



**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

August 23, 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 8/23/22 \*

## 4. Approval of Minutes 5/24/22 \*

## 5. Chairman's Comments and Recognitions

## 6. Training/Presentations

### A. Overview of Head Start Review – 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) Payee Report..... (OS 5.9) .....Lauren Bean
- 5) TBRA Report..... (OS 5.9).....Lauren Bean
- 6) Human Resource Report.....(OS5.9).....Charlotte Hall

### C. Discuss/Approve Updated Organization Description \*

### D. Discuss/Approve Policy 705 Dress Code – Tattoo Addendum \*

### E. Discuss/Approve Policy 708 Resignation \*

**F. Discuss/Approve Policy 716 Disciplinary Process \***

**G. Discuss/Approve CSBG – CAP (Due September 30) \* (Org. Std. 2.1, 4.2)**

**H. Discuss/Approve Update for CAP and Strategic Plan \* (Org. Std. 6.5, 9.3)**

**I. Discuss/Approve Annual Report FYE2021 \***

**9. Staff Reports**

A. Financial-1.2.3.4.5.6.7.8.9.10.11.12..... (OS 8.7) ..... Shelley Mitchell

**10. Executive Director’s Report**

**A. Grant Texas Home Assistance Fund (TXHAF) \$999,999.00**

**B. Audit Scheduled for week of December 12, 2022**

**11. Discussion Items**

**A. Public Hearing Notice, Agency to Receive \$431,143K for 2023**

**B. Final PIR Head Start and Early Head Start 2021-2022**

**12. Audience Comments**

**13. Executive Session**

**Executive Director Evaluation - Org. Std. 7.4**

**Executive Director Compensation Approval (Org. Std. 7.5)**

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  
May 24, 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 via Zoom

*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*

John Baxter

*Representing Texana Bank, Private Sector*

Angela Thompson

*Representing Bowie County, Poverty Sector*

**Board Members Absent**

Judge Leward Lafleur

*Marion County Judge, Public Sector*

Lee Elliott

*Representing LEDC, Private Sector*

Jennifer Reynolds

*Representing Morris County, Poverty Sector*

Judge Doug Reeder, Parliamentarian

*Morris County Judge, Public Sector*

## **CALL TO ORDER**

Ross Hyde, Chairman, called the meeting to order at 12:20 p.m.  
Quorum: established six of 11 members present, one via zoom

---

## **MINUTES**

---

Motion: Cecelia Huff, Secretary moved to approve the April 26, 2022 minutes.  
Second: Angela Thompson  
All in favor voted aye, none opposed, the motion carried unanimously

---

## **AGENDA**

---

Motion: John Baxter approved to add the Human Resource Report to the Consent Agenda.  
Second: Donna Early, Treasurer  
All in favor voted aye, none opposed, the motion carried unanimously

---

## **CHAIRMAN'S COMMENTS AND RECOGNITIONS**

---

Jonathan Owen representing Linden/Kildare ISD was recognized for his service to CSNT's Board and was presented a plaque by Board Chair Ross Hyde.

---

## **TRAINING / PRESENTATIONS**

---

- A. Board Question – Berny Harris

---

## **COMMITTEE REPORTS**

---

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

No Committee Reports.

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

---

## **Action Items**

---

**A. Seat New Board Member(s)**

Alexa Rainge was seated to represent Linden/Kildare ISD to replace Jonathan Owen.

Motion: Jonathan Owen

Second: Cecelia Huff, Secretary

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

**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
- 7) Human Resources.....(OS 5.9).....Charlotte Hall

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

Second: John Baxter

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

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

Motion: Cecelia Huff, Secretary

Second: Angela Thompson

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

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

Motion: Angela Thompson

Second: Donna Early, Treasurer

John Baxter, abstained from this vote

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

**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)**

Motion: John Baxter

Second: Cecelia Huff, Secretary

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

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

Motion: Donna Early, Treasurer

Second: Angela Thompson

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

- 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)

Motion: Cecelia Huff, Secretary

Second: Angela Thompson

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

**H. Discuss/Approve** 2022-2023 Parent Handbook

Motion: Donna Early, Treasurer

Second: John Baxter

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

**I. Discuss/Approve** Nutrition Menus 2022 – 2023

Motion: Cecelia Huff, Secretary

Second: Angela Thompson

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

**J. Discuss/Approve** 2022 – 2023 School Calendars

1. New Boston Head Start
2. Hughes Springs Early Head Start

Motion: Donna Early, Treasurer

Second: John Baxter

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)

---

**EXECUTIVE DIRECTOR**

---

Dan Boyd opened with comments regarding the trip to the TACAA Annual Conference, and asked Dr. Jenkins if she would like to comment on her experience.

Dr. Jenkins was delighted in sharing some of the sessions she attended and encouraged all board members, if possible, to attend next year. Dr. Jenkins stated her intention of attending this conference was in part to learn what key strengths, and how the credibility of the board is important.

---

**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)

Lost Quorum at 1:33pm.

---

**AUDIENCE COMMENTS**

---

---

**EXECUTIVE SESSION**

---

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



---

**ADJOURN**

---

Adjourned 1:34 pm

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 organization 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

Sept 05, 2019

What Children & Young People Say April 20, 2020  
Making Sense of Ourselves April 23, 2020  
Facilitating Group Discussions April 24, 2020  
Microbes-Friend or Foe 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 24, 2022

**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



## Policy Council/Governing Board Review Questions

### Program Governance

**PM3:** The recipient maintains a formal structure of program governance to oversee the quality of services for children and families, and to make decisions related to program design and implementation. 5/9/23/2021

1. The governing body members will demonstrate how they have adopted practices that ensure active, independent, and informed governance of the Head Start agency. 642(c)(1)(E)(ii)
2. The governing body members will demonstrate how they use data — both program data and external information — to oversee the provision of quality services for children and families and to ensure progress toward school readiness. 1301.2(b)(2)
3. The governing body members will discuss how they oversee the agency's progress in carrying out programmatic provisions of the agency's grant application. 642(c)(1)(E)(iv)(V)(bb)

**PM4:** The recipient's policy council is engaged in the direction of the program, including program design and planning of goals and objectives.

1. The policy council members will demonstrate how they support active involvement of parents in program operations and how they ensure the agency is responsive to community and parent needs. 642(c)(2)(D)(i)
2. The policy council members will describe the type of information they use to ensure the program is delivering quality services and the ways in which they actively participate in the direction of the program. 1302.102(d); 1301.3(c)(2)

**Note:** *The fiscal responsibilities of the governing body and the policy council are addressed under the fiscal section of the protocol*

### **Fiscal Capacity**

3. The recipient will describe how the governing body uses the fiscal information they receive to inform budget decisions. This includes:

a. How the governing body approves financial management, accounting, and reporting policies, and how the governing body ensures compliance with laws and regulations related to financial statements, including what the agency identified as major financial expenditures.

642(c)(1)(E)(iv)(VII)(aa)

b. The governing body's role in approval of the annual operating budget.

642(c)(1)(E)(iv)(VII)(bb)

4. The recipient will describe the policy council's engagement in the budget process, including:

a. The policy council's role in the budget process. 642(c)(2)(D)(iv)

5. The recipient will describe:

a. How the budget development process of the governing body and the policy council is supported by accurate and regular information, including information regarding program goals and objectives. 1302.102(d)(1)(i)

b. How the budget development process of the governing body and the policy council is supported by accurate and regular information, including financial statements and reports. 642(d)(2)(A-I)

c. How the governing body is trained to ensure members understand the information received and can effectively oversee budget decisions.

642(d)(3)

# CSNT Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **July**

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	465	NA	NA				
Over/Under Enrollment HS	-10	-16	-21	-25	-34	-35	NA	NA				
% with Special Needs	6%	8%	9%	10%	11%	11%	NA	NA				
ADA Funded Enrolled* (465)	86%	80%	80%	82%	83%	80%	NA	NA				
Enrollment (acutal students)	89%	85%	86%	86%	90%	88%	NA	NA				
Present/ Absent	399/56	379/70	377/60	390/62	400/34	385/45	NA	NA				
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share	Head Start	\$989,814	(\$2,389)	\$992,203	0% Needed	Grant Total	95.97% Received	\$1,006,681				
	December	January	February	March	April	May	June	July	August	September	October	November
\$ 992,203	\$ 138,762	\$ 143,161	\$ 146,855	\$149,467	\$ 148,559	\$ 139,898	\$ 63,161	\$ 62,340				

Indirect Cost Pool Expenditures (including % Admin)	ICP	\$ 391,886	\$ 198,819	Grant Total	\$ 415,021	Expended	\$ 202,476					
*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	\$ 22,828	\$ 26,787	\$ 23,516	\$ -	\$ -	\$ -	\$ -
\$ 193,067	\$ 16,125	\$ 21,947	\$ 25,668	\$ 24,175	\$ 32,021	\$ 22,828	\$ 26,787	\$ 23,516	\$ -	\$ -	\$ -	\$ -

## Meals/Reimbursements

\$ 62,690	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	13	16	18	22	20	20	NA	NA				
# of meals served	3,696	3,677	4,436	5,202	5,593	4,245	NA	NA				
CACFP Reimbursement	\$ 8,619	\$ 8,613	\$ 10,356	\$ 12,119	\$ 13,050	\$ 9,933	NA	NA				

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	152	46	46	466	215	160	NA	NA				
# Classrooms Observed	48	22	22	112	59	39	NA	NA				
Incomes Verified	10	6	8	4	4	0	NA	NA				
# Parents Interviewed	12	12	0	0	27	45	NA	NA				
# of Staff interviewed	5	14	17	10	3	0	NA	NA				
# Bus Routes Observed	0	0	0	0	0	N/A	NA	NA				
# Staff Files Reviewed	0	0	0	0	0	4	NA	NA				
# Community Contacts	63	50	43	134	51	51	NA	NA				
# of Findings	11	57	38	38	29	20	NA	NA				

## Annual Self-Assessment Findings

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

## Annual Detailed Monitoring Findings

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

## Program Updates

HS Campuses Open After Summer Break  
Staff Prepare Campuses for New School Year

# CSNT Early Head Start Monthly Report

Data Month

July

Program Year 03 2022 06CH011282/03

2022

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	16	16	NA				
Over/Under Enrollment EHS	0	0	-2	0	0	-3	-2	NA				
% with Special Needs	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	NA				
ADA Funded Enrolled* (16)	84%	64%	73%	76%	81%	66%	30%	NA				
Enrollment (actual students)	84%	73%	83%	78%	81%	82%	37%	NA				
Present/ Absent	13/3	12/2	12/2	12/4	13/3	11/3	5/9	NA				
* If below 85% (Why) -	COVID Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases	Children Dropped	Children Staying Home	NA				

## Non-Federal Share

	Early HS	\$59,148	\$44,671	\$14,477	76% Needed	Grant Total	95.97% Received	\$1,006,681				
	December	January	February	March	April	May	June	July	August	September	October	November
\$	14,477	\$ 2,165	\$ 2,054	\$ 2,165	\$ 2,093	\$ 2,093	\$ 1,969	\$ 969	\$ 969			

## Indirect Cost Pool Expenditures (including % Admin)

	ICP	\$ 23,135	\$ 13,726	Grant Total	\$ 415,021	Expended	\$ 202,476					
*Grant should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
EHS Total 8%	\$ 942	\$ 1,413	\$ 1,435	\$ 1,283	\$ 1,635	\$ 793	\$ 1,173	\$ 735				
\$	9,409	\$ 942	\$ 1,413	\$ 1,435	\$ 1,283	\$ 1,635	\$ 793	\$ 1,173	\$ 735			

## Meals/Reimbursements

\$	8,430	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	13	16	18	17	20	21	15	NA					
# of meals served	481	347	593	603	727	669	198	NA					
CACFP Reimbursement	\$ 1,113	\$ 812	\$ 1,393	\$ 1,398	\$ 1,698	\$ 1,549	467	NA					

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	10	27	16	8	25	17	NA	NA				
# Classrooms Observed	12	6	6	8	14	14	NA	NA				
Incomes Verified	0	0	0	0	0	0	NA	NA				
# Parents Interviewed	0	0	0	0	0	0	NA	NA				
# of Staff interviewed	2	0	0	0	3	0	NA	NA				
# Bus Routes Observed	0	0	0	0	0	N/A	NA	NA				
# Staff Files Reviewed	0	0	0	0	0	1	NA	NA				
# Community Contacts	8	3	5	3	5	0	NA	NA				
# of Findings/# Corrected	4	0	0	0	2	3	NA	NA				

## Annual Self-Assessment Findings

Date: Week of 3/3/2022 Completed 5/26/2022

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

## Annual Detailed Monitoring Findings

Week of 1/24/2022 Completed 5/25/2022

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

## Program Updates

EHS Classrooms Open After Summer Break  
Staff Prepare Classrooms for New School Year







Direct services for clients: Other grants & funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$142.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$142.93
Number of individuals served	0	0	0	0	0	4	0	0	0	0	0	0	0	4
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	\$46,677.46	\$41,240.79	\$31,622.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$392,676.44
Number of persons served in this county	24	63	196	52	50	67	46	0	0	0	0	0	0	498
<b>Rains County</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>YTD</b>	
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	\$6,211.49	\$5,634.90	\$1,976.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,688.06
Number of individuals served	3	10	21	4	4	5	7	0	0	0	0	0	0	54
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	\$6,211.49	\$5,634.90	\$1,976.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,688.06
Number of persons served in this county	3	10	21	4	4	5	7	0	0	0	0	0	0	54
<b>Red River County</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>YTD</b>	
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	\$36,533.01	\$29,369.22	\$25,562.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$294,451.57
Number of individuals served	13	34	103	38	43	37	22	0	0	0	0	0	0	290
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	\$36,533.01	\$29,369.22	\$25,562.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$294,451.57
Number of persons served in this county	13	34	103	38	43	37	22	0	0	0	0	0	0	290
<b>Titus County</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>YTD</b>	
Direct services dollars for clients: CSBG Regular + TOPS	\$0.00	\$0.00	\$0.00	\$0.00	\$1,656.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,656.69
Number of individuals served	0	0	0	0	11	0	0	0	0	0	0	0	0	11
Direct services dollars for clients: CSBG Cares	0.00	0.00	0.00	0.00	0.00	0.00	2,207.35	0.00	0.00	0.00	0.00	0.00	0.00	\$2,207.35
Number of individuals served	0	0	0	0	0	0	11	0	0	0	0	0	0	11
Direct services dollars for clients: CEAP Regular	\$7,861.19	\$35,427.77	\$233,813.89	\$66,658.75	\$59,153.96	\$61,460.72	\$59,300.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$523,676.84
Number of individuals served	62	165	271	49	55	91	69	0	0	0	0	0	0	762
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	\$644.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$644.15
Number of individuals served	0	0	0	0	0	19	0	0	0	0	0	0	0	19
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	\$60,810.65	\$62,104.87	\$61,507.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$528,185.03
Number of persons served in this county	62	165	271	49	66	110	80	0	0	0	0	0	0	803
<b>Total dollars expended for all counties</b>	<b>\$98,959.31</b>	<b>\$249,252.48</b>	<b>\$2,377,290.37</b>	<b>\$894,168.28</b>	<b>\$882,495.37</b>	<b>\$678,555.88</b>	<b>\$492,347.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,673,069.05</b>
<b>Number of persons served for all counties</b>	<b>544</b>	<b>1036</b>	<b>2478</b>	<b>913</b>	<b>1024</b>	<b>913</b>	<b>841</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7749</b>

