,363.34	\$4,870.92	\$14,612.75	(\$6,750.59)
Per Child	\$7,306.38	\$1,067.31	\$2,670.42	\$608.86	\$1,826.59	(\$843.82)

Further Analysis

Number of children	16
Number of classrooms	2

IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$29,225.50	\$1,052.04	\$3,156.12	\$26,069.38

HEAD START and EHS NUTRITION PROGRAM

February 2021 Financial Report

For the month of February 2021

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,230.90	30,521.87
Administrative Labor	1,144.73	5,679.86
Food	12,182.56	38,748.05
Supplies & Equipment	1,050.66	10,223.12
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	0.00
Other	-	0.00
Total	<u>\$ 20,608.85</u>	<u>\$ 85,172.90</u>

TDHS REVENUE 13,221.87 64,166.76 (Income Starts October 2020)

CSBG 2021

Financial Report for the month of March 2021

CSBG Current Program (February 2021 Expenditures)

% of contract	17%
% of money	75%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2021</i>							
Personnel	\$68,230.00	21,714.30	\$40,639.34	\$27,590.66	\$5,685.83	\$11,371.67	(\$29,267.67) Over
Fringe Benefits	12,550.00	3,551.24	\$7,756.21	4,793.79	1,045.83	2,091.67	(5,664.54) Over
Travel*	750.00	11.99	\$138.28	611.72	62.50	125.00	(13.28) Over
Equipment	650.00	269.94	\$1,542.49	(892.49)	54.17	108.33	(1,434.16) Over
Supplies	1,613.00	288.96	\$3,220.52	(1,607.52)	134.42	268.83	(2,951.69) Over
Contractual	993.00	3,695.45	\$4,265.27	(3,272.27)	82.75	165.50	(4,099.77) Over
Other	23,000.00	7,161.49	\$23,689.33	(689.33)	1,916.67	3,833.33	(19,856.00) Over
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
Total	\$107,786.00	\$36,693.37	\$81,251.44	\$26,534.56	\$8,982.17	\$17,964.33	(\$63,287.11) Over

Financial Report for the month of March 2021

CEAP Current Program (February 2021 Expenditures)

% of contract	93%
% of money	73%

CEAP 2020

Comprehensive Energy Assistance Program (CEAP) 12 month program ending 03/31/2021

						Contract Budget		
						Minimum	Maximum	
Administration*	\$176,548.00	20,348.96	\$133,282.78	\$43,265.22	7%	\$11,769.87	min \$110,642.86	max (\$22,639.92) Over
Household Crisis**	982,518.00	2,194.64	\$121,289.01	861,228.99		132,959.66	min 982,518.00	max 861,228.99 Okay
Utility Assistance**	982,519.00	7,534.65	\$1,208,307.56	(225,788.56)		132,959.66	min 982,519.00	max (225,788.56) Over
Program Services	301,180.00	26,861.17	\$321,682.98	(20,502.98)	24%	20,078.67	min 132,102.36	max (189,580.62) Over
Training Travel	2,500.00	0.00	\$0.00	2,500.00		0.00	min 2,500.00	max 2,500.00 Okay
Total	\$2,445,265.00	\$56,939.42	\$1,784,562.33	\$660,702.67		\$297,767.85	\$2,210,282.23	\$425,719.90 Okay

Future Payments \$163,884.56

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

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

Admin with Future Payments

6.8%

Program Services with Future Payments

0.177219778

CSBG CARES 2020-2021

Financial Report for the month of March 2021

CSBG CARES Current Program (February 2021 Expenditures)

% of contract	71%
% of money	85%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Grant Administered From 03/27/2020 to 07/31/2021</i>							
Personnel	\$94,640.00	0.00	\$89,767.19	\$4,872.81	\$5,567.06	\$66,804.71	(\$22,962.48) Over
Fringe Benefits	12,000.00	0.00	\$4,476.79	7,523.21	705.88	8,470.59	3,993.80 Okay
Travel*	2,064.00	0.00	\$0.00	2,064.00	121.41	1,456.94	1,456.94 Okay
Equipment	11,496.00	0.00	\$1,440.00	10,056.00	676.24	8,114.82	6,674.82 Okay
Supplies	21,150.00	0.00	\$9,964.61	11,185.39	1,244.12	14,929.41	4,964.80 Okay
Contractual	2,300.00	0.00	\$0.00	2,300.00	135.29	1,623.53	1,623.53 Okay
Other	434,088.00	17,936.57	\$387,238.18	46,849.82	25,534.59	306,415.06	(80,823.12) Over
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
Total	\$577,738.00	\$17,936.57	\$492,886.77	\$84,851.23	\$33,984.59	\$407,815.06	(\$85,071.71) Over
						Future Payments	\$12,892.46

Financial Report for the month of March 2021

CEAP CARES Current Program (February 2021 Expenditures)

% of contract	71%
% of money	9%

CEAP CARES 2020 - 2021

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

	Amount Funded	Expenditures	Total To Date	Balance		Contract Budget					
						Minimum	Maximum				
Administration*	\$130,053.00	0.00	\$684.50	\$129,368.50	0%	\$7,650.18	min	\$10,089.27	max	\$9,404.77	Okay
Household Crisis**	724,562.00	6,048.35	\$36,245.10	688,316.90		14,365.95	min	724,562.00	max	688,316.90	Okay
Utility Assistance**	724,562.00	7,837.99	\$107,414.40	617,147.60		14,365.95	min	724,562.00	max	617,147.60	Okay
Program Services	222,106.00	0.00	\$18,386.15	203,719.85	13%	0.00	min	12,963.65	max	(5,422.50)	Over
Training Travel	0.00	0.00	\$0.00	0.00		0.00	min	0.00	max	0.00	Okay
Total	\$1,801,283.00	\$13,886.34	\$162,730.15	\$1,638,552.85		\$36,382.08		\$1,472,176.92		\$1,309,446.77	Okay
								Future Payments		\$81,107.20	

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

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

Admin with Future Payments

0.3%

Program Services with Future Payments

0.075615606

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report - March 2021

Sam's Club

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

Line of Credit

Program	CSBG A	CEAP B	CSBG Cares
Highest February 2021 Balance	31,950.00	21,000.00	11,900.00
Current balance	4,300.00	-	19,550.00
Exp pay off date	4/30/2021		4/30/2021

In House Line of Credit

Program	CSBG B	CSBG A	CEAP B	Early Head Start
Highest February 2021 Balance	32,915.12	54,250.00	29,185.00	100.00
Current balance	-	20,720.00	-	100.00
Exp pay off date	4/30/2021	4/30/2021		

