



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

May 24, 2022 @ 12:00 Noon

Linden Community Center

301 East Houston, Linden Texas 75563

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 5/24/22

4. Approval of Minutes 4/26/22

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. Seat new board member(s), if any

B. Approve Consent Agenda

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

C. Discuss/Approve Cost Allocation revisions regarding Indirect Cost Rate

D. Discuss/Approve Resolution for Bank Account – LIHWAP (Low Income Home Water Assistance) program

E. Discuss/Approve Head Start/Early Head Start 2.28% COLA Increase #06CH011282/03 \$94,624 (Head Start \$89,350) and (Early Head Start \$5,274)

F. Discuss/Approve Head Start/Early Head Start Quality Funds #06CH011282/03 \$25,472 (Head Start \$24,200) and (Early Head Start \$1,272)

G. Discuss/Approve Head Start/Early Head Start Continuation Grant #06CH011282/04 \$5,394,929 (\$4,270,305, \$45,638 T&TA, Non Federal Share \$1,078,986)

1. Head Start \$5,091,006 (\$4,072,805, \$40,381 T&TA, Non-Federal Share \$1,018,201)
2. Early Head Start \$303,923 (\$243,138, \$5,257 T&TA, Non-Federal Share \$60,785)

- H. Discuss/Approve 2022-2023 Parent Handbook**
- I. Discuss/Approve Nutrition Menus 2022 - 2023**
- J. Discuss/Approve 2022 – 2023 School Calendars**
 1. New Boston Head Start
 2. Hughes Springs Early Head Start

9. Staff Reports

- A. Financial-1.2.3.4.5.6.7.8.9.10..... (OS 8.7) Shelley Mitchell

10. Executive Director’s Report

11. Discussion Items

- A. Hughes Springs Early Head Start Calendar 2021-2022
- B. Circle Assessment Wave 3 Data Spring 2021-2022
- C. School Readiness Performance Data Spring 2021-2022
- D. PFCE Goals Progress Spring 2021-2022
- E. Program Goals Progress Spring 2021-2022
- F. Financial Audit FY 2021
- G. ERSEA Operating Manual Change
- H. IRS Form 990 has been completed and is available for Board Members to review. It is also posted on the agency website for public review. (OS 8.6)

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
April 26, 2022
301 East Houston, Linden Community Center
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

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Jonathan Owen/Kerri Winters

Representing Linden-Kildare CISD, Private Sector

Jennifer Reynolds

Representing Morris County, Poverty Sector

John Baxter

Representing Texana Bank, Private Sector

Angela Thompson

Representing Bowie County, Poverty Sector

Judge Doug Reeder, Parliamentarian

Morris County Judge, Public 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 12:24 p.m.

Quorum: established eight of 11 members present

MINUTES

Motion: Angela Thompson moved to approve the March 22, 2022 minutes.

Second: Arcolia Jenkins, Vice-Chair

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

AGENDA

Motion: Bro. John Baxter approved to make the change to discussion only, action item F and G, and moved to approve the agenda.

Second: Cecelia Huff, Secretary

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

- A. Vocational Apprenticeship Program - Shirley & Will Baker
- B. Board Question – Berny Harris

COMMITTEE REPORTS

- 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 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/PIRs..... (OS 5.9).....Berny Harris
- 2) County Services Report.....(OS 5.9).....Heather Humphries
- 3) Service & Transportation Report..... (OS 5.9).....Tommy Hooper
- 4) VSN Report.....(OS 5.9)..... Kelsey Nickleberry
- 5) Payee Report(OS 5.9)..... Lauren Bean
- 6) TBRA Report.....(OS 5.9).....Lauren Bean

Motion: Arcolia Jenkins, Vice-Chair moved to approve the Consent agenda.

Second: Angela Thompson

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

C. Discuss/Approve Resolution for Bank Account –TXHAF program

Motion: Jennifer Reynolds

Second: Cecelia Huff, Secretary

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

D. Discuss/Approve Recruiting and Hiring Operating Manual

Motion: Judge Reeder, Parliamentarian

Second: Jonathan Owen

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

E. Discuss/Approve Head Start School Calendars 2022-2023

- 1. Atlanta
- 2. Bloomburg
- 3. Daingerfield
- 4. Hughes Springs
- 5. Naples
- 6. Pittsburg
- 7. Texarkana
- 8. Hughes Springs Early HS

Motion: Cecelia Huff, Secretary

Second: Angela Thompson

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

F. Discuss only (per agenda change) 2.28% COLA Grant #06CH011282/03, \$94,624 (EHS \$5,274 & HS \$89,350)

G. Discuss only (per agenda change) Quality Funds Grant #06CH011282/03, (EHS \$1,272 & HS \$24,200)

H. Discuss/Approve USDA/CACFP Contract

Motion: Arcolia Jenkins, Vice-Chair

Second: Cecelia Huff, Secretary

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

STAFF REPORTS

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

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 Michelle Morehead Reported in absence of ED

1. Mr. Boyd is out ill
2. Discussed the CEAP 2021 expended Grant
3. CEAP ARP has expended 1.5M and expected to spend the remaining 1.3M by the end of May 2022, to include the extra support funds to purchase a vehicle for the IT department
4. CEAP 2022 has not expended any funds to date. We must finish the CEAP ARP grant first. CEAP 2022 funds will be expended by December 31, 2022.
5. Total ARP and CEAP 2021 funds of 3.4M have been expended; serving 10K clients, and 6,889 households to date. This has been accomplished by implementation of Accountability measures.
6. The LIHWAP water grant total is \$643K, timeframe to expend is One and half years. Currently we are facing a slow start. We have only three Vendors that have committed to participate. It will take attending more City Council meetings in our service areas. There are three phases to this grant: 1) Arrears or disconnect status payments; 2) Current/Arrears payments 3) Like the CEAP program, CSNT can pay a portion of the annual billing history. This grant will expire in September 2023.
7. Tenant Based Rental Assistance (TBRA) grant has expended \$45K to date, this is an exponential improvement since last year at this time there were no funds spent. CSNT currently has 19 active contracts, and 30 pending.
8. After inquiry with staff and TDHCA, neither can remember the last time CSNT was successful in transitioning a client out of poverty. Three case managers have been selected to concentrate on CSNT's CSBG TOPS program. (CSNT is planning to have an outside individual to train staff on how to choose clients who are interested in transitioning out of poverty.) CSNT's the enrollment goal is 51 by the end of May. Currently there are 10 enrolled, and 17 is expected to be acquired and transitioned. CSBG has spent \$4300 on tops to date and have \$50K budgeted.

9. For Clients who appear unable to transition, there is a term used as CSBG Stabilization. This covers these clients who may not be able to transition due to being on a fixed income and unable to work. Some services that we have provided is a previous utility bill outstanding from a prior location; assistance to obtain a birth certificate; and assist Homeless individuals who may have money for their deposit but cannot afford rent.
10. Veterans grant has expended \$187K of \$300K. This grant ends June 30, 2022. CSNT has served 52 veterans, 33 dependents, and five surviving spouses.
11. Head Start currently has 481 children/86% enrolled, and 18 children/83% enrolled in Early Head Start.

Cecelia Huff, commended DED, Michelle Morehead for “fighting” for the staff and clients of CSNT, as well as clarifying questions with understandable answers.

DISCUSSION ITEMS

- A. CLASS Spring Data 2022
- B. Board interest in watching “War on Poverty” May 23 or May 24, 2022, CSNT will cover expense.

AUDIENCE COMMENTS

Alma expressed to the board that April is Volunteer Recognition Month. The bags placed before them is a gift from Head Start in appreciation for their volunteer hours contributed to the Agency.

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 or real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.
- c. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.
- d. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law.

ADJOURN

Motion to adjourn: Jonathan Owen, Adjourned 1:32 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 3-22-2022, 4-26-2022

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 X 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. X Yes No Date: 10.22.19

Organizational Standard 7.7

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

Organizational Standard 7.8

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

X 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. X Yes

ROMA Training for 12 staff
What Children & Young People Say

Sept 05, 2019
April 20, 2020

Making Sense of Ourselves
Facilitating Group Discussions
Microbes-Friend or Foe

April 23, 2020
April 24, 2020
April 27, 2020

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. X Yes 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.

X Yes Date March 22, 2022

Organizational Standard 8.4

The governing board formally receives and accepts the audit.

X Yes Date March 22, 2022

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

CSNT Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **April**

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	465	465							
Over/Under Enrollment HS	-10	-16	-21	-25	-34							
% with Special Needs	6%	8%	9%	10%	11%							
ADA Funded Enrolled* (465)	86%	80%	80%	82%	83%							
Enrollment (acutal students)	89%	85%	86%	86%	90%							
Present/ Absent	399/56	379/70	377/60	390/62	400/34							
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

Head Start	\$989,814		\$263,010	\$726,804	27% Needed		Grant Total	70.10% Received		\$735,281		
	December	January	February	March	April	May	June	July	August	September	October	November
\$	726,804	\$ 138,762	\$ 143,161	\$ 146,855	\$ 149,467	\$ 148,559						

Indirect Cost Pool Expenditures (including % Admin)

	ICP		\$ 391,886	\$ 271,950	Grant Total	\$ 415,021	Expended	\$ 125,009				
*Grant should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
HS Total 11%	\$ 16,125	\$ 21,947	\$ 25,668	\$ 24,175	\$ 32,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	119,936	\$ 16,125	\$ 21,947	\$ 25,668	\$ 24,175	\$ 32,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Meals/Reimbursements

\$	December	January	February	March	April	May	June	July	August	September	October	November
\$ 52,757												
# of service days	13	16	18	22	20							
# of meals served	3,696	3,677	4,436	5,202	5,593							
CACFP Reimbursement	\$ 8,619	\$ 8,613	\$ 10,356	\$ 12,119	\$ 13,050							

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	152	46	46	466	215							
# Classrooms Observed	48	22	22	112	59							
Incomes Verified	10	6	8	4	4							
# Parents Interviewed	12	12	0	0	27							
# of Staff interviewed	5	14	17	10	3							
# Bus Routes Observed	0	0	0	0	0							
# Staff Files Reviewed	0	0	0	0	0							
# Community Contacts	63	50	43	134	51							
# of Findings	11	57	38	38	29							

Annual Self-Assessment Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	2	4	4	4							
# findings corrected	2	2	0	2	3							
# findings remaining	0	0	4	2	1							

Annual Detailed Monitoring Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	7	7	7	7							
# findings corrected	7	2	2	4	5							
# findings remaining	0	5	5	3	2							

Program Updates

Campuses Preparing for End-of-Year
Enrolling for the 2022-2023 School Year

CSNT Early Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month April

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	16	16							
Over/Under Enrollment EHS	0	0	-2	0	0							
% with Special Needs	12.50%	12.50%	12.50%	12.50%	12.50%							
ADA Funded Enrolled* (16)	84%	64%	73%	76%	81%							
Enrollment (acutal students)	84%	73%	83%	78%	81%							
Present/ Absent	13/3	012/2	012/2	012/4	013/3							
* If below 85% (Why) -	COVID Cases	COVID/Flu-Like Cases	COVID/Flu-Like 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	\$48,578	\$10,570	82% Needed	Grant Total	70.30% Received	\$737,375					
\$	10,570	\$ 2,165	\$ 2,054	\$ 2,165	\$ 2,093	\$ 2,093						

Indirect Cost Pool Expenditures (including % Admin)

	December	January	February	March	April	May	June	July	August	September	October	November
ICP	\$ 23,135	\$ 16,427	Grant Total	\$ 415,021	Expended	\$ 126,644						
*Grant hould not be above 15%												
EHS Total 0%	\$ 942	\$ 1,413	\$ 1,435	\$ 1,283	\$ 1,635							
\$	6,708	\$ 942	\$ 1,413	\$ 1,435	\$ 1,283	\$ 1,635						

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$	6,414											
# of service days	13	16	18	17	20							
# of meals served	481	347	593	603	727							
CACFP Reimbursement	\$ 1,113	\$ 812	\$ 1,393	\$ 1,398	\$ 1,698							

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	10	27	16	8	25							
# Classrooms Observed	12	6	6	8	14							
Incomes Verified	0	0	0	0	0							
# Parents Interviewed	0	0	0	0	0							
# of Staff interviewed	2	0	0	0	3							
# Bus Routes Observed	0	0	0	0	0							
# Staff Files Reviewed	0	0	0	0	0							
# Community Contacts	8	3	5	3	5							
# of Findings/# Corrected	4	0	0	0	2							

Annual Self-Assessment Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	2	4	4	4							
# findings corrected	2	2	0	2	3							
# findings remaining	0	0	4	2	1							

Annual Detailed Monitoring Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	7	7	7	7							
# findings corrected	7	2	2	4	5							
# findings remaining	0	5	5	3	2							

Program Updates

Campuses Preparing for End-of-Year
Enrolling for the 2022-2023 School Year

5/10/22
9:40 AM

9803 - HEAD START PIR Snapshot (Grid)

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)

431

92.69%

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.

512

100% of participants

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

Two Years Old

2

0.39%

Three Years Old

237

46.29%

Four Years Old	273	53.32%
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	33	6.45%
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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	3.13%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	123	24.02%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	74	14.45%
Non-Hispanic or Non-Latino Origin	438	85.55%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	1	0.20%
Asian	7	1.37%
Black or African American	266	51.95%
Native Hawaiian or Pacific Islander	0	0.00%
White	159	31.05%
Biracial or Multi-Racial	50	9.77%
Other Race	29	5.66%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	481	93.95%
Spanish	27	5.27%
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	479	93.55%
Children With Health Insurance At End of Enrollment	335	65.43%
Children With A Medical Home At Start of Enrollment	462	90.23%
Children With A Medical Home At End of Enrollment	328	64.06%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	480	93.75%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	459	89.65%
Children with a dental home at start of enrollment	433	84.57%
Children with a dental home at end of enrollment	316	61.72%

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	47	10.59%
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Section: n. Family Services (Percentage of Total Families)

Total Number of Families	483	100.00%
Families Who Received at Least One Family Service	434	89.86%

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

Emergency or Crisis Intervention	57	11.80%
Housing Assistance	7	1.45%

Asset building services (Financial Education)	77	15.94%
Mental Health Services	16	3.31%
Substance Abuse Prevention	5	1.04%
Substance Abuse Treatment	4	0.83%
English as a Second Language (ESL) Training	7	1.45%
Assistance enrolling in Education or Job Training	48	9.94%
Research-Based Parenting Curriculum	280	57.97%
Involvement in their child's screening and assessment results and their child's progress	330	68.32%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	251	51.97%
Education on preventative medical and oral health	395	81.78%
Education on health and developmental consequences of tobacco product use	170	35.20%
Education on Nutrition	420	86.96%
Education on postpartum care (e.g. breastfeeding support)	4	0.83%
Education on relationship/marriage	4	0.83%
Assistance to Families of Incarcerated Individuals	6	1.24%

5/10/22
9:40 AM

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.

