



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 22, 2022 @ 12:00 Noon

East Texas Enrichment Center

510 E. Bonham, Jefferson, TX 75657

Rev. 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 Agenda 3/22/22 ☪

4. Approval of Minutes 2/8/22 ☪

5. Chairman's Comments and Recognitions

6. Training/Presentations

A. Board Question – Berny Harris

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 –No current report required

E. Nominating – No current report

F. By Laws- No current report

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

8. Action Items

A. **Discuss/Approve Audit** - Neil Phillips presents audit via Zoom ☪ OS 8.3 and OS 8.4

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

C. **Approve Consent Agenda** ☪

- 1) Head Start/EHS Report..... (OS 5.9).....Berny Harris
- 2) Head Start/EHS PIR Report..... (OS 5.9) Berny Harris
- 3) County Services Report..... (OS 5.9).....Heather Humphries
- 4) Service Department Report..... (OS 5.9)Tommy Hooper
- 5) HS Transportation Report..... (OS 5.9) Tommy Hooper
- 6) VSN Report..... (OS 5.9) Kelsey Nickleberry
- 7) Payee Report..... (OS 5.9) Lauren Bean
- 8) TBRA Report..... (OS 5.9)Lauren Bean

D. **Discuss/Approve Succession Plan** ☪

E. **Discuss and/or Approve Self-Assessment Results 2022** ☪

F. Discuss and/or Approve ERSEA Committee Action Items ☼

- 1. Head Start Selection Criteria
- 2. Early Head Start Selection Criteria
- 3. Head Start Health History Form
- 4. Early Head Start Health History Form
- 5. Returning Student Form
- 6. Medical/Dental Home Form
- 7. Receipt of Handbook Form

G. Discuss and/or Approve Updated Head Start Operating Manuals ☼

- 1. Education Manual
- 2. Health Manual
- 3. Nutrition Manual

9. Staff Reports

A. Financial-1.2.3.4.5.6.7.8.9..... (OS 8.7) Shelley Mitchell

10. Executive Director’s Report

11. Discussion Items

- A. Progress on Head Start Goals
 - 1. Head Start Program Goals 2021-2022
 - 2. Parent, Family and Community Engagement 2020-2021
 - 3. School Readiness Performance Data
- B. CLASS Data Winter 2022
- C. Assessment Data Winter 2022
 - 1. Circle Assessment Head Start
 - 2. Frog Street Assessment Early Head Start

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.
Board Meeting MINUTES
February 8, 2022 - 12:00 Noon
Linden Community Center
301 East Houston St., Linden, Texas 75563

Board Members Present

Ross Hyde, Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Dr. Arcolia Jenkins, Vice Chairman

Representing Creating Opportunities in Marion County, Private Sector

Angela Thompson

Representing Bowie County, Poverty Sector

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Jonathan Owen

Representing Linden-Kildare CISD, Private Sector

Judge Doug Reeder, Parliamentarian

Morris County Judge, Public Sector

Jennifer Reynolds

Representing Morris County, Poverty Sector

John Baxter

Representing Texana Bank, Private Sector

Board Members Absent

Judge Leward Lafleur

Marion County Judge, Public Sector

Lee Elliott

Representing LEDC, Private Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:18 p.m.
Quorum: established nine of 11 members present

MINUTES

Motion: Bro. John Baxter moved to approve the December 7, 2021 minutes.
Second: Cecelia Huff, Secretary
All in favor voted aye, none opposed, the motion carried unanimously

AGENDA

Motion: Judge Reeder moved to approve the agenda.
Second: Dr. Arcolia Jenkins, Vice-Chair
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

- A. Eligibility Final Rule – Presented by Bridgette Parton, Head Start Program Manager

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required
- B. Personnel – No Current report required
- B. Finance – No Current report required
- D. Executive – No current report required
- E. Nominating – No current report required
- F. By Laws – No current report required

No Committee Reports.

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

None

Action Items

- A. Seat New Board Member(s)
None

B. Approve Consent Agenda

- 1) Head Start/EHS Reports..... (OS 5.9).....Berny Harris
- 2) Head Start/EHS PIR Reports. (OS 5.9).....Berny Harris
- 3) County Services Report.....(OS 5.9).....Heather Humphries
- 4) Service Department Report..... (OS 5.9)Tommy Hooper
- 5) HS Transportation Report..... (OS 5.9) Tommy Hooper
- 6) VSN Report..... (OS 5.9) Kelsey Nickleberry
- 7) Payee Report (OS 5.9) Lauren Bean
- 8) TBRA Report.....(OS 5.9)Lauren Bean
- 9) Human Resources.....(OS 5.9).....Charlotte Hall

Motion: Donna Early, Treasurer moved to approve the Consent agenda.

Second: Angela Thompson

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)

DEPUTY EXECUTIVE DIRECTOR’S REPORT (in absence of Executive Director)

- A. Austin Energy Summit & TACAA conference. Board was excited to learn of the invitation to present how improvements were made for spending in the CEAP grant since Michelle’s hiring. This presentation generated questions via in person as well as calls from the Network of other Agencies.
- B. CSNT has applied for a grant of \$1M for Homeless Stability
- C. Discussed updates of all other programs.
- D. Discussed being in non-compliance with CSBG for having a poverty sector vacancy over 90 days.

DISCUSSION ITEMS

- A. CLASS Fall 2021 Data
- B. School Readiness Performance Fall 2021 Data
- C. Parent, Family, and Community Engagement Goals Fall 2021 Progress
- D. Head Start Program Goals Fall 2021 Progress
- E. Detailed Monitoring Summary of Results Grantee 06CH011282/03

AUDIENCE COMMENTS

None

EXECUTIVE SESSION

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

ADJOURN

Motion to adjourn: Dr. Arcolia Jenkins, Vice-Chairman 1:06 pm
Second: Judge Reeder, Parliamentarian

Approved by: _____, on _____, 2022
(Board Secretary) (Date)

Board Minutes Organizational Standards Checklist:

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

Organizational Standard 1.1

Number of low-income persons participating: Three (3)

Is Policy Council represented? X Yes No

Is the Policy Council representative low-income? X Yes No

Were minutes submitted from advisory groups? Yes X No

Were minutes submitted from committee meetings? Yes X No

Were any of the following discussed during the meeting?

Recruitment documents Yes X No

Solicitation materials Yes X No

Final board membership list X Yes No

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

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

Organizational Standard 2.3

The organization communicates its activities and its results to the community. CSNT Annual Report published Date: September 29, 2021

Organizational Standard 3.5

Did the Board formally accept the Community Assessment? X Yes No
Date 7.27.2021

Organizational Standard 4.4

The governing board receives an annual update on the success of specific strategies included in the Community Action plan. Date 10.26.2021

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 = Three (3)(must be at least 4) X NO

Total number of local elected officials = Four (4) (must be exactly 4) X Yes

Total number of members from major groups and interests in the community = Four (4) (must be the remainder) X Yes

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? X 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. X Yes No Date: 09.29.2021

Organization Standard 5.4

The organization documents that each governing board member has received a copy of the bylaws within the past two years. X Yes No Date 1-28-2020 Due 2022

Organizational Standard 5.8

Governing board members have been provided with training on their duties and responsibilities within the past two years. X Yes No Date: 7.27.2021

Organizational Standard 5.9

The organization’s governing board receives programmatic reports at each regular board meeting. X Jan X Feb X Mar X Apr X May X June X July X Aug X Sept X Oct X Nov X 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. X Yes No Date: 09.29.2021

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.

X Yes No Date: 09.29.21

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.

X Yes No Date: 8.6.21

Organizational Standard 7.3

The organizational has written job descriptions for all positions, which have been updated with the past five years. X Yes No Date: 10.26.19

Organizational Standard 7.4

Performance appraisal of Executive Director X Yes No Date: 7.27.2021

Organizational Standard 7.5

Reviews and approves Executive Director Salary Yes No Date: 7.27.2021

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 (Human Resources keeps a spreadsheet)

Organizational Standard 7.9

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

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

Organizational Standard 8.1

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

Organizational Standard 8.2

All findings from the prior year’s annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate. Yes Date NO FINDINGS

Organizational Standard 8.3

The organization’s auditor presents the audit to the governing board via zoom. Yes Date April 27, 2021

Organizational Standard 8.4

The governing board formally receives and accepts the audit.

X Yes Date April 27, 2021

Organizational Standard 8.5

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

X Yes Year 2021

Organizational Standard 8.6

The IRS Form 990 is completed annually and made available to the governing board for review. X Yes Date May 25, 2021

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.

X Jan	X April	X July	X October
X Feb	X May	X Aug	X November
X Mar	X June	X Sept	X December

January 29, 2022

Jarred, Gilmore & Phillips, PA
P.O. Box 779, 1815 S. Santa Fe
Chanute, Kansas 66720

Dear Ladies & Gentleman:

This representation letter is provided in connection with your audit of the financial statements of Community Services Of Northeast Texas, Inc., which comprise the statements of financial position as of September 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of January 29, 2022, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 12, 2021, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Organization's accounts.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Significant estimates and material concentrations have been appropriately disclosed in accordance with U.S. GAAP.

11) Guarantees, whether written or oral, under which the Organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

Information Provided

12) We have provided you with:

- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and all audit or relevant monitoring reports, if any, received from funding sources..
- b) Additional information that you have requested from us for the purpose of the audit.
- c) Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
- d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.

13) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of Federal awards.

14) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

15) We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:

- a) Management,
- b) Employees who have significant roles in internal control, or
- c) Others where the fraud could have a material effect on the financial statements.

16) We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, grantors, regulators, or others.

17) We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.

18) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.

19) We have disclosed to you the identity of the Organization's related parties and all the related-party relationships and transactions of which we are aware.

20) The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.

22) Community Services Of Northeast Texas, Inc. is an exempt organization under Section 501 (c)3 of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.

23) We acknowledge our responsibility for presenting the supplementary information listed in the table of contents in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content,

is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

24) With respect to federal award programs:

- a. We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), relating to preparation of the schedule of expenditures of federal awards.
- b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
- c. If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance, including when applicable, those set forth in the OMB Compliance Supplement, relating to federal awards confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j. We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.

- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance subsequent to the period covered by the auditor's report.
- r. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s. The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t. We have charged costs to federal awards in accordance with applicable cost principles.
- u. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- v. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- y. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.

25) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

Signed: _____

Title: Executive Director

Signed: _____

Title: Chairman

Signed: _____

Title: Finance Director

**COMMUNITY SERVICES OF
NORTHEAST TEXAS, INC.**
Linden, Texas

Independent Auditors' Report and
Financial Statements with
Supplementary Information

For the Years Ended
September 30, 2021 and 2020

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
Linden, Texas

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JARRED, GILMORE & PHILLIPS, PA
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

Board of Directors
Community Services of Northeast Texas, Inc.
Linden, Texas

Report on the Financial Statements

We have audited the accompanying financial statements of Community Services of Northeast Texas, Inc. (a nonprofit organization), which comprise the statements of financial position as of September 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Services of Northeast Texas, Inc. as of September 30, 2021 and 2020, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. The combining schedule of activities (presented on Pages (17-21) is prepared for additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 29, 2022, on our consideration of Community Services of Northeast Texas, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Community Services of Northeast Texas, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Services of Northeast Texas, Inc.'s internal control over financial reporting and compliance.



JARRED, GILMORE & PHILLIPS, PA
Certified Public Accountants

Chanute, Kansas
January 29, 2022

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Linden, Texas

Statements of Financial Position

September 30, 2021 and 2020

	2021	2020
<u>ASSETS</u>		
Current Assets:		
Cash	\$ 605,203.03	\$ 659,427.75
Receivables, Net	90,812.71	602,776.92
Promises to Give, Current	25,000.00	-
Prepaid Expense	42,814.84	38,881.68
Total Current Assets	<u>763,830.58</u>	<u>1,301,086.35</u>
Capital Assets, Net	<u>1,421,798.13</u>	<u>1,481,464.98</u>
 TOTAL ASSETS	 <u>\$ 2,185,628.71</u>	 <u>\$ 2,782,551.33</u>
<u>LIABILITIES AND NET ASSETS</u>		
Liabilities		
Current Liabilities:		
Accounts Payable	\$ 45,514.26	\$ 597,090.65
Line of Credit	-	48,674.00
Accrued Salary and Fringe	167,382.31	166,560.66
Accrued Annual Leave	82,478.80	94,216.80
Refundable Grant Advances	285,002.29	194,087.24
Current Portion of Long-Term Debt	3,861.03	760.27
Total Current Liabilities	<u>584,238.69</u>	<u>1,101,389.62</u>
Long-Term Liabilities		
Notes Payable	150,000.00	150,000.00
Less Current Portion of Long-Term Debt	<u>(3,861.03)</u>	<u>(760.27)</u>
Total Long-Term Liabilities	<u>146,138.97</u>	<u>149,239.73</u>
 TOTAL LIABILITIES	 <u>730,377.66</u>	 <u>1,250,629.35</u>
Net Assets:		
Without Donor Restrictions	1,069,547.56	1,127,947.52
With Donor Restrictions	<u>385,703.49</u>	<u>403,974.46</u>
 TOTAL NET ASSETS	 <u>1,455,251.05</u>	 <u>1,531,921.98</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$ 2,185,628.71</u>	 <u>\$ 2,782,551.33</u>

The accompanying notes are an integral part of the financial statements.

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Linden, Texas

Statements of Activities

For the Years Ended September 30, 2021 and 2020

<u>CHANGES IN NET ASSETS</u>	2021	2020
Net Assets without Donor Restrictions		
Revenues and Gains		
Contributions	\$ 10,240,941.17	\$ 9,315,323.02
Program Income	34,570.28	10,381.46
Miscellaneous Revenue	29,962.62	38,096.75
Gain (Loss) on Sale of Assets	-	(4,478.06)
Total Revenue and Gains	<u>10,305,474.07</u>	<u>9,359,323.17</u>
Expenses		
Program Services		
Early Childhood Development	5,536,767.04	4,899,155.23
Community Services	571,748.23	443,405.52
Emergency Assistance	3,217,172.36	2,879,518.35
Supporting Activities		
Management and General	1,088,394.90	1,052,554.59
Fundraising	7,307.32	4,514.06
Total Expenses	<u>10,421,389.85</u>	<u>9,279,147.75</u>
Net Assets Released From Restrictions through Satisfaction of Program Restrictions	<u>93,628.11</u>	<u>37,245.56</u>
Increase (Decrease) in Net Assets without Donor Restrictions	<u>(22,287.67)</u>	<u>117,420.98</u>
Net Assets with Donor Restrictions		
Contributions	39,244.85	85,088.31
Net Assets Released From Restrictions Through Satisfaction of Program Restrictions	<u>(93,628.11)</u>	<u>(37,245.56)</u>
Increase (Decrease) in Net Assets with Donor Restrictions	<u>(54,383.26)</u>	<u>47,842.75</u>
Net Increase(Decrease) In Net Assets	(76,670.93)	165,263.73
NET ASSETS, Beginning of the Year	<u>1,531,921.98</u>	<u>1,366,658.25</u>
NET ASSETS, End of the Year	<u>\$ 1,455,251.05</u>	<u>\$ 1,531,921.98</u>

The accompanying notes are an integral part of the financial statements.

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Linden, Texas

Statement of Functional Expenses
For the Year Ended September 30, 2021

	Program Services				Supporting Activities		Total Organization Services
	Early Childhood Development	Community Services	Emergency Assistance	Total Program Services	Management and General	Fundraising	
Expenses							
Salaries	\$ 2,950,854.66	\$ 54,295.76	\$ 333,442.80	\$ 3,338,593.22	\$ 669,623.08	\$ 4,593.85	\$ 4,012,810.15
Fringe Benefits	713,590.59	17,569.59	73,797.84	804,958.02	99,187.35	680.46	904,825.83
Supplies	455,777.40	15,309.74	2,014.40	473,101.54	23,828.63	163.47	497,093.64
Small Equipment	19,934.00	12,787.77	2,946.37	35,668.14	5,784.38	39.68	41,492.20
Insurance	20,433.15	9,049.57	4,334.44	33,817.16	29,095.54	199.61	63,112.31
Professional Fees	269,176.01	382.70	222.11	269,780.82	71,822.50	492.73	342,096.05
Space	591,611.37	15,105.59	8,824.47	615,541.43	80,655.56	553.33	696,750.32
Repairs and Maintenance	34,976.14	24,890.46	10,546.74	70,413.34	15,413.97	105.75	85,933.06
Travel	59,867.17	725.46	998.29	61,590.92	7,457.87	51.16	69,099.95
Utilities	99,359.22	27,701.67	17,331.69	144,392.58	20,864.54	143.14	165,400.26
Vehicle	69,470.02	25,130.90	5,887.81	100,488.73	8,803.09	35.53	109,327.35
Utility Assistance	-	308,724.78	2,690,983.33	2,999,708.11	-	-	2,999,708.11
Program Services	-	-	58,353.24	58,353.24	(536.17)	-	57,817.07
Food	131,150.19	90.94	57.67	131,298.80	189.16	-	131,487.96
Other	23,359.10	53,424.19	7,431.16	84,214.45	24,001.95	164.66	108,381.06
Depreciation	97,208.02	6,559.11	-	103,767.13	32,203.45	83.95	136,054.53
Total Expenses	\$ 5,536,767.04	\$ 571,748.23	\$ 3,217,172.36	\$ 9,325,687.63	\$ 1,088,394.90	\$ 7,307.32	\$ 10,421,389.85

The accompanying notes are an integral part of the financial statements.

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Linden, Texas

Statement of Functional Expenses
For the Year Ended September 30, 2020

	Program Services				Supporting Activities		Total Organization Services
	Early Childhood Development	Community Services	Emergency Assistance	Total Program Services	Management and General	Fundraising	
Expenses							
Salaries	\$ 2,634,956.01	\$ 148,362.06	\$ 296,048.55	\$ 3,079,366.62	\$ 603,366.79	\$ 2,642.01	\$ 3,685,375.42
Fringe Benefits	674,448.83	30,279.14	65,890.47	770,618.44	75,583.20	330.96	846,532.60
Supplies	440,708.10	21,616.97	1,806.64	464,131.71	52,120.65	228.23	516,480.59
Small Equipment	24,358.79	9,341.72	2,660.85	36,361.36	9,831.70	43.05	46,236.11
Insurance	16,060.33	7,089.75	4,010.85	27,160.93	16,501.57	72.26	43,734.76
Professional Fees	50,033.04	342.02	-	50,375.06	60,060.67	262.99	110,698.72
Space	611,884.13	28,539.43	99,940.97	740,364.53	91,160.43	399.17	831,924.13
Repairs and Maintenance	16,327.33	15,167.36	6,608.94	38,103.63	33,227.48	145.50	71,476.61
Travel	62,647.22	1,514.05	1,329.40	65,490.67	13,123.69	57.47	78,671.83
Utilities	87,317.40	19,842.11	14,287.25	121,446.76	30,544.42	133.75	152,124.93
Vehicle	64,884.96	21,862.85	5,491.71	92,239.52	5,830.84	-	98,070.36
Utility Assistance	-	121,859.71	2,309,803.94	2,431,663.65	(25.00)	-	2,431,638.65
Program Services	-	-	64,437.38	64,437.38	-	-	64,437.38
Food	91,737.43	59.98	26.82	91,824.23	277.78	1.22	92,103.23
Other	33,388.45	9,381.66	7,174.58	49,944.69	18,471.87	80.88	68,497.44
Depreciation	90,403.21	8,146.71	-	98,549.92	42,478.49	116.58	141,144.99
Total Expenses	\$ 4,899,155.23	\$ 443,405.52	\$ 2,879,518.35	\$ 8,222,079.10	\$ 1,052,554.59	\$ 4,514.06	\$ 9,279,147.75

The accompanying notes are an integral part of the financial statements.

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Linden, Texas

Statements of Cash Flows

For the Years Ended September 30, 2021 and 2020

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ (76,670.93)	\$ 165,263.73
Adjustments to Reconcile Change in Net Assets to Net Cash Used in Operating Activities		
Depreciation Expense	136,054.53	141,144.99
(Gain) Loss on Sale of Assets	-	4,478.06
(Increase) Decrease in Receivables	511,964.21	(401,000.48)
(Increase) Decrease in Promises to Give	(25,000.00)	-
(Increase) Decrease in Prepaid Expense	(3,933.16)	(6,710.40)
Increase (Decrease) in Accounts Payable	(551,576.39)	303,757.73
Increase (Decrease) in Accrued Salary and Fringe	821.65	26,715.58
Increase (Decrease) in Accrued Annual Leave	(11,738.00)	11,164.44
Increase (Decrease) in Advances from Grantor	90,915.05	177,290.56
	<u>70,836.96</u>	<u>422,104.21</u>
Net cash provided by (used in) operating activities		
CASH FLOWS FROM INVESTING ACTIVITIES		
Cash Payments for Capital Assets	(76,387.68)	(104,937.64)
Proceeds from Sale of Assets	-	12,057.19
	<u>(76,387.68)</u>	<u>(92,880.45)</u>
Net cash provided by (used in) investing activities		
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from Notes Payable	-	150,000.00
Proceeds from Line of Credit	460,840.00	441,120.19
Principal Payments on Line of Credit	(509,514.00)	(430,206.79)
	<u>(48,674.00)</u>	<u>160,913.40</u>
Net cash provided by (used in) financing activities		
Net Increase (Decrease) in Cash and Cash Equivalents	(54,224.72)	490,137.16
Cash, Beginning of the Year	659,427.75	169,290.59
Cash, End of the Year	<u>\$ 605,203.03</u>	<u>\$ 659,427.75</u>
Supplemental Information		
Cash Paid During the Period for:		
Interest Expense	<u>\$ 2,151.30</u>	<u>\$ 675.12</u>

The accompanying notes are an integral part of the financial statements.

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
Linden, Texas

Notes to the Financial Statements
September 30, 2021 and 2020

1. NATURE OF ACTIVITIES

Community Services of Northeast Texas, Inc. (the "Organization") is a nonprofit organization established in 1965 which serves the economically and socially disadvantaged persons in north east Texas consisting of Bowie, Camp, Cass, Delta, Franklin, Harrison, Hopkins, Lamar, Marion, Morris, and Panola, Rains, Red River, and Titus counties.

The Organization provides services to stimulate a better focusing of all available local, state, federal and private resources upon the goal of enabling low income families and individuals to attain the skills, knowledge, motivations and to secure the opportunities needed for them to become more fully self sufficient. The Organization administers the following major sources of revenue to meet the needs of the area it serves: Head Start Programs, Low-Income Home Energy Assistance Programs, Community Services Block Grant Programs, Star-Plus Nutrition Service Programs, and others. Expenses are broken down by program services. The following is a description of the program services:

Early Childhood Development - Provides high quality comprehensive child and family development services to income and age eligible children and their families, which includes education, health, nutrition, mental health, and parent involvement.

Nutrition Services - Provides meals to home bound citizens.

Emergency Assistance - Provides utility assistance to low-income individuals to assist them with energy bills, this could be gas, electric, Propane, etc.

Community Services - Community services programs strive to reduce poverty and empower low-income families to become self-sufficient.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The Organization's policy is to prepare its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (US GAAP). Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor imposed restrictions. Accordingly, Community Services of Northeast Texas, Inc.'s net assets and changes thereto are classified and reported as follows:

Net assets without donor restrictions - consists of amounts that are available for use in carrying out the activities of Community Services of Northeast Texas, Inc. and are not subject to donor-imposed restrictions.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Accounting (Continued)

Net assets with donor restrictions – Net assets subject to donor or certain grantor imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. We report contributions restricted by donors as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Liquidity

Assets are presented in the accompanying statement of financial position according to their nearness of conversion to cash and liabilities according to the nearness of their maturity and resulting use of cash.

Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

For purposes of the statement of cash flows, cash and cash equivalents include all highly liquid instruments with a maturity of three months or less when acquired.

Allowance for Doubtful Accounts

Accounts receivable are stated at unpaid balances, less an allowance for doubtful accounts. The Organization provides for losses on accounts receivable using the allowance method. The allowance is based on experience, third-party contracts, and other circumstances, which may affect the ability of their grantors to meet their obligations. Receivables are considered impaired if full payments are not received in accordance with the contractual terms. It is the Organization's policy to charge off uncollectible accounts receivable when management determines the receivable will not be collected.

Contributions and Unconditional Promises to Give

Contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for specific purposes are reported as contributions with donor restrictions that increases that net asset class. When donor restrictions expire, that is, when a time restriction ends and/or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restriction.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets

It is the Organization's policy to capitalize capital assets with a useful life of more than one year and a value over \$5,000.00. Capital assets are stated at cost, if purchased, and at fair value at the date of donation, if donated. Such items acquired under grants from Federal and state sources are considered to be owned by the Organization while used in the programs for which they are purchased or in programs authorized in the future. However, the funding source has a reversionary interest in the property. Property and equipment purchased or donated to the corporate account are depreciated based on estimated useful lives using the straight-line method as follows:

Buildings and Improvements	5-30 Years
Furniture and Equipment	5-7 Years
Vehicles	5 Years

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

Income Taxes

The Organization is exempt from Federal income taxes under IRS Code Section 501(c)(3). In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2).

In-Kind Goods/Services

The Organization receives donated goods and services as part of its programs. In-kind contributions are shown both as support and expenditures in these programs, and are recorded at the fair value of the goods or services at the time of donation. Amounts included are only those allowable under generally accepted accounting principles.

Allocated Costs

The Organization allocates its expenses on a functional basis among its various programs and support activities. Expenses that can be identified with a specific program and support activity are allocated directly according to their natural expenditure classification. Other expenses that are common to several functions are allocated using various allocation methods.

3. CONCENTRATION OF CREDIT RISK

At September 30, 2021, the carrying amount of the Organization's deposits was \$605,203.03. The bank balance was held at one bank resulting in a concentration of credit risk. The bank balance was \$837,071.86. Of the bank balance, \$250,000.00 was covered by FDIC insurance, and the remaining \$587,071.86 was collateralized by three pledged letter of credits by the bank.

At September 30, 2020, the carrying amount of the Organization's deposits was \$659,427.75. The bank balance was held at one bank resulting in a concentration of credit risk. The bank balance was \$733,115.90. Of the bank balance, \$250,000.00 was covered by FDIC insurance, and the remaining \$483,115.90 was collateralized by three pledged letter of credits by the bank.

4. RECEIVABLES, NET

Receivables at September 30, 2021 and 2020, consist of amounts due as follows:

	2021	2020
Head Start	\$ 51,823.62	\$ 29,305.48
Head Start - USDA	16,675.04	14,211.32
Head Start - Other	0.00	172.20
Comprehensive Energy Assistance Program	0.00	403,703.30
Community Services Block Grant - Discretionary	0.00	4,165.52
Community Services Block Grant - CARES	0.00	81,506.06
Community Services Block Grant	22,314.05	69,713.04
Total Receivables, Net	<u>\$ 90,812.71</u>	<u>\$ 602,776.92</u>

All accounts receivable at September 30, 2021 and 2020, are considered collectible, therefore, the allowance for uncollectibility is zero.

5. PROMISES TO GIVE

Receivable at September 30, 2021 and 2020, consist of the following:

	2021	2020
Contributions Due within one year	<u>\$ 25,000.00</u>	<u>\$ 0.00</u>
Total Promises to Give	25,000.00	0.00
Less Present Value Discount	<u>(0.00)</u>	<u>(0.00)</u>
Total Promises to Give	<u>\$ 25,000.00</u>	<u>\$ 0.00</u>

Uncollectible amounts for promises to give are expected to be insignificant. Accordingly, no provision is made for uncollectible amounts.

6. CAPITAL ASSETS, NET

Following are the changes in capital assets for the year ended September 30, 2021:

	Balance 9/30/2020	Additions	Retirements	Balance 9/30/2021
Capital Assets				
Land	\$ 192,630.00	\$ -	\$ -	\$ 192,630.00
Buildings	1,578,588.94	19,021.81	-	1,597,610.75
Equipment	329,183.90	30,257.00	-	359,440.90
Vehicles	748,026.48	27,108.87	-	775,135.35
Total Capital Assets	<u>2,848,429.32</u>	<u>76,387.68</u>	<u>-</u>	<u>2,924,817.00</u>
Accumulated Depreciation	<u>(1,366,964.34)</u>	<u>(136,054.53)</u>	<u>-</u>	<u>(1,503,018.87)</u>
Total Net Capital Assets	<u>\$ 1,481,464.98</u>	<u>\$ (59,666.85)</u>	<u>\$ -</u>	<u>\$ 1,421,798.13</u>

Following are the changes in capital assets for the year ended September 30, 2020:

	Balance 9/30/2019	Additions	Retirements	Balance 9/30/2020
Capital Assets				
Land	\$ 192,630.00	\$ -	\$ -	\$ 192,630.00
Buildings	1,520,109.05	58,479.89	-	1,578,588.94
Equipment	359,176.90	21,450.00	51,443.00	329,183.90
Vehicles	723,018.73	25,007.75	-	748,026.48
Total Capital Assets	<u>2,794,934.68</u>	<u>104,937.64</u>	<u>51,443.00</u>	<u>2,848,429.32</u>
Accumulated Depreciation	<u>(1,260,727.10)</u>	<u>(141,144.99)</u>	<u>34,907.75</u>	<u>(1,366,964.34)</u>
Total Net Capital Assets	<u>\$ 1,534,207.58</u>	<u>\$ (36,207.35)</u>	<u>\$ 86,350.75</u>	<u>\$ 1,481,464.98</u>

7. REFUNDABLE GRANT ADVANCES

Refundable grant advances at September 30, 2021 and 2020, consist of grant funds received in advance of expenditures in the following programs:

	2021	2020
Comprehensive Energy Assistance Program	\$ 154,734.42	\$ 193,497.77
Comprehensive Energy Assistance Program – CARES	83,998.95	0.00
Community Services Block Grant – Discretionary	36,804.00	0.00
Community Services Block Grant – CARES	8,546.69	0.00
Tenant Based Rental Assistance	<u>918.23</u>	<u>589.47</u>
Total Refundable Grant Advances	<u>\$ 285,002.29</u>	<u>\$ 194,087.24</u>

8. LINE OF CREDIT

The Organization has obtained a line of credit with Texana Bank for operating expenses awaiting grant agreement reimbursement. The note is due annually, including interest of 7.00%. The balance on the note at September 30, 2021 and 2020 was \$0.00 and \$48,674.00, respectively and interest paid during the fiscal year ended September 30, 2021 and 2020 was \$2,151.30 and \$675.12, respectively.