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

CHECK REGISTER FOR FEBRUARY 2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
			(810.00)	Void Check
67669	2/28/2021	REAL ESTATE RAMBO		
			1,777.86	Employee Insurance
67961	2/3/2021	AFLAC		
			7.50	Vehicle Registration
67962	2/3/2021	ANGELA YOUNG		
			256.36	Telephone & Internet
67963	2/3/2021	AT&T		
			345.75	Head Start Meals
67964	2/3/2021	ATLANTA ISD FOOD SERVICE		
			5,998.15	Head Start Groceries
67965	2/3/2021	BEN E KEITH CO		
			46.50	Utility
67966	2/3/2021	BLOOMBURG WATER SUPPLY		
			175.20	Client Assistance
67967	2/3/2021	CENTERPOINT ENERGY		
			220.02	Utility
67968	2/3/2021	CENTERPOINT ENERGY ENTIX		
			259.45	Utility
67969	2/3/2021	CITY OF HUGHES SPRINGS		
			79.01	Utility
67970	2/3/2021	CITY OF JEFFERSON WATER .		
			202.38	Utility
67971	2/3/2021	CITY OF NEW BOSTON		
			210.06	Utility
67972	2/3/2021	CITY OF PITTSBURG		
			216.42	Staff Lunches
67973	2/3/2021	DAN BOYD		
			116.89	SSA Client Assistance
67974	2/3/2021	DIRECT AUTO INSURANC		
			7.65	Vehicle Fuel
67975	2/3/2021	EXXONMOBIL		
			65.20	Vehicle Repair
67976	2/3/2021	GLENN B LANIER CO		
			562.00	Fire Extinguishers
67977	2/3/2021	HOPE FIRE EXTINGUISHER SERVICE		
			815.00	Building Cleaning
67978	2/3/2021	KNIGHT JANITORIAL MANAGEMENT, INC		
			390.00	Client Assistance
67979	2/3/2021	LARRY WRIGHT		
			66.38	Telephone
67980	2/3/2021	MCI		
			40.58	Reimb Employment Fees
67981	2/3/2021	MICHELLE MOREHEAD		
			39.99	Alarm Fee
67982	2/3/2021	MY ALARM CENTER, LLC.		
			1,278.96	Office Supplies
67983	2/3/2021	NEWEGG BUSINESS, INC.		
			550.00	Client Assistance
67984	2/3/2021	P & M APARTMENTS		
			333.35	Ages and Stages
67985	2/3/2021	PAUL N. BROOKES PUBLISHING CO., INC.		
			615.00	SSA Client Assistance
67986	2/3/2021	PRIMROSE HEALTH SOLUTIONS		
			94.45	SSA Client Assistance
67987	2/3/2021	RELIABLE LIFE INSURANCE		
			105.29	Utility
67988	2/3/2021	REPUBLIC SERVICES #070		
			1,348.99	Client Assistance
67989	2/3/2021	ROCKY LILES		
			305.00	Pest Control
67990	2/3/2021	RUSHING PEST CONTROL SERVICES		
			57.80	Alarm Fee
67991	2/3/2021	SONITROL OF LONGVIEW		
			242.61	Telephone & Internet
67992	2/3/2021	SOUTHWEST ARKANSAS TELEPHONE CO OP, INC.		
			1,563.62	Utility
67993	2/3/2021	SOUTHWESTERN ELECTRIC POWER		
			74.47	Office Supplies
67994	2/3/2021	STAPLES CREDIT PLAN		
			1,320.00	Dues & Membership
67995	2/3/2021	TACAA, INC.		
			300.00	Client Assistance
67996	2/3/2021	TERI ARNOLD		
			256.35	Postage
67997	2/3/2021	TEXANA POSTAL ACCOUNT		
			0.00	Void Check
67998	2/3/2021	TEXARKANA INDEPENDENT SCHOOL DISTRICT		
			2,317.13	Head Start Meals
67999	2/3/2021	TEXARKANA ISD CATERING DEPT		
			145.00	Advertising
68000	2/3/2021	THE PITTSBURG GAZETTE		
			1,167.00	Copier
68001	2/3/2021	YOSHIBA FINANCIAL SERVICES		
			200.00	Training
68002	2/3/2021	UNIVERSITY OF CONNECTICUT		
			41.96	SSA Client Assistance
68003	2/3/2021	WESTERN CASS WATER SUPPLY		
			289.79	Telephone & Internet
68004	2/3/2021	WINDSTREAM		
			354.07	Client Assistance
68005	2/10/2021	21ST MORTGAGE CORPORATION		
			0.00	Void Check
68006	2/10/2021	ABERNATHY COMPANY		
			890.19	Software Support
68007	2/10/2021	ABILA		
			2,600.70	Client Assistance
68008	2/10/2021	AEP-SWEPKO-EA		
			7.50	Vehicle Registration
68009	2/10/2021	ANGELA YOUNG		

CHECK REGISTER FOR FEBRUARY 2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
68010	2/10/2021	ATLANTA UTILITIES	231.15	Client Assistance
68011	2/10/2021	ATMOS ENERGY	204.15	Client Assistance
68012	2/10/2021	BEN E KEITH CO	3,652.64	Head Start Groceries
68013	2/10/2021	BOWIE CASS	1,121.80	Client Assistance
68014	2/10/2021	CASTLE FAMILY DENTAL	2,866.00	Client Assistance
68015	2/10/2021	CENTERPOINT ENERGY	652.89	Client Assistance
68016	2/10/2021	CENTERPOINT ENERGY ENTEX	231.42	Utility
68017	2/10/2021	CITY OF ATLANTA	112.79	Client Assistance
68018	2/10/2021	CITY OF CLARKSVILLE WATER DEPT	351.60	Client Assistance
68019	2/10/2021	CITY OF COOPER	171.78	Client Assistance
68020	2/10/2021	CITY OF COOPER	43.90	Client Assistance
68021	2/10/2021	CITY OF LINDEN	42.30	Client Assistance
68022	2/10/2021	CITY OF LINDEN	45.80	Client Assistance
68023	2/10/2021	CITY OF LINDEN	39.43	Utility
68024	2/10/2021	CITY OF NEW BOSTON	102.47	Utility
68025	2/10/2021	CITY OF PITTSBURG	47.58	Client Assistance
68026	2/10/2021	CITY OF WINNSBORO	1,000.00	Client Assistance
68027	2/10/2021	COLBY BROWN	27.00	Vehicle Repair
68028	2/10/2021	CONN AUTO SUPPLY	60.00	Membership
68029	2/10/2021	DAINGERFIELD CHAMBER OF COMMERCE	1,000.00	Client Assistance
68030	2/10/2021	DEVON NIXON	755.24	Classroom Supplies
68031	2/10/2021	DISCOUNT SCHOOL SUPPLY	2,925.69	Telephone & Internet
68032	2/10/2021	ETEX TELEPHONE C	347.00	Client Assistance
68033	2/10/2021	FARMER ELECTRIC	156.00	Client Assistance
68034	2/10/2021	FENIX DENTAL	266.00	Client Assistance
68035	2/10/2021	GAS AND SUPPLY	119.98	Vehicle Repair
68036	2/10/2021	GLENN B LANIER CO	2,606.20	Employee Insurance
68037	2/10/2021	GUARDIAN	2,152.50	Employee Insurance
68038	2/10/2021	HEALTHJOY LLC	28.95	Fire Extinguishers
68039	2/10/2021	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	711.28	Client Assistance
68040	2/10/2021	HRI dba HUMANA WELLNESS	456.00	Client Assistance
68041	2/10/2021	IMPERIAL FAMILY DENTISTRY	6,000.00	Audit
68042	2/10/2021	JARRED GILMORE & PHILLIPS, PA	300.00	Client Assistance
68043	2/10/2021	JOYCE HENSON	382.99	Classroom Supplies
68044	2/10/2021	KAPLAN EARLY LEARNING COMPANY	2,465.00	Building Cleaning
68045	2/10/2021	KNIGHT JANITORIAL MANAGEMENT, INC	1,000.00	Client Assistance
68046	2/10/2021	LEAH HAMMOND	100.00	Pest Control
68047	2/10/2021	MOORE PEST CONTROL	93.00	Drinking Water
68048	2/10/2021	MOUNTAIN VALLEY OF TEXARKANA	908.00	Client Assistance
68049	2/10/2021	MT. PLEASANT FAMILY DENTAL	648.96	Office Supplies
68050	2/10/2021	NEWEGG BUSINESS, INC.	56.85	Client Assistance
68051	2/10/2021	NORTH HARRISON WATER SUPPLY CORP.	2,149.55	Office Supplies
68052	2/10/2021	OFFICE DEPOT	1,000.00	Client Assistance
68053	2/10/2021	PHH MORTGAGE SERVICES	472.80	Client Assistance
68054	2/10/2021	RELIANT ENERGY	554.98	Head Start Supplies
68055	2/10/2021	SCHOOL HEALTH CORPORATION	35.00	Vehicle Fuel
68056	2/10/2021	SKAGGS TRAVEL STOPS INC.	65.94	Petty Cash
68057	2/10/2021	TOMMY HOOPER PETTY CASH CUSTODIAN	50.13	Client Assistance
68058	2/10/2021	TRI SPECIAL UTILITY DISTRICT	18.57	Building Supplies
68059	2/10/2021	TRICO LUMBER CO.	47,308.92	Employee Insurance
68060	2/10/2021	UNITED HEALTHCARE		