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

Aug-22

## By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	-	-	
CSBG	724.19	1,218.76	
CEAP	-	-	
VSN	-	-	
			<u>1,942.95</u>

## By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	-	68.50	
Linden	528.34	1,150.26	
Linden Shop	115.06	-	
Daingerfield	80.79	-	
	-	-	
			<u>1,942.95</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	182.34	303.74	486.08	Linden
882	85.24	-	85.24	Linden
883	115.06	-	115.06	Linden Shop
884	-	553.56	553.56	Linden
885	80.79	-	80.79	Daingerfield
886	-	68.50	68.50	Jefferson
887	192.36	98.38	290.74	Linden
838	68.40	194.58	262.98	Linden
			<u>1,942.95</u>	

# Service Department Report

JULY, 2022

## Service Department

---

Department makeup

5 full time employees

0 temporary employees

5 Head Start employees under temporary supervision.

## Head Start Transportation

---

Cost per child to transport:

Transportation Costs:

	Children	Staff	Children	Staff
Vehicle Maintenance cost (Campus)			880.29	YTD =
Vehicle Maintenance cost (Buses)				YTD =
Vehicle Maintenance cost (Exec. Office)				YTD =
Vehicle fuel cost (Gas Campus)			36.36	YTD = 1308
Vehicle fuel cost (Exec. Office)			608.56	YTD = 5928
Vehicle fuel cost (Buses)			100.32	YTD = 515
Vehicle insurance cost (Buses)			1106.58	YTD = 7747
Vehicle driver cost buses			2454.62	YTD = 17183
Total transportation cost:		3561.2		1625.53
Total number transported:		27		



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 108 as of 7/19/2022

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	89	82	1	6	
CSBG/CEAP	19	17	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b>	91.00	0.00	91.00	Unfilled Positions 4
Pay Period 6/19 - 7/2/2022				
Hours worked by Subs	-			
<b>CSBG/CEAP Staff</b>	80.47	41.75	122.22	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	
<b>Head Start Staff</b>	8.00	0.00	8.00	Unfilled Positions 4
Pay Period 7/3/ - 7/16/2022				
Hours worked by Subs				
<b>CSBG/CEAP Staff</b>	126.69	23.34	150.03	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	
<b>Total Hours Absent Both Pay Periods</b>	306.16	65.09		

<b>LWOP Savings</b>	\$	921.02	\$	14.15	65.09	\$14.15 average hourly rate
<b>HS Sub Usage Expense</b>	\$	-	\$	8.00	0	\$8.00 average hourly sub rate
<b>Savings for both periods</b>	\$	921.02				

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

# Head Start

## Financial Report for the month of August 2022

(July 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	\$152,993.00	\$1,216,148.99	\$873,907.01	\$174,171.33	\$1,393,370.67	\$177,221.68
Fringe Benefits	\$512,064.00	\$37,213.34	\$315,569.66	\$196,494.34	\$42,672.00	\$341,376.00	\$25,806.34
Travel (4120)	\$10,000.00	\$0.00	\$391.45	\$9,608.55	\$833.33	\$6,666.67	\$6,275.22
Equipment	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$2,916.67	\$23,333.33	\$23,333.33
Supplies	\$174,635.00	\$27,491.71	\$80,498.42	\$94,136.58	\$14,552.92	\$116,423.33	\$35,924.91
Contractual	\$276,650.00	\$0.00	\$140,470.00	\$136,180.00	\$23,054.17	\$184,433.33	\$43,963.33
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$225.00	\$21,588.97	\$8,792.03	\$2,531.75	\$20,254.00	(\$1,334.97)
Other (4122)	\$830,469.00	\$80,779.56	\$599,087.42	\$231,381.58	\$69,205.75	\$553,646.00	(\$45,441.42)
<b>Total</b>	<b>\$3,959,255.00</b>	<b>\$298,702.61</b>	<b>\$2,373,754.91</b>	<b>\$1,585,500.09</b>	<b>\$329,937.92</b>	<b>\$2,639,503.33</b>	<b>\$265,748.42</b>
<b>T&amp;TA</b>	<b>\$40,381.00</b>	<b>\$225.00</b>	<b>\$21,980.42</b>	<b>\$18,400.58</b>	<b>\$3,365.08</b>	<b>\$26,920.67</b>	<b>\$4,940.25</b>
<b>Total</b>							<b>\$62,689.63</b>
USDA Reimbursements through June 2022							<b>\$0.00</b>
Estimated USDA Reimbursement for July 2022							<b>\$328,438.05</b>
							<b>Resulting (over)/under with USDA</b>

\* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$74,000.00

\$4.00

<b>Further Analysis</b>	
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	\$11,488.56	\$91,298.27	\$12,689.92	\$101,519.36	\$10,221.09
Per Child	\$8,514.53	\$642.37	\$5,104.85	\$709.54	\$5,676.35	\$571.50

<b>IN-KIND (Non-Federal Share)</b>				
	Needed	This month	Total	Still need
	\$989,814.00	\$62,339.94	\$992,203.73	(\$2,389.73)

# Early Head Start C5

## Financial Report for the month of August 2022

(July 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	\$856.28	\$1,382.72
Other	\$5,000.00	\$0.00	\$2,008.71	\$2,991.29
Total	\$7,239.00	\$0.00	\$2,864.99	\$4,374.01

# Early Head Start C6

## Financial Report for the month of August 2022

(Julye 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	\$128.83	\$131.08	\$6,629.92
Other	\$9,409.00	\$759.78	\$771.78	\$8,637.22
Total	\$28,776.00	\$888.61	\$14,458.21	\$14,317.79



# Early Head Start

## Financial Report for the month of August 2022

(July 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	\$9,121.57	\$67,883.49	\$64,200.51	\$11,007.00	\$88,056.00	\$20,172.51
Fringe Benefits	\$32,361.00	\$3,377.04	\$31,499.50	\$861.50	\$2,696.75	\$21,574.00	(\$9,925.50)
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$1,460.00	\$1,460.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,000.00	\$1,514.97	\$4,612.44	\$14,387.56	\$1,583.33	\$12,666.67	\$8,054.23
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	\$3,290.31	(\$223.31)	\$255.58	\$2,044.67	(\$1,245.64)
Other (4122)	\$47,890.00	\$1,523.58	\$17,736.70	\$30,153.30	\$3,990.83	\$31,926.67	\$14,189.97
<b>Total</b>	<b>\$236,592.00</b>	<b>\$15,537.16</b>	<b>\$125,022.44</b>	<b>\$111,569.56</b>	<b>\$19,716.00</b>	<b>\$157,728.00</b>	<b>\$32,705.56</b>
T&TA	\$5,257.00	\$0.00	\$3,290.31	\$1,966.69	\$438.08	\$3,504.67	\$214.36
<b>Total</b>							
USDA Reimbursements through June 2022							\$8,430.16
Estimated USDA Reimbursement for July 2022							\$0.00
							<u>\$41,135.72</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

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

<b>Further Analysis</b>	
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	\$7,768.58	\$62,511.22	\$9,858.00	\$78,864.00	\$16,352.78
Per Child	\$14,787.00	\$971.07	\$7,813.90	\$1,232.25	\$9,858.00	\$2,044.10

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$59,148.00	\$969.30	\$14,478.69	\$44,669.31

# Early Head Start C5

## Financial Report for the month of August 2022

(July 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	\$856.28	\$1,382.72
Other	\$5,000.00	\$0.00	\$2,008.71	\$2,991.29
Total	\$7,239.00	\$0.00	\$2,864.99	\$4,374.01

# Early Head Start C6

## Financial Report for the month of August 2022

(July 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	\$128.83	\$131.08	\$6,629.92
Other	\$9,409.00	\$759.78	\$771.78	\$8,637.22
Total	\$28,776.00	\$888.61	\$14,458.21	\$14,317.79

# HEAD START and EHS NUTRITION PROGRAM

## August 2022 Financial Report

For the month of July 2022

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,562.87	72,161.73
Administrative Labor	596.68	7,798.38
Food	-	71,592.43
Supplies & Equipment	-	7,999.17
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	859.00
Other	-	0.00
Total	\$ 7,159.55	\$ 160,410.71

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

TDHS REVENUE - 99,192.13  
(Income Starts October 2021)

# CSBG 2022

## Financial Report for the month of August 2022

CSBG Current Program (July 2022 Expenditures)

% of contract	58%
% of money	52%

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly	YTD	(Over)/Under
					Budget	Budget	
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2022</i>							
Personnel	\$177,211.05	12,451.73	\$67,469.15	\$109,741.90	\$14,767.59	\$103,373.11	\$35,903.96 Under
Fringe Benefits	33,739.35	2,722.46	\$19,813.06	13,926.29	2,811.61	19,681.29	(131.77) Over
Travel*	8,150.50	38.27	\$2,189.72	5,960.78	679.21	4,754.46	2,564.74 Under
Equipment	33,538.00	731.51	\$5,762.97	27,775.03	2,794.83	19,563.83	13,800.86 Under
Supplies	11,353.96	154.41	\$3,304.33	8,049.63	946.16	6,623.14	3,318.81 Under
Contractual	1,932.50	217.45	\$3,100.01	(1,167.51)	161.04	1,127.29	(1,972.72) Over
Other	124,626.94	14,943.22	\$98,605.12	26,021.82	10,385.58	72,699.05	(25,906.07) Over
Indirect Costs	43,394.70	0.00	\$24,860.60	18,534.10	3,616.23	25,313.58	452.98 Under
<b>Total</b>	<b>\$433,947.00</b>	<b>\$31,259.05</b>	<b>\$225,104.96</b>	<b>\$208,842.04</b>	<b>\$36,162.25</b>	<b>\$253,135.75</b>	<b>\$28,030.79 Under</b>

# CEAP 2022

## Financial Report for the month of August 2022

CEAP Current Program (July 2022 Expenditures)

% of contract	58%
% of money	77%

	Amount Funded	Expenditures	Total To Date	Balance		Contract Budget				
						Minimum	Maximum			
Administration*	\$199,033.00	10,306.82	\$56,646.79	\$142,386.21	3%	\$16,586.08	min \$130,975.74	max	\$74,328.95	#REF!
Household Crisis**	1,107,788.00	15,582.04	\$99,592.83	1,008,195.17		200,245.12	min 1,107,788.00	max	1,008,195.17	#REF!
Utility Assistance**	1,107,788.00	550,310.36	\$1,902,858.34	(795,070.34)		200,245.12	min 1,107,788.00	max	(795,070.34)	#REF!
Program Services	339,581.00	40,369.30	\$53,413.93	286,167.07	3%	28,298.42	min 164,469.21	max	111,055.28	#REF!
Training Travel	2,500.00	0.00	\$0.00	2,500.00		0.00	min 2,500.00	max	2,500.00	#REF!
<b>Total</b>	<b>\$2,756,690.00</b>	<b>\$616,568.52</b>	<b>\$2,112,511.89</b>	<b>\$644,178.11</b>		<b>\$445,374.73</b>		<b>\$2,513,520.95</b>	<b>\$401,009.06</b>	<b>#REF!</b>

\*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

2.7%

Program Services with Future Payments

**Future Payments**

**\$0.00**

0.025981243

# CSBG CARES 2020-2021

**Financial Report for the month of August 2022**

CSBG CARES Current Program (July 2022 Expenditures)

% of contract	100%
% of money	100%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Grant Administered From 03/27/2020 to 06/30/2022</i>							
Personnel	\$94,640.00	0.00	\$89,767.19	\$4,872.81	\$3,505.19	\$94,640.00	\$4,872.81
Fringe Benefits	12,000.00	0.00	\$4,476.79	7,523.21	444.44	12,000.00	7,523.21
Travel*	2,064.00	0.00	\$0.00	2,064.00	76.44	2,064.00	2,064.00
Equipment	11,496.00	0.00	\$1,440.00	10,056.00	425.78	11,496.00	10,056.00
Supplies	21,150.00	0.00	\$9,964.61	11,185.39	783.33	21,150.00	11,185.39
Contractual	2,300.00	0.00	\$0.00	2,300.00	85.19	2,300.00	2,300.00
Other	434,088.00	10,915.00	\$469,570.82	(35,482.82)	16,077.33	434,088.00	(35,482.82)
Indirect Costs	0.00	0.00	\$1,200.00	(1,200.00)	0.00	0.00	(1,200.00)
<b>Total</b>	<b>\$577,738.00</b>	<b>\$10,915.00</b>	<b>\$576,419.41</b>	<b>\$1,318.59</b>	<b>\$21,397.70</b>	<b>\$577,738.00</b>	<b>\$1,318.59</b>
						Future Payments	\$2,042.02

# CSBG D 2022

## Financial Report for the month of August 2022

CSBG D Current Program (July 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>CSBG D February 2022 thru July 2022</i>				
Personnel	\$0.00	0.00	\$0.00	\$0.00
Fringe Benefits	0.00	0.00	\$0.00	0.00
Travel*	0.00	0.00	\$0.00	0.00
Equipment	8,696.00	0.00	\$0.00	8,696.00
Supplies	0.00	0.00	\$0.00	0.00
Direct Services to Clients	0.00	0.00	\$0.00	0.00
Other	20,833.00	3,000.00	\$4,270.73	16,562.27
Indirect Costs	0.00	0.00	\$0.00	0.00
Total	<u>\$29,529.00</u>	<u>\$3,000.00</u>	<u>\$4,270.73</u>	<u>\$25,258.27</u>

# LOW INCOME WATER ASSISTANCE PROGRAM

**Financial Report for the month of August 2022**

LIWAP Current Program (July 2022 Expenditures)

% of contract	47%
% of money	1%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Grant Administered From 01/01/2022 to 03/31/2023</i>							
Administration	\$83,090.00	10.30	\$10.30	\$83,079.70	\$5,539.33	\$38,775.33	\$38,765.03
Direct Services	549,736.00	5,493.85	\$8,486.13	541,249.87	36,649.07	256,543.47	248,057.34
<b>Total</b>	<b>\$632,826.00</b>	<b>\$5,504.15</b>	<b>\$8,496.43</b>	<b>\$624,329.57</b>	<b>\$42,188.40</b>	<b>\$295,318.80</b>	<b>\$286,822.37</b>

**Community Services of Northeast Texas, Inc.**  
*Credit Usage Report*

**Board Report - August 2022**

Sam's Club

Purchases for			
Payment due by	Pd on		
Balance			_____
			-

American Express

Purchases for June 2022			
Payment due by ---	Pd on 07/14/2022		
Balance			_____
			(4,579.51)
			(4,579.51)

Line of Credit

Program	CSBG B	VSN
Highest July 2022 Balance	10,000.00	2,600.00
Current balance	10,000.00	-
Exp pay off date	8/31/2022	

In House Line of Credit

Program	CEAP CARES	CSBG B
Highest July 2022 Balance	5,741.00	15,900.00
Current balance	5,741.00	1,500.00
Exp pay off date		8/31/2022

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-XXXXX121009

Closing Date  
06/28/22

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
530.36	4,579.51	0.00	530.36	0.00	4,579.51	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](http://www.americanexpress.com/checkyourbill) or call Customer Service at 1-800-492-4920.