9. NOTES PAYABLE

The Organization signed an agreement dated June 14, 2020, with the Small Business Administration to assist with cash flow, which requires 360 monthly consecutive principal and interest payments currently at \$641.00 each, beginning June 14, 2021, including interest currently at 2.75% through June 14, 2051. However, no payments were made through September 30, 2021. The note is secured by all tangible and intangible personal property of the Organization. The balance on this note at September 30, 2021 and 2020 was \$150,000.00 and 150,000.00, respectively.

The following is a summary of changes in notes payable for the year ended September 30, 2021:

	Principal September 30, 2020	Principal Received (Paid)	Principal September 30, 2021	Interest Paid
<u>Obligations:</u>				
SBA Loan	\$ 150,000.00	\$ 0.00	\$ 150,000.00	\$ 0.00

The following is a summary of changes in notes payable for the year ended September 30, 2020:

	Principal September 30, 2019	Principal Received (Paid)	Principal September 30, 2020	Interest Paid
<u>Obligations:</u>				
SBA Loan	\$ 0.00	\$ 150,000.00	\$ 150,000.00	\$ 0.00

The schedule of maturities of notes payable is as follows:

<u>Year Ending September 30:</u>	<u>Amount</u>
2022	\$ 3,861.03
2023	3,198.42
2024	3,298.87
2025	3,403.14
2026	3,510.36
Thereafter	132,728.18
Total	<u>\$ 150,000.00</u>

10. OPERATING LEASES

As of September 30, 2021 and 2020, the Organization has entered into a number of operating leases for space and equipment. Total payments for the year ended September 30, 2021 and 2020, were \$161,313.89 and \$160,370.51, respectively. Under the current lease agreements, the future minimum lease rentals are as follows:

2022	\$ 101,877.00
2023	68,298.00
2024	28,990.50

11. COMPENSATED ABSENCES

Employees earn annual leave based upon the following schedule:

<u>LENGTH OF SERVICE</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>	<u>PART-TIME</u>
	<u>8 Hours Per Day</u>	<u>6 Hours Per Day</u>	<u>4 Hours Per Day</u>
0 – 3 Years	3 Hours	2.25 Hours	1.5 Hours
4 – 10 Years	5 Hours	3.75 Hours	2.5 Hours
11 – 19 Years	7 Hours	5.25 Hours	3.5 Hours
20 and Over	8 Hours	6 Hours	4 Hours

Hours are awarded per pay period. Employees may accumulate up to a maximum balance of 208 hours. No employee may carry over more than 208 hours of accrued leave into a new fiscal year and hours in excess of 208 hours will be forfeited. Upon termination of employment, permanent employees will be paid for unused Personal Leave that has been earned through the last actual day worked up to a maximum of 80 hours. However, if a reduction in force occurs as a result of a decrease in or elimination of grant funds, the full 80 hours may not be reimbursed upon termination of employment.

The Organization determines a liability for compensated absences when the following conditions are met:

1. The Organization’s obligation relating to employees’ rights to receive compensation for future absences is attributable to employee services already rendered;
2. The obligation relates to rights that vest or accumulate;
3. Payment of the compensation is probable; and
4. The amount can be reasonably estimated and is material to the financial statements.

In accordance with the above criteria, the Organization has accrued a liability for annual leave which has been earned, but not taken, by Organization employees.

12. NET ASSETS

Net assets without donor restrictions

At September 30, 2021 and 2020, all unrestricted net assets are undesignated as to their use.

Net assets with donor restrictions

Net assets with donor restrictions consist of donations of cash received & restricted to use and the donation of a building that has a use provision. Below is a detailed list of net assets by donor restriction:

	2021	2020
Utilities-Upshur Rural	\$ 29,200.67	\$ 21,353.74
Youth Empowerment	20,897.85	42,739.33
SSA Administration	1,780.09	1,246.54
Salvation Army	2,302.61	214.82
Targeted Local Community Assistance	4,864.83	25,438.25
Share the Warmth	25,000.00	0.00
Kaufman Building	<u>301,657.44</u>	<u>312,981.78</u>
Total Net Assets with Donor Restrictions	<u>\$ 385,703.49</u>	<u>\$ 403,974.46</u>

13. LIQUIDITY

At September 30, 2021 and 2020, all net assets with donor restrictions are available for payment of qualifying expenses within the respective Community Services of Northeast Texas, Inc. funds as such expenses are incurred, except for contributions receivable which are available when the receivable is collected which is expected within the next year and the expense is incurred. Likewise, as of September 30, 2021 and 2020, all net assets without donor restrictions are available to meet cash needs for general expenses of the organization within one year.

	2021	2020
Cash and Cash Equivalents - Unrestricted	\$ 605,203.03	\$ 659,427.75
Accounts Receivable, Net	90,812.71	602,776.92
Less: Cash Received with Donor Restrictions	(59,046.05)	(90,992.68)
Less: Cash Received with Grant Advances	<u>(285,002.29)</u>	<u>(194,087.24)</u>
Assets Available to Satisfy Current Obligations	<u>\$ 633,969.69</u>	<u>\$ 977,124.75</u>

14. IN-KIND CONTRIBUTIONS

Under the grant agreements, the Organization (grantee) receives a percentage of total estimated project funds from the Federal government. The balance of the project funds is contributed to the Organization from non-Federal sources in the form of "in-kind" contributions of services or goods from the Organization, delegated agencies, the community, or non-Federal governmental organizations. The services and goods donated are valued according to the grant guidelines. In-kind revenues and in-kind expenses that are allowable under generally accepted accounting principles (GAAP) have been recognized in the Head Start programs.

	2021	2020
Head Start		
Non-Professional Volunteers	\$ 12,937.86	\$ 42,839.12
Professional Services	832,386.41	631,465.68
Supplies	184,667.96	93.44
Disabilities	3,153.75	0.00
Travel	54,363.63	58,917.41
Space	<u>464,003.19</u>	<u>564,774.00</u>
Total In-Kind	1,551,512.80	1,298,089.65
Non-GAAP	<u>(12,937.86)</u>	<u>(42,839.12)</u>
In-Kind per GAAP	<u>\$ 1,538,574.94</u>	<u>\$ 1,255,250.53</u>

14. CONTINGENT LIABILITIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Organization expects such amounts, if any, to be immaterial.

In January 2020, the novel coronavirus “COVID-19” pandemic in the United States has resulted in classroom buildings being closed, activities canceled and the temporary closure of operating hours for the offices. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them. Accordingly, while management cannot quantify the financial and other impact to the Organization as of the date of this report, management believes that a material impact on the Organization’s financial position and results of future operations is reasonably possible.

15. CONCENTRATION OF RISK

The Organization receives substantial revenue in the form of Federal and State grants. The effect on the Organization’s ability to continue operations if these funding sources were lost or cancelled is unknown.

16. SUBSEQUENT EVENTS

The Organization evaluated events and transactions occurring subsequent to September 30, 2021 through January 29, 2021, the date the financial statements were available to be issued. During this period, there were no subsequent events requiring recognition in the financial statements..

SUPPLEMENTARY INFORMATION

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Combining Schedule of Activities

For the Year Ended September 30, 2021

	Head Start	Early Head Start	Head Start	Early Head Start	Youth Empowerment
Program Code	01	32	01	32	31
Grant Year End	11/30/2020	11/30/2020	11/30/2021	11/30/2021	9/30/2021
CFDA No.	93.600/10.558	93.600/10.558	93.600/10.558	93.600/10.558	N/A
	Early Childhood	Early Childhood	Early Childhood	Early Childhood	Early Childhood
Revenues and Gains					
Contributions					
Grant Revenue - Federal	\$ 854,071.24	\$ 29,255.11	\$ 3,340,628.20	\$ 178,852.20	\$ -
Grant Revenue - Federal USDA	25,688.00	-	120,179.97	10,567.97	-
Grant Revenue - State	-	-	-	-	-
Local	-	-	-	-	-
Local Non-Cash	417,332.40	17,033.00	1,100,153.89	16,993.67	-
Program Income	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Gain (Loss) on Sale of Assets	-	-	-	-	-
Transfers	-	-	-	-	-
Total Revenue and Gains	1,297,091.64	46,288.11	4,560,962.06	206,413.84	-
Administration					
Salaries	60,779.23	-	310,847.99	7,943.68	-
Salaries Non-Cash	252.34	-	3,630.44	-	-
Fringe Benefits	9,256.97	-	44,422.17	1,073.56	477.21
Fringe Benefits Non-Cash	63.09	-	907.65	-	-
Supplies	4,676.66	11.27	8,257.90	171.89	-
Small Equipment	529.95	-	3,193.06	4.52	-
Insurance	1,292.64	-	18,229.59	43.72	-
Professional Fees	11,642.01	-	35,565.74	2,051.34	91.99
Space	736.74	-	7,427.85	93.64	-
Space Non-Cash	12,211.50	-	34,508.15	469.20	-
Repairs and Maintenance	551.02	-	7,675.68	258.71	-
Travel	58.11	-	423.10	-	-
Travel Non-Cash	61.49	-	548.42	-	-
Utilities	837.27	-	8,675.86	138.92	-
Vehicle	-	-	-	-	-
Program Services	-	-	-	-	-
Food	19.54	-	64.26	1.26	-
Other	77.68	0.12	3,416.37	41.07	-
Depreciation	-	-	-	-	-
Program					
Salaries	345,227.03	2,076.00	1,809,454.69	118,176.20	13,894.40
Salaries Non-Cash	124,921.08	-	543,195.14	4,260.41	-
Fringe Benefits	81,454.47	147.32	429,981.20	33,495.53	3,005.36
Fringe Benefits Non-Cash	31,230.28	-	135,798.89	1,065.11	-
Supplies	129,198.47	9,984.85	127,628.99	8,015.65	1,281.48
Supplies Non-Cash	163,950.00	17,033.00	2,434.96	1,250.00	-
Small Equipment	5,020.88	13,199.81	46,357.43	5,384.75	2,337.00
Insurance	2,686.28	-	17,592.57	154.30	-
Professional Fees	123,275.20	-	140,628.65	2,118.41	-
Professional Fees Non-Cash	1,162.50	-	1,678.75	312.50	-
Space	26,727.99	6.94	142,551.46	4,823.10	687.54
Space Non-Cash	73,252.00	-	333,925.89	9,636.45	-
Repairs and Maintenance	5,780.14	-	48,203.82	13.99	-
Travel	2,451.46	-	3,662.16	(0.17)	-
Travel Non-Cash	10,228.12	-	43,525.60	-	-
Utilities	14,951.19	-	83,038.23	1,369.80	-
Vehicle	12,996.20	-	56,443.82	-	30.00
Utility Assistance	-	-	-	-	-
Program Services	-	-	-	-	-
Food	33,067.50	265.67	94,314.44	3,502.58	-
Other	6,464.61	3,563.13	12,751.14	543.72	36.50
Total Expenses	1,297,091.64	46,288.11	4,560,962.06	206,413.84	21,841.48
Increase (Decrease) in Net Assets	-	-	-	-	(21,841.48)
NET ASSETS, Beginning of Year	-	-	-	-	42,739.33
NET ASSETS, End of the Year	\$ -	\$ -	\$ -	\$ -	\$ 20,897.85

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Combining Schedule of Activities

For the Year Ended September 30, 2021

	Adult Nutrition	CSBG	CSBG	CSBG	CSBG CARES
Program Code	02	05	22	DISCRETIONARY 25	35
Grant Year End	9/30/2020	12/31/2020	12/31/2021	8/31/2021	12/31/2021
CFDA No.	N/A	93.569	93.569	93.569	93.569
	Nutrition Services	Community Services	Community Services	Community Services	Community Services
Revenues and Gains					
Contributions					
Grant Revenue - Federal	\$ -	\$ 33.08	\$ 381,018.06	\$ 6,939.70	\$ 455,185.25
Grant Revenue - Federal USDA	-	-	-	-	-
Grant Revenue - State	-	-	-	-	-
Local	-	-	-	-	-
Local Non-Cash	-	-	-	-	-
Program Income	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Gain (Loss) on Sale of Assets	-	-	-	-	-
Transfers	153,257.52	(6,963.16)	-	(6,939.70)	-
Total Revenue and Gains	153,257.52	(6,930.08)	381,018.06	-	455,185.25
Administration					
Salaries	-	6,936.15	162,148.98	-	38,003.08
Salaries Non-Cash	-	-	-	-	-
Fringe Benefits	-	3,452.01	20,551.30	-	2,961.74
Fringe Benefits Non-Cash	-	-	-	-	-
Supplies	-	383.50	6,531.12	-	130.98
Small Equipment	-	(1,291.62)	946.65	-	1,440.00
Insurance	-	672.07	5,377.21	-	-
Professional Fees	-	1,113.14	10,263.34	-	-
Space	-	871.75	3,587.20	-	138.00
Space Non-Cash	-	-	-	-	-
Repairs and Maintenance	-	631.17	2,286.26	-	-
Travel	-	54.00	5,853.11	-	-
Travel Non-Cash	-	-	-	-	-
Utilities	-	824.68	3,992.55	-	-
Vehicle	-	-	8,838.62	-	-
Program Services	-	-	-	-	-
Food	-	10.84	44.98	-	-
Other	-	106.37	11,303.67	-	-
Depreciation	-	-	-	-	-
Program					
Salaries	-	(34,358.73)	36,890.38	-	51,764.11
Salaries Non-Cash	-	-	-	-	-
Fringe Benefits	-	3,981.86	12,260.56	-	1,327.17
Fringe Benefits Non-Cash	-	-	-	-	-
Supplies	-	(8,228.68)	3,648.64	-	19,784.70
Supplies Non-Cash	-	-	-	-	-
Small Equipment	-	2,027.11	10,495.45	-	-
Insurance	-	1,325.69	6,477.93	-	-
Professional Fees	-	-	225.00	-	-
Professional Fees Non-Cash	-	157.70	-	-	-
Space	-	2,762.48	11,948.91	-	169.20
Space Non-Cash	-	-	-	-	-
Repairs and Maintenance	-	(2,060.77)	15,630.73	-	11,320.50
Travel	-	375.83	349.63	-	-
Travel Non-Cash	-	-	-	-	-
Utilities	-	4,805.05	15,819.28	-	-
Vehicle	-	6,028.39	18,064.76	-	-
Utility Assistance	-	2,125.48	1,887.53	-	304,682.77
Program Services	-	-	-	-	-
Food	-	27.76	63.18	-	-
Other	-	336.69	5,531.09	-	23,463.00
Total Expenses	-	(6,930.08)	381,018.06	-	455,185.25
Increase (Decrease) in Net Assets	153,257.52	-	-	-	-
NET ASSETS, Beginning of Year	(153,257.52)	-	-	-	-
NET ASSETS, End of the Year	\$ -	\$ -	\$ -	\$ -	\$ -

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Combining Schedule of Activities

For the Year Ended September 30, 2021

	SSA Administration	CEAP	CEAP	CEAP-CARES	Utilities-Upshur
Program Code	28	21	08	38	Rural
Grant Year End	9/30/2021	12/31/2021	9/30/2021	9/30/2021	9/30/2021
CFDA No.	N/A	93.568	93.568	93.568	N/A
	Community Services	Emergency Services	Emergency Services	Emergency Services	Emergency Services
Revenues and Gains					
Contributions					
Grant Revenue - Federal	\$ -	\$ 419,669.51	\$ 1,536,509.63	\$ 1,071,725.43	\$ -
Grant Revenue - Federal USDA	-	-	-	-	-
Grant Revenue - State	-	-	-	-	-
Local	-	-	-	-	8,499.82
Local Non-Cash	-	-	-	-	-
Program Income	34,570.28	-	-	-	-
Miscellaneous Revenue	42.01	-	-	-	-
Gain (Loss) on Sale of Assets	-	-	-	-	-
Transfers	-	-	-	-	-
Total Revenue and Gains	34,612.29	419,669.51	1,536,509.63	1,071,725.43	8,499.82
Administration					
Salaries	-	21,896.63	36,105.21	37,411.20	-
Salaries Non-Cash	-	-	-	-	-
Fringe Benefits	-	3,847.68	7,220.60	4,264.60	-
Fringe Benefits Non-Cash	-	-	-	-	-
Supplies	-	2,752.89	3,123.99	-	-
Small Equipment	-	597.28	404.22	-	-
Insurance	-	3,080.97	552.85	-	-
Professional Fees	-	2,954.63	5,014.22	1,622.79	-
Space	-	4,047.01	3,383.05	-	-
Space Non-Cash	-	-	-	-	-
Repairs and Maintenance	-	1,938.80	1,764.47	418.50	-
Travel	-	106.21	160.05	-	-
Travel Non-Cash	-	-	-	-	-
Utilities	-	3,201.94	2,899.49	-	-
Vehicle	-	-	-	-	-
Program Services	-	45.93	6.57	-	-
Food	-	5.46	3.41	-	-
Other	-	1,953.68	1,331.24	-	-
Depreciation	-	-	-	-	-
Program					
Salaries	-	25,799.91	99,078.06	133,170.59	-
Salaries Non-Cash	-	-	-	-	-
Fringe Benefits	-	19,471.79	29,279.14	14,916.99	-
Fringe Benefits Non-Cash	-	-	-	-	-
Supplies	105.08	1,177.60	505.78	-	-
Supplies Non-Cash	-	-	-	-	-
Small Equipment	265.21	1,489.25	1,018.83	-	-
Insurance	1,245.95	2,577.49	1,656.89	-	-
Professional Fees	-	189.00	-	-	-
Professional Fees Non-Cash	-	-	-	-	-
Space	225.00	203.68	5,183.69	3,437.10	-
Space Non-Cash	-	-	-	-	-
Repairs and Maintenance	-	5,016.11	5,530.63	-	-
Travel	-	424.86	573.43	-	-
Travel Non-Cash	-	-	-	-	-
Utilities	7,077.34	7,251.49	9,242.53	-	-
Vehicle	1,037.75	223.31	551.50	-	-
Utility Assistance	29.00	278,514.90	1,291,216.55	873,934.66	652.89
Program Services	-	27,046.05	28,758.19	2,549.00	-
Food	-	24.82	32.85	-	-
Other	24,093.41	3,830.14	1,912.19	-	-
Total Expenses	34,078.74	419,669.51	1,536,509.63	1,071,725.43	652.89
Increase (Decrease) in Net Assets	533.55	-	-	-	7,846.93
NET ASSETS, Beginning of Year	1,246.54	-	-	-	21,353.74
NET ASSETS, End of the Year	\$ 1,780.09	\$ -	\$ -	\$ -	\$ 29,200.67

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Combining Schedule of Activities

For the Year Ended September 30, 2021

	Share the Warmth	Salvation Army	TLC	Tenant Based Rental Assistance	Vet Servies Now
Program Code	12	13	14	26	29
Grant Year End	9/30/2021	9/30/2021	9/30/2021	9/30/2021	9/30/2021
CFDA No.	N/A	N/A	N/A	14.239	N/A
	Emergency Services	Emergency Services	Emergency Services	Emergency Services	Emergency Services
Revenues and Gains					
Contributions					
Grant Revenue - Federal	\$ -	\$ -	\$ -	\$ 33,659.31	\$ -
Grant Revenue - Federal USDA	-	-	-	-	-
Grant Revenue - State	-	-	-	-	235,808.08
Local	25,000.00	5,082.55	662.48	-	-
Local Non-Cash	-	-	-	-	-
Program Income	-	-	-	-	-
Miscellaneous Revenue	-	-	1,500.00	-	-
Gain (Loss) on Sale of Assets	-	-	-	-	-
Transfers	-	-	-	-	47,434.77
Total Revenue and Gains	25,000.00	5,082.55	2,162.48	33,659.31	283,242.85
Administration					
Salaries	-	-	-	-	-
Salaries Non-Cash	-	-	-	-	-
Fringe Benefits	-	-	-	-	-
Fringe Benefits Non-Cash	-	-	-	-	-
Supplies	-	-	-	-	-
Small Equipment	-	-	-	-	-
Insurance	-	-	-	-	46.10
Professional Fees	-	-	-	-	1,673.61
Space	-	-	-	-	-
Space Non-Cash	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Travel	-	-	-	-	-
Travel Non-Cash	-	-	-	-	-
Utilities	-	-	-	-	-
Vehicle	-	-	-	-	-
Program Services	-	-	-	-	-
Food	-	-	-	-	-
Other	-	-	64.00	-	118.64
Depreciation	-	-	-	-	-
Program					
Salaries	-	-	-	-	75,394.24
Salaries Non-Cash	-	-	-	-	-
Fringe Benefits	-	-	-	-	10,129.92
Fringe Benefits Non-Cash	-	-	-	-	-
Supplies	-	-	-	139.43	191.59
Supplies Non-Cash	-	-	-	-	-
Small Equipment	-	-	-	-	438.29
Insurance	-	-	-	-	100.06
Professional Fees	-	-	-	-	33.11
Professional Fees Non-Cash	-	-	-	-	-
Space	-	-	-	-	-
Space Non-Cash	-	-	-	-	-
Repairs and Maintenance	-	-	-	-	-
Travel	-	-	-	-	-
Travel Non-Cash	-	-	-	-	-
Utilities	-	-	-	-	837.67
Vehicle	-	-	-	66.80	5,046.20
Utility Assistance	-	2,301.26	22,000.00	33,440.00	188,923.07
Program Services	-	-	-	-	-
Food	-	-	-	-	-
Other	-	693.50	671.90	13.08	310.35
Total Expenses	-	2,994.76	22,735.90	33,659.31	283,242.85
Increase (Decrease) in Net Assets	25,000.00	2,087.79	(20,573.42)	-	-
NET ASSETS, Beginning of Year	-	214.82	25,438.25	-	-
NET ASSETS, End of the Year	\$ 25,000.00	\$ 2,302.61	\$ 4,864.83	\$ -	\$ -

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Combining Schedule of Activities

For the Year Ended September 30, 2021

	Local Admin		Elimination	
Program Code	20/27		Entries	Consolidated
Grant Year End	9/30/2021	Combined	and GAAP	Totals
CFDA No.	N/A	Sub - Totals	Adjustments	
	Management and General			
Revenues and Gains				
Contributions				
Grant Revenue - Federal	\$ -	\$ 8,307,546.72	\$ -	\$ 8,307,546.72
Grant Revenue - Federal USDA	-	156,435.94	-	156,435.94
Grant Revenue - State	-	235,808.08	-	235,808.08
Local	78,963.01	118,207.86	(76,387.68)	41,820.18
Local Non-Cash	-	1,551,512.96	(12,937.86)	1,538,575.10
Program Income	-	34,570.28	-	34,570.28
Miscellaneous Revenue	28,420.61	29,962.62	-	29,962.62
Gain (Loss) on Sale of Assets	-	-	-	-
Transfers	(186,789.43)	-	-	-
Total Revenue and Gains	(79,405.81)	10,434,044.46	(89,325.54)	10,344,718.92
Administration				
Salaries	(11,738.00)	670,334.15	-	670,334.15
Salaries Non-Cash	-	3,882.78	-	3,882.78
Fringe Benefits	1,369.23	98,897.07	-	98,897.07
Fringe Benefits Non-Cash	-	970.74	-	970.74
Supplies	(2,048.10)	23,992.10	-	23,992.10
Small Equipment	-	5,824.06	-	5,824.06
Insurance	-	29,295.15	-	29,295.15
Professional Fees	322.42	72,315.23	-	72,315.23
Space	13,734.80	34,020.04	-	34,020.04
Space Non-Cash	-	47,188.85	-	47,188.85
Repairs and Maintenance	(4.89)	15,519.72	-	15,519.72
Travel	244.54	6,899.12	-	6,899.12
Travel Non-Cash	-	609.91	-	609.91
Utilities	436.97	21,007.68	-	21,007.68
Vehicle	-	8,838.62	-	8,838.62
Program Services	(588.67)	(536.17)	-	(536.17)
Food	39.41	189.16	-	189.16
Other	5,753.77	24,166.61	-	24,166.61
Depreciation	136,054.53	136,054.53	-	136,054.53
Program				
Salaries	-	2,676,566.88	-	2,676,566.88
Salaries Non-Cash	-	672,376.63	(10,350.29)	662,026.34
Fringe Benefits	-	639,451.31	-	639,451.31
Fringe Benefits Non-Cash	-	168,094.28	(2,587.57)	165,506.71
Supplies	-	293,433.58	(5,000.00)	288,433.58
Supplies Non-Cash	-	184,667.96	-	184,667.96
Small Equipment	-	88,034.01	(52,365.87)	35,668.14
Insurance	-	33,817.16	-	33,817.16
Professional Fees	-	266,469.37	-	266,469.37
Professional Fees Non-Cash	-	3,311.45	-	3,311.45
Space	-	198,727.09	-	198,727.09
Space Non-Cash	-	416,814.34	-	416,814.34
Repairs and Maintenance	-	89,435.15	(19,021.81)	70,413.34
Travel	-	7,837.20	-	7,837.20
Travel Non-Cash	-	53,753.72	-	53,753.72
Utilities	-	144,392.58	-	144,392.58
Vehicle	-	100,488.73	-	100,488.73
Utility Assistance	-	2,999,708.11	-	2,999,708.11
Program Services	-	58,353.24	-	58,353.24
Food	-	131,298.80	-	131,298.80
Other	-	84,214.45	-	84,214.45
Total Expenses	143,576.01	10,510,715.39	(89,325.54)	10,421,389.85
Increase (Decrease) in Net Assets	(222,981.82)	(76,670.93)	-	(76,670.93)
NET ASSETS, Beginning of Year	1,594,186.82	1,531,921.98	-	1,531,921.98
NET ASSETS, End of the Year	\$ 1,371,205.00	\$ 1,455,251.05	\$ -	\$ 1,455,251.05

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Linden, Texas

Schedule of Expenditures of Federal Awards

For the Year Ended September 30, 2021

Federal Grantor/Pass-Through Grantor/Program Title	Year End	Pass-Through Entity Identifying Number	CFDA #	Provided to Subrecipients	Federal Expenditures
<u>U.S. Department of Health and Human Services</u>					
Direct Programs:					
Head Start Cluster					
Head Start	11/30/2020	N/A	93.600	\$ -	\$ 883,326.35
Head Start	11/30/2021	N/A	93.600	-	3,519,480.40
Total Head Start Cluster			Total 93.600	-	4,402,806.75
Passed-through:					
Texas Department of Housing and Community Affairs					
Low-Income Home Energy Assistance Program (CEAP)-CARES	7/30/2022	58990003297	93.568	-	1,071,725.43
Low-Income Home Energy Assistance Program (CEAP)	6/30/2021	58210003385	93.568	-	419,669.51
Low-Income Home Energy Assistance Program (CEAP)	3/21/2022	58200003154	93.568	-	1,536,509.63
			Total 93.568	-	3,027,904.57
Texas Department of Housing and Community Affairs					
Community Services Block Grant - CARES	7/31/2022	61200003337	93.569	-	455,185.25
Community Services Block Grant - Discretionary	8/31/2021	61200003277	93.569	-	6,939.70
Community Services Block Grant	12/31/2021	61210003447	93.569	-	381,018.06
Community Services Block Grant	12/31/2020	61200003216	93.569	-	33.08
			Total 93.569	-	843,176.09
Total U.S. Department of Health and Human Services				-	8,273,887.41
<u>U.S. Department of Agriculture</u>					
Passed-through:					
State of Texas Department of Agriculture					
Child and Adult Care Food Program	11/30/2020	806780706	10.558	-	25,688.00
Child and Adult Care Food Program	11/30/2021	806780706	10.558	-	130,747.94
			Total 10.558	-	156,435.94
Total U.S. Department of Agriculture				-	156,435.94

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
Linden, Texas
Schedule of Expenditures of Federal Awards
For the Year Ended September 30, 2021

Federal Grantor/Pass-Through Grantor/Program Title	Year End	Pass-Through Entity Identifying Number	CFDA #	Provided to Subrecipients	Federal Expenditures
<u>U.S. Department of Housing and Urban Development</u>					
Passed-through the Texas Department of Housing and Community Affairs:					
HOME Investment Partnership Program	9/30/2021	M-14-SG-48-0100	14.239	\$ -	\$ 33,659.31
Total U.S. Department of Agriculture				-	33,659.31
Total Expenditures of Federal Awards				\$ -	\$ 8,463,982.66

NOTE A -- BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Community Services of Northeast Texas, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B: INDIRECT COST RATE

Community Services of Northeast Texas, Inc. did not elect to use the 10% de minimis cost rate.