CHECK REGISTER FOR FEBRUARY 2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
			659.26	Employee Insurance
68061	2/10/2021	UNITEDHEALTHCARE	374.85	Client Assistance
68062	2/10/2021	UPSHUR RURAL ELEC. CORP.	505.26	Copier
68063	2/10/2021	VANCO SYSTEMS, INC.	409.31	Client Assistance
68064	2/10/2021	WELLS FARGO HOME MORTGAGE	150.84	Building Supplies
68065	2/10/2021	WILLIAM MICHAEL BERRY	806.56	Copier
68066	2/10/2021	XEROX CORPORATION	9.99	Petty Cash
68067	2/10/2021	TOMMY HOOPER PETTY CASH CUSTODIAN	1,227.20	Cleaning Supplies
68068	2/25/2021	ABERNATHY COMPANY	59.85	Client Assistance
68069	2/25/2021	AEP-SWEPKO-EA	30.83	SSA Client Assistance
68070	2/25/2021	ALLSTATE INSURANCE	1,400.00	Rent
68071	2/25/2021	AREA WIDE PROPERTIES	101.51	Telephone & Internet
68072	2/25/2021	AT&T	160.68	Telephone & Internet
68073	2/25/2021	AT&T	218.02	Telephone & Internet
68074	2/25/2021	AT&T	59.87	Telephone & Internet
68075	2/25/2021	AT&T	700.00	Rent
68076	2/25/2021	ATLANTA ISD	477.90	Head Start Meals
68077	2/25/2021	ATLANTA ISD FOOD SERVICE	95.00	Observations
68078	2/25/2021	BARBARA LARRY, LPC	39.98	Vehicle Repair
68079	2/25/2021	BARNWELL ENTERPRISES INC.	3,354.90	Head Start Groceries
68080	2/25/2021	BEN E KEITH CO	94.21	Client Assistance
68081	2/25/2021	CENTERPOINT ENERGY	14,581.21	Client Assistance
68097	2/25/2021	CENTERPOINT ENERGY	369.90	Utility
68098	2/25/2021	CENTERPOINT ENERGY ENTEX	72.29	Client Assistance
68099	2/25/2021	CITY OF MOUNT PLEASANT	84.45	Vehicle Repairs
68100	2/25/2021	COLEMAN MOTORS, INC.	225.00	Rent
68101	2/25/2021	DAINGERFIELD CHAMBER OF COMMERCE	3,953.68	Classroom Supplies
68102	2/25/2021	DISCOUNT SCHOOL SUPPLY	3,998.00	Client Assistance
68103	2/25/2021	FELDESMAN TUCKER LEIFER	150.00	Rent
68104	2/25/2021	FIRST BAPTIST CHURCH	8,590.60	Building & Vehicle Ins
68105	2/25/2021	FIRST INSURANCE FUNDING CORP.	375.00	Rent
68106	2/25/2021	G.L. FOSTER	47.60	Vehicle Repair
68107	2/25/2021	GLENN B LANIER CO	240.00	Rent
68108	2/25/2021	GLENN B. LANIER	24.35	Client Assistance
68109	2/25/2021	HARLETON WATER SUPPLY CO.	500.00	Rent
68110	2/25/2021	HOUSING AUTHORITY OF TEXARKANA, TX	800.00	Rent
68111	2/25/2021	HUGHES SPRINGS ISD	6,000.00	Audit
68112	2/25/2021	JARRED GILMORE & PHILLIPS, PA	73.44	Vehicle Repair
68113	2/25/2021	JEFFERSON AUTOMOTIVE SUPPLY	37.84	Mileage Reimbursement
68114	2/25/2021	JIM HOWARD	800.00	Rent
68115	2/25/2021	JIMMIE RAY AYERS	2,771.46	Classroom Supplies
68116	2/25/2021	KAPLAN EARLY LEARNING COMPANY	425.95	Classroom Supplies
68117	2/25/2021	LAKESHORE LEARNING MATERIALS	1,149.99	Vehicle Fuel
68118	2/25/2021	LINDEN FUEL CENTER	2,430.00	Client Assistance
68119	2/25/2021	MARC MOTE PROPERTIES	906.00	Client Assistance
68120	2/25/2021	MARK COLEMAN PROPERTIES	300.00	Rent
68121	2/25/2021	NORTH EAST TEXAS WORKFORCE DEVELOPMENT BOARD	1,103.54	Office Supplies
68122	2/25/2021	OFFICE DEPOT	810.00	Client Assistance
68123	2/25/2021	PALOMA SQUARE	950.00	Client Assistance
68124	2/25/2021	R. MORGAN, LLC	94.45	SSA Client Assistance
68125	2/25/2021	RELIABLE LIFE INSURANCE		