## Activity

Date reflects either transaction or posting date

0003333 1/2

Card Number	Reference Code	Amount \$
XXXX-XXXXX121009		
06/20/22 PAYMENT RECEIVED - THANK YOU 06/20	0562500000	-530.36
06/04/22 CAESARS PLACE ADV RS LAS VEGAS NV FOL# 24774054 CAESAR'S HOTE 06/02/22 ARRIVAL DATE DEPARTURE DATE 06/01/22 06/02/22 00 ROC NUMBER 24774054	24774054000	197.28
06/16/22 HILTON HOTELS HILTON NEW ORLEANS LA FOL# 3924417 HILTON HOTELS 06/16/22 ARRIVAL DATE DEPARTURE DATE 06/12/22 06/15/22 00 ROC NUMBER 3924417	89161702300	159.75
06/10/22 JASON'S DELI TAR 174 TEXARKANA TX REF# 0000120001 409-838-1976 06/09/22 FOOD/BEVERAGE ROC NUMBER 0000120001	00001200010	1,179.30
06/27/22 PARK SLEEP FLY*PARK SANTA MONICA CA REF# K9E0A401D SANTA MONICA 06/27/22		28.24

JUL 15 2022  
 BY: *Rf*

**RECEIVED**  
 JUL 11 2022  
 BY: *JA*

Continued on Page 3



Prepared For  
**DAN BOYD**  
**CSNT INC**

Account Number  
 XXXX-XXXXX 121000

Closing Date  
 06/28/22

Page 3 of 3



**Activity Continued**

Reference Code

Amount \$

06/03/22	SOUTHWEST AIRLINES ( DALLAS TX TKT# 5262125184169 AIRLINE/AIR C 06/02/22 PASSENGER TICKET MITCHELL/SHELLEY DEON SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES ( DALLAS TX FROM DALLAS TX TO LAS VEGAS NV CARRIER CLASS WN O TO DALLAS TX WN W TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79003083950	694.97
06/03/22	SOUTHWEST AIRLINES ( DALLAS TX TKT# 5262125184168 AIRLINE/AIR C 06/02/22 PASSENGER TICKET MITCHELL/WILLIE DEAN JR SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES ( DALLAS TX FROM DALLAS TX TO LAS VEGAS NV CARRIER CLASS WN O TO DALLAS TX WN W TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79003083950	694.97
06/23/22	WIPFLILLP 7158437449 WI REF# 10097154174 7158437449 06/22/22 CONSULTING SERVICES ROC NUMBER 100971541746	10097154174	1,625.00

000333 2/2

**Total for DAN BOYD**

New Charges/Other Debits  
 Payments/Other Credits

4,579.51  
 -530.36

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

CHECK REGISTER FOR JULY 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
73267	7/25/2022	NOTARY PUBLIC UNIT	(231.00)	Application Fee
73500	7/14/2022	ABILA	1,000.28	Software Support
73501	7/14/2022	AFLAC	1,536.64	Employee Insurance
73502	7/14/2022	AMERICAN EXPRESS	4,579.51	Travel
73503	7/14/2022	AT&T	702.02	Telephone & Internet
73504	7/14/2022	BLOOMBURG ISD	12,870.00	Contract Teacher
73505	7/14/2022	BLOOMBURG WATER SUPPLY	51.23	Utility
73506	7/14/2022	BLUE CROSS BLUE SHIELD	43,321.58	Employee Insurance
73507	7/14/2022	CENTERPOINT ENERGY ENTEX	114.00	Utility
73508	7/14/2022	CITY OF HUGHES SPRINGS	333.63	Utility
73509	7/14/2022	CITY OF JEFFERSON WATER .	348.08	Utility
73510	7/14/2022	CITY OF NEW BOSTON	26.04	Utility
73511	7/14/2022	CITY OF PITTSBURG	291.89	Utility
73512	7/14/2022	ETEX TELEPHONE CORP, INC.	5,651.58	Telephone & Internet
73513	7/14/2022	GUARDIAN	8,615.29	Employee Insurance
73514	7/14/2022	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	28.95	Fire Ext.
73515	7/14/2022	KIM'S CONVENIENCE STORES	121.01	Vehicle Fuel
73516	7/14/2022	MCI	64.31	Telephone & Internet
73517	7/14/2022	NAPLES HARDWARE & SUPPLIES LLC	8.98	Building Supplies
73518	7/14/2022	ODP BUSINESS SOLUTIONS, LLC	790.60	Office Supplies
73519	7/14/2022	OFFENHAUSER & CO	5,391.04	CSNT Insurance
73520	7/14/2022	RELIABLE ALARM SERVICE, LLC	45.00	Alarm
73521	7/14/2022	REPUBLIC SERVICES #070	105.30	Utility
73522	7/14/2022	SONITROL OF LONGVIEW	57.83	Alarm
73523	7/14/2022	SOUTHWEST ARKANSAS TELEPHONE CO OP, INC.	240.27	Telephone & Internet
73524	7/14/2022	SOUTHWESTERN ELECTRIC POWER	395.49	Utility
73525	7/14/2022	SUDDENLINK	216.24	Telephone & Internet
73526	7/14/2022	TEXARKANA INDEPENDENT SCHOOL DISTRICT	105,500.00	Contract Teacher
73527	7/14/2022	THOMAS BUS GULF COAST GP, INC	61,500.00	Bus
73528	7/14/2022	WINDSTREAM	235.86	Telephone & Internet
73529	7/20/2022	4 CHANGE ENERGY	2,300.00	Client Assistance
73530	7/20/2022	ABERNATHY COMPANY	118.96	Cleaning Supplies
73540	7/20/2022	AEP-SWEPSCO-EA	127,776.88	Client Assistance
73542	7/20/2022	ALFORD AIR CONDITIONING & HEATING LLC	58,163.29	Client Assistance
73543	7/20/2022	AMBIT ENERGY	2,665.24	Client Assistance
73544	7/20/2022	AMERIGAS	183.69	Client Assistance
73545	7/20/2022	AMERIGAS- PARIS	717.80	Client Assistance
73546	7/20/2022	AMY PERALES	165.12	Mileage Reimb
73547	7/20/2022	AT&T	106.51	Telephone & Internet
73549	7/20/2022	ATMOS ENERGY	11,657.05	Client Assistance
73550	7/20/2022	B & S TRUE VALUE HARDWARE	10.99	Building Supplies
73553	7/20/2022	BOWIE CASS	39,836.41	Client Assistance
73554	7/20/2022	CASS COUNTY CITIZENS JOURNAL-SUN	2,350.00	Advertising
73558	7/20/2022	CENTERPOINT ENERGY	15,149.00	Client Assistance
73559	7/20/2022	CENTERPOINT ENERGY ENTEX	45.36	Utility
73560	7/20/2022	CHAMPION ENERGY SERVICES	90.45	Client Assistance
73561	7/20/2022	CIRRO ENERGY	2,224.99	Client Assistance
73562	7/20/2022	CITY OF DAINGERFIELD	102.13	Utility
73563	7/20/2022	CITY OF LINDEN	166.16	Utility
73564	7/20/2022	CITY OF LINDEN	68.67	Utility
73565	7/20/2022	CITY OF LINDEN	132.23	Utility
73566	7/20/2022	CITY OF LONE STAR	142.93	Client Assistance

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

CHECK REGISTER FOR JULY 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
73567	7/20/2022	CITY OF MOUNT PLEASANT	623.69	Client Assistance
73568	7/20/2022	CITY OF MOUNT VERNON	156.45	Client Assistance
73569	7/20/2022	CITY OF NAPLES	492.23	Client Assistance
73570	7/20/2022	CITY OF OMAHA	82.08	Client Assistance
73571	7/20/2022	CITY OF PITTSBURG	250.00	Client Assistance
73572	7/20/2022	CSNT ORG PAYEE	336.00	SSA Fees
73573	7/20/2022	DIRECT ENERGY	9,261.28	Client Assistance
73574	7/20/2022	DRANEKIA SAVAGE	129.00	Mileage Reimb
73575	7/20/2022	FARMER ELECTRIC	1,976.04	Client Assistance
73576	7/20/2022	FERRELL GAS	2,485.20	Client Assistance
73577	7/20/2022	GEXA ENERGY	8,048.69	Client Assistance
73578	7/20/2022	GREEN MOUNTAIN ENERGY	6,059.40	Client Assistance
73579	7/20/2022	HAWK SECURITY SERV	39.99	Alarm
73580	7/20/2022	JESENIA WHATLEY	40.58	Fingerprint Fee Reimb
73581	7/20/2022	JUST ENERGY	4,908.91	Client Assistance
73582	7/20/2022	KATHY RUSSELL	500.00	Client Assistance
73583	7/20/2022	LAMAR CO-OP	3,583.61	Client Assistance
73584	7/20/2022	LARRY WRIGHT	390.00	Client Assistance
73585	7/20/2022	MCQUEEN PROPANE	580.00	Client Assistance
73586	7/20/2022	MOUNT PLEASANT HOUSING AUTHOURITY	614.42	Client Assistance
73587	7/20/2022	ODP BUSINESS SOLUTIONS, LLC	462.76	Office Supplies
73588	7/20/2022	PRIMROSE HEALTH SOLUTIONS	615.00	Client Assistance
73589	7/20/2022	RELIANT ENERGY	7,740.41	Client Assistance
73590	7/20/2022	RMA TOLL PROCESSING	10.88	Toll Fee
73591	7/20/2022	ROY PLATT, JR.	450.00	Client Assistance
73592	7/20/2022	RPM STAFFING PROFESSIONALS, INC.	6,403.20	Temp Staffing
73593	7/20/2022	SKAGGS TRAVEL STOPS INC.	119.39	Vehicle Fuel
73594	7/20/2022	SOUTHWESTERN ELECTRIC POWER	1,085.49	Utility
73595	7/20/2022	STREAM	4,848.53	Client Assistance
73596	7/20/2022	TERI ARNOLD	300.00	Client Assistance
73597	7/20/2022	THE MARSHALL NEWS MESSENGER	857.00	Advertising
73598	7/20/2022	TRI SPECIAL UTILITY DISTRICT	38.69	Client Assistance
73599	7/20/2022	TRIEAGLE ENERGY	2,200.00	Client Assistance
73601	7/20/2022	TXU-ASSISTANCE GROUP	27,110.90	Client Assistance
73602	7/20/2022	UPSHUR RURAL ELEC. CORP.	8,079.04	Client Assistance
73603	7/20/2022	WESTERN CASS WATER SUPPLY	29.33	Client Assistance
73604	7/20/2022	WOODBIDGE APARTMENTS	251.40	Client Assistance
Total 1040 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT			619,245.10	

1045 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT  
 2

Check Number	Effective Date	Vendor Name	Check Amount	Description
75000	7/28/2022	A & R SERVICE CENTER LLC	94.00	Vehicle Repair
75001	7/28/2022	ABERNATHY COMPANY	139.00	Cleaning Supplies
75002	7/28/2022	ABILA	65.55	Software Support
75003	7/28/2022	ACE HARDWARE NEW BOSTON	84.96	Building Supplies
75004	7/28/2022	ADA RENTALS, LLC	2,753.00	Client Assistance
75005	7/28/2022	AEP-SWEPKO-EA	316.15	Client Assistance