JARRED, GILMORE & PHILLIPS, PA
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Directors
Community Services of Northeast Texas, Inc.
Linden, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Services of Northeast Texas, Inc. (a nonprofit organization), which comprise the statements of financial position as of September 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated January 29, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Community Services of Northeast Texas, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Community Services of Northeast Texas, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Community Services of Northeast Texas, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Community Services of Northeast Texas, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



JARRED, GILMORE & PHILLIPS, PA
Certified Public Accountants

Chanute, Kansas
January 29, 2022

JARRED, GILMORE & PHILLIPS, PA
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY
THE UNIFORM GUIDANCE**

Board of Directors
Community Services of Northeast Texas, Inc.
Linden, Texas

Report on Compliance for Each Major Federal Program

We have audited Community Services of Northeast Texas, Inc.'s compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of Community Services of Northeast Texas, Inc.'s major federal programs for the year ended September 30, 2021. Community Services of Northeast Texas, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Community Services of Northeast Texas, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Community Services of Northeast Texas, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal programs. However, our audit does not provide a legal determination of Community Services of Northeast Texas, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, Community Services of Northeast Texas, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its other major federal programs for the year ended September 30, 2020.

Report on Internal Control Over Compliance

Management of Community Services of Northeast Texas, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Community Services of Northeast Texas, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express

an opinion on the effectiveness of Community Services of Northeast Texas, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



JARRED, GILMORE & PHILLIPS, PA
Certified Public Accountants

Chanute, Kansas
January 29, 2022

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
Linden, Texas

Schedule of Findings and Questioned Costs
For the Year Ended September 30, 2021

I. SUMMARY OF AUDITORS' RESULTS

Financial statements:

The auditors' report expresses an unmodified opinion on the financial statements of Community Services of Northeast Texas, Inc..

Internal Control over Financial Reporting:

Material weakness(es) identified?	_____	Yes	_____ <u>X</u> _____	No
Significant deficiencies identified?	_____	Yes	_____ <u>X</u> _____	None Reported
Noncompliance or other matters required to be reported under <i>Government Auditing Standards</i> ?	_____	Yes	_____ <u>X</u> _____	No

Federal Awards:

Internal control over major programs:

Material weakness(es) identified?	_____	Yes	_____ <u>X</u> _____	No
Significant deficiencies identified?	_____	Yes	_____ <u>X</u> _____	None Reported

The auditors' report on compliance for the major federal award programs for Community Services of Northeast Texas, Inc. expresses an unmodified opinion.

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516 (a)?	_____	Yes	_____ <u>X</u> _____	No
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Identification of major programs:

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Low-Income Home Energy Assistance Program	CFDA 93.568
Community Services Block Grant	CFDA 93.569

The threshold for distinguishing Types A and B programs was \$750,000.00.

Auditee qualified as a low risk auditee?	_____ <u>X</u> _____	Yes	_____	No
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II. FINANCIAL STATEMENT FINDINGS

None

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Linden, Texas

Summary Schedule of Prior Audit Findings
For the Year Ended September 30, 2021

None

CSNT Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **February**

CSNT HS Report
Revised 1/19/22

Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment HS	465	465	465									
Over/Under Enrollment EHS	-10	-16	-21									
% with Special Needs	6%	8%	9%									
ADA Funded Enrolled* (465)	86%	80%	80%									
Enrollment (acutal students)	89%	85%	86%									
Present/ Absent	399/56	379/70	377/60									
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

Head Start	December	January	February	March	April	May	June	July	August	September	October	November
\$989,814			\$561,036	\$428,778								
57% Needed												
Grant Total								41.49% Received		\$435,162		
\$	428,778	\$ 138,762	\$ 143,161	\$ 146,855								

Indirect Cost Pool Expenditures (including % Admin)

ICP	December	January	February	March	April	May	June	July	August	September	October	November
\$ 391,886			\$ 328,146									
Grant Total							\$ 415,021	Expended		\$ 67,530		
*Grant should not be above 15%												
HS Total 4%	\$ 16,125	\$ 21,947	\$ 25,668	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	63,740	\$ 16,125	\$ 21,947	\$ 25,668	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 27,588												
# of service days	13	16	18									
# of meals served	3,696	3,677	4,436									
CACFP Reimbursement	\$ 8,619	\$ 8,613	\$ 10,356									

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	152	46	46									
# Classrooms Observed	48	22	22									
Incomes Verified	10	6	8									
# Parents Interviewed	12	12	0									
# of Staff interviewed	5	14	17									
# Bus Routes Observed	0	0	0									
# Staff Files Reviewed	0	0	0									
# Community Contacts	63	50	43									
# of Findings	11	57	38									

Annual Self-Assessment Findings

Date:	December	January	February	March	April	May	June	July	August	September	October	November
Week of 3/3/2022												
Completed NA												
# of findings	2	2	4									
# findings corrected	2	2	0									
# findings remaining	0	0	4									

Annual Detailed Monitoring Findings

Week of	December	January	February	March	April	May	June	July	August	September	October	November
1/24/2022												
Completed NA												
# of findings	7	5	5									
# findings corrected	7	0	0									
# findings remaining	0	5	5									

Program Updates

Campuses Preparing for Spring Breaks
Classrooms Preparing for Round-ups/Recruitment

CSNT Early Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **February**

CSNT Early HS Report
Revised 1/19/22

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									
Over/Under Enrollment EHS	0	0	-2									
% with Special Needs	12.50%	12.50%	12.50%									
ADA Funded Enrolled* (16)	84%	64%	73%									
Enrollment (acutal students)	84%	73%	83%									
Present/ Absent	13/3	012/2	012/2									
* If below 85% (Why) -	COVID Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases									

Non-Federal Share

	December	January	February	March	April	May	June	July	August	September	October	November
Early HS		\$59,148	\$52,764	\$6,384		89% Needed	Grant Total	41.49% Received	\$435,162			
\$ 6,384	\$ 2,165	\$ 2,054	\$ 2,165									

Indirect Cost Pool Expenditures (including % Admin)

	December	January	February	March	April	May	June	July	August	September	October	November
ICP		\$ 23,135	\$ 19,345				Grant Total	\$ 415,021	Expended	\$ 67,530		
*Grant hould not be above 15%												
EHS Total 0%	\$ 942	\$ 1,413	\$ 1,435									
\$ 3,790	\$ 942	\$ 1,413	\$ 1,435	\$ -								

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 3,318												
# of service days	13	16	18									
# of meals served	481	347	593									
CACFP Reimbursement	\$ 1,113	\$ 812	\$ 1,393									

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	10	27	16									
# Classrooms Observed	12	6	6									
Incomes Verified	0	0	0									
# Parents Interviewed	0	0	0									
# of Staff interviewed	2	0	0									
# Bus Routes Observed	0	0	0									
# Staff Files Reviewed	0	0	0									
# Community Contacts	8	3	5									
# of Findings/# Corrected	4	0	0									

Annual Self-Assessment Findings

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

Annual Detailed Monitoring Findings

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

Program Updates

Campuses Preparing for Spring Breaks
Classrooms Preparing for Round-ups/Recruitment

3/7/22 3:25 PM	9803 - HEAD START PIR Snapshot (Grid)	1 of 4	
		Total	Percentage

Report: Head Start PIR Snapshot (Grid)
 PIR: Head Start 2021-2022
 Section: a. Total Funded Enrollment

Number of enrollment slots that the program is funded to serve.	465	100%
---	-----	------

Section: b. Funded Enrollment by Program Option

Center-Based	465	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Section: c. Detail - Center-based Funded Enrollment

Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	444	95.48%
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total

Section: d. Total Cumulative Enrollment

Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	506	100% of participants
--	-----	----------------------

Section: e. Participants By Age (Percentage of Cumulative Enrollment)

Two Years Old	2	0.40%
Three Years Old	232	45.85%

Four Years Old	272	53.75%
Five Years Old and Older	0	0.00%

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

Total Number of children experiencing homelessness that were served during the enrollment year	32	6.32%
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Section: g. Foster Care (Percentage of Cumulative Enrollment)

Total number of enrolled children who were in foster care at any point in the program year	16	3.16%
--	----	-------

Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	123	24.31%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	69	13.64%
Non-Hispanic or Non-Latino Origin	126	24.90%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	2	0.40%
Asian	7	1.38%
Black or African American	265	52.37%
Native Hawaiian or Pacific Islander	0	0.00%
White	155	30.63%
Biracial or Multi-Racial	49	9.68%
Other Race	28	5.53%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	476	94.07%
Spanish	26	5.14%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%

Middle Eastern or South Asian Languages	1	0.20%
East Asian	3	0.59%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
Other Languages	0	0.00%
Unspecified Language	0	0.00%

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

Children With Health Insurance At Start of Enrollment	470	92.89%
Children With Health Insurance At End of Enrollment	311	61.46%
Children With A Medical Home At Start of Enrollment	455	89.92%
Children With A Medical Home At End of Enrollment	241	47.63%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	460	90.91%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	300	59.29%
Children with a dental home at start of enrollment	426	84.19%
Children with a dental home at end of enrollment	233	46.05%

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

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	39	8.78%
---	----	-------

Section: n. Family Services (Percentage of Total Families)

Total Number of Families	478	100.00%
Families Who Received at Least One Family Service	426	89.12%

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

Emergency or Crisis Intervention	49	10.25%
Housing Assistance	6	1.26%

Asset building services (Financial Education)	76	15.90%
Mental Health Services	15	3.14%
Substance Abuse Prevention	5	1.05%
Substance Abuse Treatment	3	0.63%
English as a Second Language (ESL) Training	7	1.46%
Assistance enrolling in Education or Job Training	46	9.62%
Research-Based Parenting Curriculum	273	57.11%
Involvement in their child's screening and assessment results and their child's progress	294	61.51%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	323	67.57%
Education on preventative medical and oral health	388	81.17%
Education on health and developmental consequences of tobacco product use	166	34.73%
Education on Nutrition	414	86.61%
Education on postpartum care (e.g. breastfeeding support)	4	0.84%
Education on relationship/marriage	4	0.84%
Assistance to Families of Incarcerated Individuals	6	1.26%

3/7/22
3:24 PM

9803 - EARLY HEAD START PIR Snapshot (Grid)

1 of 4

Total

Percentage

Report: Head Start PIR Snapshot (Grid)

PIR: Head Start 2021-2022

Section: a. Total Funded Enrollment

Number of enrollment slots that the program is funded to serve.

16

100%

Section: b. Funded Enrollment by Program Option

Center-Based

16

100%

Home-Based

0

0%

Combination

0

0%

Family Child Care

0

0%

Locally Designed

0

0%

Section: c. Detail - Center-based Funded Enrollment

Center-based Part Day (4 days per week)

0

0% of Center-based Total

Center-based Full Day (4 days per week > 6 Hours per Day)

0

0% of Center-based Total

Center-based Part Day (5 days per week)

16

100.00%

Center-based Full Day (5 days per week > 6 Hours per Day)

0

0% of Center-based Total

Section: d. Total Cumulative Enrollment

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

17

100% of participants

Section: e. Participants By Age (Percentage of Cumulative Enrollment)

Under One Year

0

0.00%

One Year Old	7	41.18%
Two Years Old	10	58.82%
Three Years Old	0	0.00%

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

Total Number of children experiencing homelessness that were served during the enrollment year	2	11.76%
--	---	--------

Section: g. Foster Care (Percentage of Cumulative Enrollment)

Total number of enrolled children who were in foster care at any point in the program year	2	11.76%
--	---	--------

Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	11	64.71%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	2	11.76%
Non-Hispanic or Non-Latino Origin	15	88.24%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	1	5.88%
Asian	0	0.00%
Black or African American	13	76.47%
Native Hawaiian or Pacific Islander	0	0.00%
White	1	5.88%
Biracial or Multi-Racial	1	5.88%
Other Race	1	5.88%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	16	94.12%
Spanish	1	5.88%

Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
Other Languages	0	0.00%
Unspecified Language	0	0.00%

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

Children With Health Insurance At Start of Enrollment	17	100.00%
Children With Health Insurance At End of Enrollment	13	76.47%
Children With A Medical Home At Start of Enrollment	17	100.00%
Children With A Medical Home At End of Enrollment	11	64.71%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	17	100.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	1	5.88%
Children with a dental home at start of enrollment	15	88.24%
Children with a dental home at end of enrollment	9	52.94%

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

Children with an Individualized Education Program (IFSP), indicating they were determined eligible to receive special education and related services	2	12.50%
--	---	--------

Section: n. Family Services (Percentage of Total Families)

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

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

Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset building services (Financial Education)	0	0.00%
Mental Health Services	0	0.00%
Substance Abuse Prevention	0	0.00%
Substance Abuse Treatment	0	0.00%
English as a Second Language (ESL) Training	0	0.00%
Assistance enrolling in Education or Job Training	0	0.00%
Research-Based Parenting Curriculum	6	40.00%
Involvement in their child's screening and assessment results and their child's progress	5	33.33%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	0	0.00%
Education on preventative medical and oral health	13	86.67%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on Nutrition	12	80.00%
Education on postpartum care (e.g. breastfeeding support)	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to Families of Incarcerated Individuals	0	0.00%

Direct services dollars for clients: CEAP Cares	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct services for clients: Other grants & funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Amount of donated dollars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served with Donated Goods	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total dollars expended for this county	\$4,533.24	\$13,882.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,415.78
Number of persons served in this county	24	63	0	0	0	0	0	0	0	0	0	0	0	87
Rains County	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Direct services dollars for clients: CSBG Regular + TOPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct services dollars for clients: CSBG Cares	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct services dollars for clients: CEAP Regular	\$1,588.07	\$3,788.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,376.48
Number of individuals served	3	10	0	0	0	0	0	0	0	0	0	0	0	13
Direct services dollars for clients: CEAP Cares	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct services for clients: Other grants & funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Amount of donated dollars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served with Donated Goods	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total dollars expended for this county	\$1,588.07	\$3,788.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,376.48
Number of persons served in this county	3	10	0	0	0	0	0	0	0	0	0	0	0	13
Red River County	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Direct services dollars for clients: CSBG Regular + TOPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct services dollars for clients: CSBG Cares	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct services dollars for clients: CEAP Regular	\$6,247.77	\$12,974.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,222.43
Number of individuals served	13	34	0	0	0	0	0	0	0	0	0	0	0	47
Direct services dollars for clients: CEAP Cares	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct services for clients: Other grants & funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Amount of donated dollars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served with Donated Goods	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total dollars expended for this county	\$6,247.77	\$12,974.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,222.43
Number of persons served in this county	13	34	0	0	0	0	0	0	0	0	0	0	0	47
Titus County	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Direct services dollars for clients: CSBG Regular + TOPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct services dollars for clients: CSBG Cares	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct services dollars for clients: CEAP Regular	\$7,861.19	\$35,427.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,288.96
Number of individuals served	62	165	0	0	0	0	0	0	0	0	0	0	0	227
Direct services dollars for clients: CEAP Cares	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct services for clients: Other grants & funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Amount of donated dollars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of individuals served with Donated Goods	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total dollars expended for this county	\$7,861.19	\$35,427.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,288.96
Number of persons served in this county	62	165	0	0	0	0	0	0	0	0	0	0	0	227
Total dollars expended for all counties	\$98,959.31	\$249,252.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$348,211.79
Number of persons served for all counties	544	1036	0	0	0	0	0	0	0	0	0	0	0	1580

CSBG
TOP
CEAP
CARES
Other grants & funding
Donated Goods
VSN
Vet Taxi
TBRA

Community Service Block Grant
Transitioning Out of Poverty
Comprehensive Energy Assistance Program
Coronavirus Aid, Relief, and Economic Security
Upshur Rural, Salvation Army, & Temple
Domino Food Pantry, Local Pantry, Misc.
Vet Services Now
Veteran Rides
Tenant-Based Rental Assistance

Service Department Report

MARCH, 2022

Service Department

Department makeup

5 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)		0.00	YTD =		
Vehicle Maintenance cost (Buses)	0	0	YTD =	0.00	
Vehicle Maintenance cost (Exec. Office)		0	YTD =		
Vehicle fuel cost (Gas Campus)	0	50.63	YTD =	0	301.64
Vehicle fuel cost (Exec. Office)		534.25	YTD =		1476.04
Vehicle fuel cost (Diesel)		40	YTD =		
Vehicle insurance cost (Buses)	1106.58		YTD =	2213.16	
Vehicle driver cost buses	2454.62		YTD =	4909.24	
Total transportation cost:	3561.2	624.88			
Total number transported:	0	27			

Monthly Vehicle Cost Summary

Mar-22

By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	-	-	
CSBG	646.71	1,025.84	
CEAP	-	-	
VSN	-	-	
			<u>1,672.55</u>

By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	294.01	422.31	
Linden	328.69	437.48	
Linden Shop	-	48.60	
Daingerfield	24.01	117.45	
	-	-	
			<u>1,672.55</u>

By Vehicle

<u>#</u>	<u>Fuel</u>	<u>Repairs</u>	<u>Total</u>	<u>Location</u>
801	-	-	-	Linden Shop
879	-	-	-	Linden
880	-	-	-	Linden
881	-	103.95	103.95	Linden
882	152.25	55.73	207.98	Linden
883	-	48.60	48.60	Linden Shop
884	-	109.95	109.95	Linden
885	24.01	117.45	141.46	Daingerfield
886	294.01	422.31	716.32	Jefferson
887	176.44	103.95	280.39	Linden
838	-	63.90	63.90	Linden
			<u>1,672.55</u>	

VSN

FEBRUARY 2022

CATEGORIES	VET	SURVIVING SPOUSE	DEPENDENTS	TOTAL SPENT
VSN UTILITIES	38	6	43	\$8,974.54
VSN RENT	10	0	4	\$5,820.00
VSN MORTGAGE	2	0	4	\$1884.49
VSN DENTAL	1	0	0	\$888.00

KELSY NICKLEBERRY

VSN CASE MANAGER

Payee Services Report

Month of: FEBRUARY 2022

Number of beneficiaries:		8
Total Funds Received:	\$	6,590.00
Total Expenses Managed:	\$	7,209.52
MONTHLY total on hold for Beneficiaries:	\$	(619.52)
TOTAL on hold for Beneficiaries:	\$	1,658.64

Expenditures

Rent:	\$	2,149.00
Utilities:	\$	457.27
Food:	\$	-
Medical:	\$	-
Other:	\$	498.25
Transfer for beneficiary use:	\$	4,105.00
	\$	7,209.52

Total collected for FFS: \$ 384.00

Interest Earned: \$ 3.79

Prepared by:
Lauren Bean
3/15/2022

REPORT- Tenant Based Rental Assistance (TBRA)

Funded by the Texas Department of Housing and Community Affairs (TDHCA)

Contracts: COVID \$41,480.00
Reservation \$314,462.00

Counties in each region:		
<u>West Region</u>	<u>Central Region</u>	<u>East Region</u>
Delta	Camp	Bowie
Hopkins	Franklin	Cass
Lamar	Morris	Marion
Rains	Red River	
	Titus	

Report for February 2022

Number of Households currently receiving assistance: **10**
West 3
Central 1
East 6

This month, we paid out in assistance: **\$3,755.00**
West \$1,299.00
Central \$235.00
East \$2,221.00

Year to date, we have paid out in assistance for all contracts: **\$56,845.00**
West \$14,981.00
Central \$16,611.00
East \$25,253.00

Community Services of Northeast Texas, Inc.

Succession Plan

Purpose of a Succession Plan

The Board of Directors of Community Services of Northeast Texas, Inc. (CSNT) recognizes that this is a plan for contingencies due to the disability, death or departure of the Executive Director. If the organization is faced with the unlikely event of an untimely vacancy, CSNT has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board of CSNT has reviewed the job description of the Executive Director. The job description is attached. The board has a clear understanding of the Executive Director's role in organizational leadership, program development, program administration, operations, Board of Directors relationships, financial operations, resource development and community presence.

Other portions of the plan deal with the departure of additional high level members of management and operation, such as the Human Resources Director, Head Start Director, Finance Director, Director of Operations, Service Manager, Payroll Specialist, Adult Nutrition Manager, and Director of Client Operations.

In the event of a temporary, unplanned absence; short-term

A temporary absence is one of less than three (3) months in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Directors of CSNT is authorized to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

In the event of an unplanned absence of the Executive Director, the Deputy Executive Director is to immediately inform the Board Chair of the absence. As soon as it is feasible, the Chair should convene a meeting of the Board or Executive Committee to affirm the procedures prescribed in this plan or to make modifications as the Committee deems appropriate.

At the time that this plan was approved, the position of Acting Executive Director would be [Michelle Morehead, Deputy Executive Director](#).

Should the standing appointee to the position of Acting Executive Director be unable to serve, the first and second back-up appointees for the position of Acting Executive Director will be [Bernadette Harris, Head Start Director](#), and [Alma Harrison, Executive Assistant](#).

If this Acting Executive Director is new to his/her position and fairly inexperienced with this organization (less than one year), the Board of Directors may decide to appoint one of the back-up appointees to the acting executive position. The Board of Directors may also consider the option of splitting executive duties among the designated appointees.

Acting Executive Director

Should there be a need for an Acting Executive Director, the Deputy Executive Director shall become such until such time as a properly prepared and constituted meeting of the Board of Directors or the Executive Committee of the Board of Directors can meet and name or confirm the Acting Executive Director as Interim Executive Director, if needed.

Under the direction of the Acting Executive Director, the Tier One Group shall immediately meet and discuss a plan of action moving forward, in accordance with the agency's approved plans.

Tiers of Succession Planning

Tier I: Administrative

- 1.11 Executive Director

- 1.21 Deputy Executive Director
- 1.22 Chief Financial Officer

- 1.31 Human Resources Director
- 1.32 Payroll Specialist
- 1.33 Head Start Director
- 1.34 Service Department Manager

- 1.41 Executive Assistant

Tier II: Operational

- 2.11 MIS Administrator

- 2.21 Director of Client Services
- 2.22 HS Program Manager
- 2.23 Assistant Finance Director
- 2.24 Transportation Coordinator

Tier III: Facilitation

3.11 Campus Directors

3.21 Facilities Maintenance

3.22 Specialists

3.23 Accounting Clerk

3.33 Maintenance

Tier IV: Interaction/Non-substitutable

4.11 Case Managers

4.12 Family Service Workers

4.21 Head Start Coordinators

4.31 Receptionist

Tier V: Interaction/Substitutable

5.11 Teachers

5.21 Cooks

5.22 Teaching Assistants

5.31 Custodians

5.32 Drivers

5.33 General Support Staff

Succession Teams

Team A

Assembled when an employee in a Tier 1 position is suddenly not available to fulfil their duties. The Team shall consist of the remaining members of Tier 1, and all the members of Tier 2.

Team B

Assembled when an employee in a Tier 2 position is suddenly not available to fulfil their duties. The Team shall consist of the remaining members of Tier 2, and all the members of Tier 1.

Team C

Assembled when an employee in a Tier 3 position is suddenly not available to fulfil their duties. The Team shall consist of the following positions: 2.1, 2.2 MIS, 1.2, and 1.3 Head Start Director.

Succession Team Duties

Regardless of which Team is assembled, the following topics should be covered and/or questions should be answered. A checklist exists for each Tier level position to ensure uninterrupted leadership.

- Three questions should be answered as to whether the vacancy is temporary or permanent, short-term or long-term, and forced or unforced.

Temporary

Permanent

Short-term

Long-term

Term unknown

Forced vacancy

Unforced vacancy

Strategic and Developmental Planning Teams

Teams will effect the determination and management of a checklist significant to the responsibilities of the position being transitioned. Teams will prepare for both "Departure-Defined" and "Contingency-Defined" events.

Team 2 will be responsible for transitioning Tier I positions with the following modifications:

Team 2: All personnel within Team 3	Board Treasurer
All personnel within Tier I	Board Chairperson
Policy Council Chairperson	

Team 2 will be responsible for transitioning Tier II positions with the following modifications and program differential:

Tier II Head Start positions will exempt Team 2 non-Head Start personnel from participating on the team.

Tier II non-Head Start positions will exempt Team 2 Head Start personnel from participating on the team.

Team 2: All personnel within Team 3
Financial Director
Administrative Assistant
Administrative Assistant to the Head Start Director

Team 3 will be responsible for transitioning Tier III positions with the following modifications and program differential:

Team 3: Executive Director
Deputy Executive Director
Head Start Director
Program Administrator
Human Resources Director
MIS Administrator

Tier III Head Start positions will exempt Team 2 non-Head Start personnel from participating on the team.

Tier III non-Head Start positions will exempt Team 2 Head Start personnel from participating on the team.

*Tiers IV and V will not require strategic and developmental planning teams.



CSNT Head Start Program

2022 Self-Assessment Report - DRAFT

Date: 2-23-2022

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 FY22-PY03 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 PY03 is an average of 437 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 (before the pandemic and the conversion of some HS slots to EHS) 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
10/18/2021	<i>Detailed OGM Leadership Meeting</i>	<ul style="list-style-type: none"> • <i>Update 2022 Detailed Monitoring Process</i> • <i>Create 2022 Self-Assessment Implementation Plan</i>
11/8/2021	<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>
1/24/2022	<i>Detailed OGM Meeting</i>	<ul style="list-style-type: none"> • <i>Discuss Detailed OGM Results</i> • <i>Approve Detailed OGM Summary</i>
2/15/2022	<i>Self-Assessment Team Leader Meeting</i>	<ul style="list-style-type: none"> • <i>Training – Team Leaders are trained on the SA Process</i>
2/23/2022	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> • <i>Training on SA Process</i> • <i>Each Team Analyzes Data from Their Area</i> • <i>Each Team Gives a Short Synopsis of Their Area</i>
3/3/2022	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> • <i>Approve 2022 SA Program Report</i>
<i>Before 5/31/2022</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 effectively and efficiently. 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. Program data is tracked and monitored for accuracy on a regular, on-going basis. On-going Monitoring results are tracked and analyzed electronically. 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 to keep children and staff healthy. 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. The Agency also created a Mental Wellness Committee to address Mental Wellness implementation within the Program/Agency.
- ✓ CSNT Head Start/Early Head Start implements 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 and Early Head Start services are provided in partnership with local public school districts throughout the four-county service area. In each partnership classroom, Head Start Standards 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, CSNT Lead Teachers meet or exceed the Head Start Performance Standards qualifications. Management staff are instrumental in providing college-level, certified, classroom-based training to CSNT staff.

- ✓ All CSNT children 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.
- ✓ Currently, CSNT has 465 Head Start slots and 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 is looking for opportunities to provide more Early Head Start slots. CSNT is also seeking ways to expand Head Start services within and outside the service area.

Systemic Issues

- ✓ Create procedures that expedite the hiring process. (45 CFR §1302.91(a))
- ✓ Implement methods to reach 10% disability funded enrollment by the middle to end of school year. (45 CFR §1302.14(b))
- ✓ Create an inventory system that provides accurate and up-to-date inventory records. (45 CFR 75 §75.320(d)(2))
- ✓ Implement a process to prompt Health related follow-ups. (45 CFR §1302.47(b)(i-ii))

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. 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 utilizes Mental Health Advocates within the service area to assist CSNT staff in obtaining disability services for eligible children. The Mental Health Advocates assist Campus staff with completing the necessary paperwork to obtain vital services for students. They provide communication and documentation between the HS/EHS Program and the service provider for each child and family that require disability or mental health services.