20

100% of participants

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

Under One Year

0

0.00%

One Year Old	10	50.00%
Two Years Old	10	50.00%
Three Years Old	0	0.00%

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

Total Number of children experiencing homelessness that were served during the enrollment year	2	10.00%
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Section: g. Foster Care (Percentage of Cummlative Enrollment)

Total number of enrolled children who were in foster care at any point in the program year	2	10.00%
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Section: h. Prior Enrollment of Children (Percentage of Cummlative Enrollment)

Second Year	11	55.00%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cummlative Enrollment)

Hispanic or Latino Origin	2	10.00%
Non-Hispanic or Non-Latino Origin	18	90.00%

Section: j. Race (Percentage of Cummlative Enrollment)

American Indian or Alaska Native	1	5.00%
Asian	0	0.00%
Black or African American	15	75.00%
Native Hawaiian or Pacific Islander	0	0.00%
White	2	10.00%
Biracial or Multi-Racial	1	5.00%
Other Race	1	5.00%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cummlative Enrollment)

English	19	95.00%
Spanish	1	5.00%

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	18	90.00%
Children With Health Insurance At End of Enrollment	13	65.00%
Children With A Medical Home At Start of Enrollment	18	90.00%
Children With A Medical Home At End of Enrollment	11	55.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	20	100.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	11	55.00%
Children with a dental home at start of enrollment	16	80.00%
Children with a dental home at end of enrollment	9	45.00%

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

Total Number of Families	18	100.00%
Families Who Received at Least One Family Service	13	72.22%

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	33.33%
Involvement in their child's screening and assessment results and their child's progress	5	27.78%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	0	0.00%
Education on preventative medical and oral health	13	72.22%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on Nutrition	12	66.67%
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 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	\$189,903.53	\$64,816.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$273,135.89
Number of persons served in this county	24	63	196	52	0	0	0	0	0	0	0	0	0	335
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	\$28,515.27	\$4,973.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,865.63
Number of individuals served	3	10	21	4	0	0	0	0	0	0	0	0	0	38
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	\$28,515.27	\$4,973.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,865.63
Number of persons served in this county	3	10	21	4	0	0	0	0	0	0	0	0	0	38
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	\$133,969.35	\$49,794.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$202,986.51
Number of individuals served	13	34	103	38	0	0	0	0	0	0	0	0	0	188
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	\$133,969.35	\$49,794.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$202,986.51
Number of persons served in this county	13	34	103	38	0	0	0	0	0	0	0	0	0	188
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	\$233,813.89	\$66,658.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$343,761.60
Number of individuals served	62	165	271	49	0	0	0	0	0	0	0	0	0	547
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	\$233,813.89	\$66,658.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$343,761.60
Number of persons served in this county	62	165	271	49	0	0	0	0	0	0	0	0	0	547
Total dollars expended for all counties	\$98,959.31	\$249,252.48	\$2,377,290.37	\$894,168.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,619,670.44
Number of persons served for all counties	544	1036	2478	913	0	0	0	0	0	0	0	0	0	4971

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

Monthly Vehicle Cost Summary

May-22

By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	-	-	
CSBG	178.39	360.42	
CEAP	-	-	
VSN	172.01	45.75	
			<u>756.57</u>

By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	172.01	285.58	
Linden	178.39	6.07	
Linden Shop	-	114.52	
Daingerfield	-	-	
			<u>756.57</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	-	-	-	Linden
882	-	-	-	Linden
883	-	114.52	114.52	Linden Shop
884	50.16	-	50.16	Linden
885	-	-	-	Daingerfield
886	172.01	285.58	457.59	Jefferson
887	53.43	6.07	59.50	Linden
838	74.80	-	74.80	Linden
			<u>756.57</u>	

Service Department Report

may, 2022

Service Department

Department makeup

4 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

Head Start Transportation

Cost per child to transport:

#DIV/0!

Transportation Costs:

	Children	Staff	Childre n	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	201.49	YTD =	0 779.48
Vehicle fuel cost (Exec. Office)		902.77	YTD =	3520.98
Vehicle fuel cost (Diesel)		40	YTD =	
Vehicle insurance cost (Buses)	1106.58		YTD =	4426.32
Vehicle driver cost buses	2454.62		YTD =	9818.48
Total transportation cost:	3561.2	1144.26		
Total number transported:	0	27		

VSN APRIL 2022

CATEGORIES	VET	SURVIVING SPOUSE	DEPENDENTS	TOTAL SPENT
VSN UTILITIES	3	0	7	\$970.91
VSN RENT	0	0	0	0
VSN MORTGAGE	0	0	0	0
VSN DENTAL	0	0	0	0

KELSY NICKLEBERRY

VSN CASE MANAGER

Payee Services Report

Month of: April 2022

Number of beneficiaries:		7
Total Funds Received:	\$	6,590.00
Total Expenses Managed:	\$	7,213.96
MONTHLY total on hold for Beneficiaries:	\$	(623.96)
TOTAL on hold for Beneficiaries:	\$	1,658.64

Expenditures

Rent:	\$	2,282.30
Utilities:	\$	647.27
Food:	\$	-
Medical:	\$	-
Other:	\$	564.39
Transfer for beneficiary use:	\$	3,720.00
	\$	7,213.96

Total collected for FFS: \$ 384.00

Interest Earned: \$ 4.04

Prepared by:
Lauren Bean
5/17/2022

REPORT- Tenant Based Rental Assistance (TBRA)

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

Contracts: COVID \$41,480.00
Reservation \$605,146.55

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 April 2022

Number of Households currently receiving assistance: **18**
West 3
Central 1
East 14

This month, we paid out in assistance: **\$19,535.00**
West \$1,527.00
Central \$235.00
East \$17,773.00

Year to date, we have paid out in assistance for all contracts: **\$89,663.00**
West \$19,603.00
Central \$17,081.00
East \$52,979.00



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 108 as of 5/1/2022

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	89	83	0	6	
CSBG/CEAP	19	17	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	257.63	128.75	386.38	Unfilled Positions 6
Pay Period 4/10 - 4/23/2022				
Hours worked by Subs	-			
CSBG/CEAP Staff	94.00	127.25	221.25	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:	1	
Head Start Staff			0.00	Unfilled Positions
Pay Period				
Hours worked by Subs	-			
CSBG/CEAP Staff			0.00	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:	0	
Total Hours Absent Both Pay Periods	351.63	256.00		

LWOP Savings	\$	3,622.40	\$	14.15	256.00	\$14.15 average hourly rate
HS Sub Usage Expense	\$	-	\$	8.00	0	\$8.00 average hourly sub rate
Savings for both periods	\$	3,622.40				
Change in Potential Liability with Leave Earned and Used	\$	3,653.65				



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 108 as of 5/1/2022

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	89	83	0	6	
CSBG/CEAP	19	17	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	348.00	162.00	510.00	Unfilled Positions 6
Pay Period 3/13-3/26/2022				
Hours worked by Subs 8.00				
CSBG/CEAP Staff	79.50	91.25	170.75	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:	1	
Head Start Staff	372.25	156.25	528.50	Unfilled Positions 6
Pay Period 3/27 - 4/9/2022				
Hours worked by Subs -				
CSBG/CEAP Staff	61.00	95.50	156.50	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:	0	
Total Hours Absent Both Pay Periods	860.75	505.00		

LWOP Savings	\$ 7,145.75	\$ 14.15	505.00	\$14.15 average hourly rate
HS Sub Usage Expense	\$ 64.00	\$ 8.00	8	\$8.00 average hourly sub rate
Savings for both periods	\$ 7,081.75			

Change in Potential

Liability with

Leave Earned and Used \$ 3,653.65

Justification
Head Start/Early Head Start
2.28% COLA Increase
Grantee 06CH011282/03

Date	Description
5/24/2022	CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start COLA (\$89,350) & Early Head Start COLA (\$5,274) 2.28% COLA Funding = \$94,624 \$9,462 – Indirect Cost Rate \$4,125 – (HS Fringe Benefits Line-item Open Positions)

2.28% COLA Funding

Increase staff salaries 2.28% and add one additional position (Teaching Assistant)
CSNT will schedule a date and time to analyze all of the Agency job positions and base pay rates including job descriptions

# of employees receiving 2.28% COLA	Estimated annual Increase to Personnel Budgets	Estimated annual Increase to Fringe Budget	Estimated Total Increase to Head Start Budget
74	\$71,721	\$13,441	\$85,162

Requesting a wavier for NFS for COLA Funds
Estimated \$4,081 HS and \$44 EHS added from Fringe Benefits Line-Item – Open Positions

COMMUNITY SERVICES OF NORTHEAST TEXAS,
INC.

HEAD START/EARLY HEAD START
(GRANT #06CH011282/03)

2.28% COLA GRANT PROPOSAL
PROGRAM YEAR 3 Fiscal Year 2022
Application Type – Supplemental

Table of Contents

Section I: Program Justification for 2.28% COLA Increase	3
Section II: Budget Justification Narrative.....	3
Section III: Non-Federal Resources and Valuations.....	4

Supporting Documents*

*Uploaded into the Supporting Documents Tab in the HSES

CSNT HS/EHS Salaries & Fringe

Personnel Salary Schedule

Base Pay Scale

COLA Justification Document

Employee Compensation Cap

HEAD START/EARLY HEAD START (GRANT #06CH011282/03)
2.28% COLA SUPPLEMENTAL GRANT NARRATIVE
PROGRAM YEAR 3 FISCAL YEAR 2022
Application Type – Supplemental

Section I: Program Justification for 2.28% COLA Increase

Community Services of Northeast Texas, Inc. (CSNT) is requesting a 2.28% Cost of Living Increase for CSNT Head Start staff. All Head Start/Early Head Start staff will receive an increase in their hourly pay due to this COLA increase.

CSNT will analyze the base rates for all Agency Job Positions including Head Start and Early Head Start in order to raise base rates to recruit staff. All positions will be analyzed and compared with other Agencies with the same positions. CSNT will attempt to align the Agency base rates with other similar positions in the service area.

The COLA increase will help CSNT Head Start and Early Head Start recruit and retain staff as well as add an additional Teaching Assistant Position to assist in Classrooms with open positions. COLA will be retroactive to December 1, 2021, the beginning of the PY03 Grant Year. Employees will receive back COLA payments in the form of a lump sum amount added to their paychecks.

Section II: Budget Justification Narrative

Personnel (HS \$67,868/EHS \$3,851): CSNT Head Start/Early Head Start employs an estimated 81 employees that implement the Head Start/Early Head Start Programs at eight campuses located in four rural Northeast Texas Counties. Among these employees are 14 Teachers, 19 Teacher Assistants, 8 Campus Directors, 13 Family Service Workers, 2 Mental Health Advocates, 5 nutrition staff (4 reimbursed through CACFP), 7 custodians, 1 Non-CDL Bus Driver, and an estimated 12 management staff. No

employee meets or exceeds the \$203,700 compensation cap. (See Supporting Documents in the HS for the CSNT Head Start Salaries & Fringe, Personnel Salary Schedule, Base Salary Scale and the Employee Compensation Cap)

Fringe Benefits (HS \$12,547/EHS \$896): The estimated amount paid for fringe benefits is based on an estimated 25.00% of the total spent for personnel. This amount includes health, dental and vision insurance as well as FICA related expenses. This amount also includes the estimated costs of Health Insurance premiums due in the 2022 program year. Expenses in the “Other” box below are for the “TeleDoc” electronic health management system and Employee Wellness Programs. Listed below are the estimated percentages. CSNT will add the additional amount needed in fringe through open positions during the 2021-2022 school year that includes \$4,081 Head Start and \$44 EHS.

7.65%	1.66%	11.37%	0.11%	1.15%	2.46%	0.60%
FICA	UIC	Health	Life	Vis/Dent	W/C	Other

Indirect Charges (HS \$8,935/EHS \$527): The estimated amount paid to the Indirect Cost Pool.

Section III – 5. Non-Federal Resources and Valuation

NON-FEDERAL RESOURCES (\$0) – (HS \$0/EHS \$0)

CSNT is asking for a Non Federal Share waiver for this funding due to the pandemic.

**Justification
Head Start/Early Head Start
Quality Funds
Grantee 06CH011282/03**

Date	Description
5/24/2022	<p>CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start Quality Funds (\$24,200) & Early Head Start COLA (\$1,272)</p> <p>Quality Funding = \$25,472 \$2,547 – Indirect Cost Rate</p>

Quality Funding

Increase staff salaries for Positions over 15 years of service above the 2.28% COLA. Estimated average per year per employee 0.26%. Adding the additional funds per year will help retain staff.

# of employees receiving Quality Funds	Estimated annual Increase to HS & EHS Personnel Budgets	Estimated Total Increase to Head Start/EHS Budgets
20	Head Start \$21,780/EHS \$1,145	\$22,950

These funds will help the Head Start Program retain staff.

COMMUNITY SERVICES OF NORTHEAST TEXAS,
INC.

HEAD START/EARLY HEAD START
(GRANT #06CH011282/03)

QUALITY MONEY GRANT PROPOSAL
PROGRAM YEAR 3 Fiscal Year 2022
Application Type – Supplemental

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Supporting Documents*

*Uploaded into the Supporting Documents Tab in the HSES

CSNT HS/EHS Salaries & Fringe

Personnel Salary Schedule

Base Pay Scale

COLA Justification Document

Employee Compensation Cap

HEAD START/EARLY HEAD START (GRANT #06CH011282/03)
QUALITY FUNDS SUPPLEMENTAL GRANT NARRATIVE
PROGRAM YEAR 3 FISCAL YEAR 2022
Application Type – Supplemental

Section I: Program Justification for Quality Funds Increase

Community Services of Northeast Texas, Inc. (CSNT) is requesting Quality Funds to increase salaries for CSNT Head Start staff. Twenty CSNT Head Start/Early Head Start staff will receive an increase in their hourly pay due to these funds. To assist with staff retention, CSNT Head Start and Early Head Start staff that have been with CSNT Head Start and/or Early Head Start over 15 years will receive an additional increase above the 2.28% COLA. They will receive .26% for each year over 15 years with CSNT Head Start and/or Early Head Start.

Quality Funds will help CSNT Head Start and Early Head Start recruit and retain staff. Any increases in staff hourly pay rates will be retroactive to December 1, 2021, the beginning of the PY03 Grant Year. Employees will receive back pay in the form of a lump sum amount added to their paychecks.

Section II: Budget Justification Narrative

Personnel (HS \$17,756/EHS \$920): CSNT Head Start/Early Head Start employs an estimated 81 employees that implement the Head Start/Early Head Start Programs at eight campuses located in four rural Northeast Texas Counties. Among these employees, (20) will receive an increase to their hourly pay rates to help CSNT hire and retain staff. No employee will meet or exceed the \$203,700 compensation cap. (See Supporting Documents in the HSES for the CSNT Head Start Salaries & Fringe, Personnel Salary Schedule, Base Salary Scale and the Employee Compensation Cap)

Fringe Benefits (HS \$4,024/EHS \$225): The estimated amount paid for fringe benefits is based on an estimated 25.00% of the total spent for personnel. This amount includes health, dental and vision insurance as well as FICA related expenses. This amount also includes the estimated costs of Health Insurance premiums due in the 2022 program year. Expenses in the “Other” box below are for the “TeleDoc” electronic health management system and Employee Wellness Programs. Listed below are the estimated percentages.

7.65%	1.66%	11.37%	0.11%	1.15%	2.46%	0.60%
FICA	UIC	Health	Life	Vis/Dent	W/C	Other

CSNT will add the additional amount needed in fringe through open positions during the 2021-2022 school year that includes \$327 Head Start.

Indirect Charges (HS \$2,420/EHS \$127): The estimated amount paid to the Indirect Cost Pool.

Section III – 5. Non-Federal Resources and Valuation

NON-FEDERAL RESOURCES (\$0) – (HS \$0/EHS \$0)

CSNT is requesting for a Non-Federal Share waiver for this funding due to the pandemic.

Justification
Head Start/Early Head Start Continuation Grant
#06CH011282/04

Date	Description
5/24/2022	<p>CSNT Head Start is requesting approval to submit the Continuation Grant Application for Head Start/Early Head Start for a total of \$5,394,929.</p> <p>\$4,270,305 Program Expenditures \$ 45,638 Training and Technical Assistance <u>\$1,078,986 NFS</u> \$5,394,929 Total Budget Amount \$ 427,030 – Indirect Cost Pool</p>

Budget Line Items by Program

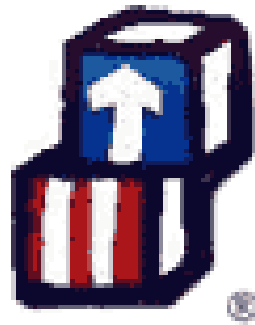
Budget Category	Head Start Budget Amount	Early Head Start Budget Amount	Total Budget Amount
Personnel	\$2,142,878	\$135,602	\$2,278,480
Fringe	\$525,005	\$33,223	\$558,228
Travel (4120)	\$10,000	\$2,190	\$12,190
Equipment	\$35,000	\$0	\$35,000
Supplies	\$194,077	\$19,550	\$213,627
Contractual	\$275,350	\$0	\$275,350
Facilities/ Construction	\$0	\$0	\$0
Other (4120)	\$29,750	\$2,867	\$32,617
Other (4122)	\$457,503	\$25,918	\$483,421
Indirect Costs	\$403,242	\$23,788	\$427,030
	HS	EHS	TOTAL
Expenditures	\$4,072,805	\$243,138	\$4,315,943
Total (T&TA)	\$40,381	\$5,257	\$45,638
NFS	\$1,018,201	\$60,785	\$1,078,986
Total Budget	\$5,091,006	\$303,923	\$5,394,929

*Approving purchase of (1) SUV
 Approving replacement of (2) HVAC Unit – Pittsburg Head Start Portables*

Community Services of
Northeast Texas, Inc.