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

CHECK REGISTER FOR JULY 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
75006	7/28/2022	AFLAC	1,536.64	Employee Insurance
75007	7/28/2022	ALFORD AIR CONDITIONING & HEATING LLC	12,825.00	Client Assistance
75008	7/28/2022	AMERICAN ASSOCIATES OF NOTARIES	758.30	Application Fees
75009	7/28/2022	ANGELA DAVIS	1,023.00	Client Assistance
75010	7/28/2022	AREA WIDE PROPERTIES	1,400.00	Rent
75011	7/28/2022	AT&T	223.86	Telephone & Internet
75012	7/28/2022	ATLANTA ISD	700.00	Rent
75013	7/28/2022	ATLANTA UTILITIES	289.00	Client Assistance
75014	7/28/2022	B & S TRUE VALUE HARDWARE	22.97	Building Supplies
75015	7/28/2022	BLUE MARLIN INVESTMENT PROPERTIES, LLC	1,600.00	Client Assistance
75016	7/28/2022	BOBBY'S B&G AUTOMOTIVE INC.	1,199.53	Vehicle Repair
75017	7/28/2022	CAMCO ELEVATOR INC	150.00	Elevator Inspection
75018	7/28/2022	CARCO GROUP INC	116.05	Background Checks
75019	7/28/2022	CENTERPOINT ENERGY ENTEX	44.43	Utility
75020	7/28/2022	CHAD D SUTTON	3,251.00	Lawn Services
75021	7/28/2022	CHARLOTTE HALL	74.82	Mileage Reimb
75022	7/28/2022	CITY OF DAINGERFIELD	332.02	Utility
75023	7/28/2022	CITY OF LINDEN	48.41	Utility
75024	7/28/2022	CITY OF LINDEN	175.46	Utility
75025	7/28/2022	CITY OF LINDEN	56.87	Utility
75026	7/28/2022	CITY OF LINDEN	57.85	Utility
75027	7/28/2022	CITY OF LINDEN	56.87	Utility
75028	7/28/2022	CITY OF LINDEN	85.82	Utility
75029	7/28/2022	CITY OF MOUNT PLEASANT	226.74	Utility
75030	7/28/2022	CITY OF NAPLES	43.16	Client Assistance
75031	7/28/2022	COLEMAN MOTORS, INC.	845.34	Vehicle Repair
75032	7/28/2022	DAN BOYD	8.95	Supplies Reimb
75033	7/28/2022	DISCOUNT SCHOOL SUPPLY	1,463.62	Classroom Supplies
75034	7/28/2022	FIRST BAPTIST CHURCH	150.00	Rent
75035	7/28/2022	GLENN B. LANIER	240.00	Rent
75036	7/28/2022	GREG'S MIRACLE MART	257.13	Vehicle Fuel
75037	7/28/2022	HEALTHJOY LLC	1,008.00	Employee Insurance
75038	7/28/2022	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	Rent
75039	7/28/2022	HRI dba HUMANA WELLNESS	1,131.92	Employee Insurance
75040	7/28/2022	HUGHES SPRINGS ISD	800.00	Rent
75041	7/28/2022	JAN KITLINGER	1,100.00	Client Assistance
75042	7/28/2022	JIMMIE RAY AYERS	800.00	Rent
75043	7/28/2022	KAPLAN EARLY LEARNING COMPANY	3,333.35	Classroom Supplies
75044	7/28/2022	KEVIN WISKUS	36.98	Mileage Reimb
75045	7/28/2022	KIM'S CONVENIENCE STORES	38.24	Vehicle Fuel
75046	7/28/2022	LAKESHORE LEARNING MATERIALS	3,575.15	Classroom Supplies
75047	7/28/2022	LEAH OLIVIER	40.00	Reimb For Fuel
75048	7/28/2022	LINDEN FUEL CENTER	2,042.05	Vehicle Fuel
75049	7/28/2022	MAY'S LONE STAR FLOORING	22,133.25	Building Repair
75050	7/28/2022	MICHELLE MOREHEAD	160.00	Per Diem
75052	7/28/2022	ODP BUSINESS SOLUTIONS, LLC	6,733.18	Office Supplies
75053	7/28/2022	OFFENHAUSER & CO	3,215.00	CSNT Insurance
75054	7/28/2022	PAUL H. BROOKES PUBLISHING CO., INC.	849.90	Classroom Supplies
75055	7/28/2022	PHYNET INC.	130.00	Employee Testing
75056	7/28/2022	R. MORGAN, LLC	950.00	Rent
75057	7/28/2022	REBECCA SCHUELLER TRAINING & CONSULTING, LLC	385.00	Training
75058	7/28/2022	REDFEARN PROPERTIES	2,260.00	Client Assistance

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

CHECK REGISTER FOR JULY 2022

Check Number	Effective Date	Vendor Name	Check Amount	Description
75059	7/28/2022	RPM STAFFING PROFESSIONALS, INC.	1,324.80	Temp Staffing
75060	7/28/2022	RUSHING PEST CONTROL SERVICES	305.00	Pest Control
75061	7/28/2022	SCHOOL HEALTH CORPORATION	191.76	HS Medical Supplies
75062	7/28/2022	SCHOOL NURSE SUPPLY, INC.	765.76	HS Medical Supplies
75063	7/28/2022	SCHOOL SPECIALTY	3,462.77	HS Medical Supplies
75064	7/28/2022	SOUTHWESTERN ELECTRIC POWER	3,963.33	Utility
75065	7/28/2022	STAPLES BUSINESS CREDIT	1,992.24	Office Supplies
75066	7/28/2022	STAPLES CREDIT PLAN	3,057.80	Office Supplies
75067	7/28/2022	SUDDENLINK	371.57	Telephone & Internet
75068	7/28/2022	TEXARKANA COLLEGE	403.00	Client Assistance
75069	7/28/2022	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent
75070	7/28/2022	TEXARKANA WATER UTILITIES	29.22	Utility
75071	7/28/2022	TOMMY HOOPER PETTY CASH CUSTODIAN	80.50	Petty Cash
75072	7/28/2022	TOSHIBA FINANCIAL SERVICES	1,792.00	Copiers
75073	7/28/2022	TRI SPECIAL UTILITY DISTRICT	111.49	Client Assistance
75074	7/28/2022	TRICO LUMBER CO.	169.29	Building Supplies
75075	7/28/2022	TURNER DAVID K	1,000.00	Rent
75076	7/28/2022	TXU ENERGY	319.12	Client Assistance
75077	7/28/2022	UPSHUR RURAL ELEC. CORP.	423.86	Client Assistance
75078	7/28/2022	VANCO SYSTEMS, INC.	93.37	Copiers
75079	7/28/2022	VERIZON WIRELESS	3,617.32	Cell Service
75080	7/28/2022	WEST STREET HOME AND AUTO	385.19	Grounds Supplies
75081	7/28/2022	WEX HEALTH, INC.	85.00	Cobra Fees
75082	7/28/2022	WILLIAM MICHAEL BERRY	100.00	Building Repair
75083	7/28/2022	WILLIAM V. MACGILL	296.00	HS Medical Supplies
75084	7/28/2022	WILLIAMS CHAPEL BAPTIST CHURCH	900.00	Rent
75085	7/28/2022	WINDSTREAM	323.76	Telephone & Internet
75086	7/28/2022	XEROX CORPORATION	825.63	Copier
		Total 1045 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT 2	114,209.30	
Report Total			733,454.40	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 7/31/2022

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	1,343.22
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	20,258.89
TEXANA ACCOUNTS PAYABLE DISBURSEMENT 2	98.70
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	403.96
TEXANA CSBG B CHECKING	27.31
TEXANA CSBG DISCRETIONARY CHECKING	35,198.97
TEXANA HEAD START CHECKING	997.40

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 7/31/2022

TEXANA CEAP A CHECKING	10,081.81
TEXANA CEAP B CHECKING	266,963.43
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	27,398.64
TEXANA TLC CHECKING	11,568.17
TEXANA LOCAL ADMINISTRATIVE CHECKING	91,517.79
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	4,795.15
TEXANA TBRA CHECKING	17,526.48
TEXANA POSTAL ACCOUNT CHECKING	266.35
TEXANA VET SERVICES NOW	49,887.75
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	4,643.92
TEXANA CEAP CARES CHECKING	440.17
TEXANA NEW PAYROLL CASH ACCOUNT	31,837.47
TEXANA EARLY HEAD START CHECKING	500.00
TEXANA CEAP ARP CHECKING	(432.20)
TEXANA INDIRECT COST RATE CHECKING	210,515.89
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	23,933.07
TEXANA ORGANIZATION PAYEE FUNDS	295.00
TEXANA LOW INCOME HOUSEHOLD WATER ASSISTANCE CHECKING	64,943.64
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	0.00
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	3,691,284.86
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	0.00
DUE FROM OTHER FUNDS	0.00
DUE FROM DHS MEALS	0.00
DUE FROM WEATHERIZATION	0.00
DUE FROM FEMA	0.00
DUE FROM ETCOG	0.00
DUE FROM CEAP	0.00
DUE FROM DHS TRANSPORTATION	0.00
DUE FROM HOUSING	0.00
DUE FROM LOCAL ADMIN	0.00
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	9,659.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	28,277.18
PREPAID MAINTENANCE	0.00
Total Current Assets	<u>4,624,904.20</u>
Long Term Assets	
PROPERTY & EQUIPMENT	2,944,377.33



COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 7/31/2022

LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,462,912.35)
Total Assets	<u>6,106,369.18</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	0.00
TEXANA ACCOUNTS PAYABLE	390,015.95
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	0.00
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	0.00
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00
Short Term Disability Payable	0.00
Long Term Disability Payable	0.00
DENTAL INSURANCE PAYABLE	3.14
VISION INSURANCE PAYABLE	0.00
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	0.00
COBRA PREMIUMS PAYABLE	0.00
RETIREMENT PAYABLE	0.00
GARNISHED WAGES PAYABLE	0.00
INSURANCE W/H	0.00
MISCELLANEOUS PAYABLE	0.00
PAYROLL LIABILITIES - AUDIT	0.00
ACCRUED LIABILITIES	0.00
NOTE PAYABLE	160,000.00
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
CONTINGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00
DUE TO FEMA	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 7/31/2022

DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	0.00
Total Current Liabilities	<u>644,235.89</u>
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	<u>0.00</u>
Total Current Net Assets	<u>566,677.83</u>
Excess Revenues over Expenditures	<u>4,895,455.46</u>
Total Liabilities and Net Assets	<u><u>6,106,369.18</u></u>

# ***Community Services of Northeast Texas, Inc.***

## **Personnel Policies & Procedures**

### **ORGANIZATION DESCRIPTION**

**Established August 1965**

***One of the original "war on poverty" agencies.***

Community Services of Northeast Texas, Inc. (CSNT) is a private non-profit corporation, operating as a Federally recognized Community Action Agency (CAA), which seeks to serve low-income families and individuals in the Northeast Texas area. The main Texas counties served by CSNT are Bowie, Camp, Cass, Delta, Franklin, Hopkins, Lamar, Marion, Morris, Rains, Red River, and Titus counties. Other counties are also served with ancillary programs. The agency's primary goal is to identify and combat the major causes and conditions of poverty and move families toward self-reliance. Listed below are highlights of the programs currently operated in the Northeast Texas area.

#### **Community Services**

The Community Services Division of CSNT administers Salvation Army funds, the Comprehensive Energy Assistance Program (CEAP), the Community Services Block Grant (CSBG), and other programs. This Division is responsible for case management, self-reliance activities, food pantries, fan drives, school supplies, toy drives, Salvation Army assistance ~~Camp enrollment~~, and much more. CSNT currently has outreach offices in Linden, Jefferson, Texarkana, Mt. Pleasant, ~~Pittsburg, and Sulphur Springs—and Paris~~. These offices serve all twelve of the main counties listed above. CSNT also operates a rental assistance program, representative payee services, and the Targeting Local Communities program.

#### **Head Start**

Head Start is a comprehensive family-focused child development program which prepares children for school success and helps families remain involved in the education process. The program serves income eligible children ages 1-5 and their families by providing educational, health, dental and social services. CSNT serves hundreds of children in Bowie, Camp, Cass, and Morris counties. Head Start partners with most every Independent School Districts in the service area.

## **Proposed Tattoo Policy**

Community Services of Northeast Texas, Inc. (CSNT) expects all employees to exercise appropriate judgment regarding personal appearance. An employee's dress and grooming are to be most effective in the performance of their workplace duties. CSNT recognizes that personal appearance is an important element of self-expression and strives not to over control or dictate appropriate employee appearance, specifically regarding tattoos worn as a matter of personal choice.

In keeping with this approach, CSNT allows reasonable self-expression through personal appearance, unless

- a) it conflicts with an employee's ability to perform his or her position effectively or with his or her specific work environment, or
- b) it is regarded as offensive or harassing toward co-workers or others with whom CSNT conducts business and has contact.

CSNT permits employees to display tattoos at the workplace within the following guidelines:

Factors that management will consider when determining whether tattoos may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others, or damage to company property
2. Productivity or performance expectations
3. Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, political, or other characteristics or attributes of a sensitive or legally protected nature
4. Corporate or societal norms
5. Customer complaints

If management determines an employee's tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as covering tattoos.

An environment of cooperation, respect, and fair and consistent treatment for all employees is the company's goal. Nonetheless, the company is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment.

As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering employee questions. If a solution cannot be reached, the Executive Director will resolve the issue. The Executive Director's decision is final.

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### 708 Resignation

Effective Date: 9/1/2003

Revision Date: ~~8/25/2004~~ 8/23/2022

Resignation is a voluntary act initiated by the employee to terminate employment with Community Services. ~~Advance notice is required for rehire. Community Services requires three weeks notification for the Directors, Administrators, Managers and Supervisors. The remaining staff is required to provide two weeks notice.~~

Written notice of resignation is to be submitted to your immediate supervisor and a copy is to be submitted to the Human Resources Director.

If an employee does not provide advance notice as outlined below requested, the employee will be considered ineligible for rehire.

- C-level staff (Executive Director, Deputy Director, Chief Financial Officer) are expected to give notice at least 28 calendar days in advance (four weeks)
- Program Directors, Campus Directors, Assistant Directors, and Executive Assistants to Directors are expected to give notice at least 21 calendar days in advance (three weeks)
- All other staff are expected to give notice at least 14 calendar days in advance (two weeks)

CSNT reserves the right to accept a resignation upon the day it is given instead of waiting for the advance notice period to expire.

# ***Community Services of Northeast Texas, Inc.***

## **Personnel Policies & Procedures**

### **716 Disciplinary Process**

Effective Date: 9/1/2003

Revision Date: ~~09/26/2012~~ 08/23/2022

The purpose of this policy is to state Community Services' position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Community Services' own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

~~Disciplinary action may call for any of four steps — 1) first written warning, 2) second written warning, 3) suspension with or without pay, or 4) termination of employment — depending on the severity of the problem and the number of occurrences. Any of steps 1-3 may include a disciplinary period. There may be circumstances when one or more steps are bypassed.~~

CSNT will refer to the Infractions and required disciplinary actions chart for Policies 701, 703, and 704 when infractions occur.

An employee with three ~~written reprimands~~ Performance Correction Notices during a 12-month period is subject to termination.

Community Services recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples (see Policy 701) of problems that may result in immediate suspension or termination of employment. Anytime an employee is placed on probation, he/she is not allowed to use their paid time off.

By using progressive discipline, we hope most employee problems can be corrected at an early stage, benefiting both the employee and Community Services.