Progress in Meeting Program Goals and Objectives (Winter 2022)

Goals		Objective(s)/Outcome(s)
GOAL ONE: Strengthen comprehensive health services for Head Start children and their families.		85% of parents will obtain health requirements.
Completion Rate	71% HS 76% EHS	
GOAL TWO: Provide comprehensive school readiness.		66% of children will name upper and lowercase letter
Completion Rate	52%	
GOAL TWO: Provide comprehensive school readiness.		81% of children will sequence count to 50
Completion Rate	34%	
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 .90 Increase CO .55 Increase IS .75 Increase	
GOAL TWO (EHS): Provide comprehensive school readiness.		6 Emotional & Behavior Score 6 Engaged Learning Score 6 Responsive Caregiving Score
Completion Rate	5.25 Emotional & Behavior 2.92 Engaged Learning 4.38 Responsive Caregiving	
GOAL TWO (EHS): Provide comprehensive school readiness.		45% of EHS children will demonstrate interactions with their peers.
Completion Rate	89%	
GOAL THREE: Increase parent involvement in the Head Start Program.		45% of parents will be involved in their child's education.
Completion Rate	68%	

Recommendations

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

- Develop a classroom IT equipment training process for classroom staff that includes the process for reporting classroom IT issues
- Train classroom staff on the Dial-4 referral process including re-screening procedures
- Increase the utilization of Facebook including training Family Service Coordinator on the use of Social Media in the Head Start/Early Head Start Program
- Find ways to strengthen the Early Head Start Transition process

Governing Board Approval: (_____)

Policy Council Approval: (_____)

Community Services Of Northeast Tex Eligibility Configuration

Selection Criteria 2022-2023

Applies to:

Community Services Of Northeast Tex - Head Start 2022-2023

Automatically assign points based on Income

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

Automatically assign points based on Class Age

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

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

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

Other Eligibility Criteria

Attending and/or attended Early Head Start or ECI

95 Yes

SNAPS, Medicaid/CHIPS, CCMS, WIC

80 Yes

Parental Status

95 Guardian

90 One Parent/Dad

85 One Parent/Mom

80 Grandparent raising grandchild

75 Two Parent

Disability

100 Diagnosed Disability with IEP

85 Suspected Disability with explanation

0 No Diagnosed Disability

Child with sibling enrolled in the program

70 Yes

Open case with CPS

40 Yes

Over income with a Disability

100 Yes

4 Year old with a disability with an IEP

20 Yes

3 Year old with a disability with an IEP

25 Yes

Homeless, Foster, Kinship or Public Assistance

100 Yes

Community Services Of Northeast Tex

Eligibility Configuration

Selection Criteria 2022-2023

Other Eligibility Criteria

ESL

100 Yes

Active Military

100 Yes

Former Foster Child

100 Yes

Three Year old in Naples/New Boston/Pittsburg

40 Yes

Parent Under the Age of 23

40 Yes

Parent Currently Incarcerated

40 Yes

Parent works for ISD

40 Yes

Community Services Of Northeast Tex Eligibility Configuration

EHS Selection Criteria 2022-2023

Applies to:

- Community Services Of Northeast Tex - Head Start 2022-2023
- Community Services Of Northeast Tex - Head Start 2021-2022
- Community Services Of Northeast Tex - Early Head Start 2021-2022
- Community Services Of Northeast Tex - Early Head Start 2022-2023

Automatically assign points based on Income

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

Automatically assign points based on Class Age

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

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

Other Eligibility Criteria

SNAPS Medicaid/CHIPS, CCMS, WIC

80 Yes

Parental Status

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

Disability

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

Child with sibling enrolled in the Head Start program

70 Yes

Open case with CPS

40 Yes

Over income with a Disability

100 Yes

Homeless, Foster, or Public Assistance

100 Yes

ESL

100 Yes

Active Military

100 Yes

Former Foster Child

100 Yes

Community Services Of Northeast Tex

Eligibility Configuration

EHS Selection Criteria 2022-2023

Other Eligibility Criteria

Teen Parent

40 Yes

Parent Currently Incarcerated

40 Yes



HEAD START ENROLLMENT HEALTH HISTORY FORM

Child's Name: _____

Medication

Is your child currently taking any medication? Yes No

If yes, what medication and when does the child receive the medication? _____

**if your child receives medication at school, medication administration forms need to be completed by doctor*

Medical

Is your child current with well-child exams? Yes No Date of Last Exam: _____

Is your child being treated by a physician for any of the following conditions?

- | | |
|---|---|
| <input type="checkbox"/> Anemia/Sickle Cell | <input type="checkbox"/> Vision Problems(glasses/difficulty seeing/headaches) |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Hearing Problems (difficulty hearing/tubes/earaches) |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> High Lead Levels |
| <input type="checkbox"/> Seizures | |
| <input type="checkbox"/> Cardiac Disorders | |

Please specify: _____

Does your child have any of the following allergies that require an EPI-PEN?

- | | |
|--|---|
| <input type="checkbox"/> Insect Stings/Bites | <input type="checkbox"/> Poison Ivy/Oak |
| <input type="checkbox"/> Medication: _____ | |

**If your child has an allergy, an ALLERGY ACTION PLAN will need to be completed by doctor*

Does your child have any of the following problems?

- | | |
|---|---|
| <input type="checkbox"/> Seasonal Allergies: _____ | <input type="checkbox"/> Painful urination |
| <input type="checkbox"/> Eczema, hives, other skin problems | <input type="checkbox"/> Wears diapers/training pants |
| <input type="checkbox"/> Bed wetting | <input type="checkbox"/> Frequent indigestion |
| <input type="checkbox"/> Daytime wetting | <input type="checkbox"/> Frequent stomachaches |
| <input type="checkbox"/> Frequent diarrhea | <input type="checkbox"/> Frequent vomiting |
| <input type="checkbox"/> Frequent urination | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Frequent constipation | |

Does your child have any of the following conditions?

- | | |
|--|---|
| <input type="checkbox"/> Bites when angry/frustrated | <input type="checkbox"/> Hyperactivity |
| <input type="checkbox"/> Bone/joint/muscle disease | <input type="checkbox"/> Frequent fevers |
| <input type="checkbox"/> Fainting spells | <input type="checkbox"/> Trouble sleeping |
| <input type="checkbox"/> Bone/joint/muscle injury | <input type="checkbox"/> Lack of energy |

Is your child seeing a medical specialist for ANY reason? Yes No

If yes, specify: _____

Would you like to set up a meeting with the Health Coordinator to discuss your child's health issues?

Yes NoDental

Is your child in pain right now because of their teeth? Yes No

Disability/Mental Health

Does your child have any of the following disabilities?

- | | |
|--|---|
| <input type="checkbox"/> Autism | <input type="checkbox"/> Orthopedic Impairment |
| <input type="checkbox"/> Emotional/Behavior | <input type="checkbox"/> IDD |
| <input type="checkbox"/> Hearing Deafness | <input type="checkbox"/> Multiple Disabilities |
| <input type="checkbox"/> Vision Blindness | <input type="checkbox"/> Speech/Language |
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Traumatic Brain Injury |

Is your child currently seeing a counselor or therapist? Yes No

If yes, who? _____

Did your child receive services from Early Childhood Intervention (ECI)? Yes No

* *speech/language, physical/occupational therapy*

If yes, which agency? _____ IFSP in place? Yes No

Nutrition

Is your family currently involved with WIC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have concerns about your child's eating patterns? (picky eater, over/under eating, other)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify _____
Does your child take a vitamin or mineral supplement that contains iron and/or fluoride?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify _____
Were the supplements prescribed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there foods not eaten for medical, religious, cultural, or personal reasons?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify _____
Is your child on a special diet?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify _____
Has your child's appetite changed in the past month?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify _____
Does your child have trouble chewing or swallowing?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify _____
Do you have any concerns about what your child eats or your child's weight?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please list concerns: _____ _____
Does your child have a food allergy documented by a physician?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child need nutritional treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No List the treatment you feel your child needs _____ _____
Is your child receiving nutritional treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No List the treatment your child is receiving _____ _____

Special Concerns

List any additional concerns

Parent/Guardian Signature

Date

Staff Signature

Date

I verify that I have reviewed this health history form and have taken any needed actions regarding this child.

Teacher Signature

Date



EARLY HEAD START ENROLLMENT HEALTH HISTORY FORM

Child's Name: _____ Date of Birth: _____

Birth

Delivery Method: Vaginal C-Section
 Birth Weight: _____ Length: _____
 Gestation Age: _____ weeks Unknown
 Birth Facility: _____

Describe any complications associated with this delivery (Pre-term labor, fetal distress, etc.)

Did the baby have any problems at birth? _____
 Describe any observable defects. _____
 Did the mother have any health problems during this pregnancy (High Blood Pressure, Diabetes, etc.)

Medication

Is your child currently taking any medication? Yes No
 If yes, what medication and when does the child receive the medication? _____

**if your child receives medication at school, medication administration forms need to be completed by doctor*

Medical

Is your child current with well-child exams? Yes No Date of Last Exam: _____

Is your child being treated by a physician for any of the following conditions?
 Anemia/Sickle Cell Vision Problems(glasses/difficulty seeing/headaches)
 Asthma Hearing Problems (difficulty hearing/tubes/earaches)
 Diabetes High Lead Levels
 Seizures
 Cardiac Disorders

Please specify: _____

Does your child have any of the following allergies?

- Insect Stings/Bites
- Medication: _____
- Poison Ivy/Oak

Does your child require an EPI-PEN? Yes No

**If your child has an allergy, an ALLERGY ACTION PLAN will need to be completed by doctor*

Does your child use diapers or pull ups? Diapers Pull Ups Potty Trained

Preferred Brand: _____
 Size: _____

Does your child have any of the following conditions?

- Bone/joint/muscle disease
- Fainting spells
- Bone/joint/muscle injury
- Hyperactivity
- Frequent fevers
- Trouble sleeping
- Lack of energy

Is your child seeing a medical specialist for ANY reason? Yes No

If yes, specify: _____

Would you like to set up a meeting with the Health Coordinator to discuss your child's health issues?

Yes No

Dental

Is your child in pain right now because of their teeth? Yes No

Nutrition

Is your family currently involved with WIC?	<input type="checkbox"/> Yes <input type="checkbox"/> No Where? _____
What does your child drink from?	<input type="checkbox"/> Regular Cup <input type="checkbox"/> Sippy Cup <input type="checkbox"/> Bottle
What milk does your child drink?	<input type="checkbox"/> Breast <input type="checkbox"/> Whole Milk <input type="checkbox"/> 2% <input type="checkbox"/> 1% <input type="checkbox"/> Lactose Free <input type="checkbox"/> Other: _____
Is your child documented as lactose intolerant per physician?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child take a vitamin or mineral supplement that contains iron and/or fluoride?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify
Were the supplements prescribed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there foods not eaten for medical, religious, cultural, or personal reasons?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify
Is your child on a special diet?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify
Has your child's appetite changed in the past month?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify
Does your child have trouble chewing or swallowing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any concerns about what your child eats or your child's weight?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please list concerns: _____
Does your child have a food allergy documented by a physician?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify
Does your child need nutritional treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No List the treatment you feel your child needs _____
Is your child receiving nutritional treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No List the treatment your child is receiving _____

Disability/Mental Health

Does your child have any of the following disabilities?

- | | |
|--|---|
| <input type="checkbox"/> Autism | <input type="checkbox"/> Orthopedic Impairment |
| <input type="checkbox"/> Emotional/Behavior | <input type="checkbox"/> IDD |
| <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Multiple Disabilities |
| <input type="checkbox"/> Vision Impairment | <input type="checkbox"/> Speech/Language |
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Traumatic Brain Injury |

Did your child receive services from Early Childhood Intervention (ECI)? Yes No

** speech/language, physical/occupational therapy*

If yes, which agency? _____ IFSP in place? Yes No

Does your child have any sleeping problems? Yes No

What time does your child go to bed? _____ Wake up? _____

Does your child take a nap? Yes No

Does your child sleep through the night? Yes No

Does your child have frequent nightmares? Yes No

Has your child been in daycare or go to a babysitter? Yes No

Does your child play well with others? Yes No

Special Concerns

List any additional concerns

Parent/Guardian Signature

Date

Staff Signature

Date

I verify that I have reviewed this health history form and have taken any needed actions regarding this child.

Teacher Signature

Date



Head Start

"Building a better tomorrow"



Returning Student Update Form

Child's Name: _____

Current Address: _____

Parent/Guardian Contact Number: _____

My child may be released to the following people:

Name: _____

Relationship: _____

Phone Number: _____

Name: _____

Relationship: _____

Phone Number: _____

Name: _____

Relationship: _____

Phone Number: _____

Has your child had any major illnesses or injuries in the past twelve months?

Allergy:

Does your child have any new allergies diagnosed by a doctor in the past year: Yes No

If yes, what allergy: _____

Does this allergy require an Epi Pen? Yes No

Parent Signature: _____ Date: _____

Staff Signature: _____ Date: _____



Head Start

"Building partnerships, changing lives"



Child Health Form Medical / Dental Home

Child's Name: _____

Insurance Type:

- CHIPS
 Medicaid
 Private: _____
 Other: _____
 No Coverage

Policy Number: _____

Dental Included: Yes No

Current Medical Provider: _____

Phone: _____

None at this time

Current Dental Provider: _____

Phone: _____

None at this time

Hospital to use in case of an emergency:

	Chronic Conditions	Diagnoses Date	Plan Completed (Office Use Only)
	Autism		IEP – Yes/No
	ADHD		Physical Form – Yes/No
	Hearing Problems		Audiologist Report – Yes/No
	Vision Problems		Optometrist Report – Yes/No
	Seizures		SAP – Yes/No
	Diabetes		DAP – Yes/No
	High Lead Levels		Treatment Plan – Yes/No

	Life Threatening Allergies (EPI pen)		Allergy AP – Yes/No
	Asthma		AAP – Yes/No



Receipt of Handbook

I have received a copy of the Head Start Operating Manual which includes: Parent Handbook, USDA Parent Resource Guide, Volunteer Handbook, and Resource Directory for 2022-2023. You are encouraged to read and understand this manual as there will be information that you may need during the school year. The handbook includes:

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

Available on the website is the: Resource Directory, Campus Menus, Volunteer Application, Immunization Chart, USDA Parent Letter, WIC information, Building for the Future flyer, and School Calendars.

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

_____ *I would like a paper copy of the handbook.*

Signature of parent

Date

Staff Signature (for receipt of their Handbook)

Date

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

Students Name: _____

Justification

Head Start/Early Head Start Standard Operating Manual Update #06CH011282/03

Date	Description
03/23/2022	Operating Manual Updates

Education

Developmental Screening (Speed DIAL-4 & Ages And Stages) updated rescreen process, CLASS (Classroom Assessment Scoring System) – added 10-minute observation at the beginning of the year
PBC – provided structured definition of how staff are coached and what is used to coach them

Health

Title changes, the first aid supply list, the health notification procedure

Nutrition

Added CACFP National Disqualified List, CACFP 504 Coordinator sections and Signed Vendor Contracts

Head Start

Financial Report for the month of March 2022

(February 2022 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 11-30-2022</i>							
Personnel	\$2,090,056.00	\$147,886.56	\$390,504.82	\$1,699,551.18	\$174,171.33	\$522,514.00	\$132,009.18
Fringe Benefits	\$512,064.00	\$38,960.67	\$112,819.66	\$399,244.34	\$42,672.00	\$128,016.00	\$15,196.34
Travel (4120)	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$833.33	\$2,500.00	\$2,500.00
Equipment	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$2,916.67	\$8,750.00	\$8,750.00
Supplies	\$174,635.00	\$20,400.16	\$22,638.02	\$151,996.98	\$14,552.92	\$43,658.75	\$21,020.73
Contractual	\$276,650.00	\$0.00	\$0.00	\$276,650.00	\$23,054.17	\$69,162.50	\$69,162.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$3,108.93	\$3,408.93	\$26,972.07	\$2,531.75	\$7,595.25	\$4,186.32
Other (4122)	\$830,469.00	\$71,403.23	\$188,920.90	\$641,548.10	\$69,205.75	\$207,617.25	\$18,696.35
Total	\$3,959,255.00	\$281,759.55	\$718,292.33	\$3,240,962.67	\$329,937.92	\$989,813.75	\$271,521.42
T&TA	\$40,381.00	\$3,108.93	\$3,408.93	\$36,972.07	\$3,365.08	\$10,095.25	\$6,686.32
Total							
USDA Reimbursements through January 2022							\$17,231.38
Estimated USDA Reimbursement for February 2022							\$10,355.71
							<u>\$299,108.51</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$74,000.00

\$4.00

Further Analysis	
Number of children	465
Number of classrooms	26

	<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	\$152,279.04	\$10,836.91	\$27,626.63	\$12,689.92	\$38,069.76	\$10,443.13
Per Child	\$8,514.53	\$605.93	\$1,544.71	\$709.54	\$2,128.63	\$583.92

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$989,814.00	\$146,855.15	\$428,778.05	\$561,035.95

Head Start C5

Financial Report for the month of March 2022

(February 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Supplies	\$59,327.00	\$2,816.97	\$60,590.11	\$373.59
Other	\$78,200.00	\$9,495.24	\$58,953.41	\$17,609.89
Total	\$137,527.00	\$12,312.21	\$119,543.52	\$17,983.48

Head Start C6

Financial Report for the month of March 2022

(February 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Personnel	\$254,594.00	\$0.00	\$225,856.81	\$28,737.19
Supplies	\$111,556.00	\$0.00	\$0.00	\$111,556.00
Other	\$180,591.00	\$0.00	\$0.00	\$180,591.00
Total	\$546,741.00	\$0.00	\$225,856.81	\$320,884.19

Early Head Start

Financial Report for the month of March 2022

(February 2022 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 11-30-2022</i>							
Personnel	\$132,084.00	\$7,553.40	\$22,286.45	\$109,797.55	\$11,007.00	\$33,021.00	\$10,734.55
Fringe Benefits	\$32,361.00	\$4,123.34	\$12,177.47	\$20,183.53	\$2,696.75	\$8,090.25	(\$4,087.22)
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$547.50	\$547.50
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,000.00	\$1,167.84	\$1,167.84	\$17,832.16	\$1,583.33	\$4,750.00	\$3,582.16
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$1,562.87	\$1,562.87	\$1,504.13	\$255.58	\$766.75	(\$796.12)
Other (4122)	\$47,890.00	\$2,344.76	\$6,297.27	\$41,592.73	\$3,990.83	\$11,972.50	\$5,675.23
Total	\$236,592.00	\$16,752.21	\$43,491.90	\$193,100.10	\$19,716.00	\$59,148.00	\$15,656.10
T&TA	\$5,257.00	\$1,562.87	\$1,562.87	\$3,694.13	\$438.08	\$1,314.25	(\$248.62)
Total							
USDA Reimbursements through January 2022							\$1,924.99
Estimated USDA Reimbursement for February 2022							\$1,393.40
							<u>\$18,974.49</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals: \$4.00
 Actual year end payroll accrual \$4,800.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$118,296.00	\$8,376.11	\$21,745.95	\$9,858.00	\$29,574.00	\$7,828.05
Per Child	\$14,787.00	\$1,047.01	\$2,718.24	\$1,232.25	\$3,696.75	\$978.51

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$59,148.00	\$2,165.05	\$6,384.23	\$52,763.77

Early Head Start C5

Financial Report for the month of March 2022

(February 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Supplies	\$2,239.00	\$0.00	\$125.64	\$2,113.36
Other	\$5,000.00	\$383.65	\$2,504.53	\$2,495.47
Total	\$7,239.00	\$383.65	\$2,630.17	\$4,608.83

Early Head Start C6

Financial Report for the month of March 2022

(February 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Personnel	\$12,606.00	\$0.00	\$13,555.35	(\$949.35)
Supplies	\$6,761.00	\$0.00	\$0.00	\$6,761.00
Other	\$9,409.00	\$0.00	\$0.00	\$9,409.00
Total	\$28,776.00	\$0.00	\$13,555.35	\$15,220.65

HEAD START and EHS NUTRITION PROGRAM

March 2022 Financial Report

For the month of February 2022

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,655.01	35,679.92
Administrative Labor	1,299.13	2,685.70
Food	8,753.30	41,651.83
Supplies & Equipment	365.99	4,538.14
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	459.00	859.00
Other	-	0.00
Total	<u>\$ 17,532.43</u>	<u>\$ 85,414.59</u>

****Operating Labor includes C5 and C6 money****

TDHS REVENUE	11,749.11	58,977.82
	(Income Starts October 2021)	

CSBG CARES 2020-2021

Financial Report for the month of February 2022

CSBG CARES Current Program (December 2021 Expenditures)

% of contract	100%
% of money	97%

<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 12/31/2021</i>								
Personnel	\$94,640.00	0.00	\$89,767.19	\$4,872.81	\$4,506.67	\$94,640.00	\$4,872.81	\$0.00
Fringe Benefits	12,000.00	0.00	\$4,476.79	7,523.21	571.43	12,000.00	7,523.21	\$0.00
Travel*	2,064.00	0.00	\$0.00	2,064.00	98.29	2,064.00	2,064.00	\$0.00
Equipment	11,496.00	0.00	\$1,440.00	10,056.00	547.43	11,496.00	10,056.00	\$0.00
Supplies	21,150.00	0.00	\$9,964.61	11,185.39	1,007.14	21,150.00	11,185.39	\$0.00
Contractual	2,300.00	0.00	\$0.00	2,300.00	109.52	2,300.00	2,300.00	\$0.00
Other	434,088.00	4,295.71	\$455,287.43	(21,199.43)	20,670.86	434,088.00	(21,199.43) Over	
Indirect Costs	0.00	0.00	\$1,200.00	(1,200.00)	0.00	0.00	(1,200.00) Over	
Total	\$577,738.00	\$4,295.71	\$562,136.02	\$15,601.98	\$27,511.33	\$577,738.00	\$15,601.98	\$0.00
						Future Payments	\$0.00	

CSBG 2022

Financial Report for the month of March 2022

CSBG Current Program (February 2022 Expenditures)

% of contract	17%
% of money	12%

<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 12/31/2022</i>							
Personnel	\$177,211.05	5,011.39	\$11,087.96	\$166,123.09	\$14,767.59	\$29,535.18	\$18,447.22 Okay
Fringe Benefits	33,739.35	2,184.09	\$4,415.06	29,324.29	2,811.61	5,623.23	1,208.17 Okay
Travel*	8,150.50	940.88	\$1,267.12	6,883.38	679.21	1,358.42	91.30 Okay
Equipment	33,538.00	1,082.03	\$1,936.97	31,601.03	2,794.83	5,589.67	3,652.70 Okay
Supplies	11,353.96	514.71	\$1,546.55	9,807.41	946.16	1,892.33	345.78 Okay
Contractual	1,932.50	0.00	\$246.45	1,686.05	161.04	322.08	75.63 Okay
Other	124,626.94	11,040.45	\$29,931.02	94,695.92	10,385.58	20,771.16	(9,159.86) Over
Indirect Costs	43,394.70	0.00	\$0.00	43,394.70	3,616.23	7,232.45	7,232.45 Okay
Total	\$433,947.00	\$20,773.55	\$50,431.13	\$383,515.87	\$36,162.25	\$72,324.50	\$21,893.37 Okay

CEAP 2021

Financial Report for the month of March 2022

CEAP Current Program (February 2021 Expenditures)

% of contract	93%
% of money	38%

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>		
						<u>Minimum</u>	<u>Maximum</u>	
Administration*	\$223,654.00	10,433.88	\$105,329.05	\$118,324.95	9%	\$14,910.27 min	\$73,416.52 max	(\$31,912.53)
Household Crisis**	1,244,961.00	10,850.26	\$20,570.21	1,224,390.79		78,420.04 min	1,244,961.00 max	1,224,390.79
Utility Assistance**	1,244,961.00	174,977.09	\$763,630.22	481,330.78		78,420.04 min	1,244,961.00 max	481,330.78
Program Services	381,629.00	47,126.24	\$294,607.87	87,021.13	38%	25,441.93 min	86,304.66 max	(208,303.21)
Training Travel	2,500.00	0.00	\$0.00	2,500.00		0.00 min	2,500.00 max	2,500.00
Total	\$3,097,705.00	\$243,387.47	\$1,184,137.35	\$1,913,567.65		\$197,192.29	\$2,652,143.18	\$1,468,005.83

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

Future Payments \$496,864.29

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

0.186972771

CEAP ARP

Financial Report for the month of March 2022

CEAP Current Program (February Expenditures)

Amount Funded Expenditures Total To Date Balance

Comprehensive Energy Assistance Program American Rescue Plan(CEAP arp) 12 month program ending 09/30/2022

Administration*	\$257,468.00	2,995.98	\$4,583.98	\$252,884.02
Household Crisis**	1,116,375.00	0.00	\$12,311.11	1,104,063.89
Utility Assistance**	1,116,375.00	62,404.82	\$807,815.03	308,559.97
Program Services	342,213.00	0.00	\$69,753.77	272,459.23
Total	\$2,832,431.00	\$65,400.80	\$894,463.89	\$1,937,967.11

Future Payments \$976,643.09

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report - March 2022

Sam's Club

Purchases for January 2022 thru February 2022		77.09
Payment due by	Paid on 02/16/2022	<u>(77.09)</u>
Balance		-

American Express

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

Line of Credit

Program	CSBG A	CEAP A	VSN
Highest February 2022 Balance	-	-	-
Current balance	-	-	-
Exp pay off date			


In House Line of Credit

Program	CSBG A	CSBG B	CEAP A
Highest February 2022 Balance	6,400.00	45,850.00	-
Current balance	6,400.00	-	21,150.00
Exp pay off date			3/31/2022

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

Payment Information

	New Balance:	\$77.09
	Total Minimum Payment Due:	\$77.09
	Payment Due Date:	02/28/2022

Payments must be received by 5pm ET on 02/28/2022 if mailed, or by 11:59pm ET on 02/28/2022 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

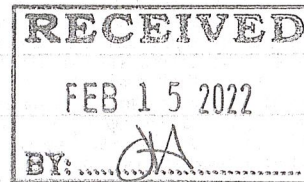
Account Summary


Previous Balance as of 01/09/2022	\$2,758.42	Credit Limit	\$5,500
Payments	- 2,758.42	Available Credit	\$5,422
Fees Charged	+ 39.99		
Interest Charges	+ 37.10		
New Balance as of 02/08/2022	\$77.09		
31 Day Billing Cycle from 01/09/2022 to 02/08/2022			

1-2


Transaction Detail



Date	Reference #	Description	Amount
Payments			- \$2,758.42
01/30	P928000DG01QJD50Z	PAYMENT - THANK YOU	-\$2,186.06
01/30	P928000DG01QN13G0	PAYMENT - THANK YOU	-\$572.36
Total Fees Charged This Period			\$39.99
01/28		LATE FEE	\$39.99
Total Interest Charged This Period			\$37.10
02/08	*INTEREST CHARGE*	PURCHASES \$37.10	\$37.10





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 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Register for the Month of February 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
65883	2/28/2022	MADELINE MCGILL	(16.34)	Void Check
67535	2/28/2022	NYC HEALTH OFFICE OF VITAL RECORDS	(15.00)	Void Check
68873	2/28/2022	TIFFANY STUDEBAKER	(40.58)	Void Check
69107	2/28/2022	SHERONDA PAYTON	(39.75)	Void Check
69244	2/28/2022	NORTH EAST TEXAS WORKFORCE DEVELOPMENT BOARD	(300.00)	Void Check
69409	2/28/2022	TAMARA COKER	(25.00)	Void Check
70741	2/10/2022	PRIMROSE HEALTH SOLUTIONS	(615.00)	Void Check
71792	2/1/2022	4 CHANGE ENERGY	189.21	Client Assistance
71793	2/1/2022	ABERNATHY COMPANY	4,183.77	Cleaning Supplies
71807	2/1/2022	AEP-SWEPKO-EA	40,569.90	Client Assistance
71808	2/1/2022	AFLAC	1,536.64	Employee Insurance
71809	2/1/2022	AMBIT ENERGY	2,218.98	Client Assistance
71810	2/1/2022	AMIGO ENERGY	77.50	Client Assistance
71811	2/1/2022	AT&T	652.10	Telephone & Internet
71813	2/1/2022	ATMOS ENERGY	2,001.85	Client Assistance
71814	2/1/2022	B & S TRUE VALUE HARDWARE	29.99	Building Supplies
71815	2/1/2022	BARBARA LARRY, LPC	1,015.00	Counseling
71816	2/1/2022	BEN E KEITH CO	3,724.54	Head Start Groceries
71817	2/1/2022	BOBBY'S B&G AUTOMOTIVE INC.	963.91	Vehicle Repair
71820	2/1/2022	BOWIE CASS	10,714.84	Client Assistance
71821	2/1/2022	CAMCO ELEVATOR INC	150.00	Inspection
71826	2/1/2022	CENTERPOINT ENERGY	7,982.44	Client Assistance
71827	2/1/2022	CENTERPOINT ENERGY ENTEX	206.87	Utility
71828	2/1/2022	CHAD CLEMENTS	103.00	Client Assistance
71829	2/1/2022	CHAMPION ENERGY SERVICES	753.09	Client Assistance
71830	2/1/2022	CIRRO ENERGY	305.98	Client Assistance
71831	2/1/2022	CITY OF HUGHES SPRINGS	347.88	Utility
71832	2/1/2022	CITY OF JEFFERSON WATER	106.98	Utility
71833	2/1/2022	CITY OF LINDEN	51.38	Utility
71834	2/1/2022	CITY OF LINDEN	256.77	Utility
71835	2/1/2022	CITY OF LINDEN	44.38	Utility
71836	2/1/2022	CITY OF LINDEN	44.38	Utility
71837	2/1/2022	CITY OF LINDEN	44.89	Utility
71838	2/1/2022	CITY OF WINNSBORO	49.37	Utility
71839	2/1/2022	CONSTELLATION NEW ENERGY, INC	134.85	Client Assistance
71840	2/1/2022	COOPER PROPANE	260.26	Client Assistance
71841	2/1/2022	DAINGERFIELD - LONE STAR ISD	270.00	Head Start Meals
71842	2/1/2022	DAN BOYD	8.95	Reimb
71843	2/1/2022	DAWN SPRAGUE-LEMAY	146.05	Insurance Reimb
71844	2/1/2022	DIRECT ENERGY	1,809.22	Client Assistance
71845	2/1/2022	FARMER ELECTRIC	4,115.08	Client Assistance
71846	2/1/2022	FERRELL GAS	279.90	Client Assistance
71847	2/1/2022	GIVE CLEAN TEXAS LLC	6,075.93	Building Cleaning
71848	2/1/2022	GREEN MOUNTAIN ENERGY	879.62	Client Assistance
71849	2/1/2022	GREENVILLE AUTO GAS	296.90	Client Assistance
71850	2/1/2022	GUARDIAN	7,932.92	Employee Insurance
71851	2/1/2022	HEALTHCARE EXPRESS LLP	258.00	Employee Testing
71852	2/1/2022	HEALTHJOY LLC	1,029.00	Employee Insurance
71853	2/1/2022	INFUSE ENERGY	288.36	Client Assistance
71854	2/1/2022	JERRY BERRY PLUMBING	116.78	Building Supplies
71855	2/1/2022	JOYCE HENSON	375.00	Client Assistance
71856	2/1/2022	KALASHINE HOPKINS LLC	256.00	Client Assistance
71857	2/1/2022	KATHY STRINGFELLOW	962.00	Counseling

