



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

Tuesday, February 28, 2023 @ 12:00 Noon

Linden Community Center

301 East Houston, Linden Texas 75563

Dr. Arcolia Jenkins, 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 02/28/23 *

4. Approval of Minutes 01/24/23*

5. Chairman's Comments and Recognitions

6. Training

Board Question of the Month – 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 required
- F. By Laws- No current report

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

8. Action Items

A. Discuss/Approve Audit – 12:30pm - Neil Phillips presents audit via Zoom*
(OS 8.3, OS 8.4)

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

C. Approve Consent Agenda*

- 1) Community Services Report..... (OS 5.9).....Michelle Morehead
- 2) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 3) Human Resource Report.....(OS5.9).....Charlotte Hall
- 4) Payee Report..... (OS 5.9)Savanah Coates
- 5) Service & HS Transportation Reports..... (OS 5.9)Tommy Hooper
- 6) Financial 1.2.3.4.5.6.7.8.9.10.11.....(OS8.7).....Shelley Mitchell

D. Discuss/Approve – COVID Mitigation Policies

- 1) Health Policies and Procedures Update with COVID Mitigation Procedures
- 2) Personnel Policy Workplace Wellness #724 with COVID Mitigation Procedures

9. Executive Director's Report

10. Discussion Items

- A.** 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)
- B.** TDHCA - TBRA Desk Review letter
- C.** Detailed Monitoring Summary of Results Grantee #06CH011282/04

11. Audience Comments

12. Executive Session

The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and Section 551.074(1)(2) of the government code

Review and Approval of Executive Director's Compensation (OS 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

13. Required Action from Executive Session

14. Adjourn Board Meeting

* Requires Board Vote

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Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
January 24, 2023
301 East Houston, Linden Community Center
Linden, Texas 75563

Board Members Present

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Alexa Rainge/Kerri Winters

Representing Linden-Kildare CISD, Private Sector

Dr. Arcolia Jenkins, Vice Chairman via Zoom

Representing Creating Opportunities in Marion County, Private Sector

Angela Thompson

Representing Bowie County, Poverty Sector

John Baxter

Representing Texana Bank, Private Sector

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Board Members Absent

Megan Kirkland

Representing LEDC, Private Sector

Ross Hyde, Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Judge Doug Reeder, Parliamentarian

Morris County Judge, Public Sector

Sandra Wright

Representing Marion County Judge Leward Lafleur, Public Sector

Harmony Roberson

Representing Cass County, Poverty Sector

CALL TO ORDER

Arcolia Jenkins, Chairman, called the meeting to order at 12:16 p.m.
Quorum: established six of eleven, members present.

AGENDA

Motion: Donna Early moved to add the nominating committee minutes to item four of the agenda; and add Berny Harris presenting the Federal Review Information to item six, training, and to approve the 1/24/23 agenda.

Second: John Baxter

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

MINUTES

Motion: Donna Early, Treasurer moved to approve the 12/6/22 board, and nominating committee minutes.

Second: Cecelia Huff, Secretary

Hearing no descent, it passes.

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Chair Jenkins stated she is "glad to be here," and thanked everyone for being in attendance.

TRAINING / PRESENTATIONS

- A. The Final Rule-Eligibility-Presented by Misty Van Hooser
- B. Schedule and pertinent information regarding Federal Review – Berny Harris

COMMITTEE REPORTS

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

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

Action Items

A. Seat New Board Member(s)

None

B. Approve Consent Agenda

- 1) Community Services Report.....(OS 5.9)....Michelle Morehead
- 2) Head Start/EHS & PIR Reports.....(OS 5.9).....Berny Harris
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Payee Report.....(OS 5.9).....Savanah Coates
- 5) Transportation Reports.....(OS 5.9).....Tommy Hooper
- 6) Financial.....(OS 8.7).....Shelley Mitchell

Motion: John Baxter, moved to approve the Consent agenda.

Second: Cecelia Huff, Secretary

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

**C. Discuss/Approve Resolution to remove and replace Ross Hyde as a Bank Signature.
The replacement is Michelle Morehead, Deputy Executive Director.**

Motion: Angela Thompson, Parliamentarian

Second: Cecelia Huff, Secretary

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

D. Discuss/Approve Resolution to add Michelle Morehead, DED, as co-signatory of the Agency.

Motion: John Baxter

Second: Donna Early, Treasurer

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

EXECUTIVE DIRECTOR

- A. Dan commended employee Misty Van Hooser emerging as a true leader in the Agency.
- B. Neil Phillips, the Agency Auditor has requested to Zoom for presenting the 2022 audit at the February 28, Board Meeting. This makes number 18, a clean audit.
- C. Thursday, January 11, the Succession was Invoked due to health concerns. Reported by to office January 23, 2023
- D. Dan introduced Shirley Allen, Community Services Director.

DISCUSSION ITEMS

- A. CLASS Fall 2022 Data
- B. Head Start Program Goals Fall 2022 Progress
- C. Head Start HVAC Unit Replacements – Pittsburg Campus Head Start Grant \$12K approved PY04 Budget American Recovery Plan (ARP) C-6 Funds - \$21C Grantee 06CH011282/04

AUDIENCE COMMENTS

EXECUTIVE SESSION

The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and section 551.074(1)(2) of the government code.

- 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.

REQUIRED ACTION FROM EXECUTIVE SESSION

None

ADJOURN

Board Chair Arcolia Jenkins motioned to adjourn at 12:47pm.
Hearing no descent, adjournment passed.

Approved by: _____, on _____, 2023
(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? X Yes 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 1.3

The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the board. September 27, 2022

Organizational Standard 2.3

The organization communicates its activities and its results to the community.

CSNT Annual Report published Date: August 23, 2022

Organizational Standard 3.5

Did the Board formally accept the Community Assessment? X Yes No Date July 27, 2021

Organizational Standard 4.1

The governing board has reviewed the organization’s mission statement within the past 5 years and assured that:

- 1. The mission statement addresses poverty; and
- 2. The organization’s programs and services are aligned with the mission.

X Yes No Date: October 26, 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 August 23, 2022

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: September 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 April 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: July 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: September 29, 2021

Organizational Standard 6.5

The governing board has received and update(s) on progress meeting the goals of the strategic plan within the past 12 months. X Yes No Date: September 27, 2022

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: September 29, 2021

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: August 5, 2022

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: October 26, 2019

Organizational Standard 7.4

Performance appraisal of Executive Director X Yes No Date: August 23, 2022

Organizational Standard 7.5

Reviews and approves Executive Director Salary X Yes No Date: July 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: October 22, 2019

Organizational Standard 7.7

The Organization has a whistleblower policy that has been approved by the governing board.

X Yes No Date: October 22, 2019

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

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

Organizational Standard 8.1

The organization’s annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit. X Yes Date December 5 -December 7, 2022

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

Organizational Standard 8.8

All required filings and payments related to payroll withholdings are completed on time.
X Yes No - checked and verified by Jim Howard, Payroll Coordinator

Organizational Standard 8.9

The governing body annually approves an organization-wide budget.
X Yes No - September 27, 2022

Organizational Standard 9.1

The organization has a system or systems in place to track and report client demographics and services customers receive. X Yes No Shah Software

Organizational Standard 9.2

The organization has a system or systems in place to track family, agency, and/or community outcomes. X Yes No Shah Software

Organizational Standard 9.3

The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary. X Yes No

Organizational Standard 9.4

The organization submits its annual CSBG Information Survey Data Report and it reflects client demographics and organization-wide outcomes. X Yes No Annual Report to TDHCA

Community Services Report

February 2023

CSBG

Community Services Block Grant

CSBG currently has 18 individuals enrolled. CSNT has an annual goal of transitioning 17 individuals to self-reliance.