## Policy 701 Infractions and required disciplinary actions

Infraction	Description	Reviewable	1st Incident	2nd Incident	3rd Incident
<b>701.100 Infractions against the government</b>					
701.101	Theft or inappropriate removal or possession of property	No	<b>Mandatory Termination</b>	N/A	N/A
701.102	Falsification of timekeeping records	No	<b>Mandatory Termination</b>	N/A	N/A
701.103	Fraudulent activity	No	<b>Mandatory Termination</b>	N/A	N/A
701.104	Unauthorized disclosure of business "secrets" or confidential information	No	PCN	<b>Mandatory Termination</b>	N/A
701.105	Failure to follow and adhere to all Federal and State Funding Rules and Regulations	Yes	VC	PCN	<b>Possible Termination</b>
701.106	Failure to maintain child/adult ratios	No	VC	PCN	<b>Mandatory Termination</b>
701.197	Infractions not specifically listed Level One	Yes	VC	PCN	<b>Possible Termination</b>
701.198	Infractions not specifically listed Level Two	Yes	PCN	<b>Possible Termination</b>	N/A
701.199	Infractions not specifically listed Level Three	Yes	<b>Possible Termination</b>	N/A	N/A
<b>701.200 Infractions against the employer</b>					
701.201	Working under the influence of alcohol or illegal drugs	No	<b>Mandatory Termination</b>	N/A	N/A
701.202	Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment	No	<b>Mandatory Termination</b>	N/A	N/A
701.203	Negligence or improper conduct leading to damage of employer-owned or customer-owned property	Yes	PCN	<b>Possible Termination</b>	N/A
701.204	Insubordination or other disrespectful conduct	Yes	PCN	<b>Possible Termination</b>	N/A
701.205	Smoking in prohibited areas	No	VC	PCN	<b>Possible Termination</b>
701.206	Absence without notice (no show, no call)	No	PCN	<b>Possible Termination</b>	<b>Mandatory Termination</b>
701.207	Unauthorized absence from work station during the workday	Yes	PCN	<b>Possible Termination</b>	N/A
701.208	Unauthorized use of telephones, mail system, or other employer-owned equipment	No	PCN	<b>Possible Termination</b>	N/A
701.209	Violation of personnel policies	Yes	VC	PCN	<b>Possible Termination</b>
701.210	Unsatisfactory performance or conduct	Yes	VC	PCN	<b>Possible Termination</b>
701.211	Sleeping while on duty	Yes	VC	PCN	<b>Mandatory Termination</b>
701.212	Failure to meet production/program goals	Yes	VC	PCN	<b>Possible Termination</b>

701.213	Failure to maintain an agency location subject to DFPS inspection in a manner that avoids deficiency	No	VC	PCN	Possible Termination
701.214	Failure to properly supervise staff, including failure to hold staff accountable for production/program goals	Yes	VC	PCN	Possible Termination
701.215	Loss or permanent misplacement of agency property	Yes	PCN	Possible Termination	N/A
701.216	Deliberate destruction or defacing of agency property	Yes	Mandatory Termination	N/A	N/A
701.217	Accidental damage to property without proof of negligence or improper conduct	Yes	VC	VC	PCN
701.218	Excessive absenteeism	Yes	VC	PCN	Mandatory Termination
701.219	Excessive tardiness	No	VC	PCN	Possible Termination
701.297	Infractions not specifically listed Level One	Yes	VC	PCN	Possible Termination
701.298	Infractions not specifically listed Level Two	Yes	PCN	Possible Termination	N/A
701.299	Infractions not specifically listed Level Three	Yes	Possible Termination	N/A	N/A
<b>701.300 Infractions against an employee</b>					
701.301	Fighting or threatening violence in the workplace	No	PCN	Mandatory Termination	N/A
701.302	Boisterous or disruptive activity in the workplace	Yes	VC	PCN	Possible Termination
701.303	Negligence or improper conduct in the workplace	No	PCN	Possible Termination	N/A
701.304	Violation of safety or health rules	No	VC	PCN	Mandatory Termination
701.305	Sexual or other unlawful or unwelcome harassment	No	Mandatory Termination	N/A	N/A
701.306	Possession of dangerous materials, such as explosives or firearms, in the workplace	No	Mandatory Termination	N/A	N/A
701.397	Infractions not specifically listed Level One	Yes	VC	PCN	Possible Termination
701.398	Infractions not specifically listed Level Two	Yes	PCN	Possible Termination	N/A
701.399	Infractions not specifically listed Level Three	Yes	Possible Termination	N/A	N/A



## Policy 703 Infractions and required disciplinary actions

Infraction	Description	Reviewable	1st Incident	2nd Incident	3rd Incident
<b>703.100 Infractions against an employee</b>					
703.101	Unwanted sexual advances	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.102	Offering employment benefits in exchange for sexual favors	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.103	Making or threatening reprisals after a negative response to sexual advances	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.104	Visual conduct that includes leering and/or making sexual gestures	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.105	Visual conduct that includes the display of sexually suggestive objects, pictures, cartoons, or posters	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.106	Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.197	Verbal sexual advances or propositions	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.198	Verbal abuse of a sexual nature or graphic verbal commentaries about an individual's body	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.199	Using sexually degrading words to describe an individual	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.201	Producing or delivering suggestive or obscene letters, notes, or invitations	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.202	Physical conduct that includes touching, assaulting, impeding or blocking movements	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.297	Infractions not specifically listed Level One	Yes	<b>Possible Termination</b>	N/A	N/A
703.298	Infractions not specifically listed Level Two	Yes	<b>Mandatory Termination</b>	N/A	N/A
703.299	Infractions not specifically listed Level Three	Yes	<b>Mandatory Termination</b>	N/A	N/A

## Policy 704 Infractions and required disciplinary actions

Infraction	Description	Reviewable	1st Incident	2nd Incident	3rd Incident
<b>704.100</b>	<b>Infractions against the employer</b>				
704.101	Failure to be reliable in reporting to scheduled work (poor attendance)	Yes	VC	PCN	Possible Termination
704.102	Failure to be punctual in reporting to scheduled work (excessive tardiness)	Yes	VC	PCN	Possible Termination
704.103	Failure to notify supervisor of delay in reporting to scheduled work at least one hour prior to start time	No	VC	PCN	Possible Termination
704.104	Failure to provide Physician's Statement stating employee is fit for duty after missing three days	Yes	Possible Termination	N/A	N/A
704.105	Failure to provide statement employee is fit for duty when employee has been asked to do so	Yes	Possible Termination	N/A	N/A
704.106	No call, no show for three consecutive days	No	Mandatory Termination	N/A	N/A
704.107	No call, no show for one day	No	PCN	Possible Termination	Mandatory Termination
704.197	Infractions not specifically listed Level One	Yes	VC	PCN	Possible Termination
704.198	Infractions not specifically listed Level Two	Yes	PCN	Possible Termination	N/A
704.199	Infractions not specifically listed Level Three	Yes	Possible Termination	N/A	N/A

Reviewable: Yes or No

There may be circumstances that are unavoidable.

Each infraction shall be deemed preventable or not-preventable

Preventable infractions will lean toward disciplinary action

Non-preventable infraction will lean toward a discussion of how to avoid such situations

N/A

Not applicable to this infraction level

VC

Verbal Counseling Form is completed and placed in the employee file

No employee signature is required

PCN

Performance Correction Notice form is completed and placed in the employee file

Actions with this notice may include:

Suspension with or without pay

Notice of final warning

Restitution

Additional training

Educational tasks

Termination

The employee will be separated from the employee/employer relationship

Level One

Infractions that rise to the level of a VC

Level Two

Infractions that rise to the level of a PCN

Level Three

Infractions that rise to the level of Possible Termination

## 2022 CAP Update

<b>Outcomes</b>			
<b>FNPI 1</b>	<b>Employment Outcomes</b>	<b>2022</b>	<b>Target</b>
FNPI 1a	The number of unemployed youth who obtained employment to gain skills or income.	0	17
FNPI 1b	The number of unemployed adults who obtained employment (up to a living wage).	1	9
FNPI 1c	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	8	9
FNPI 1e	The number of unemployed adults who obtained employment (with a living wage or higher).	0	8
FNPI 1f	The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).	0	8
FNPI 1h	The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	0	17
FNPI 1h.1	Of the above, the number of employed participants who Increased income from employment through wage or salary amount increase.	0	17
FNPI 1h.2	Of the above, the number of employed participants who increased income from employment through hours worked increase.	0	
FNPI 1h.3	Of the above, the number of employed participants who increased benefits related to employment.	0	17
FNPI 1z.1	The number of unduplicated persons who achieved a household income above 125% transitioning to self-sufficiency	8	17

<b>Services</b>			
<b>SRV 1</b>	<b>Employment Services</b>	<b>2022</b>	<b>Estimate</b>
<b>SRV 1a-f</b>	<b>Skills Training and Opportunities for Experience</b>		
SRV 1a	Vocational Training	0	2
SRV 1b	On-the-Job and other Work Experience		
SRV 1c	Youth Summer Work Placements		
SRV 1d	Apprenticeship/Internship		
SRV 1e	Self-Employment Skills Training		
SRV 1f	Job Readiness Training		
<b>SRV 1g-h</b>	<b>Career Counseling</b>		
SRV 1g	Workshops		
SRV 1h	Coaching		

<b>Services</b>			
<b>SRV 1</b>	<b>Employment Services</b>	<b>2022</b>	<b>Estimate</b>
<b>SRV 1i-n</b>	<b>Job Search</b>		
SRV 1i	Coaching		
SRV 1j	Resume Development	0	17
SRV 1k	Interview Skills Training	0	17
SRV 1l	Job Referrals	0	17
SRV 1m	Job Placements		
SRV 1n	Pre-employment physicals, background checks, etc.	0	2
<b>SRV 1o-p</b>	<b>Post Employment Supports</b>		
SRV 1o	Coaching		
SRV 1p	Interactions with employers		

<b>Services</b>			
<b>SRV 1</b>	<b>Employment Services</b>	<b>2022</b>	<b>Estimate</b>
<b>SRV 1q</b>	<b>Employment Supplies</b>		
SRV 1q	Employment Supplies	1	4

<b>Outcomes</b>			
<b>FNPI 2</b>	<b>Education and Cognitive Development Outcomes</b>	<b>2022</b>	<b>Target</b>
FNPI 2a	The number of children (0 to 5) who demonstrated improved emergent literacy skills.	0	500
FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.	0	500
FNPI 2c	The number of children and youth who demonstrated		
FNPI 2c.1	Early Childhood Education (ages 0-5)	0	500
FNPI 2c.2	1st grade-8th grade		
FNPI 2c.3	9th grade-12th grade		
FNPI 2d	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)		
FNPI 2d.1	Early Childhood Education (ages 0-5)	0	500
FNPI 2d.2	1st grade-8th grade		
FNPI 2d.3	9th grade-12th grade		
FNPI 2e	The number of parents/caregivers who improved their home environments.		
FNPI 2f	The number of adults who demonstrated improved basic education.	1	3
FNPI 2g	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	0	1
FNPI 2h	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	1	2
FNPI 2i	The number of individuals who obtained an Associate's degree.	0	1
FNPI 2j	The number of individuals who obtained a Bachelor's degree.	0	1



<b>Services</b>			
<b>SRV 2</b>	<b>Education and Cognitive Development Services</b>	<b>2022</b>	<b>Estimate</b>
<b>SRV 2a-j</b>	<b>Child/Young Adult Education Programs</b>		
SRV 2a	Early Head Start	0	16
SRV 2b	Head Start	0	500
SRV 2c	Other Early-Childhood (0-5 yr. old) Education		
SRV 2d	K-12 Education		
SRV 2e	K-12 Support Services		
SRV 2f	Financial Literacy Education		
SRV 2g	Literacy/English Language Education		
SRV 2h	College-Readiness Preparation/Support		
SRV 2i	Other Post Secondary Preparation		
SRV 2j	Other Post Secondary Support		
<b>SRV 2k</b>	<b>School Supplies</b>		
SRV 2k	School Supplies	0	100
<b>SRV 2l-q</b>	<b>Extra-curricular Programs</b>		
SRV 2l	Before and After School Activities	1	
SRV 2m	Summer Youth Recreational Activities		

<b>Services</b>			
<b>SRV 2</b>	<b>Education and Cognitive Development Services</b>	<b>2022</b>	<b>Estimate</b>
SRV 2n	Summer Education Programs	2	
SRV 2o	Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)		
SRV 2p	Mentoring		
SRV 2q	Leadership Training		
<b>SRV 2r-z</b>	<b>Adult Education Programs</b>		
SRV 2r	Adult Literacy Classes		
SRV 2s	English Language Classes		
SRV 2t	Basic Education Classes	0	2
SRV 2u	High School Equivalency Classes	0	1
SRV 2v	Leadership Training		
SRV 2w	Parenting Supports (may be a part of the early childhood programs identified above)		
SRV 2x	Applied Technology Classes		
SRV 2y	Post-Secondary Education Preparation		
SRV 2z	Financial Literacy Education		
<b>SRV 2aa</b>	<b>Post-Secondary Education Supports</b>		
SRV 2aa	College applications, text books, computers, etc.	0	2

<b>Services</b>			
<b>SRV 2</b>	<b>Education and Cognitive Development Services</b>	<b>2022</b>	<b>Estimate</b>
<b>SRV 2bb</b>	<b>Financial Aid Assistance</b>		
SRV 2bb	Scholarships		
<b>SRV 2cc</b>	<b>Home Visits</b>		
SRV 2cc	Home Visits	0	516

## Outcomes

FNPI 3	Income and Asset Building Outcomes	2022	Target
FNPI 3a	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	0	17
FNPI 3b	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.		
FNPI 3c	The number of individuals who opened a savings account or IDA.		
FNPI 3d	The number of individuals who increased their savings.		3
FNPI 3e	The number of individuals who used their savings to purchase an asset.		
FNPI 3e.1	Of the above, the number of individuals who purchased a home.		
FNPI 3f	The number of individuals who improved their credit scores.	0	3
FNPI 3g	The number of individuals who increased their net worth.	0	17
FNPI 3h	The number of individuals engaged with the Community Action Agency who report improved financial well-being.	0	17

<b>Services</b>			
<b>SRV 3</b>	<b>Income and Asset Building Services</b>	<b>2022</b>	<b>Estimate</b>
<b>SRV 3a-f</b>	<b>Training and Counseling Services</b>		
SRV 3a	Financial Capability Skills Training		
SRV 3b	Financial Coaching/Counseling		
SRV 3c	Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	0	51
SRV 3d	First-time Homebuyer Counseling		
SRV 3e	Foreclosure Prevention Counseling		
SRV 3f	Small Business Start-Up and Development Counseling Sessions/Classes		
<b>SRV 3g-l</b>	<b>Benefit Coordination and Advocacy</b>		
SRV 3g	Child Support Payments		

<b>Services</b>			
<b>SRV 3</b>	<b>Income and Asset Building Services</b>	<b>2022</b>	<b>Estimate</b>
SRV 3h	Health Insurance		
SRV 3i	Social Security/SSI Payments		
SRV 3j	Veteran's Benefits		
SRV 3k	TANF Benefits		
SRV 3l	SNAP Benefits		
<b>SRV 3m-r</b>	<b>Asset Building</b>		
SRV 3m	Saving Accounts/IDAs and other asset building accounts	0	3
SRV 3n	Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)		
SRV 3o	VITA, EITC, or Other Tax Preparation programs		

<b>Services</b>			
<b>SRV 3</b>	<b>Income and Asset Building Services</b>	<b>2022</b>	<b>Estimate</b>
SRV 3p	Loans And Grants		
SRV 3q	Micro-loans		
SRV 3r	Business incubator/business development loans		

<b>Outcomes</b>			
<b>FNPI 4</b>	<b>Housing Outcomes</b>	<b>2022</b>	<b>Target</b>
FNPI 4a	The number of households experiencing homelessness who obtained safe temporary shelter.		
FNPI 4b	The number of households who obtained safe and affordable housing.		
FNPI 4c	The number of households who maintained safe and affordable housing for 90 days.		
FNPI 4d	The number of households who maintained safe and affordable housing for 180 days.		
FNPI 4e	The number of households who avoided eviction.	4	10
FNPI 4f	The number of households who avoided foreclosure.		
FNPI 4g	The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.).		
FNPI 4h	The number of households with improved energy efficiency and/or energy burden reduction in their homes.		