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Register for the Month of February 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
71858	2/1/2022	LAMAR CO-OP	355.11	Client Assistance
71859	2/1/2022	LIQUID ENVIRONMENTAL SOLUTIONS	162.20	Head Start Kitchen Maint
71860	2/1/2022	MARC MOTE PROPERTIES	891.00	Client Assistance
71861	2/1/2022	MARGARETT JOHNSON	500.00	Client Assistance
71862	2/1/2022	MARIA B GUERRERO	235.00	Client Assistance
71863	2/1/2022	MCADAMS PROPANE COMPANY	2,826.58	Client Assistance
71864	2/1/2022	MCI	64.97	Long Distance Service
71865	2/1/2022	MOORE PEST CONTROL	50.00	Pest Control
71866	2/1/2022	MY ALARM CENTER, I.L.C.	39.99	Alarm Service
71867	2/1/2022	NEI.SON PROPANE	345.00	Client Assistance
71868	2/1/2022	OFFICE DEPOT	1,115.52	Office Supplies
71869	2/1/2022	PRIMROSE HEALTH SOLUTIONS	615.00	Client Assistance
71870	2/1/2022	QUEEN CITY WATERWORKS	87.50	Client Assistance
71871	2/1/2022	RELIABLE ALARM SERVICE, LLC	45.00	Alarm Service
71873	2/1/2022	RELIANT ENERGY	4,577.15	Client Assistance
71874	2/1/2022	REPUBLIC SERVICES #070	225.29	Utility
71875	2/1/2022	RHYTHM OPS, I.L.C	805.00	Client Assistance
71876	2/1/2022	RPM STAFFING PROFESSIONALS, INC.	4,995.60	Client Assistance
71877	2/1/2022	S & S AUTOMOTIVE	111.00	Vehicle Repair
71878	2/1/2022	SOKHEM CHAN	393.00	Client Assistance
71879	2/1/2022	SONITROL OF LONGVIEW	57.80	Alarm Service
71880	2/1/2022	SOUTHWESTERN ELECTRIC POWER	3,753.72	Utility
71881	2/1/2022	STREAM	318.33	Client Assistance
71882	2/1/2022	SUDDENLINK	363.78	Telephone & Internet
71883	2/1/2022	SULLIVIAN RENTALS	450.00	Client Assistance
71884	2/1/2022	THOMAS BLYTHE	120.00	Client Assistance
71885	2/1/2022	TINA HOLMES	39.75	Reimb Fingerprinting
71886	2/1/2022	TOSHIBA FINANCIAL SERVICES	1,167.00	Copiers
71889	2/1/2022	TXU-ASSISTANCE GROUP	7,212.89	Client Assistance
71892	2/1/2022	UPSHUR RURAL ELEC. CORP.	8,766.48	Client Assistance
71893	2/1/2022	WASTE MANAGEMENT	134.21	Utility
71894	2/1/2022	WAYNE KERBY	650.00	Client Assistance
71895	2/1/2022	WELCH PROPANE- MT. PLEASANT	1,833.63	Client Assistance
71896	2/1/2022	WINDSTREAM	407.61	Telephone & Internet
71897	2/1/2022	WOOD CO. ELECTRIC COOP.	104.00	Client Assistance
71898	2/1/2022	WOODBRIIDGE APARTMENTS	432.00	Client Assistance
71899	2/10/2022	4 CHANGE ENERGY	240.38	Client Assistance
71900	2/10/2022	ABILA	934.73	Software Support
71916	2/10/2022	AEP-SWEPKO-EA	34,511.35	Client Assistance
71917	2/10/2022	AMBIT ENERGY	1,442.85	Client Assistance
71918	2/10/2022	AMIGO ENERGY	83.38	Client Assistance
71919	2/10/2022	AT&T	18.80	Telephone & Internet
71921	2/10/2022	ATMOS ENERGY	1,896.37	Client Assistance
71922	2/10/2022	BEN E KEITH CO	3,231.84	Head Start Groceries
71923	2/10/2022	BLOOMBURG WATER SUPPLY	51.23	Utility
71924	2/10/2022	BLUE CROSS BLUE SHIELD	45,151.91	Employee Insurance
71928	2/10/2022	BOWIE CASS	12,472.64	Client Assistance
71934	2/10/2022	CENTERPOINT ENERGY	7,540.87	Client Assistance
71935	2/10/2022	CENTERPOINT ENERGY ENTEX	212.42	Utility
71936	2/10/2022	CHAMPION ENERGY SERVICES	209.01	Client Assistance
71937	2/10/2022	CIRRO ENERGY	445.64	Client Assistance
71938	2/10/2022	CITY OF LINDEN	79.75	Utility
71939	2/10/2022	CITY OF MOUNT PLEASANT	87.63	Utility

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 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Register for the Month of February 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
71940	2/10/2022	CITY OF NEW BOSTON	346.13	Utility
71941	2/10/2022	CITY OF PITTSBURG	207.30	Utility
71942	2/10/2022	CYPRESS BANK	400.00	Client Assistance
71943	2/10/2022	DEBERRY BUTANE COMPANY	705.00	Client Assistance
71944	2/10/2022	DIRECT ENERGY	1,151.04	Client Assistance
71946	2/10/2022	FARMER ELECTRIC	5,068.45	Client Assistance
71947	2/10/2022	FERRELL GAS	1,035.03	Client Assistance
71948	2/10/2022	GREEN MOUNTAIN ENERGY	468.87	Client Assistance
71949	2/10/2022	GREG'S MIRACLE MART	390.38	Vehicle Fuel
71950	2/10/2022	GUIDEONE INSURANCE	8,639.64	Employee Insurance
71951	2/10/2022	HEALTHJOY LLC	1,029.00	Employee Insurance
71952	2/10/2022	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	28.95	Fire Ext. Service
71953	2/10/2022	JOYCE HENSON	325.00	Client Assistance
71954	2/10/2022	JULIA RUSSELL	30.00	Reimb Mileage
71955	2/10/2022	LAMAR CO-OP	108.82	Client Assistance
71956	2/10/2022	LINDEN FUEL CENTER	1,328.21	Vehicle Fuel
71957	2/10/2022	MCADAMS PROPANE COMPANY	695.59	Client Assistance
71958	2/10/2022	MCQUEEN PROPANE	225.00	Client Assistance
71959	2/10/2022	MOUNT PLEASANT HOUSING AUTHORITY	286.00	Client Assistance
71960	2/10/2022	NELSON PROPANE	275.00	Client Assistance
71961	2/10/2022	OFFICE DEPOT	701.43	Office Supplies
71962	2/10/2022	PITTSBURG CORNER EXPRESS	134.76	Vehicle Fuel
71963	2/10/2022	PRIMROSE HEALTH SOLUTIONS	615.00	Client Assistance
71964	2/10/2022	PULSE POWER	225.88	Client Assistance
71966	2/10/2022	RELIANT ENERGY	4,933.87	Client Assistance
71967	2/10/2022	RHYTHM OPS, LLC	667.45	Client Assistance
71968	2/10/2022	RICHARD ELLIS	179.00	Client Assistance
71969	2/10/2022	ROY PLATT, JR.	450.00	Client Assistance
71970	2/10/2022	RPM STAFFING PROFESSIONALS, INC.	2,149.35	Client Assistance
71971	2/10/2022	SKAGGS TRAVEL STOPS INC.	42.70	Vehicle Fuel
71972	2/10/2022	SOUTHWEST ARKANSAS TELEPHONE CO OP, INC.	240.66	Telephone & Internet
71973	2/10/2022	STAPLES BUSINESS CREDIT	240.34	Office Supplies
71974	2/10/2022	STREAM	714.95	Client Assistance
71975	2/10/2022	TERI ARNOLD	300.00	Client Assistance
71976	2/10/2022	THE PROPANE COMPANY	560.27	Client Assistance
71977	2/10/2022	THE RELIABLE LIFE INSURANCE COMPANY	95.45	SSA Client Assistance
71980	2/10/2022	TXU-ASSISTANCE GROUP	5,565.57	Client Assistance
71984	2/10/2022	UPSHUR RURAL ELEC. CORP.	9,148.03	Client Assistance
71986	2/10/2022	VANCO SYSTEMS, INC.	1,762.72	Copiers
71987	2/10/2022	WELCH PROPANE- MT. PLEASANT	269.00	Client Assistance
71988	2/10/2022	WEX HEALTH, INC.	85.00	Employee Insurance
71989	2/10/2022	WINFIELD ESTATES	1,437.00	Client Assistance
71990	2/10/2022	WOOD CO. ELECTRIC COOP.	978.71	Client Assistance
71991	2/16/2022	ABERNATHY COMPANY	309.84	Cleaning Supplies
71998	2/16/2022	AEP-SWEPKO-EA	19,570.87	Client Assistance
71999	2/16/2022	AMBIT ENERGY	342.49	Client Assistance
72000	2/16/2022	AREA WIDE PROPERTIES	1,400.00	Rent
72001	2/16/2022	ATLANTA ISD	700.00	Rent
72002	2/16/2022	ATLANTA ISD FOOD SERVICE	338.10	Head Start Meals
72003	2/16/2022	ATLANTA UTILITIES	99.30	Client Assistance
72004	2/16/2022	ATMOS ENERGY	2,740.16	Client Assistance
72005	2/16/2022	BEN E KEITH CO	2,296.03	Head Start Groceries
72008	2/16/2022	BOWIE CASS	12,085.43	Client Assistance

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Register for the Month of February 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
72011	2/16/2022	CENTERPOINT ENERGY	4,516.90	Client Assistance
72012	2/16/2022	CENTERPOINT ENERGY ENTEX	231.39	Utility
72013	2/16/2022	CHRIS LEE	600.00	Client Assistance
72014	2/16/2022	CIRRO ENERGY	202.15	Client Assistance
72015	2/16/2022	DAINGERFIELD CHAMBER OF COMMERCE	250.00	Rent
72016	2/16/2022	DIRECT ENERGY	687.26	Client Assistance
72017	2/16/2022	ETEX TELEPHONE CORP, INC.	5,264.77	Telephone & Internet
72018	2/16/2022	FARMER ELECTRIC	889.71	Client Assistance
72019	2/16/2022	FENIX DENTAL	888.00	Client Assistance
72020	2/16/2022	FERRELL GAS	397.39	Client Assistance
72021	2/16/2022	FIRST BAPTIST CHURCH	150.00	Rent
72022	2/16/2022	GAS AND SUPPLY	336.00	Client Assistance
72023	2/16/2022	GEXA ENERGY	149.45	Client Assistance
72024	2/16/2022	GLENN B. LANIER	240.00	Rent
72025	2/16/2022	HOLLEY PURTELL-THOMAS	845.00	Client Assistance
72026	2/16/2022	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	Rent
72027	2/16/2022	HRI dba HUMANA WELLNESS	1,542.72	Employee Insurance
72028	2/16/2022	HUGHES SPRINGS ISD	800.00	Rent
72029	2/16/2022	JACKIE MONTGOMERY	1,250.00	Client Assistance
72030	2/16/2022	JAMES RILEY	800.00	Client Assistance
72031	2/16/2022	JIMMIE RAY AYERS	800.00	Rent
72032	2/16/2022	KALEH SIGNS	2,235.00	Vehicle Maintenance
72033	2/16/2022	KIM'S CONVENIENCE STORES	69.01	Vehicle Fuel
72034	2/16/2022	KNIGHT JANITORIAL MANAGEMENT, INC	2,590.00	Building Cleaning
72035	2/16/2022	LAMAR CO-OP	157.92	Client Assistance
72036	2/16/2022	LARRY WRIGHT	390.00	Client Assistance
72037	2/16/2022	MCADAMS PROPANE COMPANY	310.00	Client Assistance
72038	2/16/2022	MJS MANAGEMENT	293.00	Client Assistance
72039	2/16/2022	MOUNTAIN VALLEY OF TEXARKANA	160.00	Drinking Water
72040	2/16/2022	OAKS AT ROSEHILL	570.00	Client Assistance
72041	2/16/2022	OFFICE DEPOT	1,574.42	Office Supplies
72042	2/16/2022	PENNYMAC LOAN SERVICES, I.L.C	1,484.49	Client Assistance
72043	2/16/2022	R. MORGAN, LLC	950.00	Rent
72044	2/16/2022	RELIANT ENERGY	729.50	Client Assistance
72045	2/16/2022	RHYTHM OPS, LLC	440.39	Client Assistance
72046	2/16/2022	RPM STAFFING PROFESSIONALS, INC.	1,483.50	Client Assistance
72047	2/16/2022	SAM'S CLUB	77.09	Supplies
72048	2/16/2022	SOUTHWESTERN ELECTRIC POWER	276.54	Utility
72049	2/16/2022	STUART C IRBY CO.	270.00	Head Start Kitchen Maint
72050	2/16/2022	SUDDENLINK	208.34	Telephone & Internet
72051	2/16/2022	TEACHSTONE TRAINING LLC	2,175.00	Head Start Memberships
72052	2/16/2022	TEXANA UPSHUR RURAL	0.00	Reimb
72053	2/16/2022	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent
72054	2/16/2022	TEXARKANA ISD CATERING DEPT	3,094.60	Head Start Meals
72055	2/16/2022	TEXAS WATER UTILITIES	254.38	Client Assistance
72056	2/16/2022	TOSHIBA FINANCIAL SERVICES	537.99	Copiers
72057	2/16/2022	TRICO LUMBER CO.	40.61	Building Supplies
72058	2/16/2022	TRIEAGLE ENERGY	72.04	Client Assistance
72059	2/16/2022	TURNER DAVID K	1,000.00	Rent
72061	2/16/2022	TXU-ASSISTANCE GROUP	7,627.17	Rent
72063	2/16/2022	UPSHUR RURAL ELEC. CORP.	6,221.47	Client Assistance
72064	2/16/2022	WILLIAMS CHAPEL BAPTIST CHURCH	900.00	Rent
72065	2/16/2022	WINDSTREAM	257.16	Telephone & Internet

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

Check Register for the Month of February 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
72066	2/16/2022	WOOD CO. ELECTRIC COOP.	217.00	Client Assistance
72067	2/23/2022	4 CHANGE ENERGY	75.13	Client Assistance
72073	2/23/2022	AEP-SWEPSCO-EA	21,751.82	Client Assistance
72074	2/23/2022	AP GAS & ELECTRIC (TX), LLC	435.89	Client Assistance
72075	2/23/2022	AT&T	108.05	Telephone & Internet
72076	2/23/2022	AT&T	168.33	Telephone & Internet
72077	2/23/2022	ATLANTA ISD FOOD SERVICE	475.00	Head Start Meals
72079	2/23/2022	ATMOS ENERGY	2,543.84	Client Assistance
72080	2/23/2022	BEN E KEITH CO	1,879.93	Head Start Groceries
72082	2/23/2022	BOWIE CASS	7,001.07	Client Assistance
72083	2/23/2022	CANDIE HARRIS PETTY CASH CUSTODIAN	48.39	Petty Cash Reimb
72084	2/23/2022	CECELIA HUFF	33.54	Reimb Mileage
72087	2/23/2022	CENTERPOINT ENERGY	6,584.95	Client Assistance
72088	2/23/2022	CENTERPOINT ENERGY ENTEX	242.21	Utility
72089	2/23/2022	CHAD D SUTTON	500.00	Lawn Care
72090	2/23/2022	CITY OF CLARKSVILLE WATER DEPT	162.82	Client Assistance
72091	2/23/2022	CITY OF LINDEN	100.62	Utility
72092	2/23/2022	CONN AUTO SUPPLY	524.00	Building Supplies
72093	2/23/2022	DIRECT ENERGY	1,294.32	Client Assistance
72094	2/23/2022	FARMER ELECTRIC	1,153.16	Client Assistance
72095	2/23/2022	GIVE CLEAN TEXAS LLC	2,590.00	Building Cleaning
72096	2/23/2022	GREEN MOUNTAIN ENERGY	386.12	Client Assistance
72097	2/23/2022	HEALTHCARE EXPRESS LLP	338.00	Employee Testing
72098	2/23/2022	JARRED GILMORE & PHILLIPS, PA	1,100.00	Audit
72099	2/23/2022	JOHN YOUNG PETTY CASH CUSTODIAN	56.81	Petty Cash Reimb
72100	2/23/2022	MCQUEEN PROPANE	530.00	Client Assistance
72101	2/23/2022	NAPLES HARDWARE & SUPPLIES LLC	6.78	Building Supplies
72102	2/23/2022	PHILLIPS & SON REFRIG.	788.00	Equipment Repair
72103	2/23/2022	RELIANT ENERGY	1,527.34	Client Assistance
72104	2/23/2022	RHYTHM OPS, LLC	294.06	Client Assistance
72105	2/23/2022	RPM STAFFING PROFESSIONALS, INC.	2,615.10	Client Assistance
72106	2/23/2022	SCHOOL HEALTH CORPORATION	469.95	HS Classroom Supplies
72107	2/23/2022	SOUTHWESTERN ELECTRIC POWER	2,030.38	Utility
72108	2/23/2022	STREAM	636.08	Client Assistance
72109	2/23/2022	Superior Realty - Property	775.00	Client Assistance
72110	2/23/2022	TALCO	322.50	Client Assistance
72111	2/23/2022	TRIEAGLE ENERGY	355.95	Client Assistance
72112	2/23/2022	TXU-ASSISTANCE GROUP	4,781.25	Client Assistance
72114	2/23/2022	UPSHUR RURAL ELEC. CORP.	4,317.05	Client Assistance
72115	2/23/2022	UTJ HOLDCO, INC.	5,265.00	Membership
72116	2/23/2022	VENUS HORNBuckle PETTY CASH CUSTODIAN	8.82	Petty Cash Reimb
72117	2/23/2022	VERIZON WIRELESS	3,608.83	Cell Phones
72118	2/23/2022	WEST STREET HOME AND AUTO	174.90	Grounds Equip. Repair
72119	2/23/2022	WILLIAM MICHAEL BERRY	0.00	Building Repair
72120	2/23/2022	WILLIE MITCHELL, JR.	360.00	CPR & 1st Aid Training
72121	2/23/2022	WINDSTREAM	266.02	Telephone & Internet
72122	2/23/2022	XEROX CORPORATION	844.74	Copiers
		Total 1040 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT	491,174.58	
Report Total			491,174.58	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 2/28/2022

Current Assets

CASH IN BANK CHECKING	0.00
HEAD START CHECKING	0.00
DHS MEALS CHECKING	0.00
CSBG/CEAP/WX CHECKING	0.00
WEATHERIZATION CHECKING	0.00
DISBURSEMENTS CHECKING	0.00
FEMA CHECKING	0.00
ETCOG CHECKING	0.00
OLD - CEAP CHECKING (Do Not Use)	0.00
CEAP CHECKING (Do Not Use)	0.00
PAYROLL CASH ACCOUNT	0.00
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	0.00
CASH DONATIONS - LINDEN	0.00
CSBG Checking	0.00
CEAP Checking	0.00
Upshur Rural Checking	0.00
TLC Checking	0.00
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	0.00
SALVATION ARMY CHECKING	1,722.90
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	22,457.37
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	162.42
TEXANA CSBG B CHECKING	20.86
TEXANA CSBG DISCRETIONARY CHECKING	6,940.70
TEXANA HEAD START CHECKING	106.95
TEXANA CEAP A CHECKING	7,232.38
TEXANA CEAP B CHECKING	5,853.13
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 2/28/2022

TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	29,223.04
TEXANA TLC CHECKING	5,960.91
TEXANA LOCAL ADMINISTRATIVE CHECKING	34,494.88
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	(339.51)
TEXANA TBRA CHECKING	3,308.20
TEXANA POSTAL ACCOUNT CHECKING	266.35
TEXANA VET SERVICES NOW	31,649.40
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	15,586.98
TEXANA CEAP CARES CHECKING	80,906.97
TEXANA NEW PAYROLL CASH ACCOUNT	36,250.68
TEXANA EARLY HEAD START CHECKING	589.92
TEXANA CEAP ARP CHECKING	68,940.53
TEXANA INDIRECT COST RATE CHECKING	11,975.43
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	25,000.00
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	0.00
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	818,583.75
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	11,749.11
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
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	9,654.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	28,277.18
PREPAID MAINTENANCE	0.00
	<hr/>
Total Current Assets	1,277,246.71
Long Term Assets	
PROPERTY & EQUIPMENT	2,944,377.33
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,462,912.35)
	<hr/>
Total Assets	<u>2,758,711.69</u>

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 2/28/2022

Current Liabilities

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	96,423.59
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	0.00
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	0.00
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00
Short Term Disability Payable	0.00
Long Term Disability Payable	0.00
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	150,000.00
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	94,216.80
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

Total Current Liabilities 340,640.39

Net Assets

NET ASSETS	566,677.83
NET ASSETS - EQUIPMENT	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 2/28/2022

NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00
NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
Total Current Net Assets	<u>566,677.83</u>
Excess Revenues over Expenditures	<u>1,851,393.47</u>
Total Liabilities and Net Assets	<u><u>2,758,711.69</u></u>

CSNT Head Start 2021-2022 Program Goals Progress Report

Program Goal 1: Strengthen comprehensive Health Services for enrolled children and their families					
Year Three Objective One Outcome: 85% of parents will obtain (EPDST) health requirements for their children					
Fall Progress	HS 71% EHS 92%	Winter Progress	HS 71% EHS 76%	Spring Progress	
Program Goal 1 Challenges: Parents understanding the importance of getting this done					

Program Goal 2: Provide Comprehensive School Readiness					
Year Three Objective One Outcome: 66% of Head Start children will name upper and lowercase letters					
Fall Progress	32%	Winter Progress	52%	Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 2: Provide Comprehensive School Readiness					
Year Three Objective Two Outcome: 81% of children will sequence count to 50					
Fall Progress	12%	Winter Progress	34%	Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 2: Provide Comprehensive School Readiness.					
Year Three Objective Three Outcome: <u>Head Start</u> - .5 increase in CLASS Emotional Support (ES) and Classroom Organization (CO) and .2 increase in Instructional Support (IS) <u>Early Head Start</u> – Emotional & Behavior score of 6 and Engaged Learning score of 6 and Responsive Caregiving score of 6					
Fall Progress	ES .19 decrease CO .35 decrease IS .75 decrease EB .10 decrease EL .22 decrease RC .56 decrease	Winter Progress	ES .90 increase CO .55 increase IS .75 increase EB .90 increase EL .17 decrease RC .75 increase	Spring Progress	ES CO IS EB EL RC
Program Goal 2 Challenges: Staff turnover, Teacher motivation, lack of understanding concepts					

Program Goal 2: Provide Comprehensive School Readiness					
Year Three Objective Four Outcome: 45% of Early Head Start children will demonstrate interactions with their peers					
Fall Progress	77%	Winter Progress	89%	Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 3: Increase Parent Involvement in the Head Start Program					
Year Three Objective One Outcome: 45% of parents will be involved in their child's education					
Fall Progress	40%	Winter Progress	68%	Spring Progress	
Program Goal 3 Challenges: Parent's ability to participate in activities due to other commitments such as work or family responsibilities					

Parent, Family, and Community Engagement Framework School Readiness Goals 2021-2022

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

Objective: 87% of all students will complete health requirements. **71% HS 76% EHS**

Action Steps:

1. 87% compliance of all EPTSD physical requirements. -**82.5% HS 85.5% EHS**
2. 92% Compliance on initial physicals. – **88% HS 100% EHS**
3. 87% Compliance on all six month dentals. – **46% HS 50% EHS**
4. 85% compliance on lead and hemoglobin. – **69% HS 71% EHS**

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 -**21%**
2. 75% participation in Literacy Program/Walk Across Texas. – **na**
3. 100% of parents needing a GED will receive information/resources to complete GED program. – **100%**
4. 80% Ready Rosie Parent Participation – **62%**

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. **94.5%**

Action Steps:

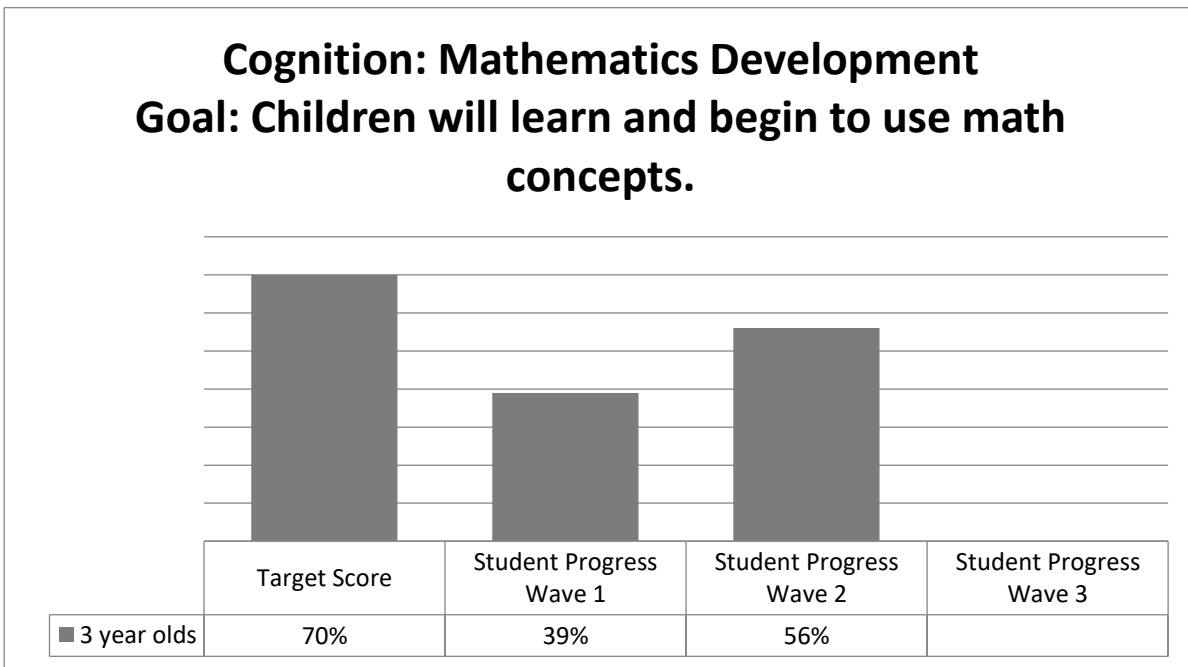
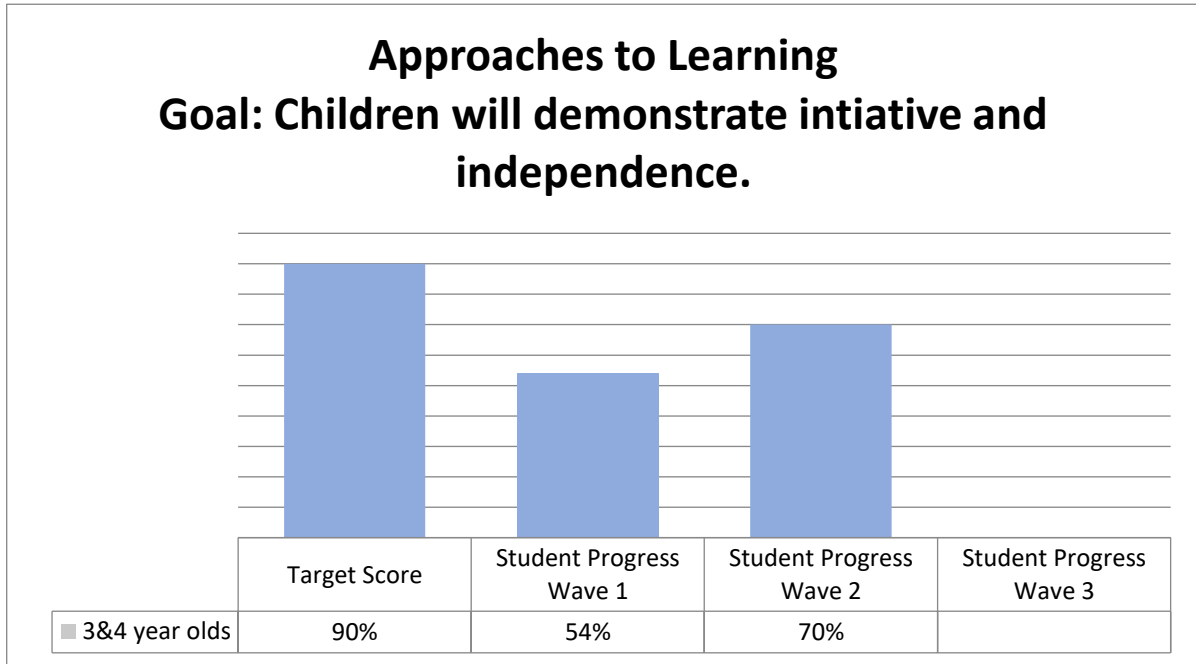
1. 85% parent participation in Home Visits and Parent Teacher Conferences. - **92%**
2. 80% completion of home activities. **97%**
3. 40% participation at the end of the year transition parent meeting. **Na**