CEAP

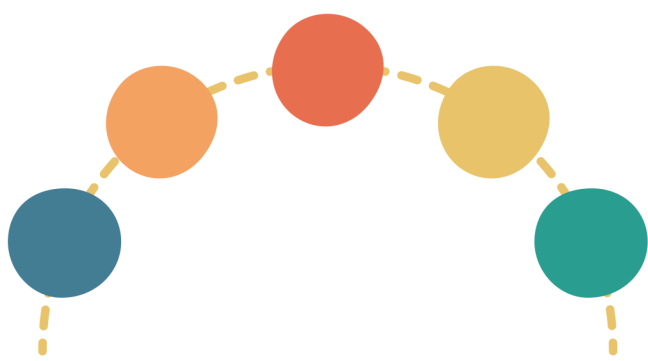
Comprehensive Energy Assistance Program

CEAP has served 660 individuals since January 1, 2023 and has paid \$787,083.09, which averages out to \$1,192.55 per person in utility assistance payments.

TBRA

Tenant Based Rental Assistance

TBRA has served 45 households and has paid out \$65,169.00 in rent and utilities since January 1, 2023.



LIHWAP

Low Income Home Water Assistance Program

LIHWAP has served 181 individuals since January 1, 2023 and has paid \$81,796.58, which averages out to \$451.91 per person in water assistance payments.

TXHAF

Texas Homeowner Assistance Fund

TXHAF is off to a great start with many planned outreach events throughout the 23 county service area.



CSNT Head Start Monthly Report

Program Year 04 2023 06CH011282/04

2023

Data Month **January**

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	463	466										
Over/Under Enrollment HS	-2	1										
% with Special Needs	7%	9%										
ADA Funded Enrolled* (465)	85%	89%										
Enrollment (acutal students)	88%	90%										
Present/ Absent	397/66	415/51										
* If below 85% (Why) -	NA	NA										

Non-Federal Share	Head Start	\$1,018,201	\$756,370	\$261,831	74% Needed	Grant Total	24.66% Received	\$ 266,057				
	December	January	February	March	April	May	June	July	August	September	October	November
\$	261,831	\$ 124,968	\$ 136,863									

Indirect Cost Pool Expenditures (including % Admin)	ICP	\$ 403,242	\$ 403,242	Grant Total	\$ 427,030	Expended	\$ -					
*Grant should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
HS Total 4%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Meals/Reimbursements

\$	22,983	December	January	February	March	April	May	June	July	August	September	October	November
# of service days		14	19										
# of meals served		3,436	5,369										
CACFP Reimbursement	\$	8,978	\$ 14,006										

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	131	164										
# Classrooms Observed	53	60										
Incomes Verified	10	15										
# Parents Interviewed	6	0										
# of Staff interviewed	7	24										
# Bus Routes Observed	0	NA										
# Staff Files Reviewed	0	0										
# Community Contacts	60	55										
# of Findings	8	104										

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	4	4										
# findings corrected	4	4										
# findings remaining	0	0										

Annual Detailed Monitoring Findings

Week of **1/26/2023 Completed NA**

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

Program Updates

6 Areas of Concern - Detailed Monitoring (Created Corrective Action Plans for each area of concern. Tracking areas w/findings).
Completed Federal Review - Waiting on Final Letter for Results
Starting Spring Semester - Completing Final Assessments

CSNT Early Head Start Monthly Report

Program Year 04 2023 06CH011282/04

2023

Data Month **January**

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										
Over/Under Enrollment EHS	0	0										
% with Special Needs	12.50%	12.50%										
ADA Funded Enrolled* (16)	77%	84%										
Enrollment (acutal students)	77%	84%										
Present/ Absent	14/2	13/3										
* If below 85% (Why) -	Cough/Cold	Virus Type Symptoms										

Non-Federal Share

Early HS	December	January	February	March	April	May	June	July	August	September	October	November
\$60,785	\$2,152	\$2,074	\$56,559	\$4,226								
93% Needed										\$266,057		
Grant Total												
24.66% Received												

Indirect Cost Pool Expenditures (including % Admin)

ICP	December	January	February	March	April	May	June	July	August	September	October	November
\$23,788					\$23,788							
Grant Total							\$427,030					
Expended												\$-
*Grant should not be above 15%												
EHS Total 0%	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$3,081												
# of service days	14	19										
# of meals served	490	697										
CACFP Reimbursement	\$1,275	\$1,806										

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	6	7										
# Classrooms Observed	7	8										
Incomes Verified	0	2										
# Parents Interviewed	1	0										
# of Staff interviewed	0	0										
# Bus Routes Observed	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
# Staff Files Reviewed	0	0										
# Community Contacts	6	5										
# of Findings	1	1										

Annual Self-Assessment Findings

Date:	December	January	February	March	April	May	June	July	August	September	October	November
Week of 3/3/2022												
Completed 5/26/2022												
# of findings	4	4										
# findings corrected	4	4										
# findings remaining	0	0										

Annual Detailed Monitoring Findings

Week of	December	January	February	March	April	May	June	July	August	September	October	November
1/26/2023												
Completed NA												
# of findings	7	7										
# findings corrected	7	0										
# findings remaining	0	7										

Program Updates

6 Areas of Concern - Detailed Monitoring (Created Corrective Action Plans for each area of concern. Tracking areas w/findings).
Completed Federal Review - Waiting on Final Letter for Results
Starting Spring Semester - Completing Final Assessments



Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

2/20/2023

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	465	100.00%

Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	465	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
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	466	100.22%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
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	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cumulative Enrollment

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	513	10.32%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	6	1.17%
3 Years Old	242	47.17%
4 Years Old	265	51.66%
5 Years Old	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	37	7.21%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	23	4.48%

Prior Enrollment of Children

	# of children	% of children
The second year	130	25.34%
Three or more years	10	1.95%

Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	1	0.19%
Asian	0	0.00%	5	0.97%
Black or African American	9	1.75%	255	49.71%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	24	4.68%	145	28.27%
Biracial or Multi-Racial	5	0.97%	36	7.02%
Other Race	33	6.43%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	484	94.35%
Of these, the number of children acquiring/learning another language in addition to English	12	
Spanish	25	4.87%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	3	0.58%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	1	0.19%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	479	93.37%	356	69.40%
Children with accessible health care	463	90.25%	337	65.69%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	456	88.89%	436	84.99%
Children with accessible dental care	448	87.33%	328	63.94%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	34	7.31%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	485	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	379	78.14%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	19	3.92%
Housing Assistance	5	1.03%
Asset Building Services	142	29.28%
Mental Health Services	8	1.65%
Substance Misuse Prevention	2	0.41%
Substance Misuse Treatment	6	1.24%
English as a Second Language (ESL) Training	14	2.89%
Assistance in enrolling into an education or job training program	65	13.40%
Research-based parenting curriculum	261	53.81%
Involvement in discussing their child's screening and assessment results and their child's progress	295	60.82%
Supporting transitions between programs	224	46.19%
Education on preventive medical and oral health	352	72.58%
Education on health and developmental consequences of tobacco product use	161	33.20%
Education on nutrition	361	74.43%
Education on postpartum care	8	1.65%
Education on relationship/marriage	10	2.06%
Assistance to families of incarcerated individuals	1	0.21%



Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

2/20/2023

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	16	100.00%

Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	16	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
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	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
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	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cumulative Enrollment

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	16	100.00%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	0	0.00%
1 Year Old	7	43.75%
2 Years Old	9	56.25%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	2	12.50%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	1	6.25%

Prior Enrollment of Children

	# of children	% of children
The second year	4	25.00%
Three or more years	1	6.25%

Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	1	6.25%
Black or African American	0	0.00%	8	50.00%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	3	18.75%
Biracial or Multi-Racial	1	6.25%	1	6.25%
Other Race	2	12.50%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	14	87.50%
Of these, the number of children acquiring/learning another language in addition to English	2	12.50%
Spanish	2	12.50%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	16	100.00%	16	100.00%
Children with accessible health care	16	100.00%	8	50.00%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	16	100.00%	14	87.50%
Children with accessible dental care	16	100.00%	8	50.00%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	2	12.50%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	15	93.75%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	15	100.00%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset Building Services	0	0.00%
Mental Health Services	0	0.00%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	2	13.33%
Assistance in enrolling into an education or job training program	10	66.67%
Research-based parenting curriculum	15	100.00%
Involvement in discussing their child's screening and assessment results and their child's progress	12	80.00%
Supporting transitions between programs	9	60.00%
Education on preventive medical and oral health	15	100.00%
Education on health and developmental consequences of tobacco product use	3	20.00%
Education on nutrition	15	100.00%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%



Turnover Total - 1

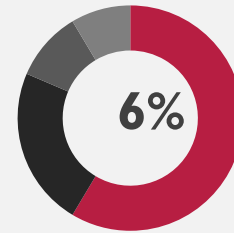
Head Start - 1; CS - 0



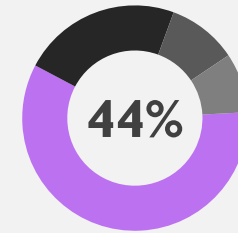
Head Count - 110



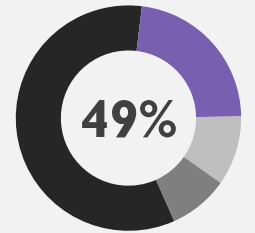
Demographics



Age 29 and under



Age 30 - 49



Age 50 and older

Human Resources at a Glance

Sub Hours - 86

453.0

Personal Leave Hours

277.75

Leave without
pay hours

Job Openings

Lead Teacher - 1

Teaching Assistants - 1

Custodian - 1

General Support Staff - 2

Navigators - 2; Mascot - 1

Logistics Coordinator - 1

Payee Services Report

Month of: January 2023

Number of beneficiaries:		9
Total Funds Received:	\$	7,453.00
Total Expenses Managed:	\$	7,385.54
MONTHLY total on hold for Beneficiaries:	\$	67.46
TOTAL on hold for Beneficiaries:	\$	4,819.01

Expenditures

Rent:	\$	1,404.00
Utilities:	\$	140.00
Food:	\$	-
Medical:	\$	-
Other:	\$	189.00
Transfer for beneficiary use:	\$	5,316.54
	\$	7,465.54
Total collected for FFS:		\$ 416.00

Interest Earned: \$ 8.65

Monthly Vehicle Cost Summary

Sep-22

By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	-	-	
CSBG	347.59	742.43	
CEAP	-	-	
THAF	-	615.37	
			<u>1,705.39</u>

By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	457.54	542.70	
Linden	759.67	815.10	
Linden Shop	55.49	-	
Daingerfield	27.37	-	
	-	-	
			<u>2,657.87</u>

By Vehicle

<u>#</u>	<u>Fuel</u>	<u>Repairs</u>	<u>Total</u>	<u>Location</u>
801	-	-	-	Linden Shop
879	64.39	136.98	201.37	Linden
880	-	615.37	615.37	Linden
881	47.61	15.00	62.61	Linden
882	182.49	-	182.49	Linden
883	55.49	-	55.49	Linden Shop
884	29.05	-	29.05	Linden
885	27.37	-	27.37	Daingerfield
886	457.54	542.70	1,000.24	Jefferson
887	258.98	47.75	306.73	Linden
838	177.15	-	177.15	Linden
			<u>2,657.87</u>	

Service Department Report

February, 2023

Service Department

Department makeup

6 full time employees

0 temporary employees

Head Start employees under temporary supervision.

Head Start Transportation

Cost per child to transport:

Transportation

Costs:

	Childre n	Staff		Childre n	Staff
Vehicle Maintenance cost (Campus)			YTD =		
Vehicle Maintenance cost (Buses)			YTD =		
Vehicle Maintenance cost (Exec. Office)			YTD =		
Vehicle fuel cost (Gas Campus)		\$83.92	YTD =		\$318.02
Vehicle fuel cost (Exec. Office)		\$786.03	YTD =		\$1,301.70
Vehicle fuel cost (Buses)		\$40.62	YTD =		\$98.49
Vehicle insurance cost (Buses)	\$1,106.58		YTD =	\$8,853.00	
Vehicle driver cost buses	\$2,454.62		YTD =	\$19,637.00	

Total transportation cost: \$3,561.20 \$910.57

Total number transported: 27

Head Start

Financial Report for the month of February 2023

(January 2023 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	\$2,147,995.00	\$154,261.67	\$245,237.13	\$1,902,757.87	\$178,999.58	\$357,999.17	\$112,762.04
Fringe Benefits	\$526,259.00	\$40,670.78	\$75,718.30	\$450,540.70	\$43,854.92	\$87,709.83	\$11,991.53
Travel (4120)	\$10,000.00	\$996.81	\$996.81	\$9,003.19	\$833.33	\$1,666.67	\$669.86
Equipment	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$2,916.67	\$5,833.33	\$5,833.33
Supplies	\$189,500.00	\$2,818.16	\$4,047.39	\$185,452.61	\$15,791.67	\$31,583.33	\$27,535.94
Contractual	\$275,350.00	\$0.00	\$0.00	\$275,350.00	\$22,945.83	\$45,891.67	\$45,891.67
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$3,132.00	\$3,132.00	\$27,249.00	\$2,531.75	\$5,063.50	\$1,931.50
Other (4122)	\$858,320.00	\$47,871.98	\$85,773.41	\$772,546.59	\$71,526.67	\$143,053.33	\$57,279.92
Total	\$4,072,805.00	\$249,751.40	\$414,905.04	\$3,657,899.96	\$339,400.42	\$678,800.83	\$263,895.79
T&TA	\$40,381.00	\$4,128.81	\$4,128.81	\$36,252.19	\$3,365.08	\$6,730.17	\$2,601.36
Total							
USDA Reimbursements through December 2022							\$8,977.79
Estimated USDA Reimbursement for January 2023							\$14,005.59
							<u>\$286,879.17</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals: \$4.00
 Actual year end payroll accrual \$75,600.00