<b>Services</b>			
<b>SRV 4</b>	<b>Housing Services</b>	<b>2022</b>	<b>Estimate</b>
<b>SRV 4a-e</b>	<b>Housing Payment Assistance</b>		
SRV 4a	Financial Capability Skill Training		
SRV 4b	Financial Coaching/Counseling		
SRV 4c	Rent Payments (includes Emergency Rent Payments)		10
SRV 4d	Deposit Payments		
SRV 4e	Mortgage Payments (includes Emergency Mortgage Payments)		
<b>SRV 4f-h</b>	<b>Eviction Prevention Services</b>		
SRV 4f	Eviction Counseling		10

<b>Services</b>			
<b>SRV 4</b>	<b>Housing Services</b>	<b>2022</b>	<b>Estimate</b>
SRV 4g	Landlord/Tenant Mediations		
SRV 4h	Landlord/Tenant Rights Education		10
<b>SRV 4i-l</b>	<b>Utility Payment Assistance</b>		
SRV 4i	Utility Payments (LIHEAP-includes Emergency Utility Payments)	8808	5000
SRV 4j	Utility Deposits		
SRV 4k	Utility Arrears Payments	482	2500
SRV 4l	Level Billing Assistance		
<b>SRV 4m-p</b>	<b>Housing Placement/Rapid Re-housing</b>		

<b>Services</b>			
<b>SRV 4</b>	<b>Housing Services</b>	<b>2022</b>	<b>Estimate</b>
SRV 4m	Temporary Housing Placement (includes Emergency Shelters)		5
SRV 4n	Transitional Housing Placements		
SRV 4o	Permanent Housing Placements		
SRV 4p	Rental Counseling	0	10
<b>SRV 4q</b>	<b>Housing Maintenance &amp; Improvements</b>		
SRV 4q	Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	24	
<b>SRV 4r-t</b>	<b>Weatherization Services</b>		
SRV 4r	Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)		

<b>Services</b>			
<b>SRV 4</b>	<b>Housing Services</b>	<b>2022</b>	<b>Estimate</b>
SRV 4s	Healthy Homes Services (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)		
SRV 4t	Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)		
<b>SRV 4</b>	<b>Water Services (NEW)</b>	<b>2022</b>	<b>Estimate</b>
SRV 4u	Water/Waste Water Services	49	
SRV 4v	Multiple Services		
SRV 4w	Other Water Services		

<b>Outcomes</b>			
<b>FNPI 5</b>	<b>Health and Social/Behavioral Development Outcomes</b>	<b>2022</b>	<b>Target</b>
FNPI 5a	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	0	10
FNPI 5b	The number of individuals who demonstrated improved physical health and well-being.		
FNPI 5c	The number of individuals who demonstrated improved mental and behavioral health and well-being.	0	25
FNPI 5d	The number of individuals who improved skills related to the adult role of parents/ caregivers.	0	200
FNPI 5e	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	0	200
FNPI 5f	The number of seniors (65+) who maintained an independent living situation.		
FNPI 5g	The number of individuals with disabilities who maintained an independent living situation.		
FNPI 5h	The number of individuals with chronic illness who maintained an independent living situation.		
FNPI 5i	The number of individuals with no recidivating event for six months.		
FNPI 5i.1	Youth (ages 14-17)		
FNPI 5i.2	Adults (ages 18+)		

Services			
SRV 5	Health & Social/Behavioral Development Services	2022	Estimate
SRV 5a-j	Health Services, Screening and Assessments		
SRV 5a	Immunizations	0	300
SRV 5b	Physicals	0	300
SRV 5c	Developmental Delay Screening	0	300
SRV 5d	Vision Screening	0	300
SRV 5e	Prescription Payments	0	10
SRV 5f	Doctor Visit Payments	0	10
SRV 5g	Maternal/Child Health		
SRV 5h	Nursing Care Sessions		
SRV 5i	In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)		
SRV 5j	Health Insurance Options Counseling		25

<b>Services</b>			
<b>SRV 5</b>	<b>Health &amp; Social/Behavioral Development Services</b>	<b>2022</b>	<b>Estimate</b>
<b>SRV 5k-o</b>	<b>Reproductive Health Services</b>		
SRV 5k	Coaching Sessions		
SRV 5l	Family Planning Classes		
SRV 5m	Contraceptives		
SRV 5n	STI/HIV Prevention Counseling Sessions		
SRV 5o	STI/HIV Screenings		
<b>SRV 5p-q</b>	<b>Wellness Education</b>		
SRV 5p	Wellness Classes (stress reduction, medication management, mindfulness, etc.)	0	25
SRV 5q	Exercise/Fitness		
<b>SRV 5r-x</b>	<b>Mental/Behavioral Health</b>		
SRV 5r	Detoxification Sessions		

<b>Services</b>			
<b>SRV 5</b>	<b>Health &amp; Social/Behavioral Development Services</b>	<b>2022</b>	<b>Estimate</b>
SRV 5s	Substance Abuse Screenings		
SRV 5t	Substance Abuse Counseling		
SRV 5u	Mental Health Assessments	0	25
SRV 5v	Mental Health Counseling	0	25
SRV 5w	Crisis Response/Call-In Responses		
SRV 5x	Domestic Violence Programs		
<b>SRV 5y-aa</b>	<b>Support Groups</b>		
SRV 5y	Substance Abuse Support Group Meetings		
SRV 5z	Domestic Violence Support Group Meetings		
SRV 5aa	Mental Health Support Group Meeting		



<b>Services</b>			
<b>SRV 5</b>	<b>Health &amp; Social/Behavioral Development Services</b>	<b>2022</b>	<b>Estimate</b>
<b>SRV 5bb-ee</b>	<b>Dental Services, Screenings and Exams</b>		
SRV 5bb	Adult Dental Screening/Exams	0	5
SRV 5cc	Adult Dental Services (including Emergency Dental Procedures)	0	5
SRV 5dd	Child Dental Screenings/Exams	0	300
SRV 5ee	Child Dental Services (including Emergency Dental Procedures)		
<b>SRV 5ff-jj</b>	<b>Nutrition and Food/Meals</b>		
SRV 5ff	Skills Classes (Gardening, Cooking, Nutrition)		
SRV 5gg	Community Gardening Activities		
SRV 5hh	Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	0	51
SRV 5ii	Prepared Meals	0	495
SRV 5jj	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	400	500

<b>Services</b>			
<b>SRV 5</b>	<b>Health &amp; Social/Behavioral Development Services</b>	<b>2022</b>	<b>Estimate</b>
<b>SRV 5kk-mm</b>	<b>Family Skills Development</b>		
SRV 5kk	Family Mentoring Sessions	0	200
SRV 5ll	Life Skills Coaching Sessions		
SRV 5mm	Parenting Classes		
<b>SRV 5nn-oo</b>	<b>Emergency Hygiene Assistance</b>		
SRV 5nn	Kits/boxes		
SRV 5oo	Hygiene Facility Utilizations (e.g. showers, toilets, sinks)		

## Outcomes

Outcomes			
FNPI 6	Civic Engagement and Community Involvement Outcomes	2022	Target
FNPI 6a	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	1	9
FNPI 6a.	Of the above, the number of Community Action program participants who improved their leadership skills.	1	9
FNPI 6a.	Of the above, the number of Community Action program participants who improved their social networks.	1	4
FNPI 6a.	Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	1	4

<b>Services</b>			
<b>SRV 6</b>	<b>Civic Engagement and Community Involvement Services</b>	<b>2022</b>	<b>Estimate</b>
SRV 6a	Voter Education and Access		
SRV 6b	Leadership Training	1	2
SRV 6c	Tri-partite Board Membership	12	12
SRV 6d	Citizenship Classes		

<b>Services</b>			
<b>SRV 6</b>	<b>Civic Engagement and Community Involvement Services</b>	<b>2022</b>	<b>Estimate</b>
SRV 6e	Getting Ahead Classes		
SRV 6f	Volunteer Training	0	20

<b>Outcomes</b>			
<b>FNPI 7</b>	<b>Outcomes Across Multiple Domains</b>	<b>2022</b>	<b>Target</b>
FNPI 7a	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	992	500

<b>Services</b>			
<b>SRV 7</b>	<b>Services Supporting Multiple Domains</b>	<b>2022</b>	<b>Estimate</b>
<b>SRV 7a</b>	<b>Case Management</b>		
SRV 7a	Case Management	24	51
<b>SRV 7b</b>	<b>Eligibility Determinations</b>		
SRV 7b	Eligibility Determinations	4811	5000
<b>SRV 7c</b>	<b>Referrals</b>		
SRV 7c	Referrals	5386	5000
<b>SRV 7d</b>	<b>Transportation Services</b>		
SRV 7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	30	100
<b>SRV 7e-f</b>	<b>Childcare</b>		
SRV 7e	Child Care subsidies		
SRV 7f	Child Care payments	0	4
<b>SRV 7g</b>	<b>Eldercare</b>		
SRV 7g	Day Centers		
<b>SRV 7h-j</b>	<b>Identification Documents</b>		
SRV 7h	Birth Certificate	0	10
SRV 7i	Social Security Card		
SRV 7j	Driver's License	0	4
<b>SRV 7k</b>	<b>Re-Entry Services</b>		
SRV 7k	Criminal Record Expungements		
<b>SRV 7l</b>	<b>Immigration Support Services</b>		
SRV 7l	Immigration Support Services		
<b>SRV 7m</b>	<b>Legal Assistance (includes emergency legal assistance)</b>		
SRV 7m	Legal Assistance		
<b>SRV 7n</b>	<b>Emergency Clothing Assistance</b>		
SRV 7n	Emergency Clothing Assistance	0	15
<b>SRV 7o</b>	<b>Mediation/Customer Advocacy Interventions</b>		
SRV 7o	Mediation/Customer Advocacy Interventions		

# Strategic Plan Update

## SWOT Analysis

STRENGTHS	
Areas of Strength	Options to Take Advantage of Strengths
Compliance Findings	Continue to train case managers to follow TAC.
Funder Requirements	Continue to follow the TAC and stay up to date with what is required.
Staff Retention (CS)	Continue to provide open line of communication with Case Managers. Continue to provide support in areas needed.
Customer Service	Continue to provide excellent customer service. Continue to know our areas and outside resources to assist clients.
Client Satisfaction	Continue to be clear and concise with the clients. Continue to send out client satisfaction surveys to all clients.
Array of programs and services addressing key needs	Continue to match clients with the appropriate program(s) to provide them with the assistance that best meets their needs.
Single Audit Issues	Continue to maintain accurate financial records.

**2022 Update: All strengths are consistent and CSNT is experiencing continued growth toward new strengths. The upward momentum of the agency's growth is encouraging.**

<b>WEAKNESSES</b>	
<b>Areas of Weakness</b>	<b>Options to Overcome Weaknesses</b>
<b>Board Member Retention</b>	<b>Work towards shortening the meetings. Better selection criteria.</b>
<b>Staff Retention (HS)</b>	<b>Offer a company matched retirement plan.</b>
<b>Small I.T. Department</b>	<b>Budget for a larger I.T. department.</b>
<b>Partnerships</b>	<b>Focus on more outreach opportunities that will allow us the ability to find more partnership possibilities.</b>

**2022 Update:**

**Board Member retention:** CSNT has shortened the board meetings, but they are still too long. Board retention continues to be a struggle.

**Staff Retention:** A new retirement plan with NCAP endorsed “Mutual of America” has been added to the benefits package. CSNT hopes to provide a company match beginning in 2023.

**Small I.T. Department:** A new IT person has been hired. IT has turned over a new leaf under this person’s management.

**Partnerships:** Outreach has increased along with CSNT’s partnerships.

<b>OPPORTUNITIES</b>	
<b>External Opportunities</b>	<b>Options to Take Advantage of Opportunities</b>
<b>Unrestricted Funding</b>	<b>Go to counties and speak with them about donations and fundraising.</b>

**2022 Update: Unrestricted funding has increased by a small amount. Donations from Churches has increased. City Council meetings have been attended. More funding outreach within the service area should be considered.**

<b>THREATS</b>	
<b>External Threats</b>	<b>Options to Take to Overcome Threats</b>
<b>Demographic Changes</b>	<b>CNA will allow us to keep up with those changes and needs.</b>

**2022 Update: CSNT has kept up with the demographic changes and needs in the service area.**



**Key Strategic Issues:**

Strategic Issue	What makes it a strategic issue?	Consequences of not addressing issue	Benefits of addressing issue	Steps to address issue
Effective Program Outcomes (CSBG TOPS)	Funder Requirement	Clients being underserved and missed opportunities for the agency.	<p>Providing a holistic approach to clients needs.</p> <p>Increased service opportunities.</p>	<p>Monthly program evaluation</p> <p>Continued training on how to properly identify TOPS clients.</p> <p>Seek partnerships to provide additional resources to clients.</p>
Board Member Retention	Federal Requirement	If we do not have the required number of board members, we could lose our CSBG funding.	<p>The ability to meet quorum.</p> <p>Having a full board allows for more community engagement.</p> <p>Having a full board holds the agency accountable.</p>	<p>Better selection criteria.</p> <p>Encourage committee participation.</p>

**2022 Update:**

**Effective Program Outcomes:** CSBG TOPS is becoming a successful program. The program is being evaluated monthly and new partnerships are being pursued monthly. We have gained many partnerships through having two case managers dedicated to the CSBG TOPS program.

**Board Member Retention:** Board Member retainment and retention continues to be a struggle for CSNT.

**Goals, Objectives, Strategies, and Outcomes**

Type of Goal (Agency, Family, or Community):	Agency	Area to Address:	CSBG TOPS program
#1 Goal:	Meet the agency transitioning goal		
Strategy:	Provide continued training to the Case Managers enabling them to better identify clients to enroll in the program and help them successfully transition the household.		

**2022 Update:**

**Goal: The agency transitioning goal is 17. Currently, 8 individuals have transitioned. We expect that we will meet our goal by the end of December 2022.**

**Strategy: A procedure manual and monthly trainings have been provided.**



**Offices, occupied buildings, and locations of operation in the following cities:**

Atlanta	Hughes Springs	Mt Pleasant
Bloomburg	Linden	Sulphur Springs
Naples	New Boston	Paris
Daingerfield	Texarkana	
Pittsburg	Jefferson	

Community Services of Northeast Texas, Inc. currently employs 108 employees. The total payroll for fiscal year ending September 30, 2021 was \$4 million.