CHECK REGISTER FOR FEBRUARY 2021

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
68126	2/25/2021	S & S AUTOMOTIVE	37.00	Vehicle Repair
68127	2/25/2021	SCHOOL OUTFITTERS	1,910.49	Classroom Supplies
68128	2/25/2021	SCHOOL SPECIALTY	2,552.58	Classroom Supplies
68129	2/25/2021	SHERYL ALDEN	39.56	Mileage Reimbursement
68130	2/25/2021	SHOPPER LOCAL, LLC	9,000.00	Advertising
68131	2/25/2021	SOUTHWESTERN ELECTRIC POWER	671.19	Utility
68132	2/25/2021	SUDDENLINK	204.76	Telephone & Internet
68133	2/25/2021	TEXANA HEAD START	104.00	Reimb Head Start Rent
68134	2/25/2021	TEXANA I.A	442.50	Reimb for PPD Rent
68135	2/25/2021	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent & Utilities
68136	2/25/2021	TURNER DAVID K	1,000.00	Rent
68147	2/25/2021	TXU-ASSISTANCE GROUP	19,250.00	Client Assistance
68148	2/25/2021	UNIVERSITY OF CONNECTICUT	35.00	Webinar
68159	2/25/2021	UPSHUR RURAL ELEC. CORP.	21,994.33	Client Assistance
68160	2/25/2021	WILLIAMS CHAPEL BAPTIST CHURCH	900.00	Rent
68161	2/25/2021	WINDSTREAM	475.43	Telephone & Internet
68162	2/25/2021	WIPFLI LLP	995.00	Membership
		Total 1040 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT	<u>239,982.42</u>	
Report Total			<u><u>239,982.42</u></u>	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 2/28/2021

Assets	0.00
CASH IN BANK CHECKING	0.00
HEAD START CHECKING	0.00
DHS MEALS CHECKING	0.00
CSBG/CEAP/WX CHECKING	0.00
WEATHERIZATION CHECKING	0.00
DISBURSEMENTS CHECKING	0.00
FEMA CHECKING	0.00
ETCOG CHECKING	0.00
OLD - CEAP CHECKING (Do Not Use)	0.00
CEAP CHECKING (Do Not Use)	0.00
PAYROLL CASH ACCOUNT	0.00
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	0.00
CASH DONATIONS - LINDEN	0.00
CSBG Checking	0.00
CEAP Checking	0.00
Upshur Rural Checking	0.00
TLC Checking	0.00
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	0.00
SALVATION ARMY CHECKING	2,594.90
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	0.00
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	0.00
CBA CIGNA HEALTH SPRING	0.00
CSBG DISCRETIONARY	0.00
TEXANA ACCOUNTS PAYABLE DISBURSEMENT	43,283.83
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	227.35
TEXANA CSBG B CHECKING	285.96
TEXANA CSBG DISCRETIONARY CHECKING	3,414.87
TEXANA HEAD START CHECKING	1,666.16
TEXANA CEAP A CHECKING	2,053.82
TEXANA CEAP B CHECKING	101,503.28

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 2/28/2021

TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	21,248.12
TEXANA TLC CHECKING	3,577.86
TEXANA LOCAL ADMINISTRATIVE CHECKING	7,221.42
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	2,710.52
TEXANA TBRA CHECKING	918.23
TEXANA POSTAL ACCOUNT CHECKING	81.85
TEXANA VET SERVICES NOW	39,195.07
TEXANA BANK YOUTH EMPOWERMENT CHECKING	25,849.21
TEXANA CSBG CARES CHECKING	3.80
TEXANA CEAP CARES CHECKING	85,465.20
TEXANA NEW PAYROLL CASH ACCOUNT	34,640.03
TEXANA EARLY HEAD START CHECKING	0.00
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	172.20
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	219,026.27
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	38,478.76
DUE FROM OTHER FUNDS	0.00
DUE FROM DHS MEALS	0.00
DUE FROM WEATHERIZATION	0.00
DUE FROM FEMA	0.00
DUE FROM ETCOG	0.00
DUE FROM CEAP	0.00
DUE FROM DHS TRANSPORTATION	0.00
DUE FROM HOUSING	0.00
DUE FROM LOCAL ADMIN	0.00
PROPERTY & EQUIPMENT	2,890,882.69
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,356,675.11)
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	10,604.50
Prepaid Expense	13,375.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	22,504.36
PREPAID MAINTENANCE	0.00
Total Assets	<u><u>2,214,310.15</u></u>

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 2/28/2021

Liabilities and Net Assets	
ACCOUNTS PAYABLE	0.00
ACCOUNTS PAYABLE-OLD BOX	0.00
ACCOUNTS PAYABLE - REALWORLD	0.00
ACCOUNTS PAYABLE - ACCR & ADJ	0.00
ACCOUNTS PAYABLE - VALLEY	0.00
GRANT PAYABLE	0.00
NEW ACCOUNTS PAYABLE	93,870.45
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	17.76
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	0.00
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00
Short Term Disability Payable	0.00
Long Term Disability Payable	0.00
DENTAL INSURANCE PAYABLE	0.00
VISION INSURANCE PAYABLE	0.00
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	0.00
COBRA PREMIUMS PAYABLE	0.00
RETIREMENT PAYABLE	0.00
GARNISHED WAGES PAYABLE	0.00
INSURANCE W/H	0.00
MISCELLANEOUS PAYABLE	0.00
PAYROLL LIABILITIES - AUDIT	0.00
ACCRUED LIABILITIES	0.00
NOTE PAYABLE	44,089.98
DEFERRED REVENUE	0.00
RECIPROCAL ADJUSTMENT - ACCT 2000	0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007	0.00
ACCRUED INTEREST PAYABLE	0.00
ACCRUED PAYROLL	0.00
ACCRUED VACATION	83,052.36
CONTIGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00
DUE TO FEMA	0.00
DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	0.00
NET ASSETS	566,677.83
NET ASSETS - EQUIPMENT	0.00
NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 2/28/2021

NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
Excess Revenues over Expenditures	1,426,601.77
Total Liabilities and Net Assets	<u>2,214,310.15</u>



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 115 as of 2/24/2021

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	98	93	0	5	
CSBG/CEAP	17	15	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	72.25	80.00	152.25	Unfilled Positions 1
Pay Period 12/20/2020 to 01/02/2021				
Hours worked by Subs	-			
CSBG/CEAP Staff	91.25	2.50	93.75	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
Head Start Staff	419.50	125.50	545.00	Unfilled Positions 1
Pay Period 01/03/2021 to 01/16/2021				
Hours worked by Subs	150.75			
CSBG/CEAP Staff	90.00	30.50	120.50	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:		
Total Hours Absent Both Pay Periods	673.00	238.50		

LWOP Savings	\$	3,100.50	\$	13.00	238.50	\$13.13 average hourly rate
HS Sub Usage Expense	\$	1,206.00	\$	8.00	150.75	\$8.00 average hourly sub rate
Savings for both periods	\$	1,894.50				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 114 as of 3/8/2021