Head Start/ Early Head Start



2022-2023 Parent Handbook

Policy Council Approval: May 24, 2022

Governing Board Approval: May 24, 2022



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About Us

Head Start is a comprehensive child development program which focuses on preparing children for entry into kindergarten. The program serves income eligible children ages 3-5 and their families by providing educational, health, dental and social services free of charge.

The educational component focuses on pre-reading skills, phonemic awareness, numeric development and social skills. All children are screened at the beginning of the program year to assess their development. All children receive physicals annually and any needed medical attention is obtained through their insurance or provided by Head Start. Children diagnosed with disabilities are fully included in all aspects of the program.

In addition, each child's family is case studied to determine their strengths and needs and a Family Partnership Agreement is developed to ensure that each child and their family receive the maximum amount of success from the services that are available.

Head Start currently serves more than 481 children in Bowie, Camp, Cass, and Morris counties.

Educational Philosophy of Head Start

Head Start adheres to the philosophy that parents are the prime educators of their children. The Educational Program provides parents with the opportunity to learn additional parenting skills, and also an opportunity to learn how to work more effectively with their own children.

Head Start works to enrich children with a learning environment and varied experiences appropriate to their age, stage of development and cultural background, which will help them to develop socially, intellectually, physically and emotionally.

CSNT Mission Statement

CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.

CSNT Head Start Vision Statement

To provide a system of education and encouragement which results in school-readiness for young children and their families.

CSNT Head Start Campus Directory

Atlanta Head Start

Atlanta Primary

505 Rabbit Blvd
Atlanta, Texas 75551
903-796-8115 Fax 903-796-4110

Bloomburg Head Start

201 W. Cypress
Bloomburg, Texas 75556
903-728-5880
Fax 903-728-5870

Daingerfield-Lone Star Head Start

West Elementary

305 West Watson
Daingerfield, Texas 75638
903-645-2901

Hughes Springs Head Start

903 E. 1st Street
Hughes Springs, Texas 75656
903-639-1914
Fax 903-639-1783

Hughes Springs Early Head Start

903 E. 1st Street
Hughes Springs, Texas 75656
903-639-1914
903-639-1783

Naples/Omaha Head Start

412 WL Doc Dodson Blvd.
Naples, Texas 75568
903-897-0318 Fax 903-897-0898

New Boston Head Start

117 Robertson
New Boston, Texas 75570
903-628-5621
Fax 903-628-3680

Pittsburg Head Start

404 Broach Street
Pittsburg, Texas 75686
903-856-1245 FSW 903-856-1246

Texarkana Head Start

Paul Laurence Dunbar Early Education
2315 West 10th Street
Texarkana, Texas 75503
903-255-3295
Fax 903-255-3294

Department of Health and Human Services Child Care Licensing Division

You are entitled to see the required postings from Texas Child Care Licensing. You may ask the Campus Director to view: The Minimum Standards for this Licensed Child Care Campus (also available on the web at <https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards> or at your local Licensing office), Inspection / Investigation Report, (compliance information is also available on the web at http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/default.asp or from your local Licensing office), Documentation of liability insurance, Fire Marshal's Inspection Report, The most recent Health Department's Sanitation Inspection Report, The most recent Gas Pipe Inspection report, and the Child-Care Campus's operational policies.

Local Child Care Licensing Offices

Texarkana

Jamee Mars

3103 Summerhill Road
Texarkana, Texas 75503
903-791-3406

Paris

Emily Lipe

143019 19th Street NW
Paris, Texas 75460
903-737-0338

Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. You can find this information on your parent board at your campus.

Staff Immunizations

Community Services of Northeast Texas, Inc. does not require staff to obtain Hep A, Influenza and Pertussis, and COVID.

Emergency Preparedness Plan

Each Licensed Campus will have their Emergency Preparedness Plan posted in the entry way to the Campus. This will be available for parents to view at any time. This provides the details of our evacuation plans, as well as, procedures for shelter in place. Our relocation sites are listed on page 7.

Child Abuse

Preventing and Responding to Abuse and Neglect of Child

- A. Employees are required annually to obtain a minimum of one hour training on preventing and responding to neglect of children.
- B. Methods used for increasing employee and parent awareness of issues regarding child abuse and neglect warning signs that a child may be a victim of abuse or neglect are as follows:
 - 1. Printed materials are available for parents and staff relating to increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse.
 - 2. Poster “Keeping Children Safe” located on parent information board.
 - 3. Refer parent to Child Abuse Hotline at 800-252-5400 or www.dfps.state.tx.us
- C. Methods used for increasing employee and parent awareness of prevention techniques for child abuse as follows:
 - 1. Printed materials are available for parents and staff relating to increasing employee and parent awareness regarding child abuse and neglect, including warning signs that a child may be a victim of abuse.
 - 2. Poster “Keeping Children Safe” located on parent information board.
 - 3. Refer parent to Child Abuse Hotline at 800-252-5400 or www.dfps.state.tx.us
- D. Strategies for coordination between the campus and appropriate community organizations include:
 - 1. Open communication between communities between community organizations by mail, email or telephone.
 - 2. Attending meetings and/or trainings with community organizations.
 - 3. 3. Refer parent to Child Abuse Hotline at 800-252-5400 or www.dfps.state.tx.us
- E. Actions that the parent of the child who is a victim of abuse or neglect should take to obtain assistance are as follows:
 - 1. Refer parent to information on poster “Keeping Children Safe” located on the parent information board.
 - 2. Refer parent to Child Abuse Hotline at 800-252-5400 or www.hhs.state.tx.us
 - 3. Refer parent to local police department or 911.
- F. Parent Education and Resources
 - 1. www.parenttoolkit.com
 - 2. www.discoveryeducations.com/parents/
 - 3. www.pbs.org/parents/
 - 4. www.choosemyplate.gov

Emergency Evacuation Plan

In the event of a situation requiring relocation outside the local area of the facility such as hazardous spill, brush or forest fire or other dangers threatening the safety of the occupants of the immediate area of the facility, all staff and children will relocate as a group to the pre-designated relocation site unless otherwise directed by emergency services personnel. The Campus Director/Designated Staff will notify the Administrative Office of the situation and buses will be dispatched to transport children and staff to pre-designated locations. Program Staff as assigned by the Curriculum Director will contact the parents to inform them of the situation and directions to the relocation site. Telephone numbers will be obtained from the Family Service Workers

Campus Directors/Designated Staff will be responsible for up the emergency pack, parent contact information and ensuring the notification posted is attached to the facility entrance providing the relocation site and contact information. Children will not be released except to an identified authorized pick-up person. **Pre-designated relocations (to verify or ask questions contact your Campus Director)**

Attendance Site	Relocation Site	Relocation Address	Relocation Telephone #
Atlanta Head Start	AISD Bus Pen	HWY 43 Atlanta, TX	903-796-4194
Bloomburg Pre-K Academy	Queen City Hugh School Football Field	905 Houston Street Queen City, TX	903-796-8259
Daingerfield Head Start	Daingerfield Church of Christ	818 West Watson Blvd. Daingerfield, TX	903-645-2896
Hughes Springs Head Start/Early Head Start	1st Location—Hughes Springs Community Center 2nd Location—Hughes Springs Elementary Gym	1st Location—902 East 1t Street Hughes Springs, TX 2ns Location—809 Russell Street Hughes Springs, TX	1st Location—903-639-4484 2nd Location—903-639-3881
Naples Head Start	1st Location—Pewitt Elementary School Cafeteria 2nd Location—Pewitt High School	1st Location—374 CR 4318 Omaha, TX 2nd Location - 1216 US Highway 67 West Omaha, TX	1st Location—903-884-2404 2nd Location—903-884-2293
New Boston Head Start	1st Location—Oakview Primary 2nd Location—Industrial Air Systems	1st Location—530 Hospital Drive New Boston, TX 2nd Location - 107 HWY 82 West New Boston, TX	1st Location—903-628-8901 2nd Location—903-628-5276
Pittsburg Head Start	1st Location—Pittsburg Primary 2nd Location—First United Methodist Church	1st Location—405 Broach Street Pittsburg, TX 2nd Location - 109 College Street Pittsburg, TX	1st Location—903-856-6482 2nd Location—903-856-2839
Paul Laurence Dunbar Early Education Center	Mount Orange Baptist Church	2510 W 10th Street Texarkana TX	903-792-6001

Parent Committee and Policy Group Participation

You will have an opportunity to serve in the following capacities:

1. Parent Committee: This committee is set up at the local campus level and is composed of all parents with children enrolled in the Head Start (HS)/ Early Head Start (EHS) Program. As a HS/EHS parent you automatically become a member of this committee.
2. Head Start Policy Council: This group is set up at the agency level and is composed of at least 51% parents, plus community representatives. The parents are elected from the local parent groups annually.
3. Board of Directors: This is the grantee agency for the operation of the Head Start Program. The Agency has a 12– member Board of Directors, including one member from Policy Council.

DISCIPLINE/GUIDANCE POLICY

Each Campus has a copy of *MINIMUM STANDARDS RULES for LICENSED CHILD-CARE CENTERS* which contains reasonable standards for childcare facilities in Texas. All staff and volunteers are required to undergo training on minimum standards to ensure safe childcare.

The following is a short, but important, list of discipline and guidance policy that Head Start expects every staff and volunteer to know: The Campus's staff must ensure that discipline and guidance are consistent, are based on an understanding of individual's needs and development and promote self-discipline and acceptable behavior.

There must be no cruel, harsh, or unusual punishment/treatment.

-Staff or volunteers must not shake, bite or hit the children.

-The staff must not put anything in or on a child's mouth as punishment.

-The Campus's staff may use brief, supervised separation of children from the group if

necessary, but the staff must not place children in a locked or dark room with the door closed.

Use your "inside voice" when speaking to the children. Remember, it is not always WHAT you say but HOW you say it. Your tone of voice should reflect respect for the children and concern for their well-being.

"No" and "Don't" are not Head Start words. Use positive statements to obtain the behavior you are seeking. For example, instead of "Don't run," try "Use your walking feet" Instead of "Don't throw rocks," try "Let us leave the rocks on the ground".

You are a role model for the children. Using "Please" and "Thank You" as much as possible will teach them to use these positive words, too.

EMERGENCY AND FIRST AID PROCEDURES

Each Campus has an emergency/evacuation plan for response to fire and/or natural disasters. This plan includes procedures for evacuations for fire and sheltering/severe weather, which includes an alternate location. Fire drills will be conducted monthly; sheltering/severe weather drills are done once every three months.

A copy of the plan is posted in each classroom, Family Service Worker and Campus

Director Offices. Information on dates and times of drills are posted, this plan is available for review at any time through your Campus Director. The Campus Director will go over these procedures with volunteers.

First aid kits and fire extinguishers are in the Campus and on all buses. Staff are the personnel who can administer first aid to the children. Should a child become injured, report it immediately to the classroom teacher.

What can the Head Start/Early Head Start Program Offer to Your Family?

- ✓ The program provides children with activities that help them grow mentally, socially, emotionally, and physically.
- ✓ Staff members offer a nurturing environment, and understanding, the opportunity to learn and to experience success. Your child will leave this program more prepared for kindergarten, excited about learning and ready to succeed.
- ✓ We provide health and developmental screenings/assessments for your children and any follow-up services needed.
- ✓ Head Start/Early Head Start Program offers you a sense of belonging, other support services, and a chance to be involved in activities to help your whole family.

Parent Code of Conduct

Standards of Conduct: All Parents/Guardians and Volunteers will:

- ✓ Respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion or disability.
- ✓ Follow program confidentiality policies concerning information about children, families, and staff members.
- ✓ Not allow a child to be left alone or unsupervised while under their care.
- ✓ Use positive methods of child guidance and not engage in corporal punishment, emotional, or physical abuse, or humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs; do not bind or tie a child to restrict movement, or tape a child's mouth; use physical activity or outdoor time as a punishment or reward.
- ✓ Conduct themselves in a manner that reflects positively upon the program's reputation and upon the children and families the program serves. Compliance with CSNT Code of Conduct is the responsibility of Head Start parents/guardians, volunteers, or anyone else involved with the program. To ensure orderly operations and provide the best possible learning environment, CSNT expects parents/guardians to follow this Parent Code of Conduct.
- ✓ It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of violations of rules of conduct.
- ✓ Threats to staff, parents or children

- ✓ Physical or verbal punishment of a child
- ✓ Swearing or cursing
- ✓ Smoking
- ✓ Quarreling, verbal fighting, loud shouting and display of anger
- ✓ Bringing drugs, alcohol or weapons to program sites or events
- ✓ Physical violence
- ✓ Inappropriate or excessive displays of physical affection between adults
- ✓ Inappropriate dress, including for example, low-cut tops, bare midriff or clothes with words or pictures inappropriate for young children

CONFIDENTIALITY POLICY—Protection of Child’s Record

Head Start establishes procedures for the protection of confidential records and information on the families and children we serve. We follow the Family Educational Rights and Privacy Act (FERPA). *Disclosure with parental consent Parents will complete a form for Release of Confidential Information during orientation or when a record is requested from a child’s campus. *Disclosure without parental consent

Files can be accessed by certain entities without parental consent. This would be a review by the Federal Auditors, Fiscal Auditors, USDA audit, Contractors of the program, Appropriate parties in an emergency, records that are subpoenaed by a judicial order, or records requested by Child Protective Services.

All files remain locked in the file cabinet in your child’s Family Service Workers office.

Parental Rights

Parents have the right to inspect child’s records. Only information relating to your child will be disclosed when requested. This request must be completed in writing. If a parent feels the information is incorrect, they can request that the record be amended. Parent has the right to appeal any record within the child’s file by contacting the Family Service Administrator at 903-756-5596 ext. 218.

Education

Early Head Start/ Head Start will provide your child with an individualized educational program based upon Frog Street 2020/Three's/ Infant/ Toddler. A lesson plan will be developed for your child on a weekly basis. Frog Street Curriculum addresses the Head Start Child Development and Early Learning Framework.

This means that your child's needs will be met in a responsive manner by his/her primary teacher. Infants and toddlers learn through play and exploring their environment. Your child's teacher will be provided activities and materials that encourage your child's development. Activities for children in the room will vary according to their own needs.

Early Head Start children will be provided a daily report on your child about your child's days. A minimum of two parent conferences and two home visits will be scheduled during the year to discuss your child's progress. However, your child's teacher is available to meet with you at any time if you have a question or concern.

Head Start/ Early Head Start staff provide an initial developmental, vision and hearing screening for your child. This screening is conducted within 45 days of enrollment into the Program. Early Head Start Developmental screening is Ages and Stages. Head Start uses Dial 4. The results are used to begin individual planning for each child.

Indoor/Outdoor Play

Early Head Start/ Head Start will promote indoor and outdoor physical activity throughout the day. A minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles for a total of 60 minutes daily. A balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors for a minimum of 60 minutes daily for toddlers and 90 minutes daily for pre-kindergarten age children. There will be child initiated activities that include equipment, materials and supplies needed that are within reach of the child and the child will be able to choose the activity. The Teacher will also plan at least two activities daily to promote movement.