CSNT, Inc. currently operates in 21 locations in a twelve county area. Eight of the locations operate the Head Start program. Early Head Start is provided at one of the eight Head Start locations. CSNT has the ability to provide certain services in additional counties.

**Revenue**

**Federal Awards**

Head Start	\$	4,194,699
Early Head Start		208,852
Community Services Block Grant		387,991
Community Services Block Grant - CARES		455,185
Comprehensive Energy Assistance Program		1,956,179
Comprehensive Energy Assistance Program - CARES		1,071,725
Tenant Based Rental Assistance Program		33,659
SS Administration		34,570

**Fee-for-service contracts**

Veterans Services Now		235,808
USDA-CACFP		156,436

**Private & State Funds**

<b>Adult Nutrition</b>		0
Salvation Army		5,083
Targeting Local Communities		2,162
Other cash donations		41,820
In-kind donations		1,538,575
Youth Empowerment		0
Upshur Rural Power Company		8,193

**Total revenue all categories** \$ 10,330,937

Community Services of Northeast Texas, Inc. is a 501(c)3 charity, and as such retains no earnings from Federal awards, and all revenues are expended according to federal, state, and local regulations.

## Expenditures

	Head Start	Early Head Start	CSBG	CEAP	All others	Org. Total
Personnel	3,198,308	132,456	261,384	353,462	67,200	4,012,810
Fringe Benefits	733,115	35,782	44,535	79,001	12,394	904,826
Travel	60,958	0	6,633	12,646	11,135	91,370
Equipment <sup>1</sup>	124,541	18,590	13,618	3,510	118,767	279,026
Supplies <sup>2</sup>	424,304	18,184	22,250	7,561	30,619	502,918
Contractual services <sup>3</sup>						
Other (rent, utilities, operating expenses) <sup>4</sup>	1,316,828	47,690	480,853	2,571,727	213,341	4,630,439
Direct assistance services to, or on behalf of clients	5,858,054	252,701	829,272	3,027,905	453,456	10,421,389

<sup>1</sup> For Head Start, this line item includes vehicles and equipment over the cost of \$5,000

<sup>2</sup> Supplies in 'all others' includes all consumable and food costs for the nutrition programs

<sup>3</sup> This line item is for contracted services outside the normal scope of program operation

<sup>4</sup> The 'Other' category is used for all programs to include non-delineable items including, but not limited to rent, space costs, utilities, telephone, publications, fees, printing, legal, audit, insurance, fuel, repairs, travel costs not previously stated, building maintenance, safety costs, memberships, and all other standard operating costs.

Note: Revenue amounts represent program funding; expense amounts represent fiscal year amounts and may not equal entire program funding amounts

**PROPOSED BUDGETS**

<b>Head Start</b>		<b>Early Head Start</b>	
Personnel	\$ 2,142,878	Personnel	\$ 135,602
Fringe Benefits	525,005	Fringe Benefit:	33,223
Travel (4120)	10,000	Travel (4120)	2,190
Equipment	35,000	Equipment	0
Supplies (4122)	631	Supplies (4122)	200
Supplies	193,446	Supplies	19,350
Contractual	275,350	Contractual	0
Facilities / Construction	0	Facilities / Cor	0
Other (4120)	29,750	Other (4120)	2,867
Other (4122)	457,503	Other (4122)	25,918
Indirect Costs	403,242		23,788
<b>Total</b>	<b>\$ 4,072,805</b>	<b>Total</b>	<b>\$ 243,138</b>

<b>Community Services Block Grant</b>	
Personnel	\$ 221,654
Fringe Benefits	39,641
Travel	5,457
Equipment	15,221
Supplies	13,090
Contractual	11,467
Other	120,716
Indirect Costs	6,701
<b>Total</b>	<b>\$ 433,947</b>

<b>Comprehensive Energy Assistance Program</b>	
Administration	\$ 81,593
Household Crisis	9,720
Utility Assistance	589,441
Program Services	206,851
Travel	0
<b>Total</b>	<b>\$ 887,605</b>

**HEAD START/EARLY HEAD START SERVICE DATA**

Total number of children to be served based on Head Start/Early Head Start funding	481
Average number of children served daily (Head Start/Early Head Start)	HS 448 EHS 16
Average monthly enrollment (as a percentage of funded enrollment HS/EHS)	HS 89% EHS 80%
Percentage of eligible children served (Head Start/Early Head Start)	HS 52% EHS 5%

---

**RECENT REVIEWS**

**The most recent review of the Head Start program revealed the following findings:**

- CSSR - Comprehensive Services and School Readiness (no areas of non-compliance)
- Health & Safety - (No areas of non-compliance - one concern (1304.53(a)(10)(xiv) (bathroom flooring was replaced)
- Classroom Assessment Scoring Sysytem - Results within the benchmarks set by Head Start
- Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) (no areas of non-compliance)
- Leadership, Governance, and Management Systems - will be reviewed in the future

**The most recent audit of Community Services of Northeast Texas, Inc. revealed the following:**

Material weakness identified in financial reporting	NO
Material weakness identified in control over federal awards	NO
Significant deficiencies identified	NONE
Audit findings required to be reported under 45 CFR Part 75 & 45 CFR Part 200	NONE
Auditee qualified as a low-risk auditee	NO
Financial findings and questioned costs	NONE

Broker's Opinion:

**Frank Lanier, Broker Lic 279164**  
***East Texas Realty***  
**108 E Rush Street P.O. Box 509**  
**Linden TX 75563**  
**903-756-7781**  
**620-431-6342**

**HEAD START MEDICAL AND DENTAL SERVICE INFORMATION**

Percentage of enrolled children up-to-date on schedule of age appropriate preventive and primary health care (Head Start/Early Head Start)	HS 90% EHS 100%
Percentage of enrolled children receiving dental exams (Head Start/Early Head Start)	HS 84% EHS 63%
Percentage of enrolled children with up-to-date immunizations (Head Start/Early Head Start)	HS 98% EHS 100%
Percentage of enrolled children with an IEP (Head Start/Early Head Start)	HS 11% EHS 13%

## **PARENT ENGAGEMENT ACTIVITIES**

**CSNT, Inc. Head Start/Early Head Start coordinates the following activities to promote parent involvement:**

- Parent Committee meetings
  - Parent Trainings and Activities
  - Monthly Policy Council meetings
  - Volunteering in classrooms
  - Budget management training
  - Job search and counseling from local colleges
  - Local college and universities financial aid training
  - Partnering with Local Food Banks
  - Implementation of the FRED (Families Reading Every Day) program
  - Participation in SHOP WITH A COP Program
- 

## **PREPARING CHILDREN FOR KINDERGARTEN**

**CSNT, Inc. Head Start/Early Head Start engages in the following efforts to prepare children for public school:**

- Provide a variety of learning styles and skill levels for school readiness
  - Provide opportunities for children to be independent and self-directed
  - Provide 'hands-on' activities
  - Establish healthy eating habits and proper lunchtime procedures
  - Provide orientation to Kindergarten Campus (when applicable)
  - Track and analyze data on each child's development using state-adopted, research-based assessments
  - Allow children to make a smooth transition into kindergarten, Head Start, or other receiving program
  - Coordinate with school districts and receiving programs for records needed
  - Initiate communication between Early Head Start, Head Start, and receiving program staff
  - Initiate joint training with Head Start/Early Head Start teachers and receiving program staff
  - Provide parent-teacher communication for children making transition
- 

## **EFFORTS IN BUILDING SCHOOL READINESS**

**CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:**

- Participation in the Texas Kindergarten Readiness System
- Implementation of the Texas Pre-K Guidelines and the Head Start Early Learning Outcomes Framework
- Implementation of a state-adopted, developmentally appropriate, research-based curriculum
- At least 15 hours of classroom-focused professional development annually for teachers



- Implementation of the Classroom Assessment Scoring System
  - Implementation of Campus School Readiness Teams
  - Monitoring of school readiness goals
  - Partnerships with local education agencies
  - Assessment systems that track data on a student's progress on a continuum
  - Creation of student progress reports based on data
-

**2021/2022 SCHOOL READINESS GOALS - Head Start**

Area Assessed	Goal	Progress
<b>Social &amp; Emotional Development</b>	Children will demonstrate an increasing ability to manage their own emotions and behaviors.	82%
<b>Perceptual, Motor, and Physical Development</b>	Children will demonstrate control of large and small muscles for movement, coordination and balance.	89%
<b>Approaches to Learning</b>	Children will demonstrate a positive approach to learning.	82%
<b>Language and Literacy</b>	Children will develop strong receptive and expressive language skills. Children will learn and demonstrate alphabet knowledge.	56%
<b>Cognitive Mathematics Development</b>	Children will learn and begin to use Math Concepts.	71%
<b>Parent Involvement Goals</b>	Families will work with child/children to complete weekly home activities.	95%

**2021/2022 SCHOOL READINESS GOALS - Early Head Start**

Area Assessed	Goal	Progress
<b>Social &amp; Emotional Development</b>	Children will demonstrate the ability to interact with peers, cooperatate, and solve social problems.	92%
<b>Perceptual, Motor, and Physical Development</b>	Children will demonstrate control of large and small muscles for movement, coordination and balance.	92%
<b>Language and Literacy</b>	Children will develop strong receptive and expressive language skills. Children will learn and demonstrate alphabet knowledge.	87%
<b>Cognitive Mathematics Development</b>	Children will learn and begin to use Math Concepts.	83%
<b>Parent Involvement Goals</b>	Families will work with child/children to complete weekly home activities.	95%

**2021/2022 Student Assessment Data - Head Start**

	% Proficient at end of school year in each area - CIRCLE Assessment			
	4-yr-old	3-yr-old	Disability	Dual Language
Approaches to Learning	85%	79%	71%	85%
Perceptual Motor & Physical	93%	88%	84%	96%
Social Studies	71%	73%	74%	83%
Rapid Letter Naming	41%	26%	30%	47%
Rapid Vocabulary	43%	33%	35%	37%
Phonological Awareness	72%	58%	55%	64%
Mathematics	76%	65%	60%	83%
Social-Emotional	86%	78%	69%	91%
Science	85%	77%	75%	87%

**2021/2022 Student Assessment Data - Early Head Start**

	% - Proficient Frog Street Assessment				
	Pre-school Entry	Toddlers	Infants	Disability	Dual Language
Language & Literacy	100%	25%	25%	87%	NA
Mathematics	100%	50%	63%	84%	NA
Science	100%	100%	63%	87%	NA
Social Studies	100%	100%	0%	100%	NA
Social Foundations	100%	100%	63%	88%	NA
Perceptual Motor & Physical	100%	100%	75%	94%	NA

Number of persons receiving salary more than \$50,000 4

Federal minimum wage \$ 7.25 per hour  
 Agency internal minimum wage \$7.50 per hour  
 Head Start internal minimum wage \$9.00 per hour

**Community Service Division**  
**Clients Served 2021**

<b>CSBG</b>	<b>5,004</b>
<b>Energy Assistance</b>	<b>9,212</b>
<b>Salvation Army</b>	<b>127</b>
<b>Food Banks</b>	<b>500</b>

CSNT, Inc. is an equal opportunity employer.

For an employment application, visit our website: [www.csntexas.org](http://www.csntexas.org)

## ***People Helping People***

Our mantra: We do things the right way, the first time.  
 Our rule: The Grandmother Rule: It doesn't matter who is right, it only matters what is right.

- Our four gospels:
1. It must be legal.
  2. It must be according to the regulations.
  3. It must be good for the program and the families and children we serve.
  4. It must be good for our employees.



**Community Services of Northeast Texas, Inc.**  
**P.O. Box 427 • Linden, Texas 75563 • 903-756-5596**

## **Public Hearing Notice**

### **Agency to Receive \$431,143.00**

Community Services of Northeast Texas, Inc. (CSNT) received notification that the budget total for the 2023 Community Services Block Grant (CSBG) will be an estimated \$431,143.00.

The United States Department of Health and Human Services (HHS) has notified the Texas Department of Housing and Community Affairs (TDHCA) that the estimated 2023 Community Services Block Grant (CSBG) allocation is \$31,921,741.00.

Community Services of Northeast Texas, Inc. will receive an estimated \$431,143.00.00 for use in Bowie, Camp, Cass, Delta, Franklin, Hopkins Marion, Morris, Lamar, Rains, Red River, and Titus Counties.

Community Services of Northeast Texas, Inc. will hold a Public Hearing in Linden, Texas at 301 E Houston Street on August 23, 2022. The hearing will be held at 12 noon in the CSNT community center to allow residents to make suggestions as to how the monies could be spent.

These suggestions will be collected and sent to TDHCA for use in future planning. Currently funds are used primarily for operating costs with a small amount for direct services to clients who might otherwise be ineligible for certain federal programs. Another portion is specifically used to assist families with making the transition out of poverty.

The block grant funds CSNT as an umbrella agency, which allows the agency to administer other programs. The grant allows CSNT to act as a portal into available services for eligible families.

In 2021, Community Services of Northeast Texas received funding for twelve counties and served 5,004 families with the Community Service Block Grant.

I, \_\_\_\_\_ a representative  
(representative name)

of \_\_\_\_\_ verify this notice  
(entity name)

was posted on \_\_\_\_\_ at \_\_\_\_\_  
(date) (time)



2021-2022 HEAD START PROGRAM INFORMATION REPORT  
06CH011282-000 Community Services Of Northeast Texas, Inc.

**A. PROGRAM INFORMATION**

**GENERAL INFORMATION**

Grant Number	06CH011282
Program Number	000
Program Type	Head Start
Program Name	Community Services Of Northeast Texas, Inc.
Program Address	304 E Houston St
Program City, State, Zip Code (5+4)	Linden, TX, 75563-5600
Program Phone Number	(903) 756 5596 - 211
Head Start or Early Head Start Director Name	Ms. Bernadette Harris
Head Start or Early Head Start Director Email	berny.harris@csntexas.org
Agency Email	berny.harris@csntexas.org
Agency Web Site Address	http://www.csntexas.org
Name and Title of Approving Official	Rev. Ross Hyde, Governing Board Chair
Unique Entity Identifier (UEI)	EU1MB7HLJJT6
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

**FUNDED ENROLLMENT**

**Funded enrollment by funding source**

	<i># of children</i>
A.1 Funded Enrollment:	465
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	465
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0

**Funded enrollment by program option**

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

## Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	465
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

## CLASSES IN CENTER-BASED

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

## CUMULATIVE ENROLLMENT

### Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	2
d. 3 years old	237
e. 4 years old	273
f. 5 years and older	0
g. Total cumulative enrollment of children	512

### Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	512

### Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	298
b. Public assistance such as TANF and SSI	37
c. Foster care	12
d. Homeless	28
e. Eligibility based on other type of need, but not counted in A.13.a through d	48
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	89

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.  
 Selection Criteria is used to ensure all income-eligible children are selected prior to 101-103 percent.

### Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	123
b. Three or more years	0

### Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	86
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	19

	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	229

### Child care subsidy

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

### Ethnicity and race

	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	1
b. Asian	1	6
c. Black or African American	9	257
d. Native Hawaiian or other Pacific Islander	0	0
e. White	31	128
f. Bi-racial/Multi-racial	6	44
g. Other	27	2
Explain:	Hispanic students do not identify as white.	
h. Unspecified	0	0

## Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	481
1. Of these, the number of children acquiring/learning another language in addition to English	14
b. Spanish	27
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	1
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	3
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

## Dual language learners

	# of children
A.27 Total number of Dual Language Learners	45

## Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	148

## RECORD KEEPING

### Management Information Systems

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

Name/title
ChildPlus



## B. PROGRAM STAFF & QUALIFICATIONS

### TOTAL STAFF

#### Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	85	18
a. Of these, the number who are current or former Head Start or Early Head Start parents	46	1

### TOTAL VOLUNTEERS

#### Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	496
a. Of these, the number who are current or former Head Start or Early Head Start parents	487

### EDUCATION AND CHILD DEVELOPMENT STAFF

#### Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	26	26

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	3	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	22	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	1	7

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	14
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	14

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
e. None of the qualifications listed in B.3.a through B.3.d	0	5

### Preschool classroom teachers program enrollment

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

### Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	5
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	5

### Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0

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

## Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	1
b. Asian	0	0
c. Black or African American	0	29
d. Native Hawaiian or other Pacific Islander	0	0
e. White	5	16
f. Biracial/Multi-racial	0	0
g. Other	1	0
Explain:	Hispanic staff does not identify as white	
h. Unspecified	0	0

## Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	3
a. Of these, the number who are proficient in more than one language other than English	0

# of non-supervisory education and child development staff

B.15 Language groups in which staff are proficient:	
a. Spanish	3
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or parents declined identifying the language)	0

## STAFF TURNOVER

### All staff turnover

	(1) # of Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	6	1
a. Of these, the number who were replaced	2	0

### Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	5
a. Of these, the number who were replaced	0
b. Of these, the number who left while classes and home visits were in session	0
c. Of these, the number that were teachers who left the program	3

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	1
1. Of these, the number that moved to state pre-k or other early childhood program	1
b. Retirement or relocation	0
c. Involuntary separation	2
d. Other (e.g., change in job field, reason not provided)	2

1. Specify:	Change in job field and death	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		2

## C. CHILD AND HEALTH SERVICES

### HEALTH SERVICES

#### Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	484	483
a. Of these, the number enrolled in Medicaid and/or CHIP	424	423
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	60	60
C.2 Number of children with no health insurance	28	29

#### Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	476	452
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	2

#### Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	55	434
		# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		33
1. Of these, the number who received medical treatment for their diagnosed chronic health condition		6
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		2

1. Specify:	Parents did not follow through with appointments
-------------	--

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	1
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	2
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	1
f. Hearing Problems	17
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	1
i. Diabetes	3

### Body Mass Index (BMI) – children (HS and Migrant programs)

C.9 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	# of children at enrollment
a. Underweight (BMI less than 5th percentile for child's age and sex)	28
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	301
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	68
d. Obese (BMI at or above 95th percentile for child's age and sex)	100

### Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	480	471
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	11	8
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	9	8

### Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	447	431

## Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.17 Number of children who received preventive care during the program year	308
C.18 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	351
a. Of these, the number of children diagnosed as needing dental treatment during the program year - at end of enrollment	30
1. Of these, the number of children who have received or are receiving dental treatment - at end of enrollment	20
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3 – 5 year old children	0
5. Parents did not keep/make appointment	9
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	1
8. No transportation	0
9. Other	0

## Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	26
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	26

## DISABILITIES SERVICES

### IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	54
a. Of these, the number who received an evaluation to determine IDEA eligibility	28
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	23
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	5
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	1
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	26



	# of children
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	3
c. Evaluation is pending and not yet completed by responsible agency	12
d. Other	11
1. Specify: Child was screened and found not eligible for testing	

### Preschool disabilities services (HS and Migrant programs)

	# of children
C.23 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	49
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	17
2. During this enrollment year	32
b. Of these, the number who have not received special education and related services	0

### Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.25 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	36	36
d. Intellectual disabilities	1	1
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	4	4
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	8	8
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

## EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

### Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	388
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	292
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	19

C.28 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
Dial (all editions)
ASQ (all editions)

### Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
Other (Please Specify)

### Curriculum

C.30 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Frog Street Pre-K
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>
Ready Rosie

### Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.32 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
<i>Name/title</i>
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)

## FAMILY AND COMMUNITY PARTNERSHIPS

### Number of families

	# of families at enrollment
C.33 Total number of families:	483
a. Of these, the number of two-parent families	177
b. Of these, the number of single-parent families	306
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	447
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	281
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	11
b. Grandparents	27
c. Relative(s) other than grandparents	6
d. Foster parent(s) not including relatives	3
e. Other	0

### Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	104
b. An associate degree, vocational school, or some college	56
c. A high school graduate or GED	254
d. Less than high school graduate	69

### Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	342
1. Of these families, the number in which one or more parent/guardian is employed	334
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	85
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	85
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	141

	<i># of families at end of enrollment</i>
<b>C.37 Total number of families in which:</b>	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	157
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	152
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	5
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	326
1. Of these families, the number of families that were also counted in C.36.a	190
2. Of these families, the number of families that were also counted in C.36.b	136

	<i># of families at enrollment</i>
<b>C.38 Total number of families in which:</b>	
a. At least one parent/guardian is a member of the United States military on active duty	2
b. At least one parent/guardian is a veteran of the United States military	16

### **Federal or other assistance**

	<i># of families at enrollment</i>	<i># of families at end of enrollment</i>
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	10	12
C.40 Total number of families receiving Supplemental Security Income (SSI)	46	45
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	141	135
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	254	253

## Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	58
b. Housing assistance (e.g., subsidies, utilities, repairs)	7
c. Asset building services (e.g., financial education, debt counseling)	77
d. Mental health services	16
e. Substance misuse prevention	5
f. Substance misuse treatment	4
g. English as a Second Language (ESL) training	7
h. Assistance in enrolling into an education or job training program	49
i. Research-based parenting curriculum	300
j. Involvement in discussing their child's screening and assessment results and their child's progress	360
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	268
l. Education on preventive medical and oral health	430
m. Education on health and developmental consequences of tobacco product use	173
n. Education on nutrition	449
o. Education on postpartum care (e.g., breastfeeding support)	4
p. Education on relationship/marriage	4
q. Assistance to families of incarcerated individuals	6
C.44 Of these, the number of families who were counted in at least one of the services listed above	463

## Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	152
b. Family goal setting	153
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	187
d. Head Start program governance, such as participation in the Policy Council or policy committees	5
e. Parenting education workshops	50

## Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	30
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	33

	<i># of families</i>
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	5

**Foster care and child welfare**

	<i># of children</i>
C.49 Total number of enrolled children who were in foster care at any point during the program year	16
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	1

## D. GRANT LEVEL QUESTIONS

### INTENSIVE COACHING

	<i># of education and child development staff</i>
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, FFC providers) that received intensive coaching	26
	<i># of coaches</i>
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	1

### FAMILY SERVICES STAFF QUALIFICATIONS

	<i># of family services staff</i>
D.5 Total number of family services staff:	15
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	12
b. Of these, the number that do not meet one of the qualifications described in D.5.a	3
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	3
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

### FORMAL AGREEMENTS FOR COLLABORATION

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

### REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	22062352151
Last Update Date	06/23/2022



2021-2022 EARLY HEAD START PROGRAM INFORMATION REPORT  
06CH011282-200 Community Services Of Northeast Texas, Inc.

**A. PROGRAM INFORMATION**

**GENERAL INFORMATION**

Grant Number	06CH011282
Program Number	200
Program Type	Early Head Start
Program Name	Community Services Of Northeast Texas, Inc.
Program Address	304 E Houston St
Program City, State, Zip Code (5+4)	Linden, TX, 75563-5600
Program Phone Number	(903) 756 5596 - 211
Head Start or Early Head Start Director Name	Ms. Bernadette Harris
Head Start or Early Head Start Director Email	berny.harris@csntexas.org
Agency Email	berny.harris@csntexas.org
Agency Web Site Address	http://www.csntexas.org
Name and Title of Approving Official	Rev. Ross Hyde, Governing Board Chair
Unique Entity Identifier (UEI)	EU1MB7HLJJT6
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

**FUNDED ENROLLMENT**

**Funded enrollment by funding source**

	<i># of children / pregnant women</i>
A.1 Funded Enrollment:	16
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	16
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

**Funded enrollment by program option**

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



	# of pregnant women slots
A.6 Pregnant women slots	0

### Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	16
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

### CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	2
a. Of these, the number of double session classes	0

### CUMULATIVE ENROLLMENT

#### Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	2
b. 1 year old	8
c. 2 years old	10
d. 3 years old	0
g. Total cumulative enrollment of children	20

#### Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	0

#### Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	20

#### Primary type of eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	17
b. Public assistance such as TANF and SSI	0
c. Foster care	0
d. Homeless	2
e. Eligibility based on other type of need, but not counted in A.13.a through d	0

	# of children / pregnant women
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	1

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.  
 Selection Criteria is used to select all income eligible children first.

### Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	11
b. Three or more years	0

### Transition and turnover

	# of children
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	7
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	2
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0

	# of pregnant women
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	0
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	0

### Child care subsidy

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

### Ethnicity and race

# of children / pregnant women
--------------------------------

	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
<b>A.25 Race and ethnicity</b>		
a. American Indian or Alaska Native	0	1
b. Asian	0	0
c. Black or African American	0	15
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	2
f. Bi-racial/Multi-racial	1	0
g. Other	1	0
Explain:                      Hispanic families that do not identify as white		
h. Unspecified	0	0

### Primary language of family at home

	# of children
<b>A.26 Primary language of family at home:</b>	
a. English	19
1. Of these, the number of children acquiring/learning another language in addition to English	1
b. Spanish	1
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

### Dual language learners

	# of children
<b>A.27 Total number of Dual Language Learners</b>	2

### Transportation

	# of children
<b>A.28 Number of children for whom transportation is provided to and from classes</b>	0

## RECORD KEEPING

### Management Information Systems

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

*Name/title*

ChildPlus

## B. PROGRAM STAFF & QUALIFICATIONS

### TOTAL STAFF

#### Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	8	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	5	0

### TOTAL VOLUNTEERS

#### Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	12
a. Of these, the number who are current or former Head Start or Early Head Start parents	12

### EDUCATION AND CHILD DEVELOPMENT STAFF

#### Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	4

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	2

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	2
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	2

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
e. None of the qualifications listed in B.6.a through B.6.d	0

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	0
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	0

## Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

## Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
<b>B.13 Race and Ethnicity</b>		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	2
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	2
f. Biracial/Multi-racial	0	0
g. Other	0	0
h. Unspecified	0	0

## Language

	# of non-supervisory education and child development staff
<b>B.14 The number who are proficient in a language(s) other than English.</b>	1
a. Of these, the number who are proficient in more than one language other than English	0

	# of non-supervisory education and child development staff
<b>B.15 Language groups in which staff are proficient:</b>	
a. Spanish	1
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or parents declined identifying the language)	0

## STAFF TURNOVER

### All staff turnover

	(1) # of Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	2	0
a. Of these, the number who were replaced	1	0

### Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	2
a. Of these, the number who were replaced	1
b. Of these, the number who left while classes and home visits were in session	0
c. Of these, the number that were teachers who left the program	1

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	2
1. Specify:	One chose to care for her children in the home One became a care provider for ill family member
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0



## C. CHILD AND HEALTH SERVICES

### HEALTH SERVICES

#### Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	20	20
a. Of these, the number enrolled in Medicaid and/or CHIP	19	19
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	1	1
C.2 Number of children with no health insurance	0	0

#### Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	0	0
a. Of these, the number enrolled in Medicaid	0	0
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

#### Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	20	20
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	1	1

#### Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

## Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	10	15

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	1
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	0
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	1
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	1
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	0
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	1
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

## Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	19	18
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

## Medical services – pregnant women (EHS programs)

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

## Prenatal health – pregnant women (EHS programs)

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

## Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	18	18

## Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	12

## Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	4
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	4

## DISABILITIES SERVICES

### IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	3
a. Of these, the number who received an evaluation to determine IDEA eligibility	2
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	2
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	1

	# of children
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	1
1. Specify: Child was screened and found to need no other services	

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

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

## EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

### Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	9
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	7
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	1

C.28 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
AGS Screening Profile

## Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
Other (Please Specify)

## Curriculum

C.30 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Frog Street Infant
Frog Street Toddler
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>
Ready Rosie

## Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.32 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
<i>Name/title</i>
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)

## FAMILY AND COMMUNITY PARTNERSHIPS

### Number of families

	<i># of families at enrollment</i>
C.33 Total number of families:	18
a. Of these, the number of two-parent families	7
b. Of these, the number of single-parent families	11
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	18
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	11
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	0
b. Grandparents	0
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

## Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	3
b. An associate degree, vocational school, or some college	6
c. A high school graduate or GED	9
d. Less than high school graduate	0

## Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	12
1. Of these families, the number in which one or more parent/guardian is employed	12
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	1
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	1
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	6

	# of families at end of enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	9
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	8
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	1
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	9
1. Of these families, the number of families that were also counted in C.36.a	4
2. Of these families, the number of families that were also counted in C.36.b	5

	# of families at enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	1
b. At least one parent/guardian is a veteran of the United States military	0

## Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	0	0
C.40 Total number of families receiving Supplemental Security Income (SSI)	0	0
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	18	17
C.42 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	14	12

## Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	0
b. Housing assistance (e.g., subsidies, utilities, repairs)	1
c. Asset building services (e.g., financial education, debt counseling)	2
d. Mental health services	0
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	5
i. Research-based parenting curriculum	12
j. Involvement in discussing their child's screening and assessment results and their child's progress	16
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	15
l. Education on preventive medical and oral health	18
m. Education on health and developmental consequences of tobacco product use	1
n. Education on nutrition	18
o. Education on postpartum care (e.g., breastfeeding support)	1
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.44 Of these, the number of families who were counted in at least one of the services listed above	18

## Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	6
b. Family goal setting	6
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	7
d. Head Start program governance, such as participation in the Policy Council or policy committees	0

	# of father/ father figures
e. Parenting education workshops	6

### Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	2

	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	2

	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	1

### Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	2

C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0
--	---

### REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	22062352150
Last Update Date	06/23/2022