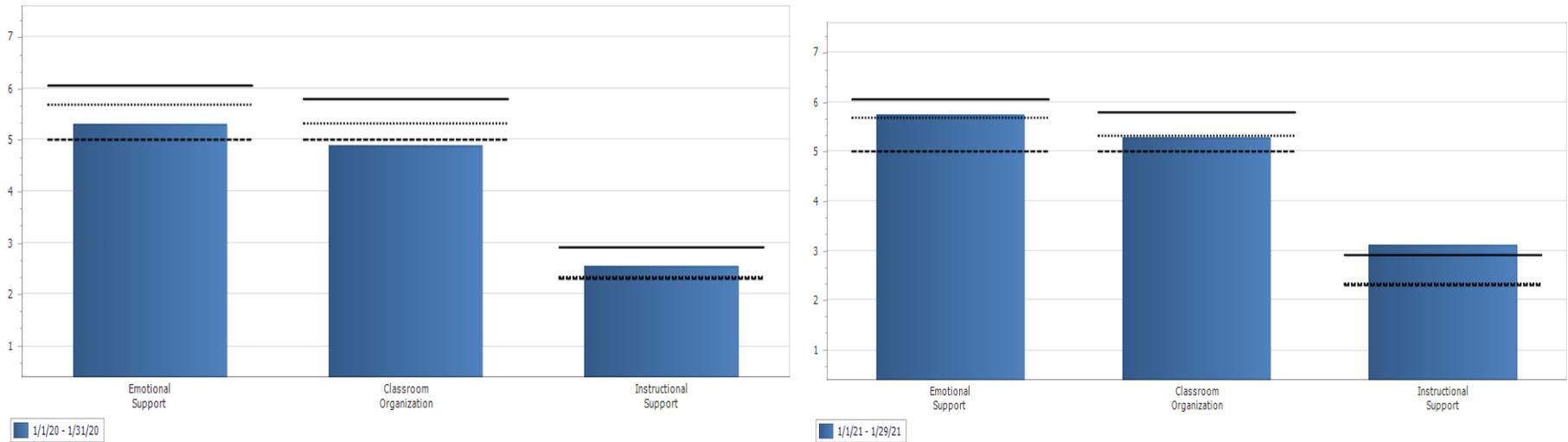
	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	97	92	0	5	
CSBG/CEAP	17	15	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	463.75	112.75	576.50	Unfilled Positions 1
Pay Period 1/31/2021 to 2/13/2021				
Hours worked by Subs	112.75			
CSBG/CEAP Staff	104.75	110.50	215.25	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
Head Start Staff	189.00	172.25	361.25	Unfilled Positions 1
Pay Period 2/14/2021 to 02/27/2021				
Hours worked by Subs	125.00			
CSBG/CEAP Staff	40.00	83.25	123.25	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:		
Total Hours Absent Both Pay Periods	797.50	478.75		

LWOP Savings	\$	6,223.75	\$	13.00	478.75	\$13.13 average hourly rate
HS Sub Usage Expense	\$	1,902.00	\$	8.00	237.75	\$8.00 average hourly sub rate
Savings for both periods	\$	4,321.75				

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

Winter CLASS 2020-2021



2020	ES	CO	IS
1/1/20-1/31/2020	5.30	4.88	2.52

2019 Lowest 10% Nationally

Re-Competition Level -----

2019 National Average _____

2021	ES	CO	IS
1/1/2021-1/29/2021	5.73	5.28	3.11

2020 National OHS CLASS Average Domain Scores			
Domain	Lowest 10%	Median (50%)	Highest 10%
Emotional Support	5.6750	6.05	6.32
Classroom Organization	5.3175	5.80	6.17
Instructional Support	2.3889	2.94	3.52

2 out of 24 Teachers were new to CLASS during the Winter 2020-2021 School Year

Emotional Support Quality Thresholds

Winter 2020—5.30
Winter 2021—5.73

Classroom Organization Quality Thresholds

Winter 2020-4.88
Winter 2021-5.28

Instructional Support Quality Thresholds

Winter 2020-2.52
Winter 2021-3.11

Justification
Detailed Monitoring Summary of Results
Grantee 06CH011282/02

Date	Description	
2/8/2021	CSNT Head Start has completed the 2021 Detailed Monitoring. The results are:	
	Area	Concerns
	Program Governance	None
	ERSEA	1 (10% Disability 6.70%)
	Program Structure	None
	Early Childhood/CLASS	1 CLASS Scores (Some below 6 or 7) 1 Not enough Child-Initiated Activities 1 Not Counting Heads as Required
	Additional Services	None
	Family & Community Engagement/Transition	None
	Health Program Services	1 Follow-ups Not Being Tracked 1 Missing Plug Covers in ISDs
	Human Resources Management	None
	Program Management & QI	None
	Financial Requirements	None
	Administrative Requirements	None

Parent, Family, and Community Engagement Framework

School Readiness Goals 2020-2021

1. Goal: Parents will ensure that all children are healthy.

Objective: 85% of all students will complete health requirements. **-78.75**

%

Action Steps:

1. 85% compliance of all EPTSD physical requirements. **85%**
2. 90% Compliance on initial physicals. **81%**
3. 85% Compliance on all six month dentals. **73%**
4. 85% compliance on lead and hemoglobin. **76%**

2. Goal: Parents will increase family engagement skills.

Objective: 80% of Parents will participate in Family Engagement Activities. **-61%**

Action Steps:

1. 40% Parent Meeting Attendance **13%**
2. 75% participation in Literacy Program/Walk Across Texas. – **100%**
3. 100% of parents needing a GED will receive information/resources to complete GED program. **100%**
4. 80% Ready Rosie Parent Participation-**31%**

3. Goal: Parents will be prepared for transition into Kindergarten.

Objective: 80% of parents will complete activities that will ensure their child is ready to transition to ISD campus. **65.5%**

Action Steps:

1. 85% parent participation in Home Visits and Parent Teacher Conferences.- **100%**
2. 80% completion of home activities. **31%**
3. 40% participation at the end of the year transition parent meeting. **-NA**

12/2/2020

**CSNT Head Start 2020-2021 Program Goals
Progress Report**

Program Goal 1: Strengthen comprehensive Health Services for Head Start Children and their families.					
Year Two Objective One Outcome: 81% of parents will obtain health requirements					
Fall Progress	66%	Winter Progress	75%	Spring Progress	
Program Goal 1 Challenges: Parents willingness to go to health providers due to COVID-19					

Program Goal 2: Provide Comprehensive School Readiness.					
Year Two Objective One Outcome: 63% of children will name upper and lowercase letters					
Fall Progress	27%	Winter Progress	53%	Spring Progress	
Program Goal 2 Challenges: Classroom changes due to COVID-19.					

Program Goal 2: Provide Comprehensive School Readiness.					
Year Two Objective Two Outcome: 78% of children will sequence count to 50					
Fall Progress	48%	Winter Progress	67%	Spring Progress	
Program Goal 2 Challenges: Classroom changes due to COVID-19.					