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space. I am moving, I am Learning is a program we use to address obesity. This will include activities in the CSNT Head Start Classroom for indoor play that is a nutritious program that emphasizes healthy choices and movement.

THE TEACHER'S RESPONSIBILITY IS TO:

- Interact with your Child.
- Develop a relationship with your child.
- Consistently respond to your child's needs
- Know your child individual schedule.
- Know your child's moods and best way to comfort.
- Work with you to ensure that your child's needs are met.
- Ensure that you and your child are happy and comfortable in our program.

Sample Schedule

7:30-8:30 – Arrival Time/Handwashing/ Breakfast/ Tooth Brushing/ Free Choice Activities
8:30-8:50 - Circle Time/ Preview Centers/ Music/ Conscious Discipline Strategies
8:50-9:15 – Learning Centers/ Individualization/ Small Group
9:15-9:35 – Circle Time/ Language and Literacy
9:35- 9:50 – Learning Centers/ Individualization/Small Group
9:50- 10:20 – Outdoor Activities/ IMIL (I'm Moving, I'm Learning)
10:20-10:35 – Circle Time/ Math
10:35- 10:50 – Learning Centers/ Individualization/ Small Group
10:50- 11:00 – Cognitive Transition/ Restroom/ Hand Washing/ Prepare for Lunch.
11:00- 11:30 – Family Style Lunch
11:30- 11: 45 – Read Aloud/ Transitions from ISD Teacher to Head Start
11:45- 12:00 – Cognitive Transition/ Restroom/ Hand Washing/ Prepare for rest/ Read Aloud.
12:00- 1:00 – Rest/ Quiet Time/ Nap
1:00 – 1:15 – Cognitive Transition/ Restroom/ Hand Washing/ Music
1:15- 1:30 – Circle Time/ Science/ Social Studies
1:30- 2:00 – Outdoor Activities
2:00- 2:15 – Learning Centers/ Individualization/ Small Group
2:15- 2:30 – Snack
2:30- 3:00 – Circle Time/ Health Nutrition/ IMIL/ Recap/ Dismissal
3:00-4:00 – Teacher Planning Time

YOUR CHILD NEEDS:

- To build close trusting relationships.
- To explore a room that is safe and inviting.
- To engage in stimulating age-appropriate activities.

Field Trips

Field trips are a fun and important part of the Head Start experiences. We encourage parents to participate whenever possible. Please notify your child's teacher if you would like to be a chaperone. Parent chaperones must follow the same nutritional guidelines children are offered during the field trips. The purchase of outside food is not allowed while on the field trip. All food provided for children will also be provided for the chaperones. If you have a food allergy, please notify your child's teacher ahead of time so we can provide a substitute. Parent are asked to complete a request form giving permission for their child to participate prior to all field trips.

Field trips support the classroom educational experience, current curriculum, and the developmental level of the children. Head Start/Early Head Start is prohibited from asking parents for money for a field trip, therefore community sponsorships are welcomed.

Technology/Screen Time

Technology is important to your child's education. Technology may be used to supplement an activity or learning experience that your child has the classroom. In order to use technology, it must be a planned activity that meets an educational goal, is age-

appropriate, does not exceed one hour per day, is not used during mealtime, snack times, naptimes, or rest times, does not include advertisements or violence and is turned off when not in use.

Animals at the Campus

What steps are taken to have animals at each Campus?

- Notify parents in writing when animals are scheduled to be present
- Ensure the animals do not create unsafe or unsanitary conditions
- Ensure that children do not handle any animal that shows signs of illness, such as lethargy or diarrhea
- Ensure that caregivers and children practice good hygiene and hand washing after handling or coming in contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.
- Ensure that all vaccinations for the animals are up to date by the Texas Health and Safety Code.

Water Activities

We do not have water activities for our Head Start children. The only water activities that the children have are a sand and water table inside the Campus.

Family Services

The focus of the Family Services/Parent Involvement Program is on the child, the family, and the community as a group of interacting personalities. The role of the staff is to provide support to the child and family. Family Service Workers also serve as a resource to the family by serving as a liaison between the Head Start Campus, the Family, and the Community. Out of this interaction, empowerment, enhancement of problem-solving skills, and self-reliance is the desired outcome for each family system.

Program Description and Eligibility/Enrollment

Enrollment in the Head Start/Early Head Start Program is limited to:

Families that met Federal Head Start/Early Head Start eligibility requirements.

Availability of the age-appropriate classroom slot

Parents will be notified in writing of changes to eligibility and enrollment criteria.

Drop Off and Pick Up Procedures:

- ⇒ Sign in sheets will be available at the drop off location or in each child's classroom. When dropping off your child in the mornings, please sign your child in. Daily sheets for parent/teacher communication are located in the classroom for Early Head Start students. The parent portion needs to be filled in completely. This includes who will pick up your child.
- ⇒ When picking up your child, be sure to sign your child out.
- ⇒ Your child will be released only to the parents or a person (18 years of age or older) designated by the parent on the Enrollment information form.
- ⇒ If it is necessary for a child to be picked up by someone other than those designated, the parent must call the Campus giving permission. A photo ID will be required. Whenever possible, we will ask you to notify us in writing by fax or email if someone else picks up your child.
- ⇒ Once your child is signed out of the Campus and left the classroom, the parent or person picking the child up assumes responsibility for the child.

Hours of Operation

- All Campuses are open Monday thru Friday from 7:30 am to 4:00 pm
- All Campuses are open from August to June.
- All Campuses will have emergency contact numbers posted.
- All information listed above will be posted in all Campuses.
- No child is accepted in the Campus after 8:30 a.m., unless approved by the Campus Director or other designated staff person.

Late Pick-Up

Children will look forward to going home daily. All children are to be picked up no later than 3:30 p.m. Children left after this time will worry about being picked up by their parents. If the parent is not there to pick up the child, staff will begin calling emergency phone numbers. If no response is received, the legal authorities (Child Protective Services/Police) will be contacted. The classroom Teacher or Family Service Worker will review the late pick-up policy with the parents.

Severe Weather Conditions

Head Start/Early Head Start classes abide by the public districts decision to keep schools open or to close them. Please tune into your local radio or television broadcasts. If your local school district cancels school, then your Head Start/Early Head Start classes will also be cancelled.

Absenteeism

Regular school attendance is essential to your child's development. Excessive absenteeism could result in your child not mastering the instructional materials and jeopardize your child's enrollment in Head Start. Parents should make every effort to

avoid unnecessary absences. If your child is going to be absent, it is the responsibility of the parent or guardian to inform the Campus Director or Campus Staff as soon as possible.

All dually enrolled children are required to follow the Texas Education Code 25.085: Compulsory School Attendance, which states once a parent enrolls a child in Kindergarten or Pre-Kindergarten, the child is required to attend school regularly. According to Texas Education Code 25.092, a child must attend 90% of the school year. Penalties against parents may be imposed if a school aged student is deliberately not attending school.

If your child is out 3 times, parent must meet with the Family Service Worker. Continual absenteeism without a documented reason may result in your child being dropped from the Program after 10 consecutive days. We do not wish to drop any child from the program; however, there is a waiting list of children who would like to attend school and are willing to attend sessions on a regular basis.

Please make every effort to send your child to school daily. If you have any Questions, please contact the Campus Director.

Up-To-Date Information

IMPORTANT In order to ensure timely communication in case of an emergency, late pick up, or early release, we must keep all children's information current. Please notify your child's Teacher, Campus Director or Family Service Worker immediately if any change in your current address, telephone numbers, emergency contact, and/or name change.

Campus Visits

Parents have the right to enter and inspect the Head Start Campus without advance notice to the teachers during the school hours.

Denial of Campus

Parents may be denied Campus visits if they pose a risk to the children in the Campus. A non-custodial parent may be denied visitation if the custodial parent has a court document and presents a written request not to permit the non-custodial parent access to the child.

Parent Concern

Any parent may file a written or verbal complaint about the Head Start Program. To address any complaint or problem, please follow the chain of command. Report to the lead teacher. If no response report to the Campus Director. If no response report to the Head Start Program Manager at 903-756-5596 ext. 213.

Suspension and Expulsion

No child will be suspended or expelled from the program unless necessary for the safety of the children. All measures will be taken to ensure the child can remain in the classroom.

Transition Tips—Head Start

Is your child starting preschool? During transitions, children often need a little extra time, attention and support from their parents. School transitions also signal a new stage of family life for everyone.

Children may feel....

- Sadness at the loss of the old school, friends, neighbors (and if a preschooler or kindergartner, separation from parents)
- Anxiety about the unknown
- Fear of not making friends, being accepted
- Apprehension about their ability to do their work or master the logistics involved (getting lost, getting lunch, learning the rules, finding the bathrooms, etc.).

Parents may feel....

- Sadness about their child growing up and moving on to the next stage
- Anxiety about whether the new school and/or teacher are the best for their child
- Uncertainty about what their own role should be in the new setting and how the new school views parent involvement
- Awareness that their child's growing up is linked to a new stage of life for parents too, and that family will change.

Health and Nutritional Services

Health, wellness, safety, and nutrition education for families and children

Vision and hearing screenings

Hemoglobin/Lead Screening

Blood Pressure

Height and weight measurements are completed twice during the year

Nutritious breakfast, snack (standalone Campuses only) and lunch served to each class daily. ISD Campuses will receive a supplemental snack if the child is hungry after lunch before leaving for the day. Daily menus and nutrition education are provided.

Child nutrition screening

Family nutritional counseling

Required Screenings

Occasionally you may receive a notice that your child will be screened. Head Start/Early Head Start is required to track height, weight, hearing, vision, nutrition, anemia, developmental and speech/language screenings. It is your responsibility as a parent to review the results for your child and follow-up with any necessary referrals or appointments for your child as requested by Head Start/Early Head Start. Your Family Service Worker is available to assist you.

Masks

All children, over the age of two, and all staff must wear a CDC approved masks while in the center. Masks will not be worn while eating or drinking, napping, and playing outside when social distancing is allowed.

Accidents/Illness

In the event of an accident, illness or an emergency, the Head Start/Early Head Start program will notify you and provide detailed information, including a written report. If a critical illness or emergency requires the immediate attention of a physician, the HS/EHS Staff will:

- Call 911 for emergency medical services to assess and transport your child to the nearest emergency room, if required;
- Give your child first aid treatment or CPR, if required;
- Contact the physician of record in your child's record;

Ensure supervision of all other children in your child's group.

Physical Examination

Before your child can enter the classroom, parents must provide a copy of the child's last physical exam signed by the doctor/clinic to the Family Service Worker. The exam must be appropriate to the child's age as recommended by the Texas Health Steps and Texas Department of State Health Services schedule (see below):

Physical Exam Schedule

12 months Exam	30 months Exam
15 months Exam	36 months Exam
18 months Exam	4 year Exam
24 months Exam	5 year Exam

Dental Exam

Dental exams are required at age 1 year and every 6 months after. Parents are responsible for providing a copy of this exam to your child's Family Service Worker and complete all follow-up appointments.

If you are having difficulty obtaining a copy of your child's exam, please notify the Family Service Worker at your Campus and we will work well with you to get one.

Daily Health Observations

A daily health check of each child is made upon arrival in the presence of the parent or caregiver. Communication between teachers and parents about the child's health status is vital to identify any specific signs or symptoms of illness and to prevent the spread of infection.

Head Start and Early Head Start Children with any symptoms of illness will not be allowed to remain in the campus and will not be allowed back on campus until fever/symptom free for 24 hours.

Temperature over 100 degrees and also has pain, behavior changes, or other symptoms of illness will not be allowed to remain in the Campus.

An unexplained rash	Conjunctivitis or pink eye, exclude with additional symptoms
Vomiting (in the past 24 hours)	Lice or nits
Diarrhea (in the past 24 hours)	A contagious disease (ex. Chicken Pox, Flu, Strep Throat, Corona Virus)
Blood or mucus in stools	Mouth sores with drooling

Medical Conditions

Children diagnosed with medical conditions may require medications and/or medical procedures during school hours.

Medical conditions must be reported to the Campus Director and/or Family services staff. Some medical conditions will require further documentation and/or Physician's directives that will ensure proper care is given/taken when indicated.

The following Medical Conditions that will or may require further documentation and/or physician's directives are:

- Asthma—Asthma Action Plan must be completed by parent or primary care physician if indicated
- Allergies requiring EPI Pen usage—Physician's directive required. (Food, medication or Chemical allergies, insect bites, etc.)

- Catheterization—Physician’s directive required
- Tube Feedings—Physician’s directive required
- Seizures—Physician’s directive required
- Diabetes—Physician’s directive required

Medications

No medication will be given without a parent/guardian’s written permission and a physician’s written request. An Authorization for Medication Administration form can be obtained in the health office.

The following information must be on file in the school health office before ANY medication is given including sunscreen and insect repellent:

- a. Name of the medication
- b. Amount of medication to be administered
- c. Time of day or circumstance the medication is to be administered.
- d. Length of time the medication is to be administered (e.g., 1 day, 7 days or all school year, etc.)

All medication must be in the original container and be properly labeled.

Head Start Staff will work in collaboration with ISD Partnerships, accepting their requirements for administration and storage of medications when Head Start classrooms are located on their campus.

Students are not allowed to carry medication or self-medicate during the school day except as specified by state law.

FOOTWEAR

Children are not allowed to wear open-toed shoes or sandals for safety reasons. A child is allowed to wear modified footwear as deemed necessary by the parent. The parent must submit a written request/authorization to verify qualifying condition. After three (3) days a doctor’s statement is required for the child to continue to wear the modified footwear.

Immunizations (Shots)

Before the child can enter the classroom or receive direct services (for example, home visits or center-based services) immunizations must be current and appropriate to the age as recommended by Texas Department of State Health Services schedule.

Parents are required to submit updated immunization records after each appointment to the Family Service Worker.

Nutrition

Meals

Nutritional needs and requirements are met by a variety of healthy foods, which are adequate in all nutrients. Meals are funded by USDA. USDA guidelines are followed to ensure each child gets 2/3 of the daily requirements (breakfast, lunch and an afternoon snack). Children are not to bring food from home. No homemade or home baked foods can be allowed due to health concerns.

Policy for Children Requiring Medically Based Diets or Special Dietary Requirements

1. Children who have certified medical or special dietary needs will be served appropriate substitutions. This includes children with food intolerance (s).
2. The parent/guardian of the child must provide a licensed medical authority's signed statement that includes the following:
3. The medical or special dietary needs that restricts the child's diet.
4. The major life activity affected by the disability.
5. The foods that must not be served to the child.
6. The foods that must be substituted.
7. The Food Allergy Action Form will be used to obtain special diet information needed from the child's medical doctor, as stated in the policy on special diets.

Breastfeeding mothers have the right and are encouraged to come to the program setting to feed their children when possible. The program will provide a comfortable place with a seat that enables a mother to breastfeed her child.

BREAKFAST/LUNCH/SNACK TIME

Breakfast will be served from 7:30 am until 8:30 am. Children who arrive after 8:30 and are hungry will receive a nutritious supplement meeting USDA requirements and licensed dietician approval.

Birthday Parties/Special Occasions

The Campus Director can designate one day a month for all birthdays to be observed. This day will not fall on any one child's birthday. Healthy food is greatly encouraged for special occasions. Parents may donate store bought mini cupcakes/cookies or baked chips for these occasion. A healthy/low fat snack will be served. Example: sugar free Jello with cool whip, fruit parfait, fruit-kabob.

USDA/CACFP Monitor:

A USDA Monitoring of the Campus will be conducted three times a year by the Nutrition Manager.

Disability Services

Since 1972, Head Start has operated under the requirements of a congressional mandate to make available, at a minimum, ten percent of its enrollment opportunities to children with disabilities. Head Start staff plays an important role in helping to identify children who may need special services. Staff actively recruits families and offers enrollment

opportunities for children with disabilities. The Program collaborates with other agencies that assist children with disabilities to ensure that children are identified and provided a full range of services to meet individual needs. Head Start's philosophy of inclusion supports the rights of all children to be active participants in natural settings within their communities.