Updated: 2/28/2022

CSNT Head Start

School Readiness Performance Data Report

2021-2022

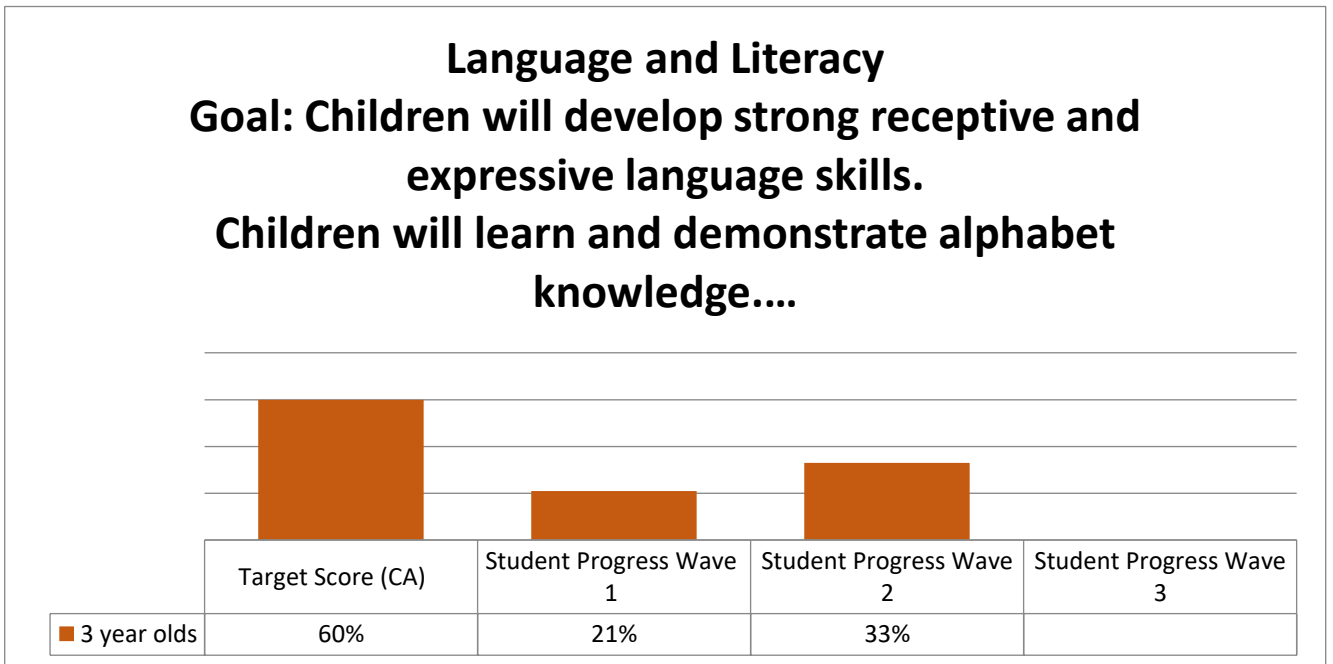
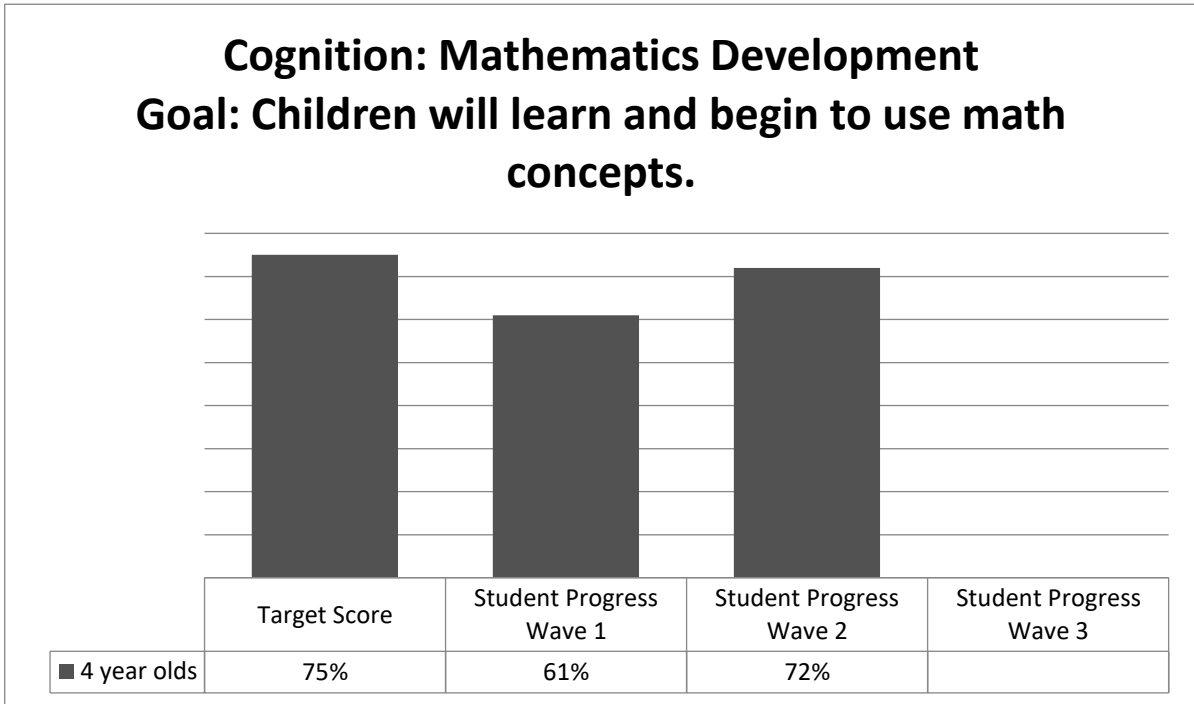


Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start

School Readiness Performance Data Report

2021-2022

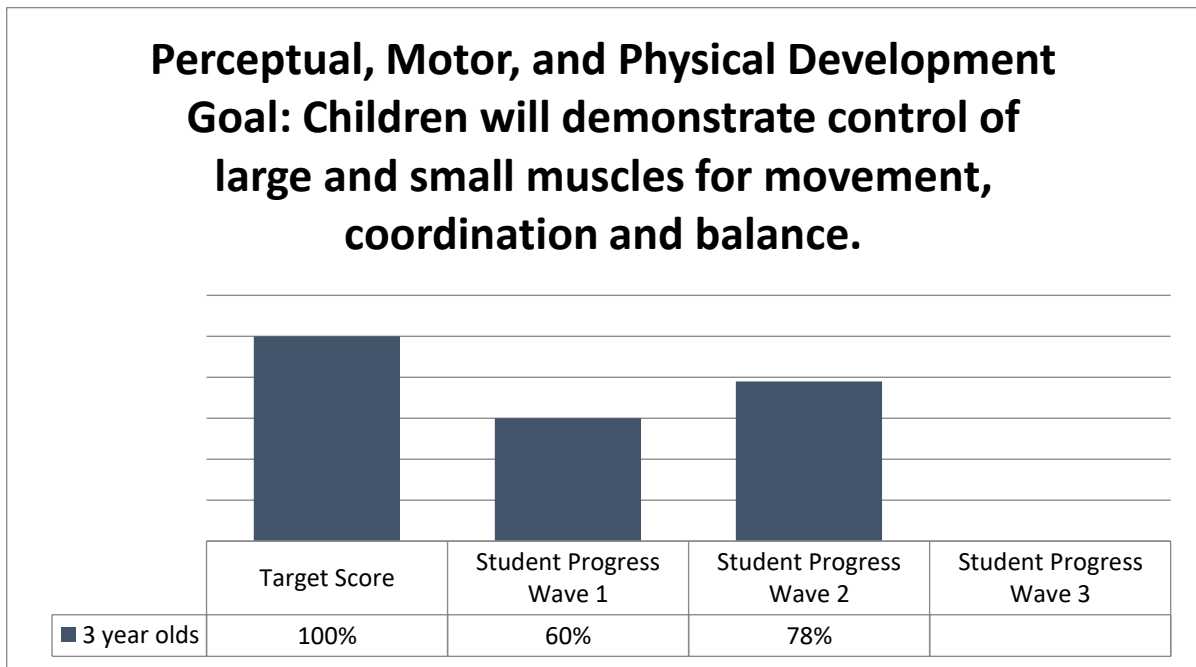
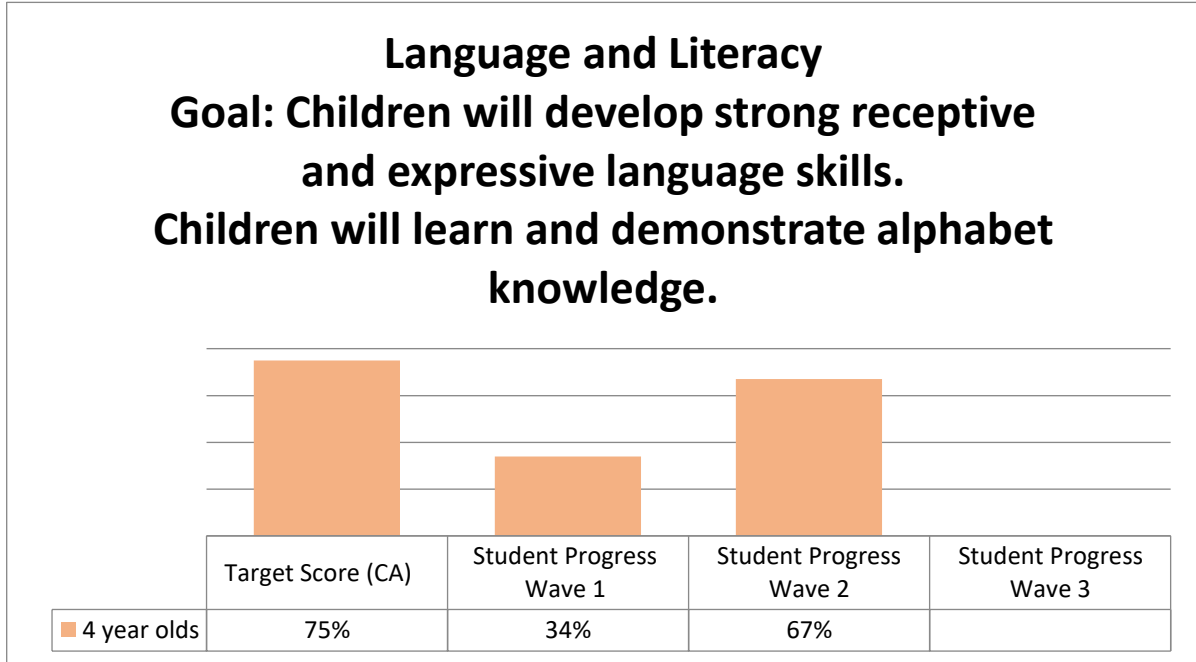


Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start

School Readiness Performance Data Report

2021-2022

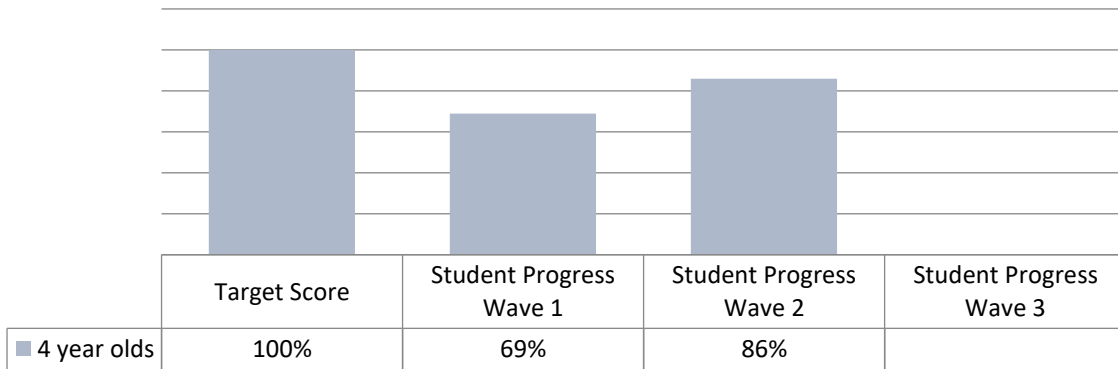


CSNT Head Start

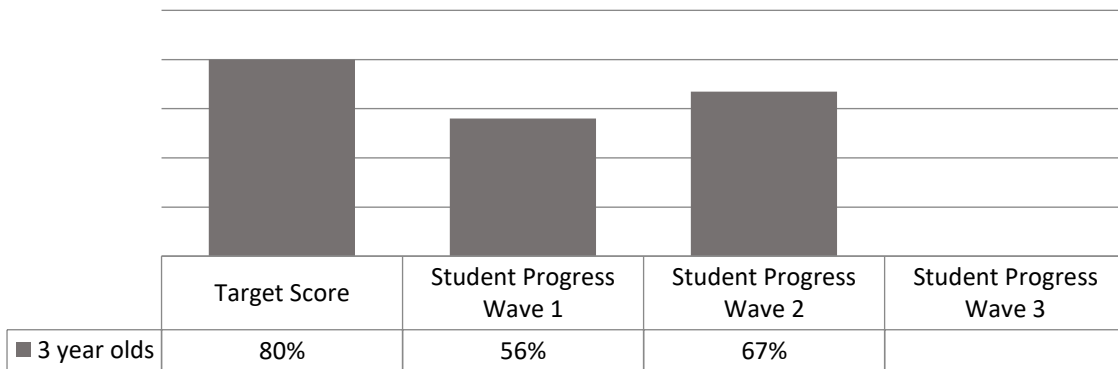
School Readiness Performance Data Report

2021-2022

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 interact with peers, cooperating and solving social problems.

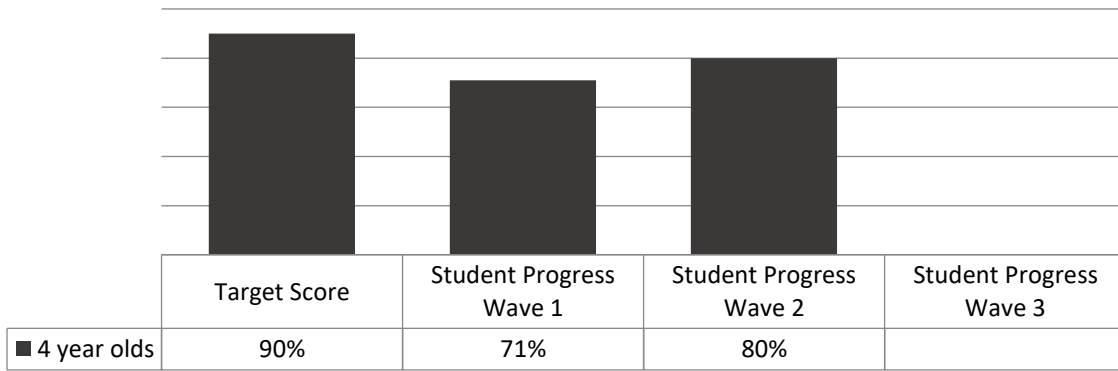


CSNT Head Start

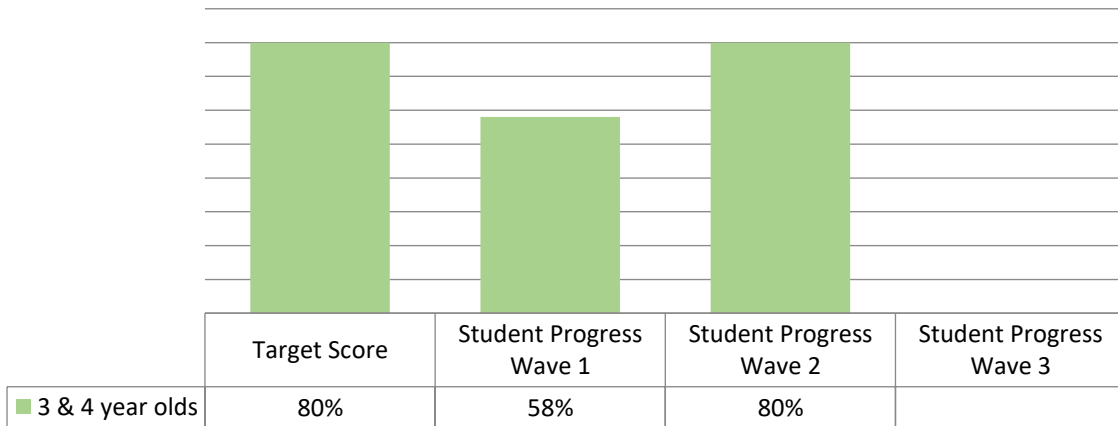
School Readiness Performance Data Report

2021-2022

Social and Emotional Development
Goal: Children will demonstrate interact with peers, cooperating and solving social problems.



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



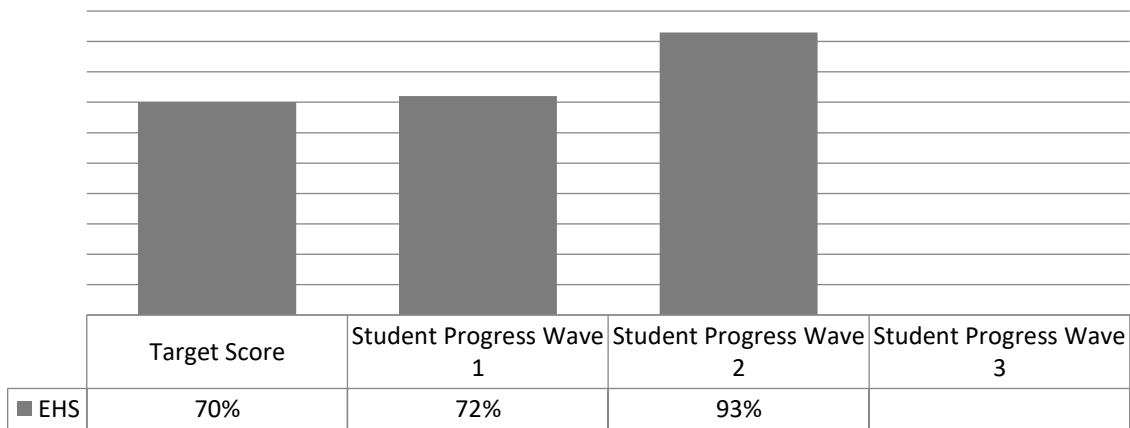
CSNT Head Start

School Readiness Performance Data Report

2021-2022

Cognition: Mathematics Development

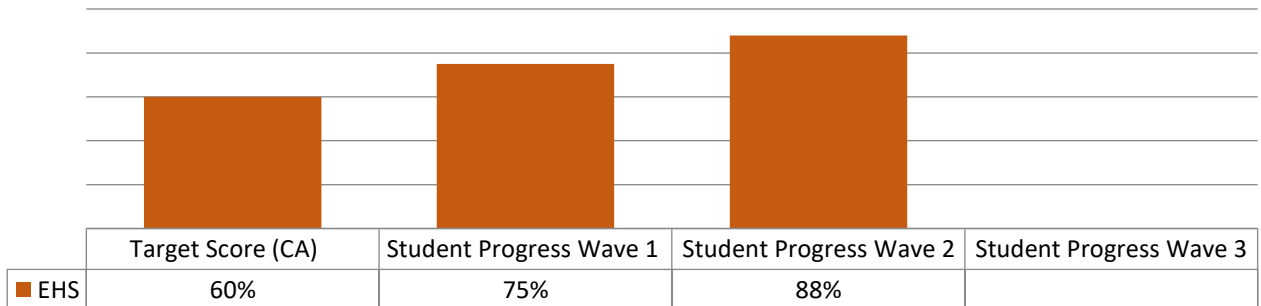
Goal: Children will learn and begin to use math concepts.



Language and Literacy

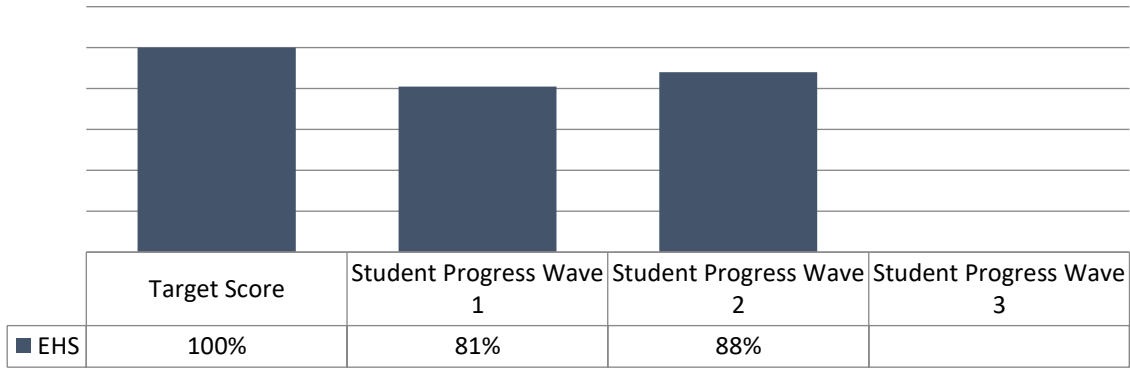
Goal: Children will develop strong receptive and expressive language skills.

Children will learn and demonstrate alphabet knowledge....

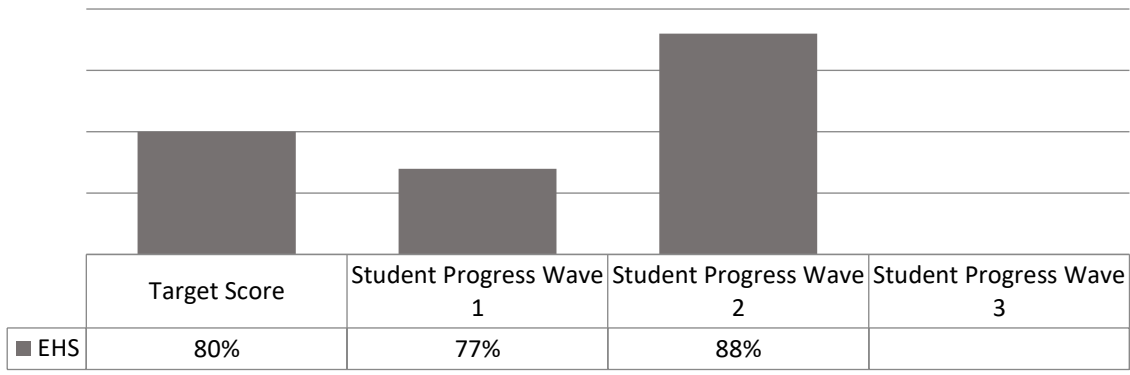


CSNT Head Start
School Readiness Performance Data Report
2021-2022

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

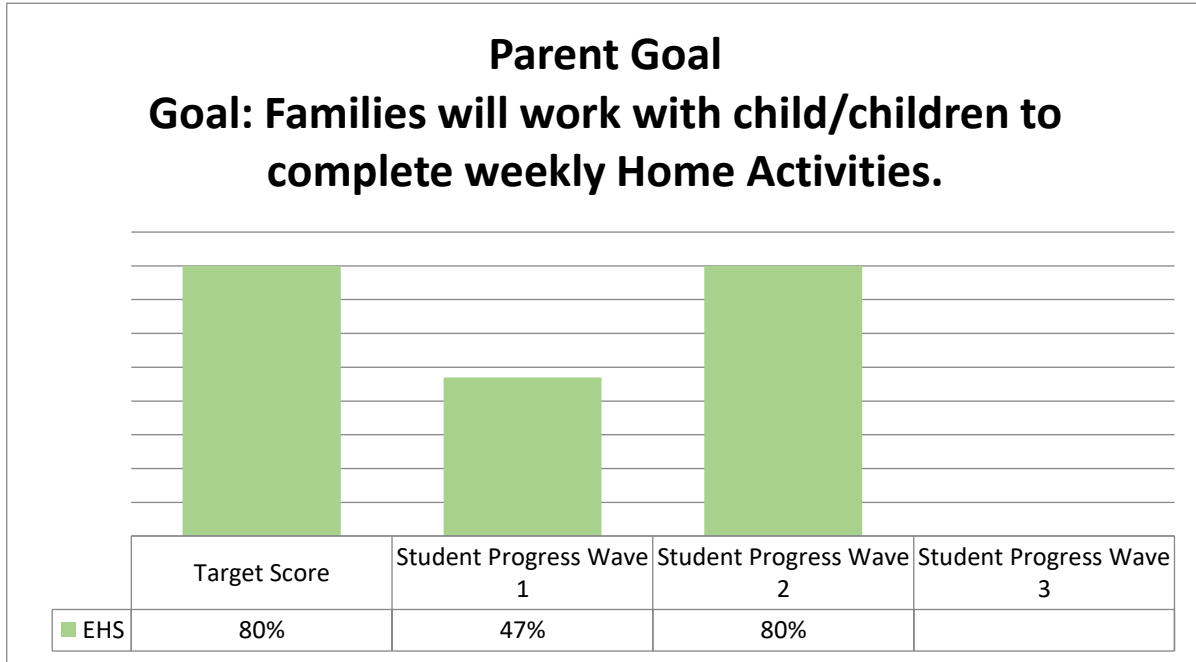


Social and Emotional Development
Goal: Children will demonstrate interact with peers, cooperating and solving social problems.