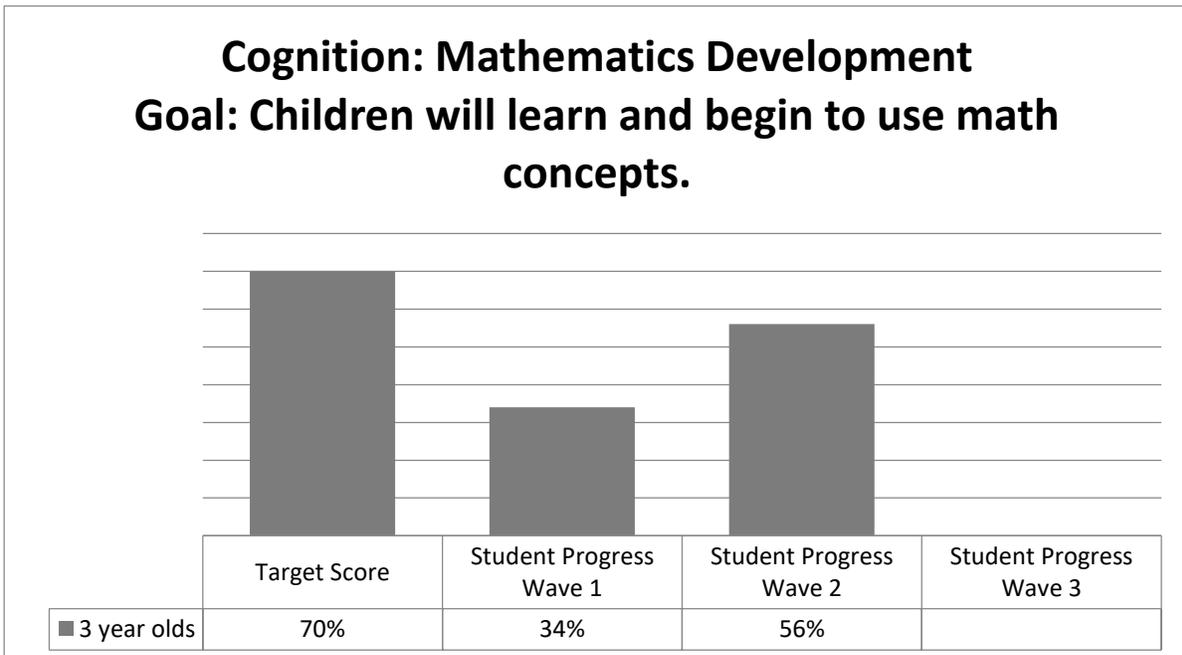
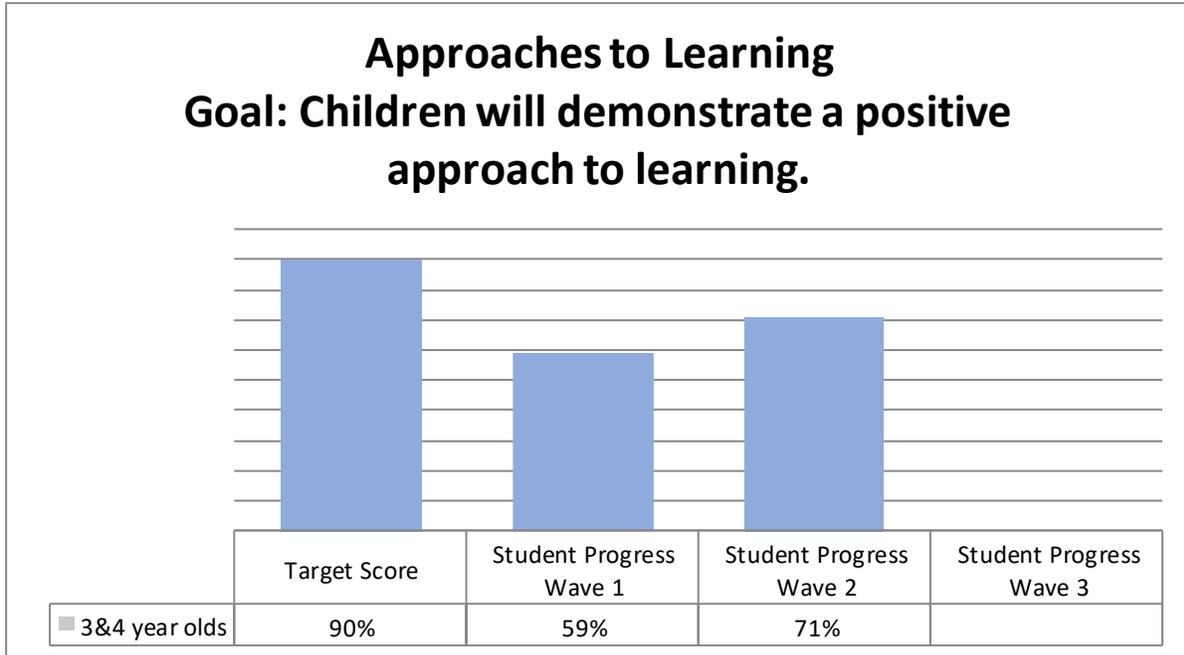
Program Goal 2: Provide Comprehensive School Readiness.					
Year Two Objective Three Outcome: .5 increase in CLASS Emotional Support (ES) and Classroom Organization (CO) and .2 increase in Instructional Support (IS)					
Fall Progress	ES .16 Increase CO .20 Increase IS 1.41 Increase	Winter Progress	ES .43 Increase CO .40 Increase IS .59 Increase	Spring Progress	
Program Goal 2 Challenges: Classroom changes due to COVID-19.					

Program Goal 3: Increase Parent Involvement in the Head Start Program.					
Year Two Objective One Outcome: 40% of parents will be involved in their child's education					
Fall Progress	49%	Winter Progress	48%	Spring Progress	
Program Goal 3 Challenges: Parents ability to participate in activities due to COVID-19					