Children with Special Needs

All children enrolled in the Head Start/Early Head Start program will receive a Developmental Screening within forty-five (45) days of the child's enrollment date with parental consent.

The purpose of the Dial 4 Screener is to obtain a snapshot of a child's development in order to identify the children who may need more comprehensive evaluation. When the decision is made to refer a child for further assessment because of failed screening assessments and/or previous services, the classroom teacher will conduct a conference with the parent of the child and discuss the developmental screenings and assessments.

Children, ages six weeks to three years, also receive the Ages and Stages Screener. Any child needing further assessments will be referred to Opportunities, Inc. upon written permission from the parent. The Mental Health Advocate will assist the family throughout this process.

Children three to five years of ages with suspected disabilities are referred to the Local Educational Agencies (LEA's), once the parental consent has been obtained. Services will be provided to address developmental needs through the implementation of an Individual Educational Plan (IEP).

Mental Health Services

In the over-arching goal of Head Start/Early Head Start to aid in the development of growth of the whole child, we strive to monitor, assess, and provide intervention related to the social, emotional, and behavioral learning needs of participating children. All Head Start/Early Head Start children will receive a social emotional screening within the first 45 days of entry using the Ages and Stages Social Emotional Screener.

We focus on developing healthy relationships with children and their caregivers, creating a supportive, nurturing, safe environment, and using age appropriate social/emotional curriculum to help children develop greater awareness and improved social functioning.

These strategies are typically effective at helping children reach social, emotional, and behavioral milestones, but for those children and families identified through early screening, teacher or parent referrals as needing additional support, more intensive individual and family interventions are available from trained mental health professionals and paraprofessionals, including observations, screenings, assessments, and treatment services for the child and family.

Transportation

Early Head Start DOES NOT provide transportation*

Head Start Transportation is very limited. Transportation to the Head Start Campus is provided only to those children with no transportation, or transportation issues. No bus services will be provided for children with adequate means of transportation. Families that are found with adequate transportation will be denied bus services or dropped from the bus route.

Bus Safety

Riding on the Bus

- ⇒ Students must go to a seat and be seated immediately upon boarding.
- ⇒ The bus will not move until all children are seated and buckled.
- ⇒ Students must remain seated while the bus is moving.
- ⇒ Students should keep arms, hands, legs and heads inside the bus at all times.
- ⇒ Fighting, scuffling and the use of profane or inappropriate language is not allowed.
- ⇒ The emergency doors and exit window controls should be used only during drills or actual emergencies.

Unloading from the Bus

- ⇒ All students will remain seated until the bus comes to a complete stop. **DO NOT RUSH!**
- ⇒ All students and Bus Monitor will move away from the bus immediately upon leaving the bus.
- ⇒ If a child must cross the street or road after getting off the bus, he/she should walk to the front of the crossing arm, then stop and look to the driver for a signal to cross in front of the bus with the Bus Monitor.

Children riding ISD school buses will follow the policies and procedures of the district.

In-Kind

The Federal Government requires that twenty percent (20%) of the Head Start grant will be matched with contributions from parents and the community. These contributions are called “in-kind” and consist of volunteering, attending Head Start activities, donating materials, working on your child’s educational goals at home, serving on Policy Council or Head Start Committee’s and many other ways. You will be asked to fill out an “in-kind” form when services or materials are provided to the Head Start /Early Head Start Program. If goods or materials are purchased, please submit receipt.

Volunteering or becoming active at the campus or with home activities is a great way to be engaged in your child’s education and is included with the Head Start Performance Standards. All of the activities listed) but not limited to) in this handbook are ways for parents to lend a helping hand and volunteer. The activities also count a “In-Kind” for the program. See chart below

Classroom of Campus Activities	Non-Classroom Activities	Home Activities
Reading or telling stories to children	Working on parent or classroom bulletin boards	Cutting out items for collages, arts and crafts items
Assisting the teacher in preparing a class activity (large or small group)	Attending Parent Committee, Policy Council and Agency Committee Meetings	Typing Campus meeting minutes
Participating in Circle Time	Attending Parent Training	Scheduling Reading Time in the Home
Assisting with office task or call other parents to encourage engagement	Chaperone Field Trips	Telling your neighbors about Head Start/posting flyers in your Community
Working on the Newsletter	Assisting with Annual Self—Assessment	Completing Home Activities with your child

If you want to volunteer on a consistent basis we will need you to complete a background screening and a TB skin test. *

Head Start Parent Responsibilities

My responsibilities as a parent/guardian in the Head Start/ Early Head Start program includes;

1. Ensure my child attends the program consistently and on time to support his/her development.
2. Participate actively in the program and take advantage of the opportunities that the program offers.
3. Work with teachers, faculty, and other families in a cooperative manner.
4. Be open to new ideas and experiences that can benefit me and my children.
5. Help make the HS/HS program better by offering my opinions, constructive criticism, and suggestions.
6. Ask questions of my child's Teacher, Family Service Worker, and the Campus Director or other members of the staff.
7. Reinforces what my child learns at the program by working with my child at home.
8. Ensure that my child is up to date on all required medical and dental needs.
9. Participate in two home visits each year with my child's Teacher and Family Service Worker.
10. Participate in two Parent/Teacher Conferences per year.
11. Ensure that my child has extra clothing at the center and has items for nap time.



Community Services

Head Start 2022/ 2023 Menu



Cycle One

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	MILK CINNAMON PEARS SAUSAGE BISCUIT**	MILK ROSIE APPLESAUCE WW PANCAKE**	MILK PEACHES MINI BAGEL**	MILK BANANA WG CEREAL	MILK MIX FRUIT CINNAMON TOAST
LUNCH	Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	MILK MEXICAN CORN* BERRIES*+ BEEF TACO	MILK BROCCOLI* MANGOS*+ CHICKEN ALFREDO	MILK COLESLAW*+ PINTO BEANS CORNBREAD FISH**	MILK SLICED TOMATOES AND CUCUMBERS* MANDARIN ORANGES* BREADSTICK BBQ CHICKEN	MILK ROSIE PINEAPPLE MONSTER MARINARA*
PM SNACK	Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	WG CHEEZ-IT CRACKERS** CHEESE STICK WATER	ORANGE SMILES* BUG BITES GRAHAM** WATER	CARROT STICKS* SUNBUTTER WATER	WHEAT THIN CRACKERS** 1/2 BOILED EGG WATER	DRY FRUIT* DRY CEREAL WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks



Community Services

Head Start 2022/ 2023 Menu

Cycle Two



+ MEANS A GOOD SOURCE OF VITAMIN A
* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	MILK PINEAPPLE BERRIE MIX*+ PANCAKE ON A STICK**	MILK BERRY BANANA SPLIT*+	MILK MANDARIN ORANGES* WW TOAST	MILK ROSIE APRICOT* + WG CEREAL	MILK DRY FRUIT* GOLDEN PORRIDGE
LUNCH	MILK SPINACH SALAD/ diced tomatoes*+ ROLL BEEF TATER TOT CASSEROLE	MILK SWEET POTATO FRIES CHEESY BROCCOLI* CHICKEN SLIDDERS	MILK RAINBOW BELL PEPPERS*+ PEACHES CHILI CORN CHIP CASSEROLE	MILK CARROTS* APPLE SMILES* CHICKEN & WAFFLE	MILK PIZZA GREEN BEANS* PEARS PIZZA STICK** CHEESE STICK
PM SNACK	FRESH VEGETABLES YOGURT DIP WATER	ROSIE PEARS TEDDY GRAHAMS** WATER	SUPER DRINK*+ CORN MUFFIN WATER	CELERY STICKS CHEESE WATER	APPLESAUCE 1/2 WW TOAST WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks



Community Services Head Start 2022/ 2023 Menu



Cycle Three

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK APRICOTS*+ 1/2 WW TOAST 1/2 BOILED EGG	MILK PINEAPPLE BERRIE MIX*+ WW PANCAKE**	MILK FRESH FRUIT WG CEREAL	MILK MIX FRUIT MINI BAGEL**	MILK TROPICAL FRUIT*+ SAUSAGE BISCUIT**
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK APPLE SMILES* TORTILLA CHIPS MEXICALI TACO BOAT*+	MILK SPINACH SALAD MIX w/ diced tomatoes*+ BROWN RICE PINEAPPLE CHICKEN*	MILK PINTO BEANS TOMATO & CUCUMBER*+ CORNBREAD FISH**	MILK MANGOS*+ BROWN RICE JAMMIN' JAMBALAYA*	MILK PEAS & CARROTS*+ SWEET POTATO FRIES SLOPPY JOE
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	BUG BITES GRAHAM** YOGURT GO-GURT** WATER	1/2 GRILLED CHEESE SANDWICH WATER	MANDARIN ORANGES* TEDDY GRAHAM** WATER	CARROTS* BOILED EGG WATER	1/2 SUNBUTTER SANDWICH WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks



Community Services

Head Start 2022/ 2023 Menu



Cycle Four

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK PEACHES PANCAKE ON A STICK**	MILK DRY FRUIT* GOLDEN PORRIDGE	MILK BANANA WG CEREAL	MILK TROPICAL FRUIT*+ SAUSAGE BISCUIT**	MILK PINEAPPLE MINI BAGEL**
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK GREEN SALAD MIX w/tomatoes*+ TATER TOTS CRABBY PATTY** BURGER	MILK RAINBOW BELL PEPPER SLICES*+ FRESH FRUIT* TURKEY & CHEESE SLIDDER	MILK GREEN SALAD w/spinach & tomatoes*+ PEARS BEEF & CHEESE NACHOS	MILK BROCCOLLI*+ MIXED FRUIT CHICKEN ALFREDO	MILK SWEET POTATO FRIES ORANGE SMILES* CHILI DOGS
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	WHEAT THIN CRACKERS** CHEESE WATER	FRESH VEGGIE STICKS SUNBUTTER WATER	TOMATO SALSA*+ TORTILLA CHIPS WATER	APPLESAUCE BREADSTICK WATER	SUPER DRINK WW CHEEZ-IT CRACKERS** WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks



Community Services

Head Start 2022/ 2023 Menu

Cycle Five



+ MEANS A GOOD SOURCE OF VITAMIN A
* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	MILK BERRIES*+ WW PANCAKE**	MILK MANDARIN ORANGES* WG CEREAL	MILK BERRY BANANA SPLIT*+	MILK PEACHES CINNAMON TOAST	MILK CINNAMON PEARS SAUSAGE BISCUIT**
LUNCH	Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	MILK ROSIE MIX FRUIT CHICKEN FAJITA*+	MILK SPINACH SALAD w/ tomato*+ BREADSTICK BEEF TATER TOT CASSEROLE	MILK PEAS & CARROTS*+ PINEAPPLE CHICKEN & WAFFLE	MILK MEXICAN CORN TROPICAL FRUIT*+ BEEF TACO	MILK PINTO BEANS COLESLAW*+ CORNBREAD FISH**
PM SNACK	Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	DRY FRUIT* WG CEREAL WATER	APPLE SMILES* YOGURT GO-GURT*** WATER	WHEAT THIN CRACKERS** CHEESE CUBES WATER	TOMATO SALSA*+ CORN CHIPS WATER	CARROTS* CHEESE STICK WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks



Community Services Head Start 2022/ 2023 Menu



Cycle Six

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK BANANA WG CEREAL	MILK APRICOTS*+ CINNAMON TOAST	MILK ROSIE APPLESAUCE PANCAKE**	MILK DRY FRUIT* YOGURT DIP	MILK PEARS 1/2 TOAST 1/2 BOILED EGG
Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq.	LUNCH	MILK PIZZA GREEN BEANS+ MANGOS*+ PIZZA STICK ** CHEESE STICK	MILK GREEN SALAD w/ tomatoes*+ TATER TOTS CRABBY PATTY** BURGER	MILK CHEESY BROCCOLI* BERRIES*+ CHICKEN SLIDDER	MILK GREEN SALADw/ spinach & tomatoes*+ SWEET POTATO FRIES SLOPPY JOE	MILK ORANGE SMILES* BROWN RICE JAMMIN' JAMBALAYA*
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	1/2 SUNBUTTER SANDWICH WATER	MANDARIN ORANGES* BOILED EGG WATER	PEACHES BUG BITES GRAHAM** WATER	APPLE SMILES* SUNBUTTER WATER	1/2 GRILLED CHEESE SANDWICH WATER

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2022/ 2023 Menu



Cycle One

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK CINNAMON PEARS 1/2 SAUSAGE BISCUIT **	MILK ROSIE APPLESAUCE WW PANCAKE**	MILK PEACHES MINI BAGEL**	MILK BANANA WG CEREAL	MILK MIX FRUIT 1/2 CINNAMON TOAST
Milk - 1/2c Vegetable - 1/8 c Fruit - 1/8 c Grain - 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK MEXICAN CORN* BERRIES*+ BEEF TACO	MILK BROCCOLI * MANGOS*+ CHICKEN ALFREDO	MILK COLESLAW*+ PINTO BEANS CORNBREAD FISH**	MILK SLICED TOMATOES AND CUCUMBERS* MANDARIN ORANGES* BREADSTICK BBQ CHICKEN	MILK ROSIE PINEAPPLE MONSTER MARINARA*
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	WG CHEEZ-IT CRACKERS CHEESE WATER	ORANGE SMILES* BUG BITES GRAHAM** WATER	CARROT * SUNBUTTER WATER	WHEAT THIN CRACKERS 1/2 BOILED EGG WATER	DRY FRUIT* WG CEREAL WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

*** We serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2022/ 2023 Menu

Cycle Two



+ MEANS A GOOD SOURCE OF VITAMIN A
* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain- 1/2 oz. eq. Meat/ma- may be served 3 times a week in place of grain	BREAKFAST	MILK PINEAPPLE BERRIE MIX*+ WW PANCAKE**	MILK BERRY BANANA SPLIT*+	MILK MANDARIN ORANGES* 1/2 WW TOAST	MILK ROSIE APRICOTS*+ WG CEREAL	MILK DRY FRUIT* GOLDEN PORRIDGE
Milk - 1/2c Vegetable- 1/8 c Fruit- 1/8 c Grain- 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK SPINACH SALAD w/ diced tomatoes*+ ROLL BEEF TATER TOT CASSEROLE	MILK SWEET POTATO FRIES CHEESY BROCCOLI* MINI CHICKEN SLIDDER	MILK RAINBOW BELL PEPPERS*+ PEACHES CHILI CORN CHIP CASSEROLE	MILK CARROTS* APPLE SMILES* CHICKEN & WAFFLE	MILK PIZZA GREEN BEANS* PEARS PIZZA STICK
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	FRESH VEGETABLES YOGURT DIP WATER	ROSIE PEARS TEDDY GRAHAM** WATER	SUPER DRINK*+ CORNBREAD MUFFIN WATER	CELERY STICK CHEESE WATER	APPLESAUCE 1/2 WW TOAST WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

*** We serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2022/ 2023 Menu

Cycle Three



+ MEANS A GOOD SOURCE OF VITAMIN A
* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK APRICOTS*+ 1/2 WW TAOST 1/2 BOILED EGG	MILK PINEAPPLE BERRIE MIX*+ WW PANCAKES**	MILK FRESH FRUIT WG CEREAL	MILK MIX FRUIT MINI BAGEL**	MILK TROPICAL FRUIT*+ SAUSAGE BISCUIT**
Milk - 1/2c Vegetable - 1/8 c Fruit - 1/8 c Grain - 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK APPLE SMILES* FRITO CHIPS MEXICALI TACO BOAT*+	MILK SPINACH SALAD MIX w/ diced tomatoes*+ BROWN RICE PINEAPPLE CHICKEN*	MILK PINTO BEANS TOMATO & CUCUMBER*+ CORNBREAD FISH**	MILK MANGOS*+ BROWN RICE JAMMIN' JAMBALYA*	MILK PEAS & CARROTS*+ SWEET POTOTOE FRIES MINI SLOPPY JOE
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	BUG BITES GRAHAM** YOGURT GO-GURT** WATER	1/2 GRILLED CHEESE SANDWICH WATER	MANDARIN ORANGES* TEDDY GRAHAM** WATER	CARROTS* 1/2 BOILED EGG WATER	1/2 SUNBUTTER SANDWICH WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pinapple, Orange, Nectarine, Mango, Kiwi, or Plum