Further Analysis	
Number of children	465
Number of classrooms	26

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>	
Per Classroom	\$156,646.35	\$9,605.82	\$15,957.89	\$13,053.86	\$26,107.72	\$10,149.84
Per Child	\$8,758.72	\$537.10	\$892.27	\$729.89	\$1,459.79	\$567.52

IN-KIND (Non-Federal Share)				
Needed	This month	Total	Still need	
\$1,018,201.00	\$136,862.66	\$261,830.42	\$756,370.58	

Head Start C5

Financial Report for the month of February 2023

(January 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Supplies	\$59,327.00	\$0.00	\$62,725.51	(\$19,488.83)
Other	\$78,200.00	\$0.00	\$78,815.83	\$15,474.49
Total	\$137,527.00	\$0.00	\$141,541.34	(\$4,014.34)

Head Start C6

Financial Report for the month of February 2023

(January 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Personnel	\$254,594.00	\$0.00	\$226,627.92	\$27,966.08
Supplies	\$111,556.00	\$8,506.76	\$24,303.14	\$87,252.86
Other	\$180,591.00	\$1,331.37	\$17,183.95	\$163,407.05
Total	\$546,741.00	\$9,838.13	\$268,115.01	\$278,625.99

Early Head Start

Financial Report for the month of February 2023

(January 2023 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	\$134,771.00	\$14,477.26	\$22,869.57	\$111,901.43	\$11,230.92	\$22,461.83	(\$407.74)
Fringe Benefits	\$33,019.00	\$3,958.71	\$7,378.14	\$25,640.86	\$2,751.58	\$5,503.17	(\$1,874.97)
Travel (4120)	\$2,190.00	\$148.95	\$268.51	\$1,921.49	\$182.50	\$365.00	\$96.49
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,350.00	\$26.44	\$53.27	\$19,296.73	\$1,612.50	\$3,225.00	\$3,171.73
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	\$468.00	\$468.00	\$2,599.00	\$255.58	\$511.17	\$43.17
Other (4122)	\$50,741.00	\$1,126.95	\$1,899.18	\$48,841.82	\$4,228.42	\$8,456.83	\$6,557.65
Total	\$243,138.00	\$20,206.31	\$32,936.67	\$210,201.33	\$20,261.50	\$40,523.00	\$7,586.33
T&TA	\$5,257.00	\$616.95	\$736.51	\$4,520.49	\$438.08	\$876.17	\$139.66
Total							
USDA Reimbursements through December 2022							\$1,275.29
Estimated USDA Reimbursement for January 2023							\$1,805.97
							<u>\$10,667.59</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$7,200

\$4.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$121,569.00	\$10,103.16	\$16,468.34	\$10,130.75	\$20,261.50	\$3,793.17
Per Child	\$15,196.13	\$1,262.89	\$2,058.54	\$1,266.34	\$2,532.69	\$474.15

IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$243,138.00	\$2,073.63	\$4,225.74	\$238,912.26

Early Head Start C5

Financial Report for the month of February 2023

(January 2023 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	\$2,368.38	\$2,631.62
Total	\$7,239.00	\$0.00	\$3,224.66	\$4,014.34

Early Head Start C6

Financial Report for the month of February 2023

(January 2023 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	\$755.95	\$1,318.17	\$5,442.83
Other	\$9,409.00	\$50.81	\$822.59	\$8,586.41
Total	\$28,776.00	\$806.76	\$15,696.11	\$13,079.89

HEAD START and EHS NUTRITION PROGRAM

February 2023 Financial Report

For the month of January 2023

CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	6,785.08	26,206.98
Administrative Labor		1,143.07	4,397.54
Food		10,071.85	43,139.69
Supplies & Equipment		691.55	3,485.28
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	0.00
Other		-	146.49
Total	\$	18,691.55	\$ 77,375.98

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

TDHS REVENUE 15,811.56 55,786.77
(Income Starts October 2022)

CSBG 2022

Financial Report for the month of February 2023

CSBG Current Program (January 2023 Expenditures)

% of contract	87%
% 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>Community Services Block Grant (CSBG) 12 month program ending 03/31/2023</i>							
Personnel	\$177,211.05	8,715.72	\$153,907.54	\$23,303.51	\$11,814.07	\$153,582.91	(\$324.63)
Fringe Benefits	33,739.35	4,457.35	\$36,609.43	(2,870.08)	2,249.29	29,240.77	(7,368.66)
Travel*	8,150.50	0.00	\$2,391.52	5,758.98	543.37	7,063.77	4,672.25
Equipment	33,538.00	713.06	\$33,925.02	(387.02)	2,235.87	29,066.27	(4,858.75)
Supplies	11,353.96	205.97	\$7,168.99	4,184.97	756.93	9,840.10	2,671.11
Contractual	1,932.50	552.00	\$4,698.90	(2,766.40)	128.83	1,674.83	(3,024.07)
Other	129,586.84	10,258.11	\$157,821.62	(28,234.78)	8,639.12	112,308.59	(45,513.03)
Indirect Costs	43,945.80	14,481.53	\$42,934.98	1,010.82	2,929.72	38,086.36	(4,848.62)
Total	\$439,458.00	\$39,383.74	\$439,458.00	\$0.00	\$29,297.20	\$380,863.60	(\$58,594.40)

CEAP 2022

Financial Report for the month of February 2023

CEAP Current Program (January 2023 Expenditures)

% of contract	100%
% of money	100%

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>					
					Minimum	Maximum				
Administration*	\$214,655.00	43,702.83	\$146,948.18	\$67,706.82	5%	\$17,887.92	min	\$184,273.98	max	\$37,325.80
Household Crisis**	1,194,821.00	5,344.62	\$132,797.88	1,062,023.12		255,838.60	min	1,194,821.00	max	1,062,023.12
Utility Assistance**	1,194,821.00	49,948.37	\$2,425,588.09	(1,230,767.09)		255,838.60	min	1,194,821.00	max	(1,230,767.09)
Program Services	366,259.00	31,633.27	\$265,221.85	101,037.15	10%	30,521.58	min	225,888.63	max	(39,333.22)
Training Travel	2,500.00	1,605.00	\$1,605.00	895.00		0.00	min	2,500.00	max	895.00
Total	\$2,973,056.00	\$132,234.09	\$2,972,161.00	\$895.00		\$560,086.69		\$2,802,304.61		(\$169,856.39)

*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	4.9%	Program Services with Future Payments	0.09393013	Future Payments	\$0.00
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CSBG 2023

Financial Report for the month of February 2023

CSBG Current Program (January 2023 Expenditures)

% of contract	8%
% of money	#DIV/0!