CSNT Head Start

School Readiness Performance Data Report

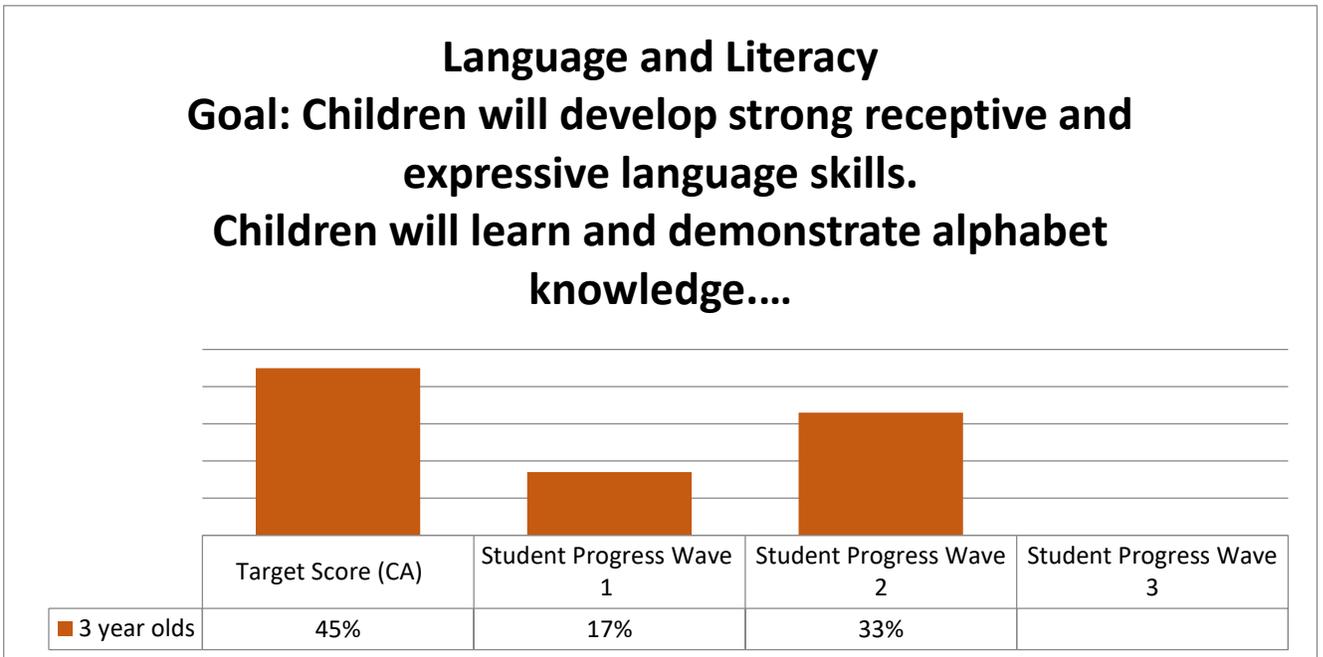
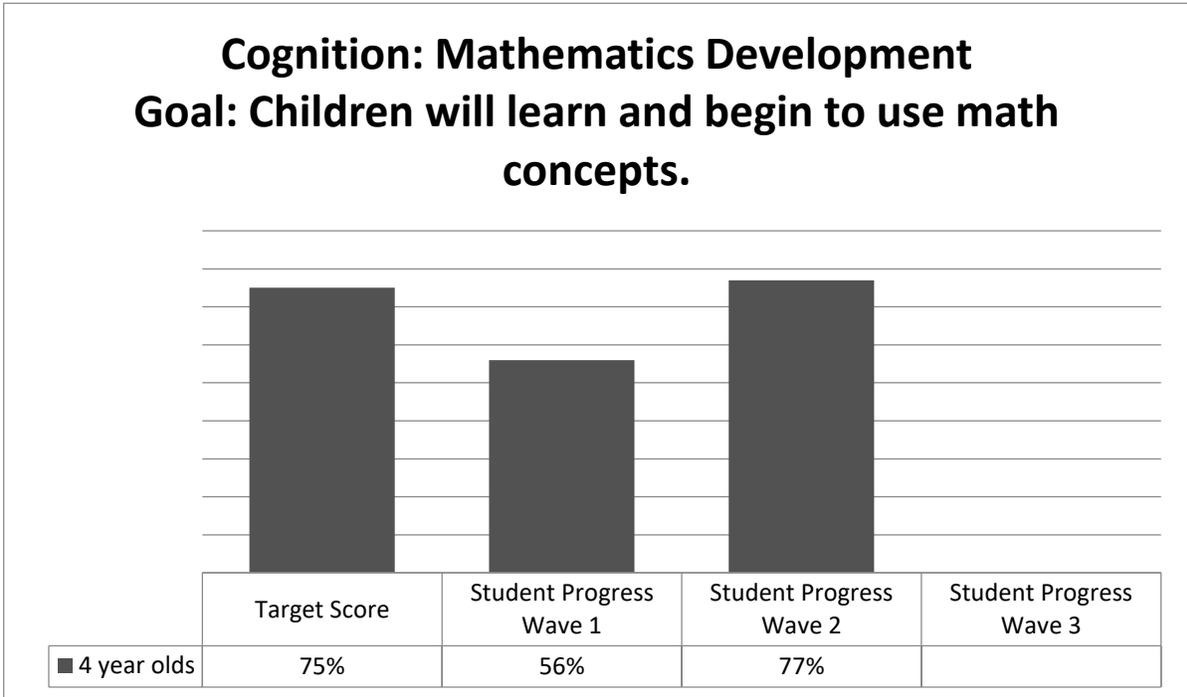
2020-2021



CSNT Head Start

School Readiness Performance Data Report

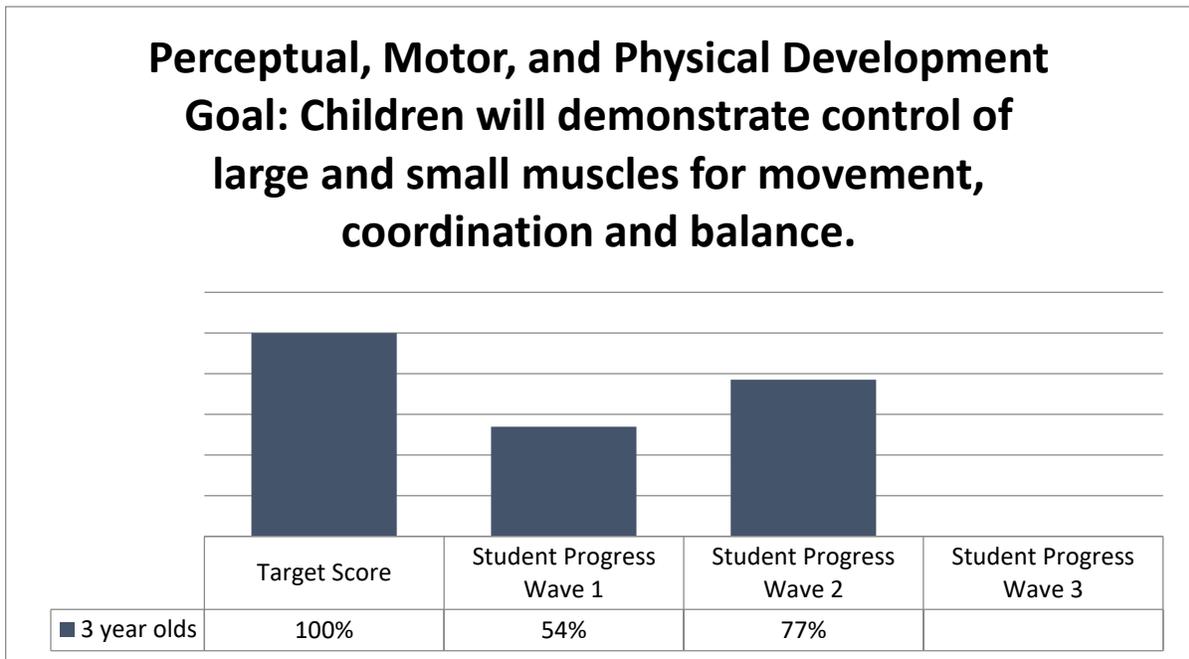
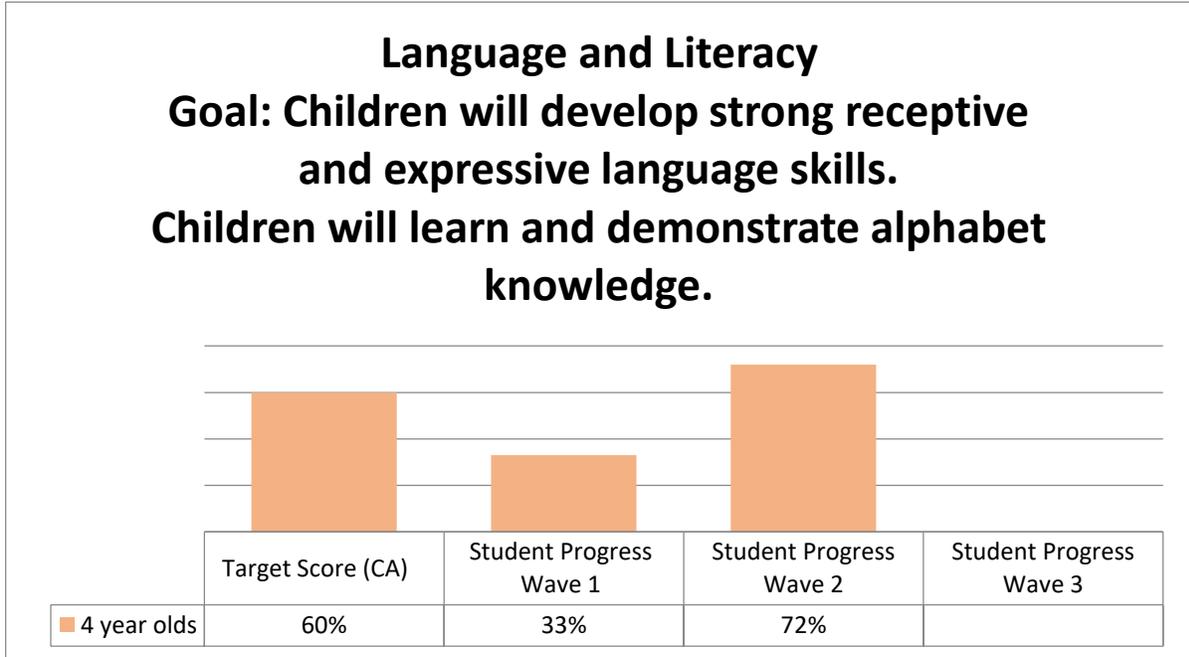
2020-2021