*** We serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2022/ 2023 Menu

Cycle Four



+ MEANS A GOOD SOURCE OF VITAMIN A
* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain- 1/2 oz. eq. Meat/ma- may be served 3 times a week in place of grain	BREAKFAST	MILK PEACHES WW TOAST w/jelly	MILK DRY FRUIT* GOLDEN PORRIDGE	MILK BANANA WG CEREAL	MILK TROCICAL FRUIT*+ 1/2 SAUSAGE BISCUIT**	MILK PINEAPPLE WG MINI BAGEL**
Milk - 1/2c Vegetable- 1/8 c Fruit- 1/8 c Grain- 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK GREEN SALAD MIX w/tomatoes*+ TATER TOTS CRABBY PATTY** BURGER	MILK RAINBOW BELL PEPPER SLICES*+ FRESH FRUIT* MINI TURKEY & CHEESE SLIDDER	MILK PEARS GREEN SALAD w/ spinach & diced tomatoes*+ BEEF & CHEESE NACHOS	MILK BROCCOLLI *+ MIXED FRUIT CHICKEN ALFREDO	MILK SWEET POTATO FRIES ORANGE SMILES* CHILI DOG
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	WHEAT THIN CRACKERS** CHEESE WATER	FRESH VEGGIE STICKS SUNBUTTER WATER	TOMATO SALSA*+ FRITOS WATER	APPLESAUCE BREADSTICK WATER	SUPER DRINK WG CHEEZ-IT CRACKERS** WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pinapple, Orange, Nectarine, Mango, Kiwi, or Plum

*** We serve 1/2 cup water with our pm snacks



Community Services Early Head Start 2022/ 2023 Menu



Cycle Five

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain- 1/2 oz. eq. Meat/ma- may be served 3 times a week in place of grain	BREAKFAST	MILK BERRIES*+ WW PANCAKE**	MILK MANDARIN ORANGES* WG CEREAL	MILK BERRY BANANA SPLIT*+	MILK PEACHES 1/2 CINNAMON TOAST	MILK CINNAMON PEARS 1/2 SAUSAGE BISCUIT **
Milk - 1/2c Vegetable- 1/8 c Fruit- 1/8 c Grain- 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK ROSIE MIX FRUIT CHICKEN FAJITA*+	MILK SPINACH SALAD w/tomato*+ BREADSTICK BEEF TATER TOT CASSEROLE	MILK PEAS & CARROTS*+ PINEAPPLE CHICKEN & WAFFLE	MILK MEXICAN CORN TROPICAL FRUIT*+ BEEF TACO	MILK PINTO BEANS COLESLAW*+ CORNBREAD FISH**
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	DRY FRUIT* WG CEREAL WATER	APPLE SMILES* YOGURT GO-GURT** WATER	WHEAT THINS** CHEESE WATER	TOMATO SALSA*+ CORN CHIPS WATER	CARROTS* TEDDY GRAHAM** WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

*** We serve 1/2 cup water with our pm snacks



Community Services

Early Head Start 2022/ 2023 Menu

Cycle Six



+ MEANS A GOOD SOURCE OF VITAMIN A
* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 12 months - 36 months based on the Child and Adult Care Food Program

Component size		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk - 1/2 c Fruit/vegetable - 1/ 4c Grain - 1/2 oz. eq. Meat/ma - may be served 3 times a week in place of grain	BREAKFAST	MILK BANANA WG CEREAL	MILK APRICOTS*+ 1/2 CINNAMON TOAST	MILK ROSIE APPLESAUCE WW PANCAKE**	MILK DRY FRUIT* YOGURT DIP	MILK PEARS 1/2 CINNAMON TOAST 1/2 BOILED EGG
Milk - 1/2c Vegetable - 1/8 c Fruit - 1/8 c Grain - 1/2 oz eq. Meat/ma - 1 oz eq.	LUNCH	MILK PIZZA GREEN BEANS+ MANGOS*+ PIZZA STICK**	MILK GREEN SALAD w/tomatoes*+ TATER TOTS CRABBY PATTY** BURGER	MILK BERRIES*+ CHEESY BROCCOLI* MINI CHICKEN SLIDDER	MILK GREEN SALAD w/spinach & tomatoes*+ SWEET POTATO FRIES MINI SLOPPY JOE	MILK ORANGE SMILES* BROWN RICE JAMMIN' JAMBALAYA*
Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz	PM SNACK	1/2 SUNBUTTER SANDWICH WATER	MANDARIN ORANGES* 1/2 BOILED EGG WATER	PEACHES BUG BITES GRAHAM** WATER	APPLE SMILES* SUNBUTTER WATER	1/2 GRILL CHEESE SANDWICH WATER

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with lactose intolerance that have a Doctor's statement)

The Milk we serve is whole unflavored to 1-2 years of age: 2-3 years of age we serve 1% unflavored milk.

** CN Product

Example of Seasonal Fresh Fruit: Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mango, Kiwi, or Plum

*** We serve 1/2 cup water with our pm snacks

2022-2023 Calendar



New Boston Head Start



Student Days:

Full Day—7:30-3:00

Student Hours-1290

Staff Training/ Students out

- August 1-5
- Oct 7, Nov 18, Jan 3, Feb 10, Apr 21

Student & Staff Holidays

- Labor Day - Sept. 5
- Thanksgiving - Nov 21-25
- Christmas - Dec 21-Jan 3
- Martin Luther King- Jan 16
- Spring Break - Mar 13-17
- Good Friday—Apr 7
- Spring Holiday—Apr 17

Early Release @ 11:30

- Nov 18
- Dec 16
- Mar 10
- May 25

Campus Director:
Venus Hornbuckle

Family Services:
Venus Hornbuckle

Contact Number:
(903) 628-5621

August 2022							September 2022							October 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
February 2023							March 2023							April 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 8

School Ends: May 25

2022-2023 Calendar



Hughes Springs Early Head Start



Student Days:
Full Day—7:30-3:00

Student Hours - 1387.50

Staff Training/ Students out

- August 1-10
- Oct. 10
- Jan. 3 & 4

Student & Staff Holidays

- Labor Day - Sept. 5
- Thanksgiving - Nov. 21-25
- Christmas - Dec. 20-Jan. 4
- Martin Luther King- Jan. 17
- Winter Break - Feb 20—24
- Spring Break - Apr. 3 - 7
- Memorial Day— May 29
- Juneteenth— Jun 19

Early Release Day @ 11:30 AM

- Mar. 10
- May 19
- Jun 22

Staff Return August 1st

Campus Director:
Carlin Johnson

Assistant Campus Director/
Family Services:
Rachel Moreno

Contact Number:
(903) 639-1914

August 2022							September 2022							October 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3							
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30	31				
February 2023							March 2023							April 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 11

School Ends: June 22

Head Start

Financial Report for the month of May 2022

April 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	\$0.00	\$536,470.77	\$1,553,585.23	\$174,171.33	\$870,856.67	\$334,385.90
Fringe Benefits	\$512,064.00	\$52,109.17	\$205,293.08	\$306,770.92	\$42,672.00	\$213,360.00	\$8,066.92
Travel (4120)	\$10,000.00	\$254.69	\$254.69	\$9,745.31	\$833.33	\$4,166.67	\$3,911.98
Equipment	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$2,916.67	\$14,583.33	\$14,583.33
Supplies	\$174,635.00	\$9,643.61	\$39,550.27	\$135,084.73	\$14,552.92	\$72,764.58	\$33,214.31
Contractual	\$276,650.00	\$0.00	\$0.00	\$276,650.00	\$23,054.17	\$115,270.83	\$115,270.83
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$275.00	\$6,007.93	\$24,373.07	\$2,531.75	\$12,658.75	\$6,650.82
Other (4122)	\$830,469.00	\$103,216.94	\$369,607.48	\$460,861.52	\$69,205.75	\$346,028.75	(\$23,578.73)
Total	\$3,959,255.00	\$165,499.41	\$1,157,184.22	\$2,802,070.78	\$329,937.92	\$1,649,689.58	\$492,505.36
T&TA	\$40,381.00	\$529.69	\$6,262.62	\$34,118.38	\$3,365.08	\$16,825.42	\$10,562.80
Total							
USDA Reimbursements through March 2022							\$39,705.78
Estimated USDA Reimbursement for April 2022							\$13,050.47
							<u>\$545,261.61</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	\$6,365.36	\$44,507.09	\$12,689.92	\$63,449.60	\$18,942.51
Per Child	\$8,514.53	\$355.91	\$2,488.57	\$709.54	\$3,547.72	\$1,059.15

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$989,814.00	\$148,559.33	\$726,804.07	\$263,009.93

Head Start C5

Financial Report for the month of May 2022

(April 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	\$0.00	\$60,737.16	(\$3,297.11)
Other	\$78,200.00	\$1,835.35	\$62,624.11	\$17,462.84
Total	\$137,527.00	\$1,835.35	\$123,361.27	\$14,165.73

Head Start C6

Financial Report for the month of May 2022

(April 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	\$560.88	\$110,995.12
Other	\$180,591.00	\$0.00	\$0.00	\$180,591.00
Total	\$546,741.00	\$0.00	\$226,417.69	\$320,323.31

Early Head Start

Financial Report for the month of May 2022

(April 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	\$0.00	\$30,276.42	\$101,807.58	\$11,007.00	\$55,035.00	\$24,758.58
Fringe Benefits	\$32,361.00	\$6,408.56	\$22,712.63	\$9,648.37	\$2,696.75	\$13,483.75	(\$9,228.88)
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$912.50	\$912.50
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,000.00	\$522.10	\$1,889.43	\$17,110.57	\$1,583.33	\$7,916.67	\$6,027.24
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	\$0.00	\$1,562.87	\$1,504.13	\$255.58	\$1,277.92	(\$284.95)
Other (4122)	\$47,890.00	\$2,801.32	\$11,454.16	\$36,435.84	\$3,990.83	\$19,954.17	\$8,500.01
Total	\$236,592.00	\$9,731.98	\$67,895.51	\$168,696.49	\$19,716.00	\$98,580.00	\$30,684.49
T&TA	\$5,257.00	\$0.00	\$1,562.87	\$3,694.13	\$438.08	\$2,190.42	\$627.55
Total							
USDA Reimbursements through March 2022							\$4,715.95
Estimated USDA Reimbursement for April 2022							\$1,697.65
							<u>\$37,098.09</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$4,800.00

\$4.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$118,296.00	\$4,865.99	\$33,947.76	\$9,858.00	\$49,290.00	\$15,342.25
Per Child	\$14,787.00	\$608.25	\$4,243.47	\$1,232.25	\$6,161.25	\$1,917.78

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$59,148.00	\$2,093.28	\$10,570.79	\$48,577.21

Early Head Start C5

Financial Report for the month of May 2022

(April 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	\$799.33	\$1,439.67
Other	\$5,000.00	\$56.95	\$1,958.66	\$3,041.34
Total	\$7,239.00	\$56.95	\$2,757.99	\$4,481.01

Early Head Start C6

Financial Report for the month of May 2022

(April 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

May 2022 Financial Report

For the month of April 2022

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ -	42,334.92
Administrative Labor	-	4,037.97
Food	11,293.10	62,503.14
Supplies & Equipment	967.62	7,321.77
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	859.00
Other	-	0.00
Total	<u>\$ 12,260.72</u>	<u>\$ 117,056.80</u>

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

TDHS REVENUE	14,748.12	87,242.19
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(Income Starts October 2021)

CSBG 2022

Financial Report for the month of May 2022

CSBG Current Program (April 2022 Expenditures)

% of contract	33%
% of money	25%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	Monthly	YTD	<u>(Over)/Under</u>
					<u>Budget</u>	<u>Budget</u>	
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2022</i>							
Personnel	\$177,211.05	0.00	\$28,546.80	\$148,664.25	\$14,767.59	\$59,070.35	\$30,523.55
Fringe Benefits	33,739.35	3,877.27	\$11,527.54	22,211.81	2,811.61	11,246.45	(281.09)
Travel*	8,150.50	69.98	\$1,409.10	6,741.40	679.21	2,716.83	1,307.73
Equipment	33,538.00	334.68	\$2,712.92	30,825.08	2,794.83	11,179.33	8,466.41
Supplies	11,353.96	333.08	\$1,905.55	9,448.41	946.16	3,784.65	1,879.10
Contractual	1,932.50	985.51	\$1,819.00	113.50	161.04	644.17	(1,174.83)
Other	124,626.94	8,367.59	\$55,112.29	69,514.65	10,385.58	41,542.31	(13,569.98)
Indirect Costs	43,394.70	3,592.86	\$3,592.86	39,801.84	3,616.23	14,464.90	10,872.04
Total	\$433,947.00	\$17,560.97	\$106,626.06	\$327,320.94	\$36,162.25	\$144,649.00	\$38,022.94

CEAP 2021

Financial Report for the month of May 2022

CEAP Current Program (April 2021 Expenditures)

% of contract	83%
% of money	99%

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>				
						Minimum	Maximum			
Administration*	\$223,654.00	(59,858.06)	\$223,654.00	\$0.00	7%	\$12,425.22	min	\$191,024.31	max	(\$32,629.69)
Household Crisis**	1,244,961.00	569.70	\$40,242.91	1,204,718.09		250,106.97	min	1,244,961.00	max	1,204,718.09
Utility Assistance**	1,244,961.00	(5,652.21)	\$2,460,826.76	(1,215,865.76)		250,106.97	min	1,244,961.00	max	(1,215,865.76)
Program Services	381,629.00	10,676.41	\$354,429.73	27,199.27	14%	21,201.61	min	228,439.95	max	(125,989.78)
Training Travel	2,500.00	1,883.92	\$1,883.92	616.08		0.00	min	2,500.00	max	616.08
Total	\$3,097,705.00	(\$52,380.24)	\$3,081,037.32	\$16,667.68		\$533,840.77		\$2,911,886.27		(\$169,151.05)

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

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

Admin with Future Payments

7.3%

Program Services with Future Payments

Future Payments

\$0.00

0.124121802

CEAP ARP

Financial Report for the month of May 2022

CEAP Current Program (April Expenditures)

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>Comprehensive Energy Assistance Program American Rescue Plan(CEAP arp) 12 month program ending 09/30/2022</i>				
Administration*	\$257,468.00	11,119.60	\$15,703.58	\$241,764.42
Household Crisis**	1,116,375.00	45,021.22	\$60,321.70	1,056,053.30
Utility Assistance**	1,116,375.00	847,301.66	\$2,304,248.99	(1,187,873.99)
Program Services	342,213.00	21,810.89	\$369,883.81	(27,670.81)
Total	<u>\$2,832,431.00</u>	<u>\$925,253.37</u>	<u>\$2,750,158.08</u>	<u>\$82,272.92</u>

Future Payments \$975,724.43

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report - May 2022

Sam's Club

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

American Express

Purchases for March 2022			5,912.50
Payment due by	Pd on 04/20/2022		<u>(5,912.50)</u>
Balance			-

Line of Credit

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

In House Line of Credit

Program	CEAP CARES	CSBG B	
Highest April 2022 Balance	5,741.00	18,450.00	-
Current balance	5,741.00	7,350.00	-
Exp pay off date		6/30/2022	

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000



Corporate Purchasing Cardmember Report

**Sign-up For Online
Statements**

www.americanexpress.com/gopaperless

Prepared For
**DAN BOYD
CSNT INC**

Account Number
XXXX-XXXX-21009

Closing Date
03/30/22

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
1,381.23	5,912.50	0.00	1,404.30	0.00	5,889.43	For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920.