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2023</i>							
Personnel	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	0.00	11.96	\$11.96	(11.96)	0.00	0.00	(11.96)
Travel*	0.00	661.05	\$661.05	(661.05)	0.00	0.00	(661.05)
Equipment	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Contractual	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Other	0.00	20,531.82	\$20,531.82	(20,531.82)	0.00	0.00	(20,531.82)
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Total	\$0.00	\$21,204.83	\$21,204.83	(\$21,204.83)	\$0.00	\$0.00	(\$21,204.83)

CEAP 2023

Financial Report for the month of February 2023

CEAP Current Program (January 2023 Expenditures)

% of contract	8%
% of money	10%

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>			
					Minimum	Maximum		
Administration*	\$204,314.00	3,995.22	\$3,995.22	\$200,318.78	1%	\$0.00 min	\$16,906.10 max	\$12,910.88
Household Crisis**	1,137,207.00	26,709.84	\$26,709.84	1,110,497.16		25,575.84 min	1,137,207.00 max	1,110,497.16
Utility Assistance**	1,137,208.00	229,048.51	\$229,048.51	908,159.49		25,575.84 min	1,137,208.00 max	908,159.49
Program Services	348,599.00	12,495.57	\$12,495.57	336,103.43	5%	0.00 min	21,460.31 max	8,964.74
Training Travel	2,500.00	429.87	\$429.87	2,070.13		0.00 min	2,500.00 max	2,070.13
Total	\$2,829,828.00	\$272,679.01	\$272,679.01	\$2,557,148.99		\$51,151.67	\$2,315,281.41	\$2,042,602.40

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

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

Admin with Future Payments

0.7%

Program Services with Future Payments

Future Payments \$315,374.62

0.021410142

LOW INCOME WATER ASSISTANCE PROGRAM

Financial Report for the month of February 2023

LIWAP Current Program (January 2023 Expenditures)

% of contract	87%
% of money	18%

<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	10,020.57	\$10,020.57	\$73,069.43	\$5,539.33	\$72,011.33	\$61,990.76
Direct Services	549,736.00	2,487.14	\$101,683.22	448,052.78	36,649.07	476,437.87	374,754.65
Total	\$632,826.00	\$12,507.71	\$111,703.79	\$521,122.21	\$42,188.40	\$548,449.20	\$436,745.41

Future Payments \$37,931.57

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -February 2023

Sam's Club

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

American Express

Purchases for December 2022	Did not use Credits	4,691.16
Payment due by ---	Pd on 01/12/2023	<u>(4,691.16)</u>
Balance		-

Purchases for December 2022		20,496.41
Payment due by ---	Pd on 01/18/2023	<u>(20,496.41)</u>
Balance		-

Line of Credit

Program	TBRA	CSBG B	TX-HAF
Highest January 2023 Balance	17,240.00	8,100.00	-
Current balance	1,500.00	-	3,025.00
Exp pay off date	3/15/2023		3/15/2023

In House Line of Credit

Program	CEAP A	CSBG A
Highest January 2023 Balance	15,974.00	32,746.00
Current balance	38,159.00	41,702.00
Exp pay off date	3/15/2023	3/15/2023

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000



Corporate Purchasing Gardmember Report

Sign-up For Online
Statements

www.americanexpress.com/gopaperless

Prepared For
DAN BOYD
CSNT INC

Account Number
XXXX-XXXX-**221009**

Closing Date
12/28/22

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ Do Not Pay
1,458.33	5,191.16	0.00	1,744.24	500.00	4,405.25

For important information regarding your account refer to page 2.

For your records only - do not pay.

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

Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXX- 221009		
12/19/22 PAYMENT RECEIVED - THANK YOU 12/19	08019000000	-1,744.24
12/02/22 AUSFI PMS 1623150900 Austin TX REF# XF 97679 5123025550 12/02/22 ROC NUMBER XF 97679		225.33
12/16/22 EMBASSY SUITES DALLA DALLAS TX FOL# 1010103 EMBASSY SUITE 12/16/22 ARRIVAL DATE DEPARTURE DATE 12/12/22 12/15/22 00 ROC NUMBER 1010103	97568610200	602.88
12/16/22 EMBASSY SUITES DALLA DALLAS TX FOL# 1010104 EMBASSY SUITE 12/16/22 ARRIVAL DATE DEPARTURE DATE 12/12/22 12/15/22 00 ROC NUMBER 1010104	97568610300	542.88
12/06/22 HOBBY LOBBY #155 000 TEXARKANA TX REF# 00190000000 4057451100 12/05/22 HOBBY SHOPS ROC NUMBER 00190000000	00190000000	30.31
12/06/22 PARTY CITY 1129 TEXARKANA TX 813277 00020012 75503 12/05/22 ROC NUMBER 813277 TAX \$1.24	81327700000	16.24

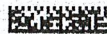
Continued on Page 3

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account number on all payments.
3796-565931-221009

MB 01 000259 10979 H 2 B



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

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

000259 1/2

R04L9WR1 36222

000000813

(000)



Prepared For
DAN BOYD
CSNT INC

Account Number
 XXXX-XXXXX **121009**

Closing Date
12/28/22

Page 3 of 3



Activity Continued				Reference Code	Amount \$
12/14/22	PAYPAL *BERNEITHAMC 4029357733	FL		10110388524	500.00
	REF# 10110368524 4029357733	12/13/22			
	CONSULTING SERVICES				
	ROC NUMBER 101103685242				
12/22/22	PAYPAL *BERNEITHAMC 4029357733	FL		10111021848	-500.00
	REF# 10111021848 4029357733	12/21/22			Credit
	CONSULTING SERVICES				
	ROC NUMBER 101110218486				
12/05/22	SAM'S CLUB 8295 8295 TEXARKANA	TX		23390042798	145.28
	REF# 23390042798 WHOLESALE CLUB	12/05/22			
12/22/22	TARGET 018119 TEXARKANA	TX		00122107200	1,000.00
	REF# 001221072 612-3044357	12/21/22			
	SEE INVOICE				
	ROC NUMBER 001221072				
12/07/22	TOMMY S BBQ 62807600 ATLANTA	TX		74207852341	1,128.24
	REF# 74207852341 903-796-5719	12/07/22			
12/21/22	WAL-MART SUPERCENTER ATLANTA	TX		23550007643	1,000.00
	REF# 23550007643 DISCOUNT STORE	12/21/22			
Total for DAN BOYD				New Charges/Other Debits	5,191.16
				Payments/Other Credits	-2,244.24

000259 2/2



Corporate Purchasing Cardmember Report

Sign-up For Online
Statements

www.americanexpress.com/gopaperless

Prepared For
CREW DYKES
CSNT INC

Account Number
XXXX-XXXX-~~3796-5660~~3781008

Closing Date
12/28/22

Page 1 of 3

**Balance
Due \$ Do Not Pay**

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$
28,537.09	20,852.90	0.00	28,537.09	356.49

20,496.41

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/checkyourbillor call
Customer Service at 1-800-492-4920.

Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXX- 3796-5660 3781008		
12/12/22 PAYMENT RECEIVED - THANK YOU 12/12	08022000000	-28,537.09
12/19/22 CLDTKN AMZN MKTP US AMZN.COM/BILL W -76.84 7ZZZ0SSOC 113-0765250-2009098109 12/19/22 Credit ①		
12/28/22 CLDTKN AMZN MKTP US AMZN.COM/BILL W -39.95 7KIDO08MW 113-2093512-6948298109 12/28/22 Credit ②		
12/28/22 CLDTKN AMZN MKTP US AMZN.COM/BILL W -79.90 7KIDO08MW 113-2093512-6948298109 12/28/22 Credit ③		
12/28/22 CLDTKN AMZN MKTP US AMZN.COM/BILL W -79.90 1J5DQ6B02 113-2093512-6948298109 12/28/22 Credit ④		
12/28/22 CLDTKN AMZN MKTP US AMZN.COM/BILL W -79.90 5A2ZJV6JS 113-2093512-6948298109 12/28/22 Credit ⑤		
12/07/22 CLDTKN AMZN MKTP US*HA21B4Z AMZN.COM/BILL W 959.99 32I6B61NI 113-5701728-7464298109 12/07/22 ⑥		
12/12/22 CLDTKN AMZN MKTP US*JO94G06 AMZN.COM/BILL W 143.42 1FGQIXZGG 113-8523954-9534698109 12/12/22 ⑦		
ROC NUMBER 1FGQIXZGG25P		

Continued on Page 3

Do not staple or use paper clips

Payment Coupon

Account Number Enter 15 digit account
~~3796-5660~~3781008 number on all payments.