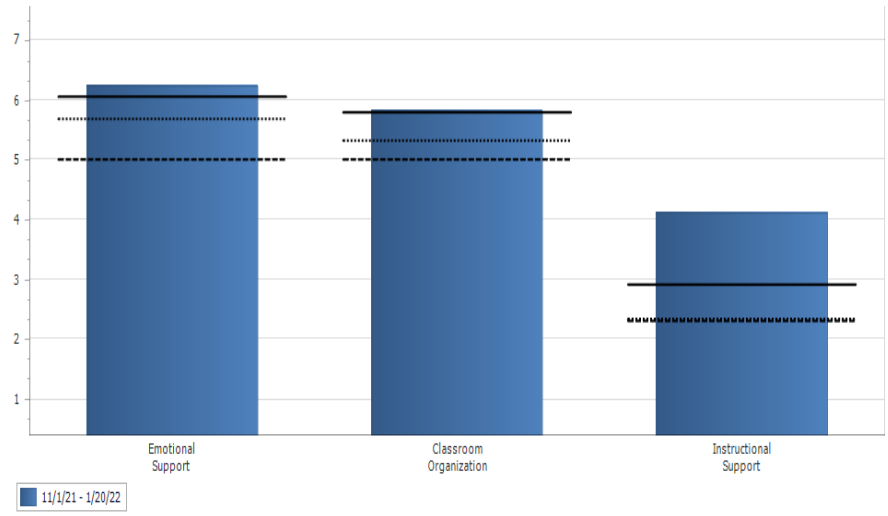
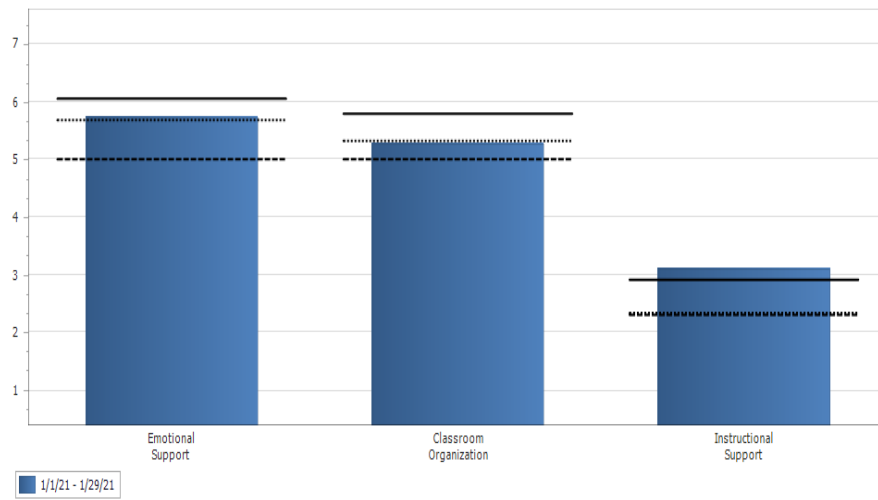


Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
2021-2022



2022 Winter CLASS Detailed Monitoring



2021	ES	CO	IS
1/1/21-1/31/2021	5.73	5.28	3.11

2020 Lowest 10% Nationally
 Re-Competition Level -----
 2020 National Average _____

2022	ES	CO	IS
1/1/2022-1/20/2022	6.23	5.83	4.10

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 Teachers Assistants were observed during the 2022 Winter Detailed Monitoring

Emotional Support Quality Thresholds

Winter 2021—5.73
 Winter 2022—6.23

Classroom Organization Quality Thresholds

Winter 2021-5.28
 Winter 2022-5.83

Instructional Support Quality Thresholds

Winter 2021-3.11
 Winter 2022-4.10



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

Total Students Participating:	429
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Students Age

Three Year Old :	41%	Four Year Old:	59%
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Gender

Male:	44%	Female:	56%
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Race

White: 30%	Black/African American: 53%	Two or more: 9%
	Other: 8%	Not Specified: 0%

Language*

English: 95%	Spanish 5%	Unknown: 0%
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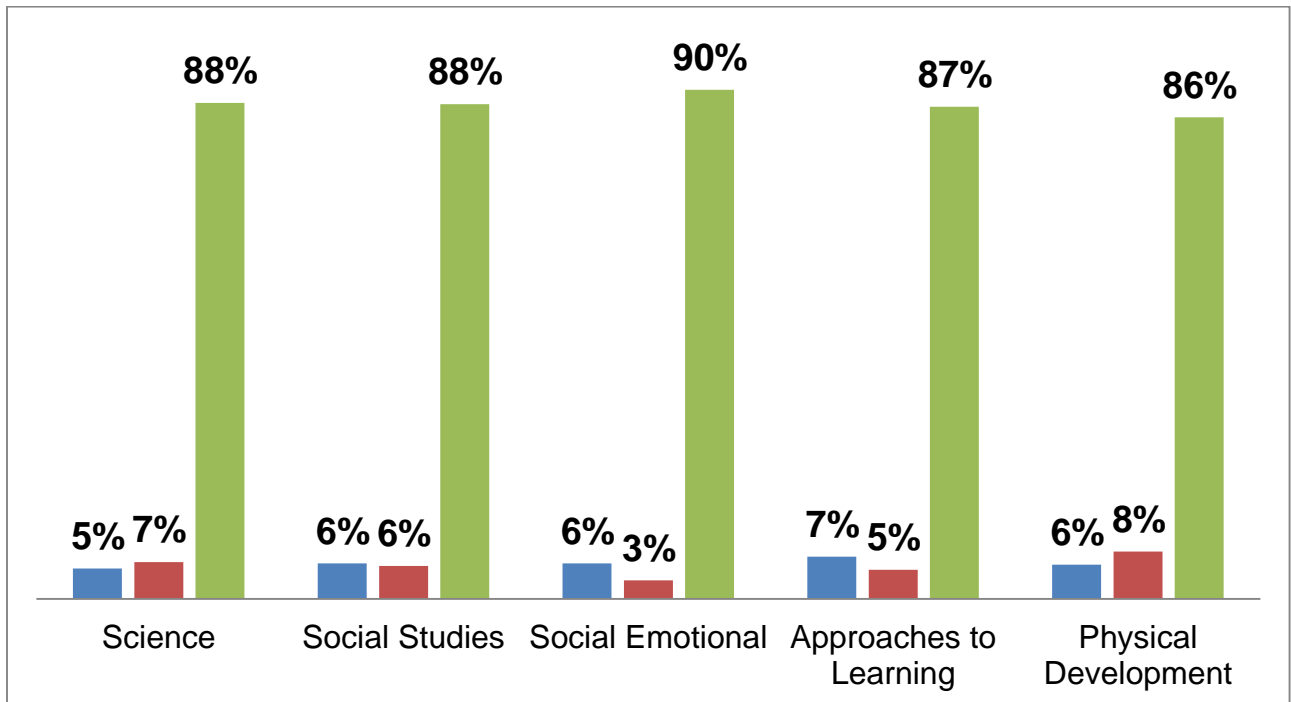
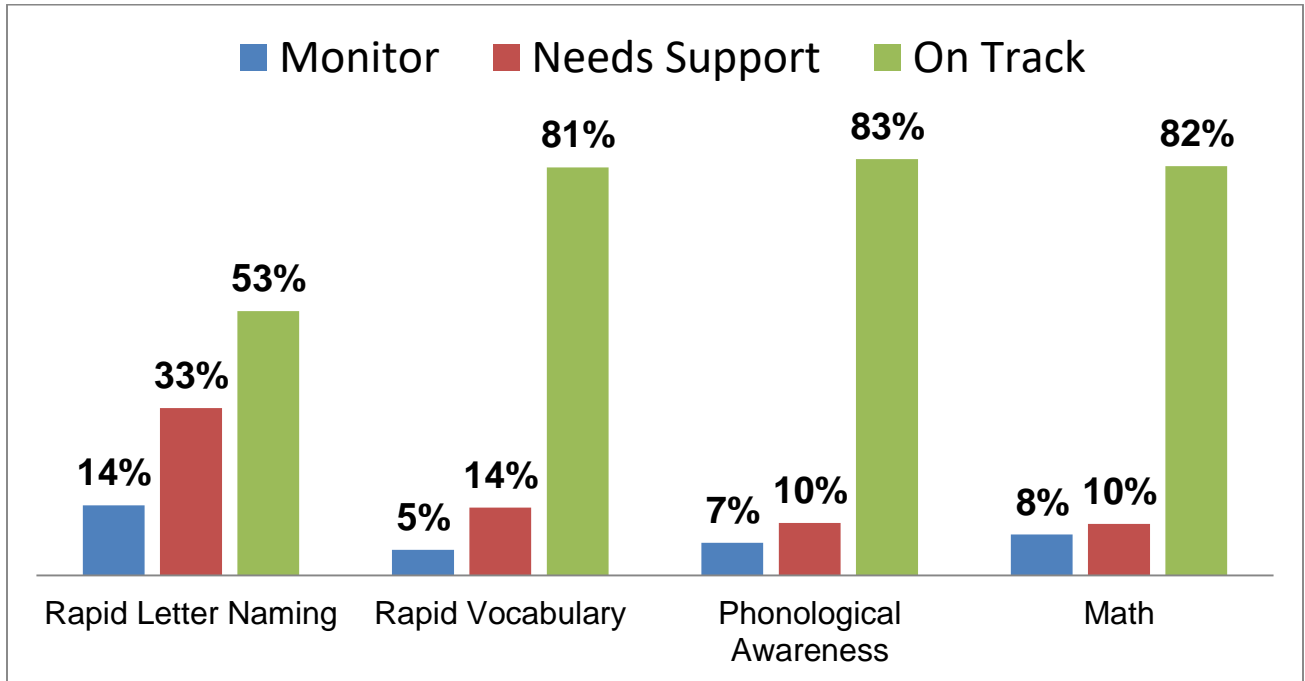
Disabilities

Yes:	7%	No:	93%
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CSNT Head Start

CIRCLE Assessment 2021-2022

Wave 2 Program Report



CSNT Head Start – CIRCLE Assessment

On-Track Comparison Data 2021-2022

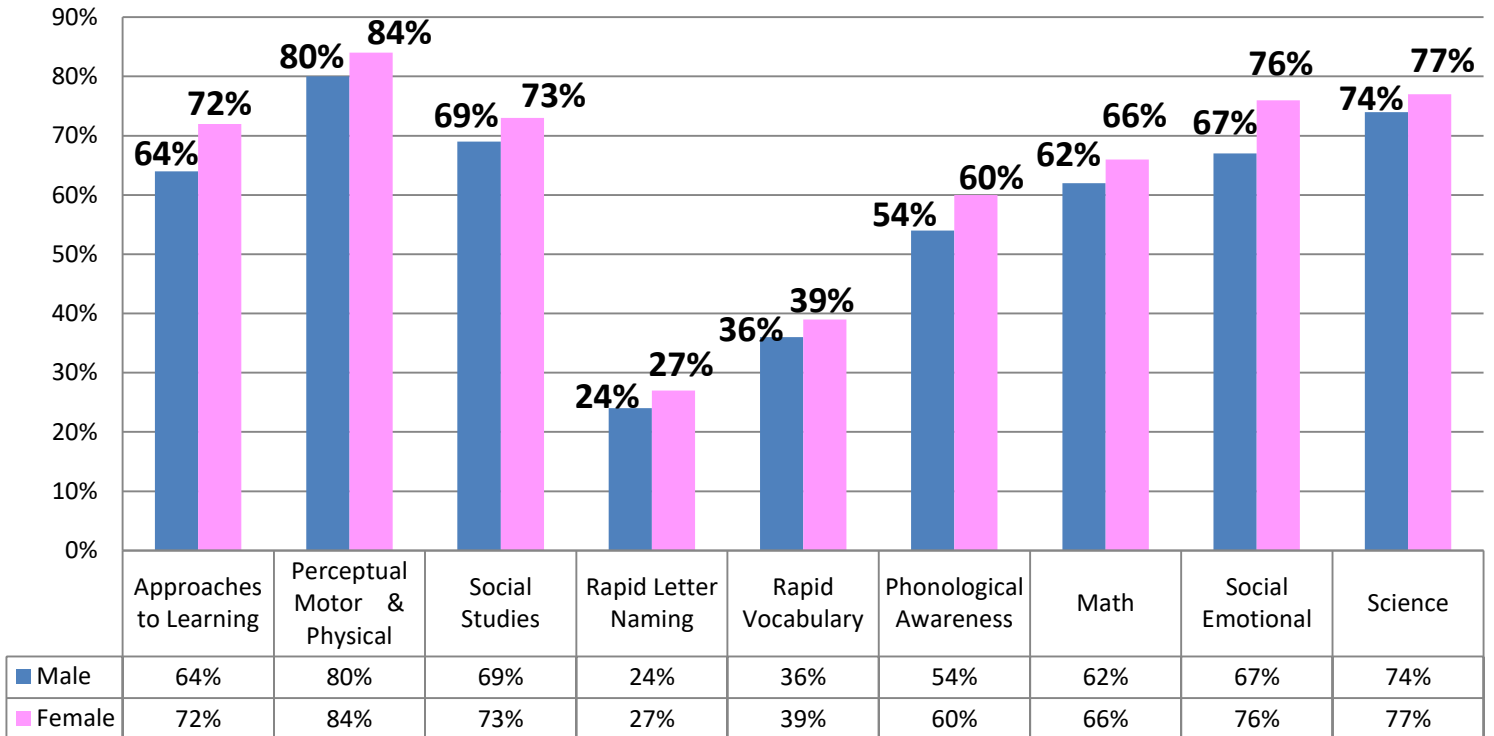
	Wave 1	Wave 2
Rapid Letter Naming	32%	53%
Rapid Vocabulary	65%	81%
Phonological Awareness	83%	83%
Math	81%	82%
Science	88%	88%
Social Studies	92%	88%
Social Emotional	97%	90%
Approaches to Learning	91%	87%
Physical Development	88%	86%
Total Students Tested	418	429

*Wave 2 data may indicate an anomaly in database system.

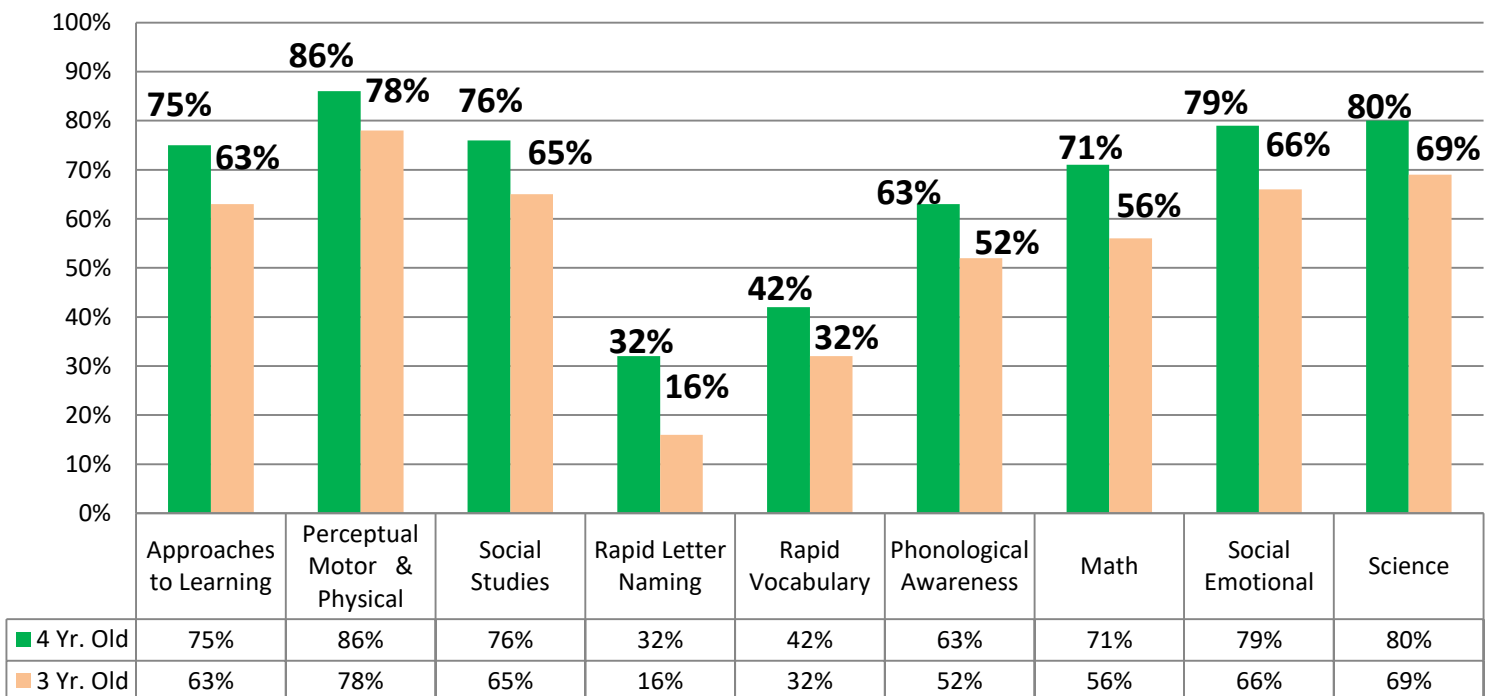
CSNT Head Start – CIRCLE Assessment

Wave 2 Comparison Data 2021-2022

Male / Female Comparison

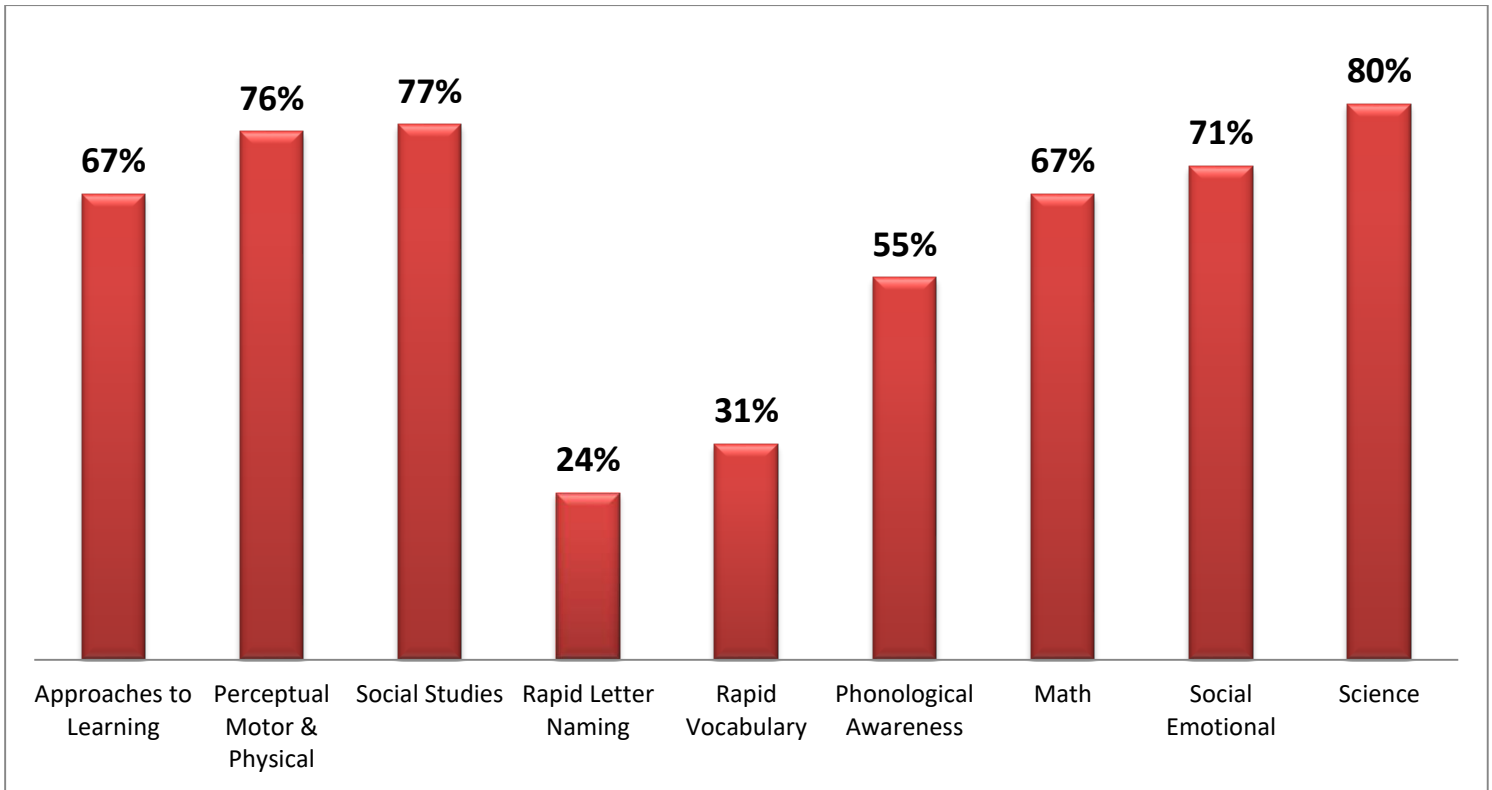


Age Comparison



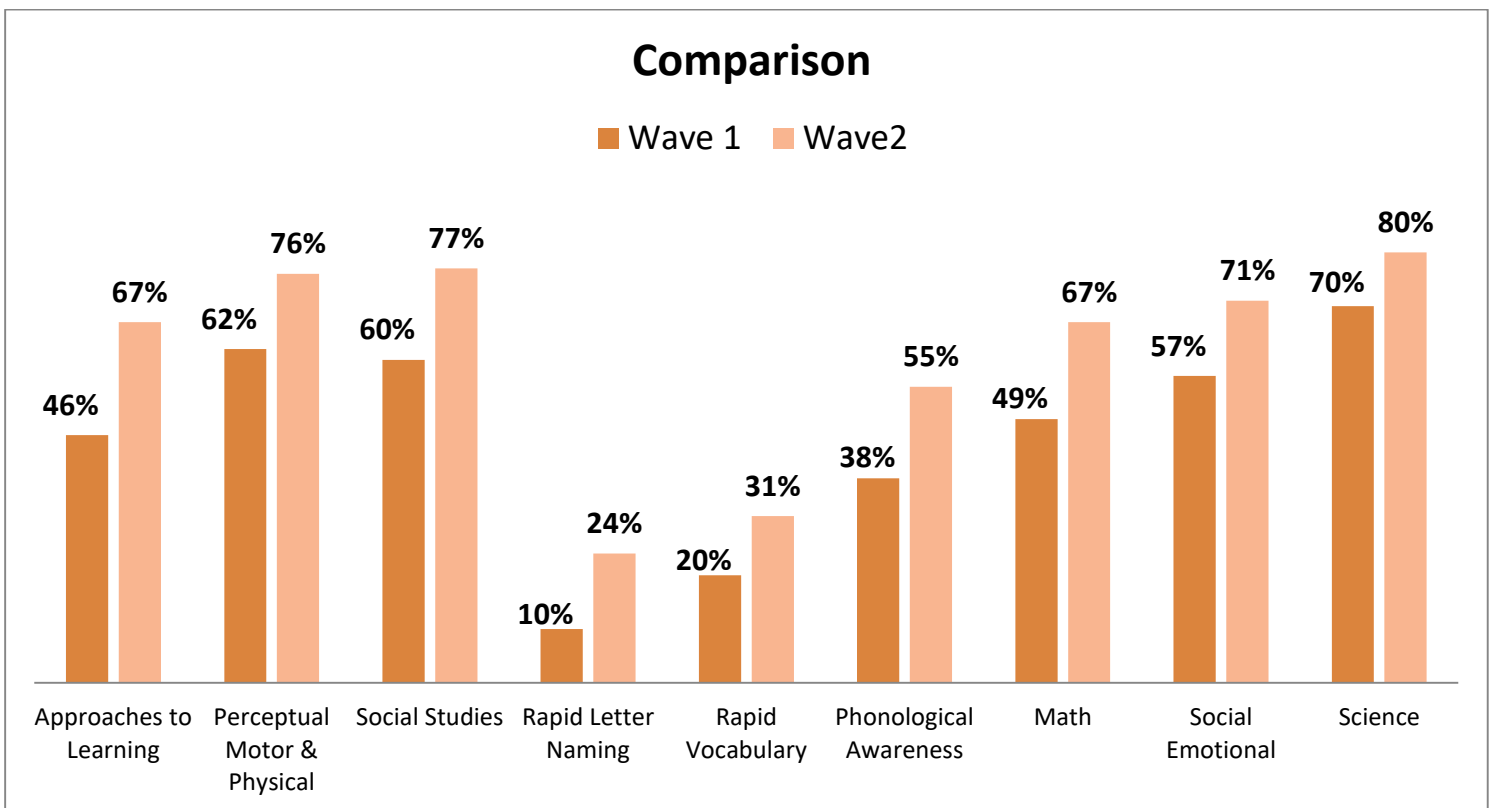
CSNT Head Start – CIRCLE Assessment

Wave 2 Dual Language learners 2021-2022



Comparison

Wave 1 Wave 2

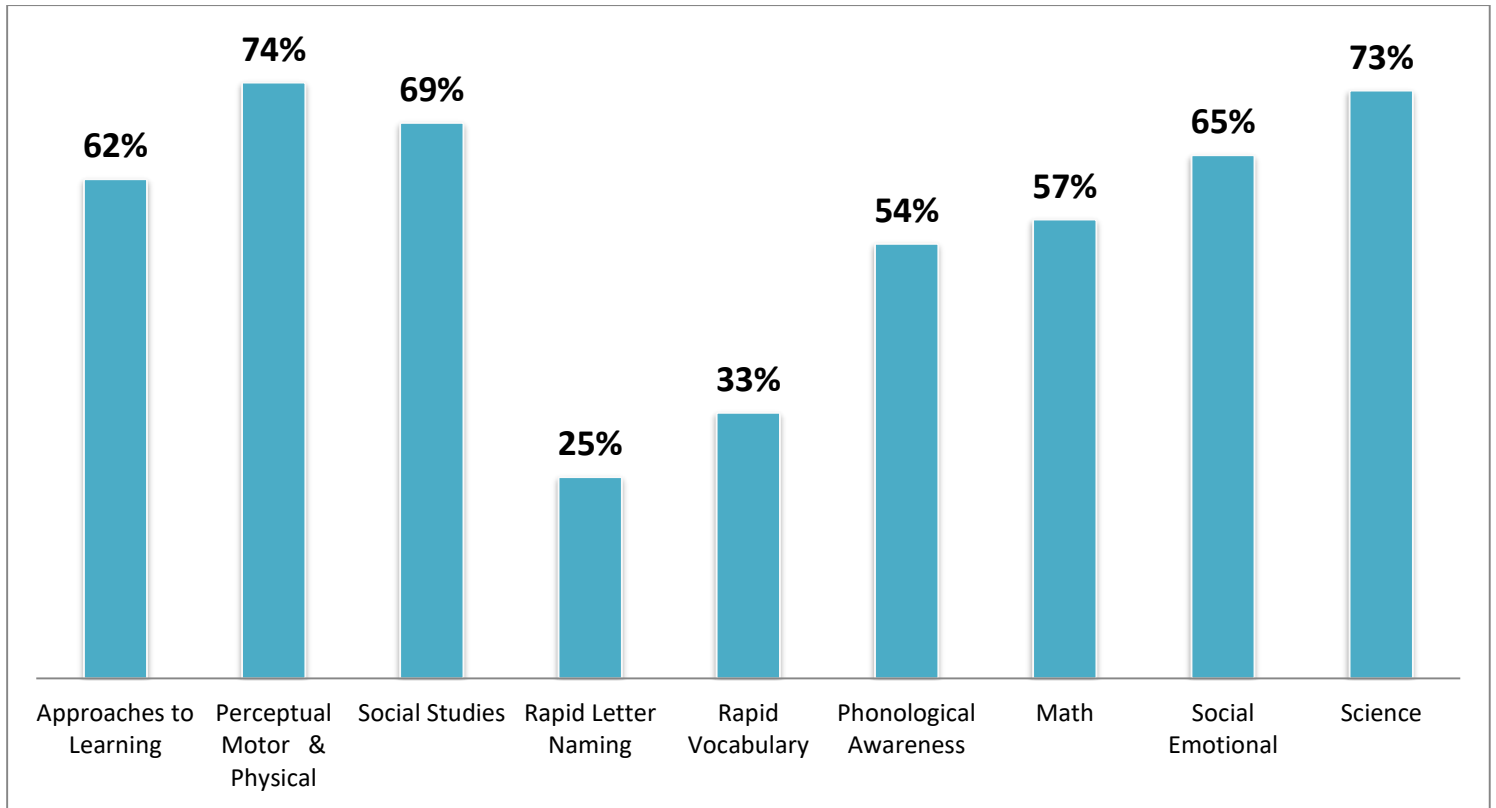


CSNT Head Start – CIRCLE Assessment

Wave 2

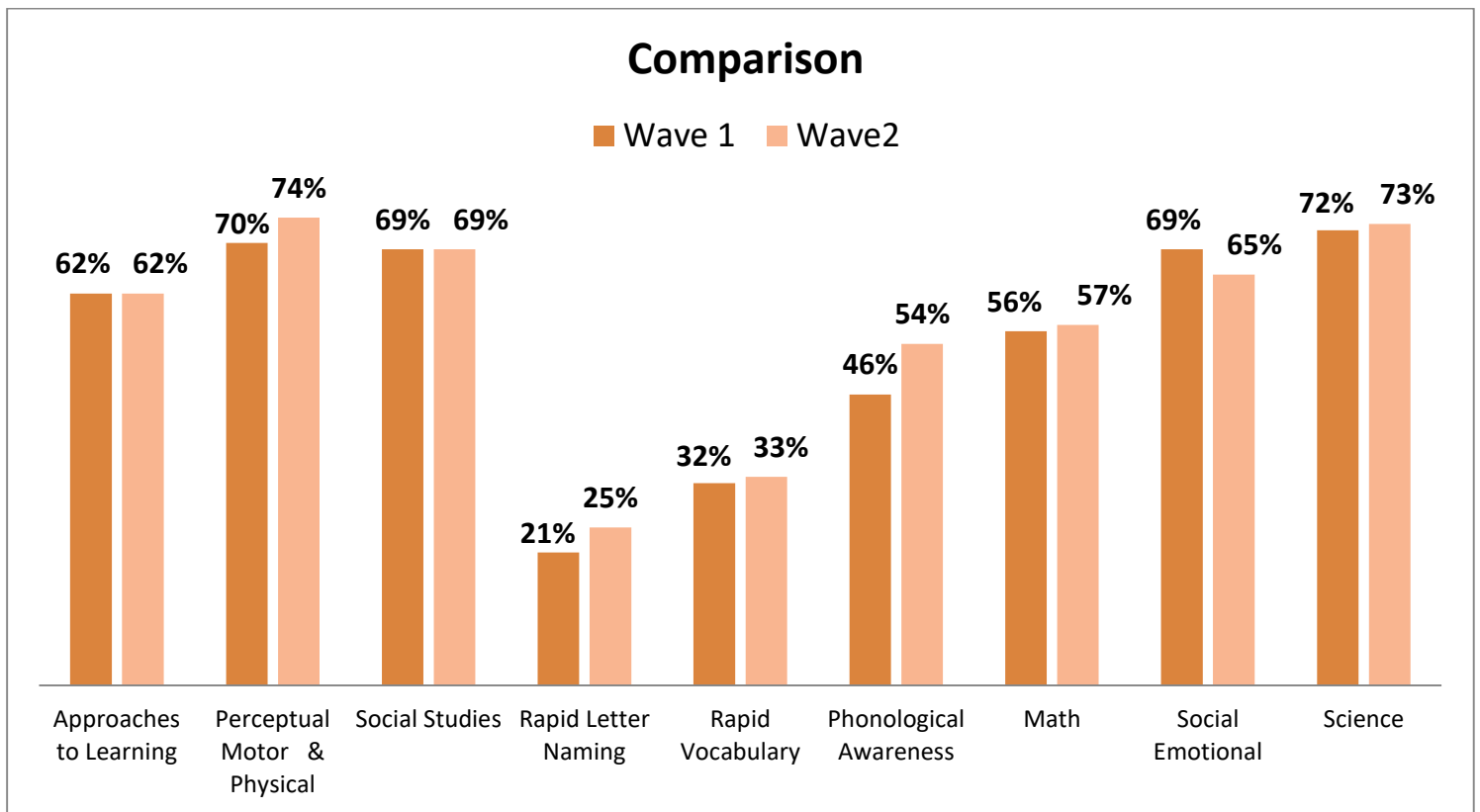
Disability

2021-2022



Comparison

Wave 1 Wave 2



CSNT Head Start – CIRCLE Assessment

Wave 2 Race Comparison Data 2021-2022

	White	Black / African American	Other	2 or More Races
Approaches to Learning	71%	64%	75%	65%
Perceptual Motor/Physical	84%	78%	86%	81%
Social Studies	67%	69%	78%	66%
Rapid Letter Naming	25%	25%	24%	29%
Rapid Vocabulary	38%	38%	35%	36%
Phonological Awareness	59%	58%	55%	55%
Math	67%	64%	71%	63%
Social Emotional	75%	70%	79%	71%
Science	79%	74%	79%	72%
Total Students Tested	128	229	34	38

Percentage represents total number of correct responses for each domain.