CSNT Head Start

School Readiness Performance Data Report

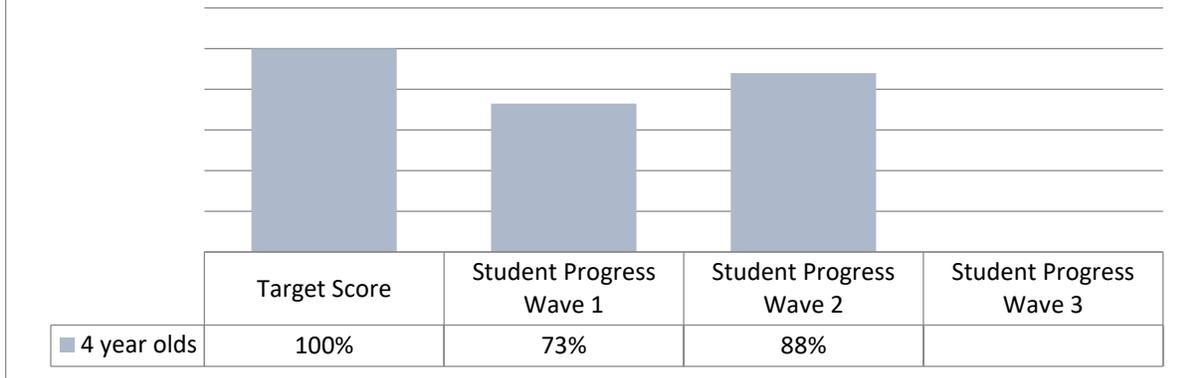
2020-2021



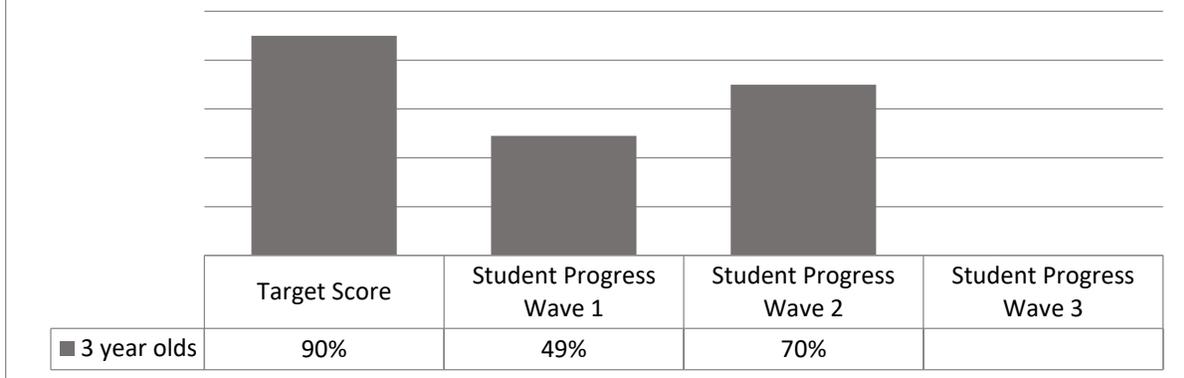
Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
2020-2021

Perceptual, Motor, and Physical Development
Goal: Children will control of large and small muscles for movement, coordination and balance.



Social and Emotional Development
Goal: Children will demonstrate an increasing ability to manage their own emotions and behaviors.

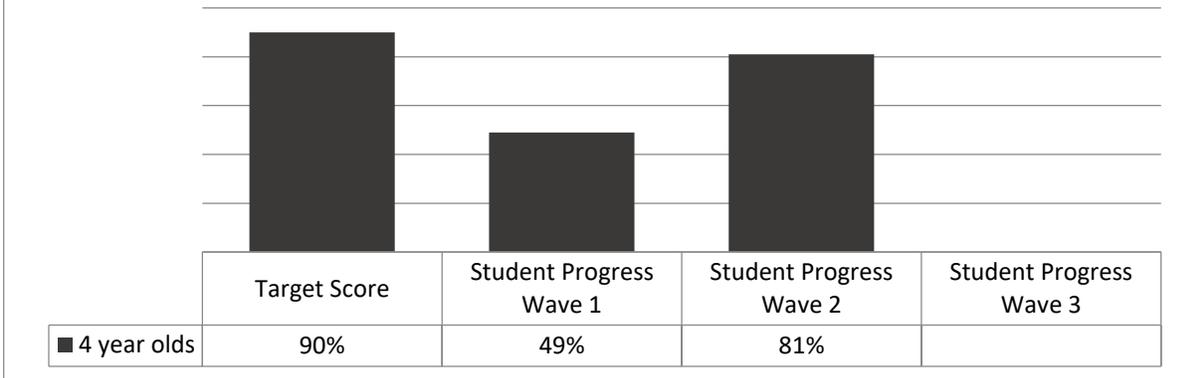


CSNT Head Start

School Readiness Performance Data Report

2020-2021

Social and Emotional Development
Goal: Children will demonstrate an increasing ability to manage their own emotions and behaviors.



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