CREW DYKES
CSNT INC
302 E HOUSTON BX 427
LINDEN TX 75563-5600

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

Total Charges - \$20,852.90
- Credits - \$356.49
Total Due - \$20,496.41



Prepared For
CREW DYKES
CSNT INC

Account Number
XXXX-XXXXX ~~7181008~~

Closing Date
12/28/22

Activity Continued		Reference Code	Amount \$
12/21/22	CLDTKN AMZN MKTP US*L823017 AMZN.COM/BILL 5TSLNYFCK 113-4611847-6009098109 12/19/22 ROC NUMBER 5TSLNYFCKMGV	W	434.97 (8)
12/08/22	CLDTKN AMZN MKTP US*NM8G43N AMZN.COM/BILL 1UA49UFPL 113-7270398-7170698109 12/07/22 ROC NUMBER 1UA49UFPLQDJ	W	185.36 (9)
12/08/22	CLDTKN AMZN MKTP US*O086R92 AMZN.COM/BILL 6H0FCDNNM 113-3390789-9182698109 12/07/22 ROC NUMBER 6H0FCDNNMW26	W	149.97 (10)
12/07/22	CLDTKN AMZN MKTP US*RF3I209 AMZN.COM/BILL 2EJYWK604 113-1972148-7244298109 12/07/22 ROC NUMBER 2EJYWK604T2E	W	36.99 (11)
12/22/22	CLDTKN AMZN MKTP US*R43H10Y AMZN.COM/BILL 6FLOVHVJZ 113-4611847-6009098109 12/21/22 ROC NUMBER 6FLOVHVJZRQX	W	1,280.97 (12)
12/20/22	CLDTKN AMZN MKTP US*T24SK28 AMZN.COM/BILL 3NMYCWY6V 113-8361284-5233098109 12/19/22 ROC NUMBER 3NMYCWY6V1NI	W	2,476.00 (13)
12/13/22	CLDTKN AMZN MKTP US*UM1R052 AMZN.COM/BILL 6PJRWGP88 113-0765250-2009098109 12/12/22 ROC NUMBER 6PJRWGP88U70	W	121.89 (14)
12/15/22	CLDTKN AMZN MKTP US*VT6AA44 AMZN.COM/BILL 3NQX9C7BR 113-2093512-6948298109 12/11/22 ROC NUMBER 3NQX9C7BR8H4	W	678.03 (15)
12/20/22	CLDTKN AMZN MKTP US*XW0KK4S AMZN.COM/BILL 3SJRT6932 113-1979185-1543498109 12/19/22 ROC NUMBER 3SJRT6932NYT	W	145.95 (16)
12/20/22	CLDTKN AMZN MKTP US*YL1662Y AMZN.COM/BILL 1N5BG4UM2 113-0981262-0899498109 12/19/22 ROC NUMBER 1N5BG4UM2N0L	W	42.93 (17)
12/11/22	CLDTKN AMZN MKTP US*YL5F27L AMZN.COM/BILL 6A8XZPIRD 113-8523954-9534698109 12/08/22 ROC NUMBER 6A8XZPIRDWGT	W	51.11 (18)
12/13/22	CLDTKN AMZN MKTP US*0F69W04 AMZN.COM/BILL 445ZZRMII 113-4920293-2232298109 12/12/22 ROC NUMBER 445ZZRMII8LW	W	115.02 (19)
12/07/22	CLDTKN AMZN MKTP US*0888H7O AMZN.COM/BILL 5TB2K5IS3 113-0853812-2325898109 12/07/22 ROC NUMBER 5TB2K5IS3GOK	W	629.93 (20)
12/27/22	CLDTKN AMZN MKTP US*1A0ZC84 AMZN.COM/BILL 2JKUDXNP2 113-4611847-6009098109 12/21/22 ROC NUMBER 2JKUDXNP2I51	W	607.88 (21)
12/07/22	CLDTKN AMZN MKTP US*3R4H00H AMZN.COM/BILL 1SBC1WQG3 113-0804196-0464298109 12/07/22 ROC NUMBER 1SBC1WQG3UUK	W	6,719.93 (22)
12/20/22	CLDTKN AMZN MKTP US*4301B89 AMZN.COM/BILL 49UT9A90X 113-3415392-3131498109 12/19/22 ROC NUMBER 49UT9A90XFIS	W	3,580.56 (23)
12/08/22	TECHSOUP SAN FRANCIS CA REF# 9M29TZDD 415-633-9300 12/08/22 TECHSOUP ROC NUMBER 9M29TZDD		1,246.00 (24)
12/20/22	TECHSOUP SAN FRANCIS CA REF# 89KD08HJ 415-633-9300 12/20/22 TECHSOUP ROC NUMBER 89KD08HJ		1,246.00 (25)
Total for CREW DYKES		New Charges/Other Debits Payments/Other Credits	20,852.90 -28,893.58

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Authorization for Electronic Debit: We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



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Dial Relay 711 and 1-800-492-4920.

Large Print and Braille Statements:
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Customer Service
P.O. Box 53611
Phoenix, AZ
85072-3611

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- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2022 Through 1/31/2022