Activity Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXX-21009		
03/13/22 PAYMENT RECEIVED - THANK YOU 03/13 05609000000		-1,404.30
03/09/22 EB *COMMUNITY ACTION SAN FRANCISCO CA 250.00 ✓ REF# 05FBMVB 8014137200 03/09/22		
03/30/22 MENER HOTEL 502005 SAN ANTONIO TX 439.74 ✓ FOL# 0000193028 LODGING 03/29/22 ARRIVAL DATE DEPARTURE DATE 03/28/22 03/29/22 00 ROC NUMBER 0000193028	00001930280	
03/30/22 MENER HOTEL 502005 SAN ANTONIO TX 439.74 ✓ FOL# 0000193036 LODGING 03/29/22 ARRIVAL DATE DEPARTURE DATE 03/28/22 03/29/22 00 ROC NUMBER 0000193036	00001930360	
03/30/22 MENER HOTEL 502005 SAN ANTONIO TX 439.74 ✓ FOL# 0000193053 LODGING 03/29/22 ARRIVAL DATE DEPARTURE DATE 03/28/22 03/29/22 00 ROC NUMBER 0000193053	00001930530	
03/30/22 MENER HOTEL 502005 SAN ANTONIO TX 439.74 ✓ FOL# 0000193066 LODGING 03/29/22 ARRIVAL DATE DEPARTURE DATE 03/28/22 03/29/22 00 ROC NUMBER 0000193066	00001930660	

Continued on Page 3

Do not staple or use paper clips
Payment Coupon

Account Number Enter 15 digit account number on all payments.
3796-565931-21009

MB 01 000256 22581 H 3 A



DAN BOYD
CSNT INC
304 E HOUSTON BX 427
LINDEN TX 75563-5600

See reverse side for instructions on how to update your address, phone number, or email.



Prepared For
DAN BOYD
CSNT INC

Account Number
 XXXX-XXXXX **021009**

Closing Date
 03/30/22

Page 3 of 3

Activity Continued

				Reference Code	Amount \$
03/30/22	MENGER HOTEL 502005 SAN ANTONIO TX			00001930730	439.74 ✓
	FOL# 0000193073 LODGING 03/29/22				
	ARRIVAL DATE DEPARTURE DATE				
	03/28/22 03/29/22 00				
	ROC NUMBER 0000193073				
03/30/22	MENGER HOTEL 502005 SAN ANTONIO TX			00001930860	439.74 ✓
	FOL# 0000193086 LODGING 03/29/22				
	ARRIVAL DATE DEPARTURE DATE				
	03/28/22 03/29/22 00				
	ROC NUMBER 0000193086				
03/30/22	MENGER HOTEL 502005 SAN ANTONIO TX			00001930990	439.74 ✓
	FOL# 0000193099 LODGING 03/29/22				
	ARRIVAL DATE DEPARTURE DATE				
	03/28/22 03/29/22 00				
	ROC NUMBER 0000193099				
03/09/22	SHRM HOUSING800.906. PLANO TX			80704313090	968.82 ✓
	REF# 8070431309 972-349-7300 03/08/22				
	TOURS/TICKETS				
	ROC NUMBER 8070431309				
03/22/22	SOCIETYFORHUMANRESOU ALEXANDRIA VA				1,615.50 ✓
	REF# CS1377086 8002837476 03/21/22				
	Professional Association				
	ROC NUMBER CS1377086				

Total for DAN BOYD

New Charges/Other Debits 5,912.50
 Payments/Other Credits -1,404.30

RECEIVED
 APR 04 2022
 BY: *CHA*

2/2 03/27/20 1010

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

CHECK REGISTER FOR THE MONTH OF APRIL 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
72460	4/6/2022	4 CHANGE ENERGY	2,511.29	Client Assistance
72512	4/6/2022	AEP-SWEPKO-EA	755,419.64	Client Assistance
72513	4/6/2022	ALPHA EAGLE AUTO GLASS	315.00	Vehicle Maint.
72514	4/6/2022	AMBIT ENERGY	18,795.86	Client Assistance
72515	4/6/2022	AMIGO ENERGY	2,061.81	Client Assistance
72516	4/6/2022	AMIYAH BROWN	40.58	Pre-hire Reimb.
72517	4/6/2022	AT&T	652.90	Telephone & Internet
72518	4/6/2022	ATLANTA ISD FOOD SERVICE	342.00	HS Meals
72525	4/6/2022	ATMOS ENERGY	40,354.19	Client Assistance
72526	4/6/2022	B & S TRUE VALUE HARDWARE	376.03	Building Supplies
72527	4/6/2022	BEN E KEITH CO	2,706.86	Head Start Groceries
72528	4/6/2022	BLOOMBURG WATER SUPPLY	52.89	Utility
72529	4/6/2022	BLUE CROSS BLUE SHIELD	43,860.05	Employee Insurance
72550	4/6/2022	BOWIE CASS	385,361.07	Client Assistance
72551	4/6/2022	CAMCO ELEVATOR INC	150.00	Elevator Maint.
72552	4/6/2022	CECELIA HUFF	47.30	Mileage Reimb
72570	4/6/2022	CENTERPOINT ENERGY	93,843.56	Client Assistance
72571	4/6/2022	CENTERPOINT ENERGY ENTEX	296.52	Utility
72572	4/6/2022	CHAMPION ENERGY SERVICES	1,062.05	Client Assistance
72573	4/6/2022	CIRRO ENERGY	7,436.79	Client Assistance
72574	4/6/2022	CITY OF HUGHES SPRINGS	335.13	Utility
72575	4/6/2022	CITY OF JEFFERSON WATER .	425.78	Utility
72576	4/6/2022	CITY OF LINDEN	51.44	Utility
72577	4/6/2022	CITY OF LINDEN	182.03	Utility
72578	4/6/2022	CITY OF LINDEN	56.87	Utility
72579	4/6/2022	CITY OF LINDEN	57.85	Utility
72580	4/6/2022	CITY OF LINDEN	56.87	Utility
72581	4/6/2022	CITY OF MOUNT PLEASANT	82.11	Utility
72582	4/6/2022	CITY OF NEW BOSTON	45.42	Utility
72583	4/6/2022	CITY OF PITTSBURG	234.97	Utility
72603	4/6/2022	COOPER PROPANE	0.00	Client Assistance
72604	4/6/2022	DAINGERFIELD CHAMBER OF COMMERCE	60.00	Case Manager Services
72605	4/6/2022	DEBERRY BUTANE COMPANY	2,992.50	Client Assistance
72608	4/6/2022	DIRECT ENERGY	37,503.44	Client Assistance
72611	4/6/2022	FARMER ELECTRIC	48,522.04	Client Assistance
72613	4/6/2022	FERRELL GAS	9,996.41	Client Assistance
72614	4/6/2022	GEXA ENERGY	3,825.83	Client Assistance
72616	4/6/2022	GREEN MOUNTAIN ENERGY	23,559.48	Client Assistance
72617	4/6/2022	GREENVILLE AUTO GAS	676.66	Client Assistance
72618	4/6/2022	HEALTHJOY LLC	1,008.00	Employee Insurance
72619	4/6/2022	Intellicorp Records	91.65	Background Fees
72620	4/6/2022	JUST ENERGY	9,758.84	Client Assistance
72621	4/6/2022	KATHY STRINGFELLOW	400.00	Mental Health
72622	4/6/2022	LAMAR CO-OP	11,019.73	Client Assistance
72623	4/6/2022	MCADAMS PROPANE COMPANY	4,820.26	Client Assistance
72624	4/6/2022	MCI	64.97	Long Distance Services
72625	4/6/2022	MCQUEEN PROPANE	480.24	Client Assistance
72626	4/6/2022	MONICA WILLIAMS	40.58	Pre-hire Reimb.
72627	4/6/2022	MOORE PEST CONTROL	100.00	Pest Control
72628	4/6/2022	MOORELAND PROPANE	535.00	Client Assistance
72629	4/6/2022	MY ALARM CENTER, LLC.	39.99	Alarm Services
72630	4/6/2022	NELSON PROPANE	3,980.92	Client Assistance
72631	4/6/2022	PAUL LAURENCE DUNBAR EC	931.00	HS fee
72632	4/6/2022	PHILLIPS & SON REFRIG.	453.15	HS Kitchen Maint.
72633	4/6/2022	PULSE POWER	2,608.34	Client Assistance
72634	4/6/2022	REGION VIII EDUCATION SERVICE CENTER	75.00	Rental Fee

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

CHECK REGISTER FOR THE MONTH OF APRIL 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
72635	4/6/2022	RELIABLE ALARM SERVICE, LLC	45.00	Alarm Services
72638	4/6/2022	RELIANT ENERGY	40,501.94	Client Assistance
72639	4/6/2022	REPUBLIC SERVICES #070	105.29	Utility
72640	4/6/2022	RHYTHM OPS, LLC	3,929.14	Client Assistance
72641	4/6/2022	RPM STAFFING PROFESSIONALS, INC.	2,346.00	Client Assistance
72642	4/6/2022	SONITROL OF LONGVIEW	57.80	Alarm Services
72643	4/6/2022	SOUTHWEST ARKANSAS TELEPHONE CO OP, INC.	241.48	Telephone & Internet
72644	4/6/2022	SOUTHWESTERN ELECTRIC POWER	369.20	Utility
72645	4/6/2022	STAPLES BUSINESS CREDIT	1,733.50	Supplies
72646	4/6/2022	STREAM	14,892.84	Client Assistance
72647	4/6/2022	TALCO	2,638.85	Client Assistance
72648	4/6/2022	TEXANA LA	0.00	Reimb
72649	4/6/2022	TEXARKANA GAZETTE	653.19	Advertisement
72650	4/6/2022	THE PROPANE COMPANY	555.00	Client Assistance
72651	4/6/2022	THE PROPANE COMPANY	1,831.85	Client Assistance
72652	4/6/2022	TOSHIBA FINANCIAL SERVICES	1,167.00	Copiers
72653	4/6/2022	TRICO LUMBER CO.	385.10	Building Supplies
72654	4/6/2022	TRIEAGLE ENERGY	4,352.66	Client Assistance
72663	4/6/2022	TXU-ASSISTANCE GROUP	152,123.97	Client Assistance
72675	4/6/2022	UPSHUR RURAL ELEC. CORP.	172,870.51	Client Assistance
72676	4/6/2022	VANCO SYSTEMS, INC.	428.68	Copiers
72677	4/6/2022	VENUS HORNBuckle PETTY CASH CUSTODIAN	10.10	Petty Cash
72678	4/6/2022	WASTE MANAGEMENT	360.96	Utility
72679	4/6/2022	WELCH PROPANE- MT. PLEASANT	2,282.78	Client Assistance
72680	4/6/2022	WHISPERING WOODS RV & MHP	0.00	Client Assistance
72681	4/6/2022	WIPFLI LLP	995.00	Client Assistance
72682	4/6/2022	WOOD CO. ELECTRIC COOP.	13,535.63	Client Assistance
72683	4/7/2022	GUARDIAN	8,270.96	Employee Insurance
72684	4/12/2022	4 CHANGE ENERGY	307.25	Client Assistance
72693	4/12/2022	AEP-SWEPKO-EA	117,296.50	Client Assistance
72694	4/12/2022	ATMOS ENERGY	5,896.90	Client Assistance
72695	4/12/2022	AUDITORY SYSTEMS LLC	770.00	HS Health Services
72696	4/12/2022	BEN E KEITH CO	4,770.64	Head Start Groceries
72697	4/12/2022	BOBBY'S B&G AUTOMOTIVE INC.	323.83	Vehicle Maint.
72700	4/12/2022	BOWIE CASS	40,193.69	Client Assistance
72701	4/12/2022	CAMCO ELEVATOR INC	590.00	Elevator Maint.
72702	4/12/2022	CANDICE SCHMIDT	27.33	Reimb
72703	4/12/2022	CANDIE HARRIS PETTY CASH CUSTODIAN	49.17	Petty Cash
72706	4/12/2022	CENTERPOINT ENERGY	17,219.09	Client Assistance
72707	4/12/2022	CENTERPOINT ENERGY ENTEX	172.49	Utility
72708	4/12/2022	CHAD CLEMENTS	721.00	Client Assistance
72709	4/12/2022	CHAMPION ENERGY SERVICES	1,472.50	Client Assistance
72710	4/12/2022	CIRRO ENERGY	1,249.60	Client Assistance
72711	4/12/2022	CITY OF LINDEN	285.00	Utility
72712	4/12/2022	CITY OF MARIETTA	214.56	Utility
72713	4/12/2022	CONSTELLATION NEW ENERGY, INC	1,879.64	Client Assistance
72714	4/12/2022	DIRECT ENERGY	8,581.33	Client Assistance
72715	4/12/2022	ESEX TELEPHONE CORP, INC.	5,589.09	Telephone & Internet
72716	4/12/2022	FARMER ELECTRIC	6,531.93	Client Assistance
72717	4/12/2022	FERRELL GAS	497.64	Client Assistance
72718	4/12/2022	GEXA ENERGY	2,673.34	Client Assistance
72719	4/12/2022	GIVE CLEAN TEXAS LLC	2,590.00	COVID Cleaning
72720	4/12/2022	GO TO TECHNOLOGIES USA, INC	1,680.00	Technology Maint.
72721	4/12/2022	GREEN MOUNTAIN ENERGY	2,300.00	Client Assistance
72722	4/12/2022	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	28.95	Fire Extinguisher
72723	4/12/2022	JUST ENERGY	1,170.53	Client Assistance

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

CHECK REGISTER FOR THE MONTH OF APRIL 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
72724	4/12/2022	KALASHINE HOPKINS LLC	256.00	Client Assistance
72725	4/12/2022	KIM'S CONVENIENCE STORES	164.54	Fuel
72726	4/12/2022	LARRY WRIGHT	390.00	Client Assistance
72727	4/12/2022	LINDEN FUEL CENTER	2,012.03	Fuel
72728	4/12/2022	MARC MOTE PROPERTIES	2,427.00	Client Assistance
72729	4/12/2022	MARGARETT JOHNSON	500.00	Client Assistance
72730	4/12/2022	MARIA B GUERRERO	235.00	Client Assistance
72731	4/12/2022	MCADAMS PROPANE COMPANY	3,028.28	Client Assistance
72732	4/12/2022	MOUNT PLEASANT HOUSING AUTHORITY	439.00	Client Assistance
72733	4/12/2022	MOUNTAIN VALLEY OF TEXARKANA	88.00	Drinking Water
72734	4/12/2022	NATIONAL HEAD START ASSOCIATION	1,496.00	HS membership
72735	4/12/2022	OFFICE DEPOT	939.80	Supplies
72736	4/12/2022	PHILIP R. NIXON	182.50	Client Assistance
72737	4/12/2022	PHILLIPS & SON REFRIG.	361.51	HS Kitchen Maint.
72738	4/12/2022	PITTSBURG CORNER EXPRESS	270.93	Fuel
72739	4/12/2022	PRIMROSE HEALTH SOLUTIONS	615.00	Client Assistance
72740	4/12/2022	QUEEN CITY WATERWORKS	193.50	Client Assistance
72741	4/12/2022	REGION VII ESC	1,200.00	Rental Fee
72742	4/12/2022	RELIANT ENERGY	7,407.50	Client Assistance
72743	4/12/2022	ROY PLATT, JR.	450.00	Client Assistance
72744	4/12/2022	RPM STAFFING PROFESSIONALS, INC.	2,390.85	Client Assistance
72745	4/12/2022	SKAGGS TRAVEL STOPS INC.	163.94	Fuel
72746	4/12/2022	SOUTHWEST ARKANSAS ELECTRIC	0.00	Client Assistance
72747	4/12/2022	SOUTHWESTERN ELECTRIC POWER	199.27	Utility
72748	4/12/2022	SPARK ENERGY, LLC	2,580.88	Client Assistance
72749	4/12/2022	STREAM	3,504.91	Client Assistance
72750	4/12/2022	TERI ARNOLD	300.00	Client Assistance
72751	4/12/2022	THE PROPANE COMPANY	727.50	Client Assistance
72752	4/12/2022	THE RESIDENCES ON STILLHOUSE ROAD	393.00	Client Assistance
72753	4/12/2022	THOMAS BLYTHE	120.00	Client Assistance
72754	4/12/2022	TINA HAMILTON	40.58	Pre-hire Reimb.
72755	4/12/2022	TRICO LUMBER CO.	15.97	Building Supplies
72757	4/12/2022	TXU-ASSISTANCE GROUP	37,115.47	Client Assistance
72758	4/12/2022	UPSHUR RURAL ELEC. CORP.	16,404.84	Client Assistance
72759	4/12/2022	WAYNE KERBY	650.00	Client Assistance
72760	4/12/2022	WELCH PROPANE- MT. PLEASANT	3,345.62	Client Assistance
72761	4/12/2022	WESTERN CASS WATER SUPPLY	25.43	Client Assistance
72762	4/12/2022	WEX HEALTH, INC.	85.00	Employee Insurance
72763	4/12/2022	WILLIAM MICHAEL BERRY	73.47	Building Repair
72764	4/12/2022	WINDSTREAM	232.77	Telephone & Internet
72765	4/12/2022	WOODBIDGE APARTMENTS	432.00	Client Assistance
72766	4/20/2022	4 CHANGE ENERGY	2,400.00	Client Assistance
72772	4/20/2022	AEP-SWEPKO-EA	79,397.60	Client Assistance
72773	4/20/2022	ALFORD AIR CONDITIONING & HEATING LLC	4,830.00	Client Assistance
72774	4/20/2022	AMBIT ENERGY	2,200.00	Client Assistance
72775	4/20/2022	AMERICAN EXPRESS	5,912.50	Travel
72776	4/20/2022	AT&T	89.51	Telephone & Internet
72777	4/20/2022	AT&T	167.77	Telephone & Internet
72778	4/20/2022	ATLANTA ISD FOOD SERVICE	543.00	HS Meals
72779	4/20/2022	ATMOS ENERGY	7,125.05	Client Assistance
72780	4/20/2022	BEN E KEITH CO	1,262.04	Head Start Groceries
72782	4/20/2022	BOWIE CASS	37,665.84	Client Assistance
72785	4/20/2022	CENTERPOINT ENERGY	11,546.51	Client Assistance
72786	4/20/2022	CENTERPOINT ENERGY ENTEX	137.36	Utility
72787	4/20/2022	CHAD CLEMENTS	3,000.00	Client Assistance
72788	4/20/2022	CIRRO ENERGY	1,736.33	Client Assistance