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

Total Students Participating:	8 - Infants
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Students Age

12 to 18 Months : 25%	19 to 24 Months: 75%
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Gender

Male: 38%	Female: 62%
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Race

White: 13%	Black/African American: 74%	Two or more: 13%
	Other: 0%	Not Specified: 0%

Language

English: 100%	Spanish 0%	Unknown: 0%
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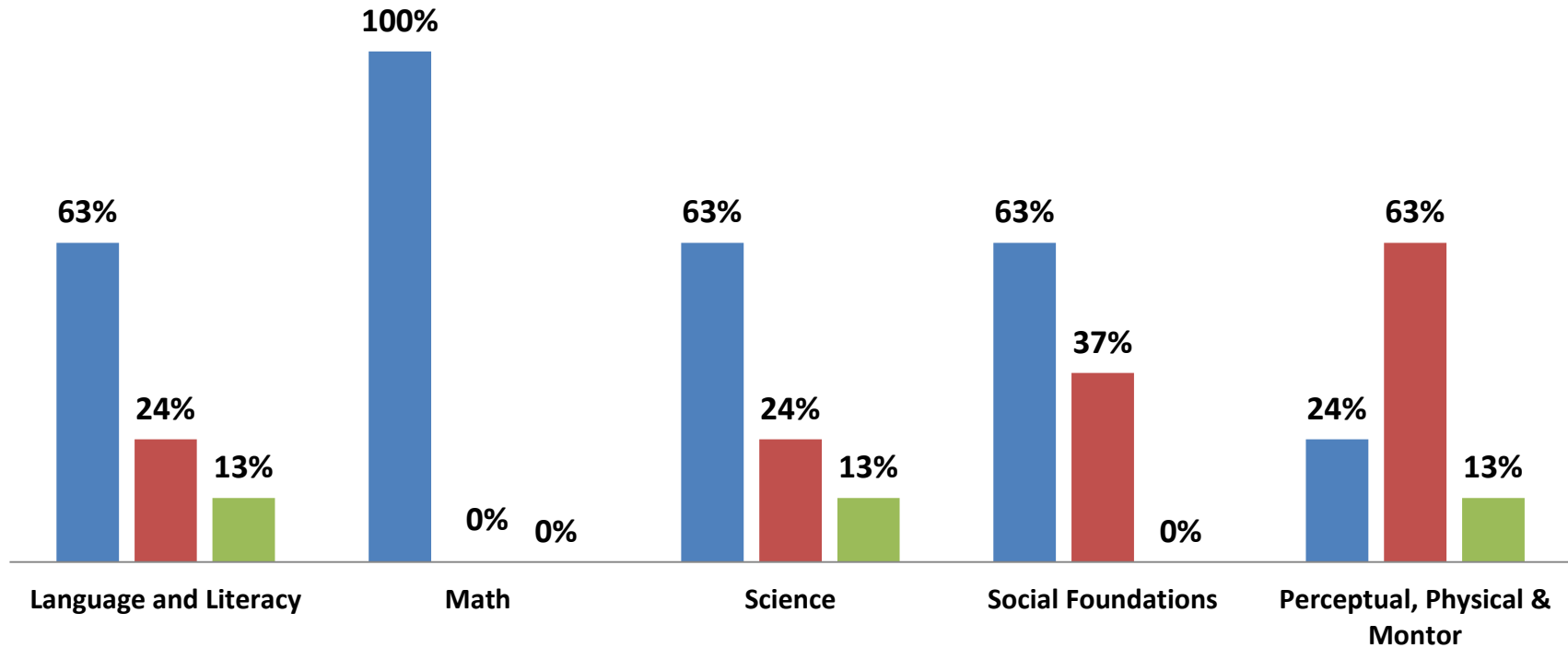
Disabilities

Yes: 13%	No: 87%
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CSNT Early Head Start 2021-2022 - Frog Street AIM

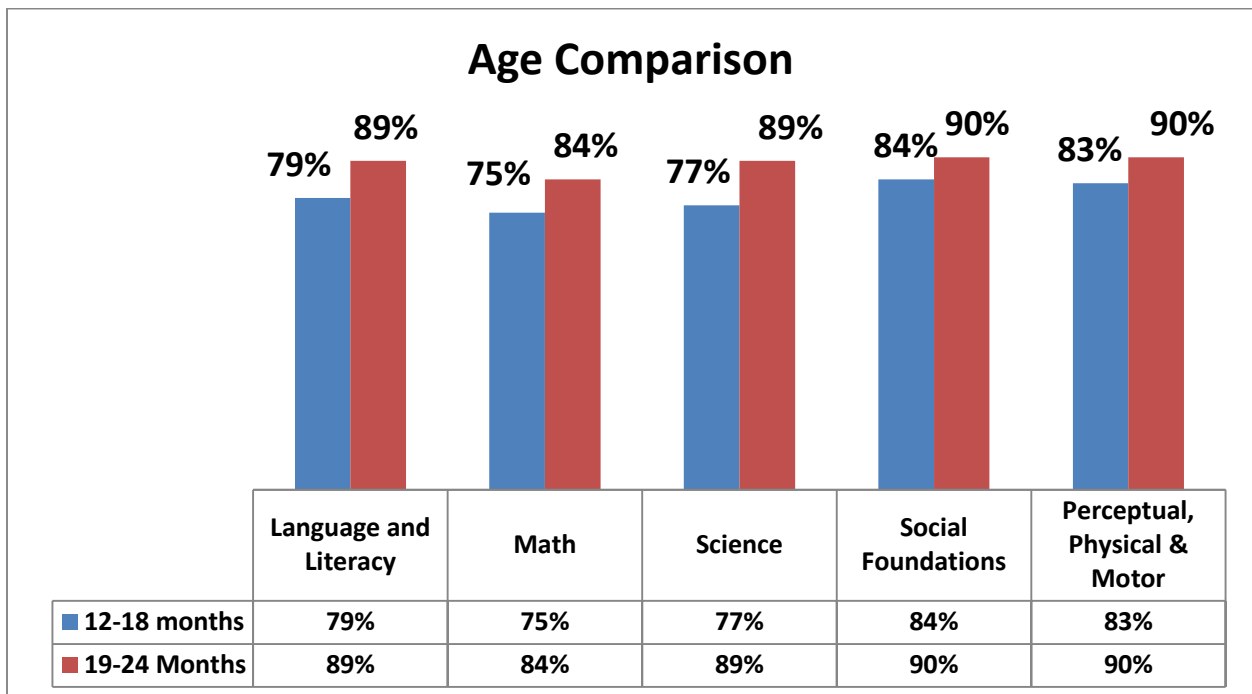
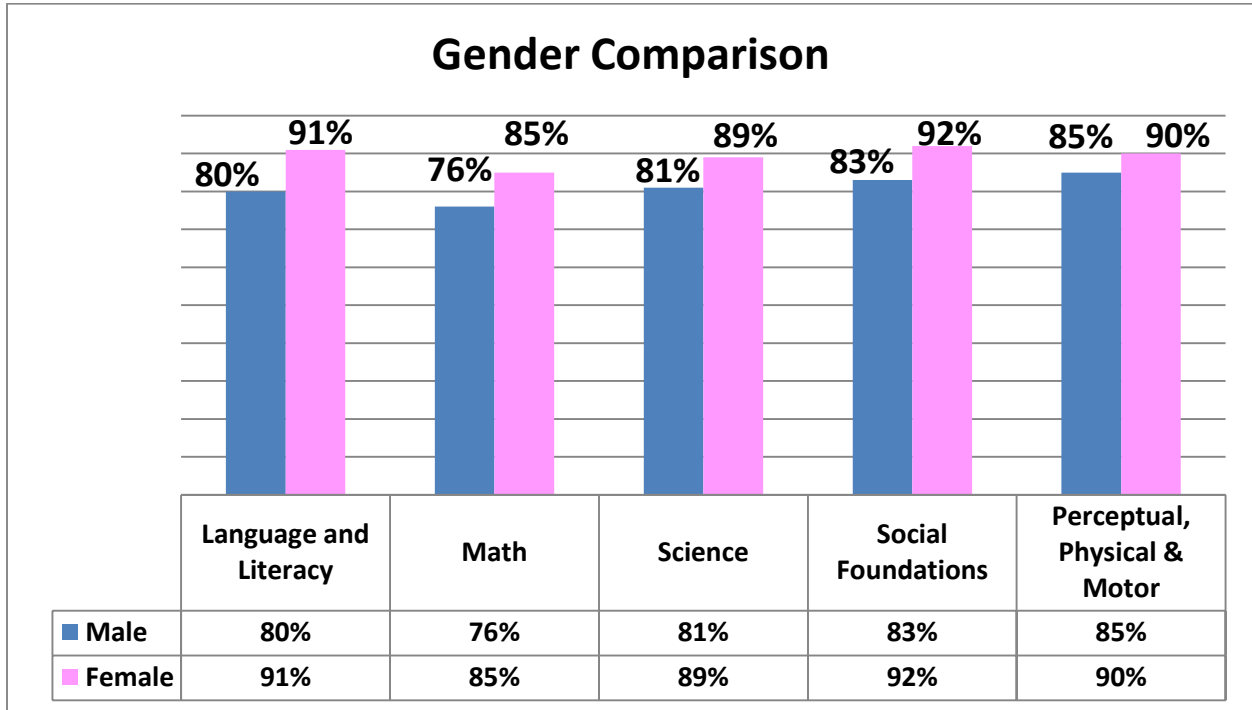
Infants - Wave 2

■ Emerging ■ Progressing ■ Ready



CSNT Early Head Start – Frog Street AIM – Wave 2

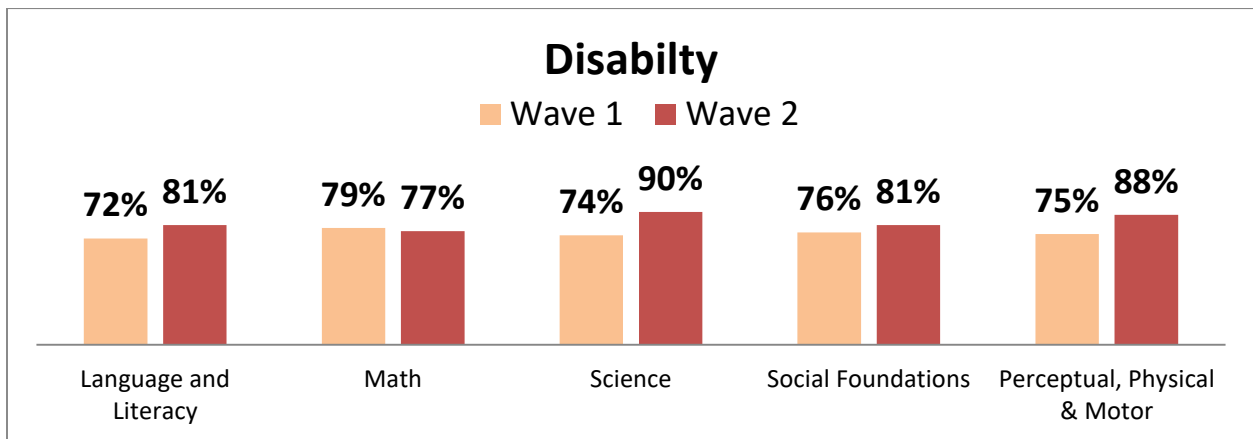
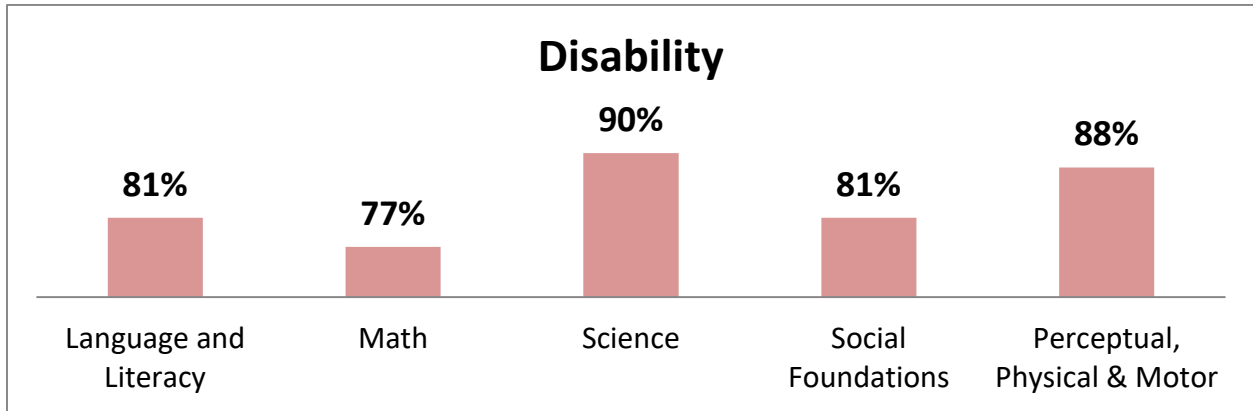
Comparison Data 2021-2022 – Infants



*Age Comparison for 19-24 months has one student with IFSP.

CSNT Early Head Start - Frog Street AIM

Wave 2 Comparison Data 2021-2021 – Infants



*No Dual Language Learners Data for Infants.

Race	White	Black/ African American	Other	2 or More Races
Language and Literacy	94%	84%	0%	97%
Mathematics	85%	80%	0%	89%
Science	95%	82%	0%	100%
Social Foundations	97%	86%	0%	95%
Perceptual, Physical & Motor	93%	86%	0%	95%
Total Students Observed	1	6	0	1



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

Total Students Participating:	3– Toddlers
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Students Age

25 to 30 Months :	100%	31 to 36 Months:	0%
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Gender

Male:	33%	Female:	67%
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Race

White: 0%	Black/African American: 67%	Two or more: 0%
	Other: 33%	Not Specified: 0%

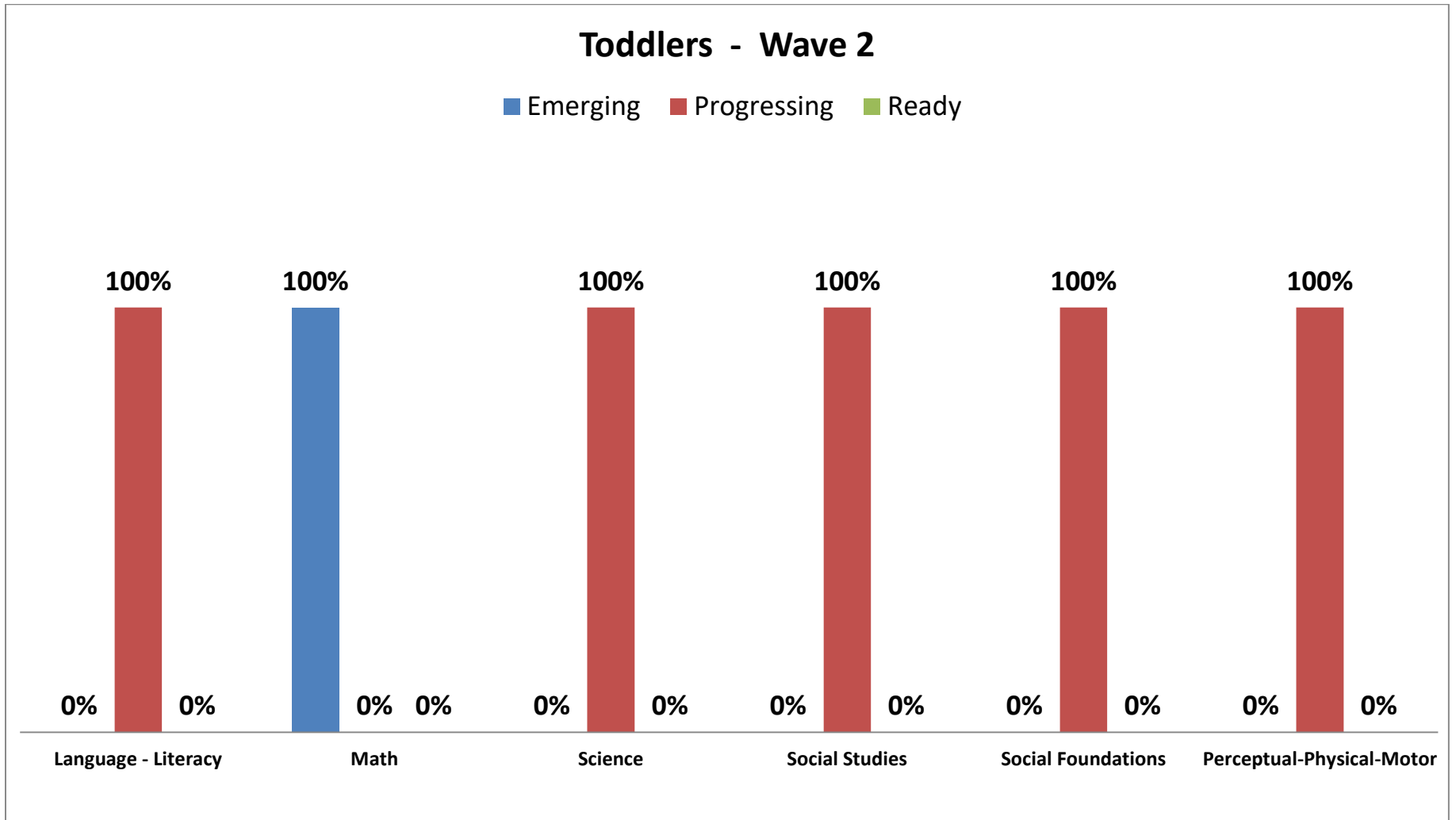
Language

English: 100%	Spanish 0%	Unknown: 0%
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Disabilities

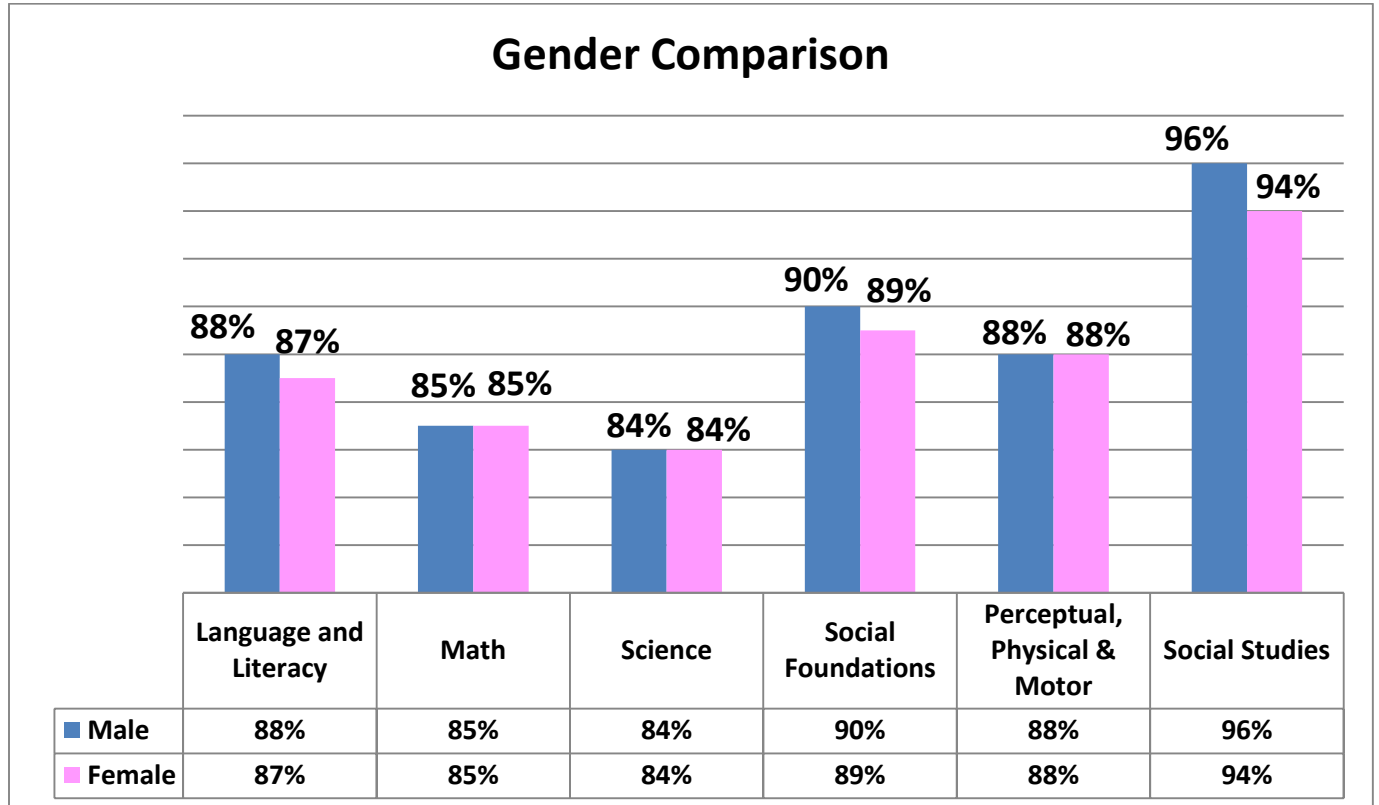
Yes:	33%	No:	67%
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CSNT Early Head Start 2021-2022 - Frog Street AIM



CSNT Early Head Start – Frog Street AIM – Wave 2

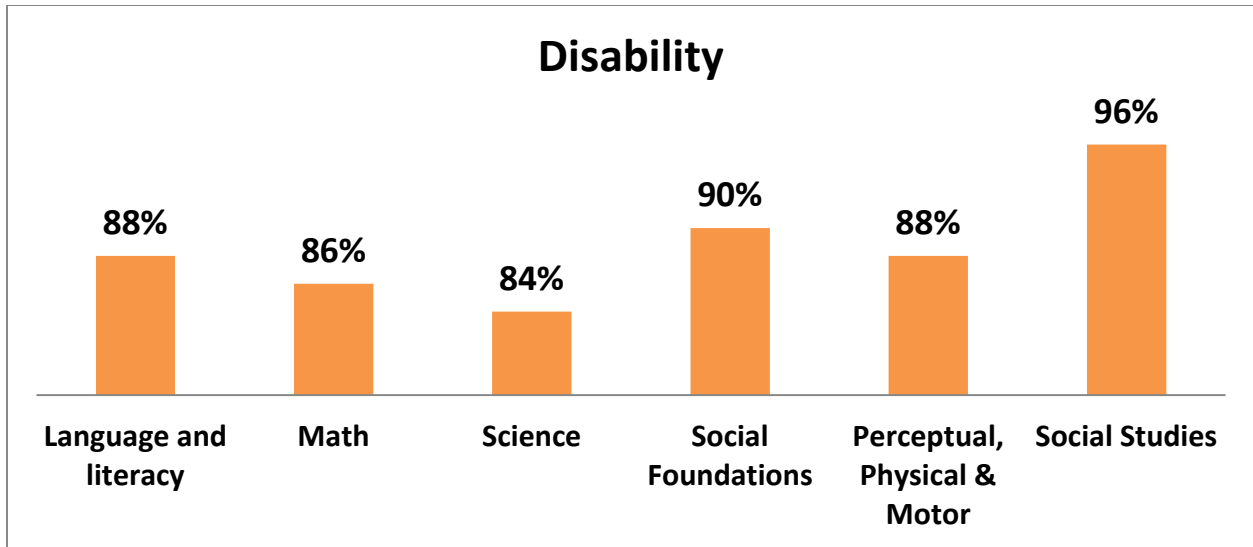
Comparison Data 2021-2022 – Toddlers



Race	White	Black/ African American	Other	2 or More Races
Language and Literacy	0%	87%	88%	0%
Mathematics	0%	84%	86%	0%
Science	0%	84%	84%	0%
Social Foundations	0%	89%	90%	0%
Perceptual, Physical & Motor	0%	88%	88%	0%
Social Studies	0%	94%	96%	0%
Total Students Observed	0	2	1	0

CSNT Early Head Start – Frog Street AIM – Wave 2

Comparison Data 2021-2022 – Toddlers



*No Age Comparison Data for Toddlers - all three students fall in the same age group.

*No Dual Language Learners Data for Toddlers



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

Total Students Participating:	5 Pre-School Entry
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Students Age

25 to 30 Months :	0%	31 to 36 Months:	100%
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Gender

Male:	100%	Female:	0%
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Race

White:	Black/African American:	Two or more:
0%	80%	0%
Other:		Not Specified:
20%		0%

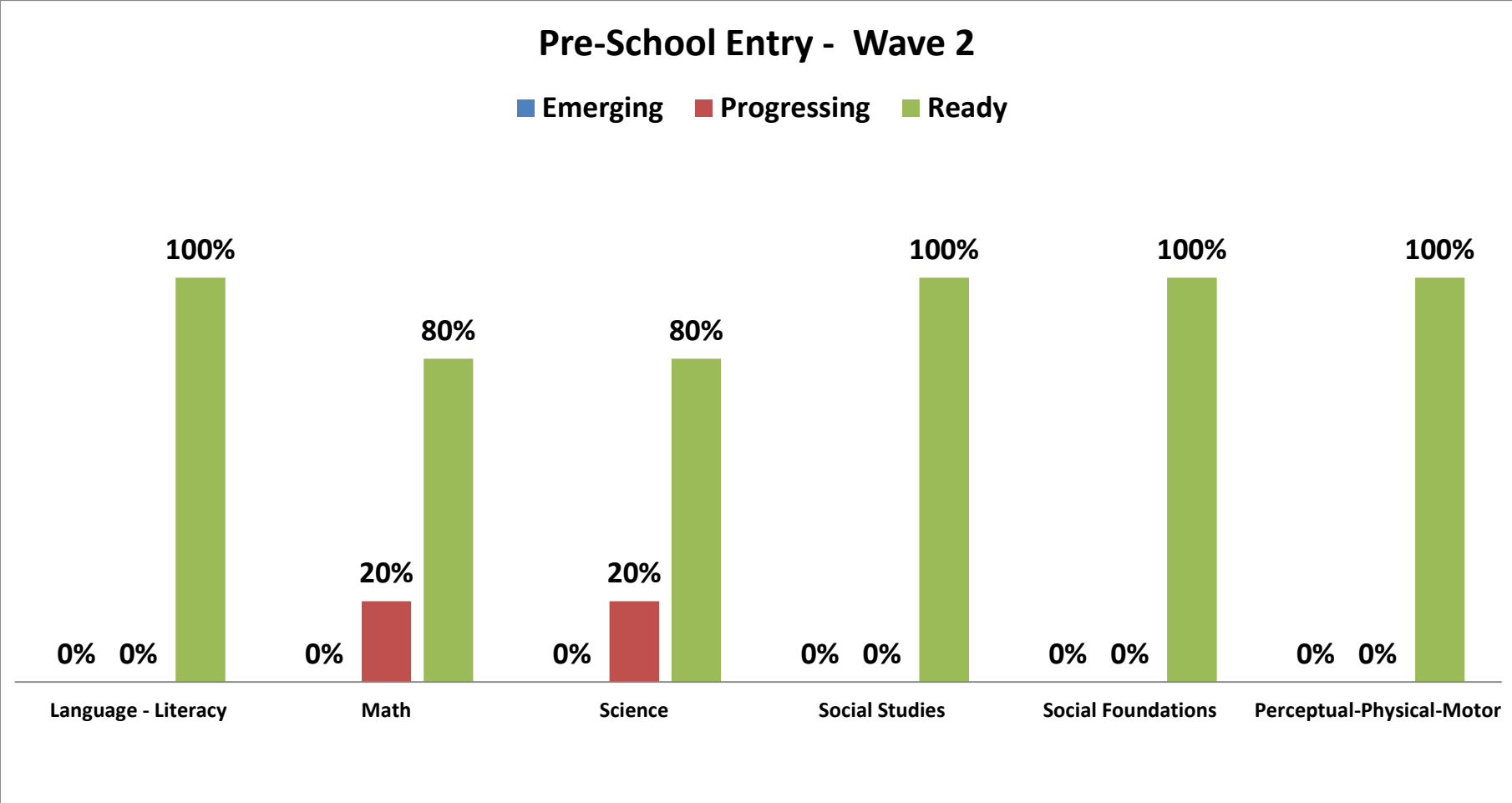
Language

English:	Spanish	Unknown:
100%	0%	0%

Disabilities

Yes:	0%	No:	100%
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CSNT Early Head Start 2021-2022 - Frog Street AIM



CSNT Early Head Start – Frog Street AIM – Wave 2
Comparison Data 2021-2022 – Pre-School Entry

Race	White	Black/ African American	Other	2 or More Races
Language and Literacy	0%	91%	91%	0%
Mathematics	0%	88%	91%	0%
Science	0%	91%	93%	0%
Social Foundations	0%	91%	92%	0%
Perceptual, Physical & Motor	0%	86%	87%	0%
Social Studies	0%	91%	90%	0%
Total Students Observed	0	4	1	0

No Gender Comparison Data for Pre-School Entry – all five students are male.

No Age Comparison Date – all five students fall in same age group.

No Dual Language Learners Data for Pre-School Entry student.