1045 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT
 2

Check Register for the Month of January 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
76320	1/5/2023	ABERNATHY COMPANY	36.64	Cleaning Supplies
76321	1/5/2023	ADT SECURITY SERVICES	119.97	Alarm Service
76328	1/5/2023	AEP-SWEPKO-EA	93,728.38	Client Assistance
76329	1/5/2023	AFLAC	1,453.16	Employee Insurance
76330	1/5/2023	AMBIT ENERGY	2,200.00	Client Assistance
76331	1/5/2023	AMY PERALES	144.48	Per Diem
76332	1/5/2023	AT&T	116.55	Telephone and Internet
76333	1/5/2023	AT&T	269.01	Telephone and Internet
76334	1/5/2023	AT&T	763.05	Telephone and Internet
76335	1/5/2023	ATLANTA INDEPENDENT SCHOOL DIST	446.00	Head Start Meals
76336	1/5/2023	ATMOS ENERGY	2,678.59	Client Assistance
76337	1/5/2023	B & S TRUE VALUE HARDWARE	63.84	Building Supplies
76338	1/5/2023	BEN E KEITH CO	2,978.63	Head Start Groceries
76341	1/5/2023	BOWIE CASS	55,059.25	Client Assistance
76342	1/5/2023	BRENDA DAVIS	359.48	Mileage Reimb.
76343	1/5/2023	BRITTNEY QUEEN	40.42	Mileage Reimb.
76344	1/5/2023	CAMCO ELEVATOR INC	150.00	Elevator Service
76346	1/5/2023	CENTERPOINT ENERGY	7,133.42	Client Assistance
76347	1/5/2023	CENTERPOINT ENERGY ENTEX	512.11	Utility
76348	1/5/2023	CIRRO ENERGY	1,507.98	Client Assistance
76349	1/5/2023	CITY OF CLARKSVILLE WATER DEPT	284.18	Client Assistance
76350	1/5/2023	City of Hooks	360.73	Client Assistance
76351	1/5/2023	CITY OF HUGHES SPRINGS	309.45	Utility
76352	1/5/2023	CITY OF JEFFERSON WATER .	92.74	Utility
76353	1/5/2023	CITY OF LINDEN	499.27	Utility
76354	1/5/2023	CITY OF MOUNT PLEASANT	1,005.69	Client Assistance
76355	1/5/2023	CITY OF MOUNT VERNON	342.63	Client Assistance
76356	1/5/2023	CITY OF NAPLES	53.20	Client Assistance
76357	1/5/2023	CITY OF OMAHA	301.00	Client Assistance
76358	1/5/2023	CITY OF PITTSBURG	489.74	Utility
76359	1/5/2023	CITY OF SULPHUR SPRINGS WATER DEPARTMENT	81.23	Client Assistance
76360	1/5/2023	COMMUNITY ACTION PARTNERSHIP	1,370.00	Membership Fees
76361	1/5/2023	COOPER PROPANE PARIS	1,580.00	Client Assistance
76362	1/5/2023	COOPER PROPANE-DEKALB	314.00	Client Assistance
76363	1/5/2023	Craig Bohuslav	2,352.00	Client Assistance
76364	1/5/2023	DIRECT ENERGY	3,995.16	Client Assistance
76365	1/5/2023	DISCOUNT SCHOOL SUPPLY	1,757.46	Head Start Classroom Supplies
76366	1/5/2023	FERRELL GAS	319.00	Client Assistance
76367	1/5/2023	GREEN MOUNTAIN ENERGY	3,734.45	Client Assistance
76368	1/5/2023	GREENVILLE AUTO GAS	541.40	Client Assistance
76369	1/5/2023	GREG'S MIRACLE MART	131.37	Vehicle Fuel
76370	1/5/2023	HEALTHCARE EXPRESS LLP	114.00	Pre-Employment Testing
76371	1/5/2023	HOLLY SPRINGS WSC	382.21	Client Assistance
76372	1/5/2023	HUGHES SPRINGS ISD	21,450.00	Contracted Teachers
76373	1/5/2023	James Jackson	2,081.00	Client Assistance
76374	1/5/2023	KAYE NELMS PETTY CASH CUSTODIAN	46.69	Petty Cash
76375	1/5/2023	LAMAR CO-OP	1,795.35	Client Assistance
76376	1/5/2023	LINDEN FUEL CENTER	1,203.84	Vehicle Fuel
76377	1/5/2023	LONGVIEW NEWS JOURNAL	1,448.57	Advertising
76378	1/5/2023	MCI	66.88	Telephone & Internet
76379	1/5/2023	MOORE PEST CONTROL	150.00	Pest Control
76380	1/5/2023	MOUNTAIN VALLEY OF TEXARKANA	216.00	Drinking Water
76381	1/5/2023	NAPLES HARDWARE & SUPPLIES LLC	11.99	Building Supplies
76382	1/5/2023	NEUAC	500.00	Membership Fees
76384	1/5/2023	ODP BUSINESS SOLUTIONS, LLC	1,577.90	Office Supplies

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2022 Through 1/31/2022

1045 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT
 2

Check Register for the Month of January 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
76385	1/5/2023	PEST-PRO SERVICES INC	250.00	Pest Control
76386	1/5/2023	PowerNext	286.21	Client Assistance
76387	1/5/2023	QUEEN CITY WATERWORKS	372.00	Client Assistance
76388	1/5/2023	REDWATER WATER & SEWER	78.86	Client Assistance
76389	1/5/2023	RELIANT ENERGY	1,285.44	Client Assistance
76390	1/5/2023	RHYTHM OPS, LLC	3,543.61	Client Assistance
76391	1/5/2023	RPM STAFFING PROFESSIONALS, INC.	5,664.90	Temporary Staffing
76392	1/5/2023	S.W. ARKANSAS TELE. CO-OP	243.52	Telephone & Internet
76393	1/5/2023	SHERYL ALDEN	43.00	Mileage Reimb
76394	1/5/2023	SOUTHWESTERN ELECTRIC POWER	5,451.07	Utility
76395	1/5/2023	STAPLES CREDIT PLAN	487.85	Office Supplies
76396	1/5/2023	State Bank of Dekalb	478.56	Client Assistance
76397	1/5/2023	TEXANA LA	3,122.14	Cell Phone Reimb for Payment
76398	1/5/2023	TEXARKANA ISD CATERING DEPT	1,697.33	Head Start Meals
76400	1/5/2023	TEXARKANA WATER UTILITIES	1,802.78	Client Assistance
76401	1/5/2023	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	1,795.62	Refund Contract Funds
76402	1/5/2023	TRI SPECIAL UTILITY DISTRICT	51.84	Client Assistance
76403	1/5/2023	TRICO LUMBER CO.	188.98	Building Supplies
76404	1/5/2023	TXU-ASSISTANCE GROUP	1,803.16	Client Assistance
76405	1/5/2023	UPSHUR RURAL ELEC. CORP.	9,671.25	Client Assistance
76406	1/5/2023	VERIZON WIRELESS	3,121.49	Cell Service
76407	1/5/2023	WASTE MANAGEMENT CORPORATE SERVICES, INC.	180.43	Utility
76408	1/5/2023	WESTERN CASS WATER SUPPLY	68.65	Utility
76409	1/5/2023	WILLIAMS CHAPEL BAPTIST CHURCH	1,081.94	Rent
76410	1/5/2023	WINDSTREAM	93.18	Telephone & Internet
76411	1/5/2023	XEROX CORPORATION	849.93	Copier
76412	1/12/2023	A & R SERVICE CENTER LLC	58.50	Vehicle Repair
76413	1/12/2023	ABERNATHY COMPANY	772.48	Cleaning Supplies
76414	1/12/2023	ABILA	1,085.10	Software Support
76415	1/12/2023	AMERICAN EXPRESS	4,691.16	Travel Expenses
76416	1/12/2023	BARBARA LARRY, LPC	2,202.50	Mental Health Expenses
76417	1/12/2023	BEN E KEITH CO	1,705.05	Head Start Meals
76418	1/12/2023	BLOOMBURG WATER SUPPLY	51.28	Utility
76419	1/12/2023	BLUE CROSS BLUE SHIELD	45,053.08	Employee Insurance
76420	1/12/2023	BRIDGET JANNISE	40.58	Fingerprint Fees Reimb
76421	1/12/2023	CAMCO ELEVATOR INC	150.00	Elevator Services
76422	1/12/2023	CARCO GROUP INC	35.00	Background Fees
76423	1/12/2023	CENTERPOINT ENERGY ENTEX	312.72	Utility
76424	1/12/2023	CHAD D SUTTON	975.00	Grounds
76425	1/12/2023	CITY OF MOUNT PLEASANT	27.35	Utility
76426	1/12/2023	CITY OF NEW BOSTON	42.98	Utility
76427	1/12/2023	CSNT ORG PAYEE	360.00	Payee Fees
76428	1/12/2023	DAINGERFIELD CHAMBER OF COMMERCE	60.00	Membership Fees
76429	1/12/2023	ERA MOORE COLLINS	40.58	Fingerprint Fees Reimb
76430	1/12/2023	ETEX TELEPHONE CORP, INC.	6,436.82	Telephone & Internet
76431	1/12/2023	Genoa Health Care	250.00	Client Assistance
76432	1/12/2023	Geraldine Best	1,642.20	Client Assistance
76433	1/12/2023	GREG'S MIRACLE MART	132.71	Vehicle Fuel
76434	1/12/2023	GUARDIAN	7,358.54	Employee Insurance
76435	1/12/2023	HAMILTON PROPERTIES	189.00	Cle
76436	1/12/2023	HEALTHCARE EXPRESS LLP	423.00	Pre-Employment Testing
76437	1/12/2023	HESS OUTLET	45.00	Client Assistance
76438	1/12/2023	HOPE FIRE EXTINGUISHER SERVICE	28.95	Fire Ext. Service
76439	1/12/2023	JAMIE STRAWN	40.58	Fingerprint Fees Reimb
76440	1/12/2023	LARRY WRIGHT	390.00	Client Assistance