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

CHECK REGISTER FOR THE MONTH OF APRIL 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
72789	4/20/2022	CSNT ORG PAYEE	336.00	Client Assistance
72790	4/20/2022	DAN BOYD	88.50	Reimb
72791	4/20/2022	DIRECT ENERGY	577.65	Client Assistance
72792	4/20/2022	EAST TEXAS REALTY	300.00	Client Assistance
72793	4/20/2022	FARMER ELECTRIC	1,748.64	Client Assistance
72794	4/20/2022	FERRELL GAS	772.88	Client Assistance
72795	4/20/2022	GEXA ENERGY	2,004.43	Client Assistance
72796	4/20/2022	GREEN MOUNTAIN ENERGY	4,798.38	Client Assistance
72797	4/20/2022	GUIDEONE INSURANCE	8,639.64	Vehicle & Building Ins.
72798	4/20/2022	LAMAR CO-OP	705.21	Client Assistance
72799	4/20/2022	LAURIE STIGER	3,300.00	Client Assistance
72800	4/20/2022	MARGARETT JOHNSON	2,700.00	Client Assistance
72801	4/20/2022	MOORE PEST CONTROL	250.00	Pest Control
72802	4/20/2022	OFFICE DEPOT	991.96	Supplies
72803	4/20/2022	PHYNET, INC.	75.00	Client Assistance
72804	4/20/2022	PULSE POWER	1,625.94	Client Assistance
72805	4/20/2022	RELIANT ENERGY	2,780.64	Client Assistance
72806	4/20/2022	RHYTHM OPS, LLC	1,276.80	Client Assistance
72807	4/20/2022	RPM STAFFING PROFESSIONALS, INC.	2,280.45	Client Assistance
72808	4/20/2022	SHERYL ALDEN	49.88	Mileage Reimb.
72809	4/20/2022	SOUTHWESTERN ELECTRIC POWER	2,099.41	Client Assistance
72810	4/20/2022	SSA MID ATLANTIC PROGRAM SERVICE CENTER	207.04	Client Assistance
72811	4/20/2022	STREAM	1,017.46	Client Assistance
72812	4/20/2022	SUDDENLINK	214.14	Telephone & Internet
72813	4/20/2022	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	86,646.77	Client Ass. Reimb
72814	4/20/2022	TOSHIBA FINANCIAL SERVICES	537.99	Copiers
72815	4/20/2022	TXU ENERGY	499.24	Client Assistance
72816	4/20/2022	TXU-ASSISTANCE GROUP	18,528.47	Client Assistance
72817	4/20/2022	UPSHUR RURAL ELEC. CORP.	9,145.25	Client Assistance
72818	4/20/2022	VERIZON WIRELESS	3,606.11	Cell Phone
72819	4/20/2022	WINDSTREAM	260.04	Telephone & Internet
72820	4/20/2022	XEROX CORPORATION	844.10	Copier Expense
72821	4/27/2022	4 CHANGE ENERGY	1,734.93	Client Assistance
72822	4/27/2022	ABERNATHY COMPANY	1,586.91	Cleaning Supplies
72823	4/27/2022	ABILA	1,065.79	Software Support
72828	4/27/2022	AEP-SWEPSCO-EA	73,494.78	Client Assistance
72829	4/27/2022	ALFORD AIR CONDITIONING & HEATING LLC	8,855.28	Client Assistance
72830	4/27/2022	AMERIGAS- PARIS	2,812.32	Client Assistance
72831	4/27/2022	AREA WIDE PROPERTIES	1,400.00	Rent
72832	4/27/2022	AT&T	299.19	Telephone & Internet
72833	4/27/2022	AT&T	207.38	Telephone & Internet
72834	4/27/2022	ATLANTA ISD	700.00	Rent
72835	4/27/2022	ATMOS ENERGY	6,031.98	Client Assistance
72836	4/27/2022	B & S TRUE VALUE HARDWARE	19.92	Building Supplies
72837	4/27/2022	BEN E KEITH CO	3,258.59	Head Start Groceries
72838	4/27/2022	BOBBY'S B&G AUTOMOTIVE INC.	216.07	Vehicle Maint.
72840	4/27/2022	BOWIE CASS	20,212.35	Client Assistance
72842	4/27/2022	CENTERPOINT ENERGY	9,706.72	Client Assistance
72843	4/27/2022	CENTERPOINT ENERGY ENTEX	73.19	Utility
72844	4/27/2022	CHAD D SUTTON	950.00	Client Assistance
72845	4/27/2022	CHAMPION ENERGY SERVICES	1,387.21	Client Assistance
72846	4/27/2022	CHARIOT ENERGY	3,878.95	Client Assistance
72847	4/27/2022	COOPER PROPANE	583.18	Client Assistance
72848	4/27/2022	FARMER ELECTRIC	3,872.63	Client Assistance
72849	4/27/2022	FERRELL GAS	1,230.65	Client Assistance
72850	4/27/2022	FIRST BAPTIST CHURCH	150.00	Rent

1040 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT

CHECK REGISTER FOR THE MONTH OF APRIL 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
72851	4/27/2022	GLENN B. LANIER	240.00	Rent
72852	4/27/2022	GREEN MOUNTAIN ENERGY	3,287.26	Client Assistance
72853	4/27/2022	GREG'S MIRACLE MART	296.50	Fuel
72854	4/27/2022	HEALTHCARE EXPRESS LLP	333.00	Pre-hire Employment
72855	4/27/2022	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	Rent
72856	4/27/2022	HRI dba HUMANA WELLNESS	535.08	Employee Insurance
72857	4/27/2022	HUGHES SPRINGS ISD	800.00	Rent
72858	4/27/2022	HUMPHREY AIR CONDITIONING LLC	11,491.00	Client Assistance
72859	4/27/2022	J & C PLUMBING	315.00	Building Maint.
72860	4/27/2022	JIMMIE RAY AYERS	800.00	Rent
72861	4/27/2022	JUST ENERGY	2,076.40	Client Assistance
72862	4/27/2022	KAPLAN EARLY LEARNING COMPANY	1,553.16	Head Start Supplies
72863	4/27/2022	KATHY STRINGFELLOW	162.50	Mental Health
72864	4/27/2022	LAKESHORE LEARNING MATERIALS	13.14	Head Start Supplies
72865	4/27/2022	LATARIA FRAZIER	500.00	Emergency Funds
72866	4/27/2022	MICHELLE MOREHEAD	115.06	Reimb
72867	4/27/2022	MOUNTAIN VALLEY OF TEXARKANA	88.00	Drinking Water
72868	4/27/2022	OFFICE DEPOT	1,865.39	Supplies
72869	4/27/2022	R. MORGAN, LLC	950.00	Rent
72870	4/27/2022	RELIANT ENERGY	870.78	Client Assistance
72871	4/27/2022	RHYTHM OPS, LLC	1,590.33	Client Assistance
72872	4/27/2022	RPM STAFFING PROFESSIONALS, INC.	4,598.85	Client Assistance
72873	4/27/2022	SCHOOL SPECIALTY	554.74	Head Start Supplies
72874	4/27/2022	SOUTHWESTERN ELECTRIC POWER	1,453.53	Utility
72875	4/27/2022	STAPLES CREDIT PLAN	277.78	Supplies
72876	4/27/2022	STREAM	3,454.52	Client Supplies
72877	4/27/2022	SUMMER ENERGY	2,631.14	Client Supplies
72878	4/27/2022	TARA ENERGY	2,262.54	Client Supplies
72879	4/27/2022	TEACHSTONE TRAINING LLC	125.00	HS Teacher Recertification
72880	4/27/2022	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent
72881	4/27/2022	TEXARKANA ISD CATERING DEPT	3,205.45	HS Meals
72882	4/27/2022	TMM INVESTMENTS, LTD.	750.00	Rent
72883	4/27/2022	TRICO LUMBER CO.	183.48	Building Supplies
72884	4/27/2022	TRIEAGLE ENERGY	924.27	Client Assistance
72885	4/27/2022	TURNER DAVID K	1,000.00	Rent
72886	4/27/2022	TxTag	6.07	Toll Fees
72889	4/27/2022	TXU-ASSISTANCE GROUP	28,651.13	Client Assistance
72890	4/27/2022	UPSHUR RURAL ELEC. CORP.	3,032.71	Client Assistance
72891	4/27/2022	WEST STREET HOME AND AUTO	145.95	Client Assistance
72892	4/27/2022	WILLIAMS CHAPEL BAPTIST CHURCH	2,241.80	Rent/Utilities
72893	4/27/2022	WINDSTREAM	332.52	Telephone & Internet
72894	4/27/2022	WOOD CO. ELECTRIC COOP.	1,606.61	Client Assistance
		Total 1040 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT	2,814,335.65	

1080 - TEXANA
 NEW PAYROLL
 CASH ACCOUNT

Check Number	Effective Date	Vendor Name	Check Amount	Description
6523	4/20/2022	AMERICAN UNITED LIFE INS. CO.	1,580.76	403b Contribution
6524	4/28/2022	AMERICAN UNITED LIFE INS. CO.	526.92	403b Contribution
		Total 1080 - TEXANA NEW PAYROLL CASH ACCOUNT	2,107.68	
		Report Total	2,816,443.33	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 4/30/2022

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	278,989.34
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	52,898.01
TEXANA CSBG B CHECKING	6,830.56
TEXANA CSBG DISCRETIONARY CHECKING	6,940.70
TEXANA HEAD START CHECKING	6,449.57
TEXANA CEAP A CHECKING	4,736.10
TEXANA CEAP B CHECKING	5,853.13

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 4/30/2022

TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	28,264.98
TEXANA TLC CHECKING	5,960.91
TEXANA LOCAL ADMINISTRATIVE CHECKING	67,517.00
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	4,083.39
TEXANA TBRA CHECKING	21,445.76
TEXANA POSTAL ACCOUNT CHECKING	142.62
TEXANA VET SERVICES NOW	34,846.06
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	15,586.98
TEXANA CEAP CARES CHECKING	1.20
TEXANA NEW PAYROLL CASH ACCOUNT	384,155.83
TEXANA EARLY HEAD START CHECKING	500.00
TEXANA CEAP ARP CHECKING	313,123.82
TEXANA INDIRECT COST RATE CHECKING	358,935.11
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	25,000.00
TEXANA ORGANIZATION PAYEE FUNDS	10.00
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	117.39
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	3,460,195.95
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	14,748.12
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	10,409.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	28,277.18
PREPAID MAINTENANCE	0.00
Total Current Assets	5,158,413.79
Long Term Assets	
PROPERTY & EQUIPMENT	2,944,377.33
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 4/30/2022

ACCUMULATED DEPRECIATION	(1,462,912.35)
Total Assets	<u>6,639,878.77</u>
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	571,763.00
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	0.00
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	(3,569.82)
EMPLOYEE PORTION HLTH INS PAYABLE	(21,390.10)
Employee Insurance Repayment	0.00
Short Term Disability Payable	(1,251.33)
Long Term Disability Payable	(437.54)
DENTAL INSURANCE PAYABLE	(3,014.46)
VISION INSURANCE PAYABLE	(462.44)
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	(2,898.06)
LIFE/DISABILITY INSURANCE	(3,319.84)
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	<u>779,636.21</u>
Net Assets	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 4/30/2022

Net Assets

NET ASSETS	566,677.83
NET ASSETS - EQUIPMENT	0.00
NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00
NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00

Total Current Net Assets 566,677.83

Excess Revenues over Expenditures 5,293,564.73

Total Liabilities and Net Assets 6,639,878.77

2021-2022 Calendar



Hughes Springs Early Head Start



Student Days:

Full Day—8:00-3:30

Student Hours-1458

Staff Training/ Students out

- August 2-11
- Oct. 11, Jan. 4, Feb. 21
- Mar 11, June 9

Student & Staff Holidays

- Labor Day - Sept. 6
- Thanksgiving - Nov. 22-26
- Christmas - Dec. 20-Jan. 4
- Martin Luther King- Jan. 17
- Spring Break - Mar 14-18
- Good Friday—April 15
- Memorial Day—May 30
- Juneteenth—June 20

Preservice

August 3-6

Staff Last Work Day

T, TA, Cook -
June 24
CD, FSW & Custodian—
June 24

Campus Director:
Carlin Johnson

Family Services:
Carlin Johnson

Contact Number:
(903) 639-1914

August 2021							September 2021							October 2021						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
November 2021							December 2021							January 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					
February 2022							March 2022							April 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5			1	2	3	4	5						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30
May 2022							June 2022							July 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

School Starts: August 12

School Ends: June 23

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. **81% HS 81% EHS**

Action Steps:

1. 87% compliance of all EPTSD physical requirements. - **88% HS 85% EHS**
2. 92% Compliance on initial physicals. – **88% HS 95% EHS**
3. 87% Compliance on all six month dentals. – **76% HS 70% EHS**
4. 85% compliance on lead and hemoglobin. – **71% HS 75% EHS**

2. Goal: Parents will increase family engagement skills.

Objective: 80% of Parents will participate in Family Engagement Activities. **70%**

Action Steps:

1. 40% Parent Meeting Attendance -**19%**
2. 75% participation in Literacy Program/Walk Across Texas. – **100%**
3. 100% of parents needing a GED will receive information/resources to complete GED program. – **100%**
4. 80% Ready Rosie Parent Participation – **61%**

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. **76%**

Action Steps:

1. 85% parent participation in Home Visits and Parent Teacher Conferences. - **94%**
2. 80% completion of home activities. **95%**
3. 40% participation at the end of the year transition parent meeting. **38%**

Updated: 5/12/2022