COMMUNITY SERVICES OF NORTHEAST TEXAS
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Check Register for the Month of January 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
76441	1/12/2023	LINDEN FUEL CENTER	945.72	Vehicle Fuel
76442	1/12/2023	MOUNT PLEASANT HOUSING AUTHORITY	465.00	Client Assistance
76443	1/12/2023	MY ALARM CENTER, LLC.	39.99	Alarm Service
76444	1/12/2023	NAPLES HARDWARE & SUPPLIES LLC	32.88	Building Supplies
76446	1/12/2023	ODP BUSINESS SOLUTIONS, LLC	1,808.45	Office Supplies
76447	1/12/2023	REPUBLIC SERVICES #070	105.29	Utility
76448	1/12/2023	RONETTE CONERLY-GULLEY	39.75	Client Assistance
76449	1/12/2023	RPM STAFFING PROFESSIONALS, INC.	5,137.05	Temporary Staffing
76450	1/12/2023	SHAH SOFTWARE, INC.	1,050.00	Software Support
76451	1/12/2023	STAPLES BUSINESS CREDIT	5,375.28	Office Supplies
76452	1/12/2023	SUDDENLINK	80.00	Telephone & Internet
76453	1/12/2023	SUPERIOR FLEET SERVICE	543.75	Vehicle Repair
76454	1/12/2023	TOSHIBA FINANCIAL SERVICES	1,167.00	Copiers
76455	1/12/2023	VANCO SYSTEMS, INC.	594.81	Copiers
76456	1/18/2023	AEP-SWEPKO-EA	1,194.49	Client Assistance
76457	1/18/2023	AMERICAN EXPRESS	20,496.41	Office Supplies
76458	1/18/2023	ATMOS ENERGY	429.33	Client Assistance
76459	1/18/2023	BOWIE CASS	16,450.30	Client Assistance
76460	1/18/2023	CENTERPOINT ENERGY	3,958.21	Client Assistance
76461	1/18/2023	CENTERPOINT ENERGY ENTEX	511.48	Utility
76462	1/18/2023	CITY OF LINDEN	177.25	Client Assistance
76463	1/18/2023	CRUMP'S IGA	87.94	Head Start Groceries
76464	1/18/2023	CSNT ORG PAYEE	52.00	Payee Fees
76465	1/18/2023	DIRECT ENERGY	2,718.33	Client Assistance
76466	1/18/2023	LIQUID ENVIRONMENTAL SOLUTIONS	162.20	Building Supplies
76467	1/18/2023	LUMINOUS SERVICES LLC	1,382.18	Cleaning Services
76468	1/18/2023	MOUNTAIN VALLEY OF TEXARKANA	45.00	Drinking Water
76469	1/18/2023	NATIONAL COMMUNITY ACTION FOUNDATION	1,000.00	Fees
76471	1/18/2023	SOUTHWESTERN ELECTRIC POWER	23,318.67	Client Assistance
76472	1/18/2023	TACAA, INC.	3,750.00	Fees
76473	1/18/2023	TEXARKANA GAZETTE	615.37	Advertising
76474	1/18/2023	TOSHIBA FINANCIAL SERVICES	550.00	Copiers
76475	1/18/2023	TRICO LUMBER CO.	330.33	Building Supplies
76476	1/18/2023	TXU-ASSISTANCE GROUP	972.59	Client Assistance
76477	1/18/2023	UPSHUR RURAL ELEC. CORP.	1,297.63	Client Assistance
76478	1/18/2023	WINDSTREAM	290.84	Telephone & Internet
76479	1/25/2023	ABERNATHY COMPANY	207.27	Cleaning Supplies
76480	1/25/2023	ADA RENTALS, LLC	559.00	Client Assistance
76482	1/25/2023	AEP-SWEPKO-EA	6,644.62	Client Assistance
76483	1/25/2023	AMY PERALES	0.00	Void Check
76484	1/25/2023	ANGELA DAVIS	341.00	Client Assistance
76485	1/25/2023	AREA WIDE PROPERTIES	1,481.25	Rent
76486	1/25/2023	ARTIS CULBERSON JR.	386.00	Client Assistance
76487	1/25/2023	AT&T	99.55	Telephone & Internet
76488	1/25/2023	ATLANTA ISD	700.00	Rent
76489	1/25/2023	ATLANTA ISD FOOD SERVICE	317.50	Head Start Meals
76490	1/25/2023	ATLANTA UTILITIES	986.83	Client Assistance
76491	1/25/2023	BARBARA GRUBBS	650.00	Client Assistance
76492	1/25/2023	BEN E KEITH CO	6,405.83	Head Start Groceries
76493	1/25/2023	BOB GATES	600.00	Client Assistance
76494	1/25/2023	BOBBY'S B&G AUTOMOTIVE INC.	605.45	Vehicle Repair
76495	1/25/2023	BOWIE CASS	2,703.88	Client Assistance
76496	1/25/2023	BRANDON ELLIOTT	500.00	Client Assistance
76497	1/25/2023	CAMCO ELEVATOR INC	150.00	Elevator Service

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Check Register for the Month of January 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
76498	1/25/2023	CANDIE HARRIS PETTY CASH CUSTODIAN	49.12	Petty Cash
76499	1/25/2023	CAPPS PROPERTY LTD	600.00	Client Assistance
76500	1/25/2023	CENTERPOINT ENERGY	418.03	Client Assistance
76501	1/25/2023	CENTERPOINT ENERGY ENTEX	414.57	Utility
76502	1/25/2023	CHAD CLEMENTS	1,066.00	Client Assistance
76503	1/25/2023	CHARLOTTE HALL	160.00	Per Diem
76504	1/25/2023	CITY OF LINDEN	1,086.50	Client Assistance
76505	1/25/2023	CITY OF WINFIELD	761.56	Client Assistance
76506	1/25/2023	Craig Bohuslav	450.00	Client Assistance
76507	1/25/2023	DAINGERFIELD - LONE STAR ISD	108.00	Head Start Meals
76508	1/25/2023	EDDIE L. CLARDY	850.00	Client Assistance
76509	1/25/2023	FRANCES EVANS	0.00	Void Check
76510	1/25/2023	GLENN B. LANIER	240.00	Rent
76511	1/25/2023	HEALTHCARE EXPRESS LLP	243.00	Pre-Employee Testing
76512	1/25/2023	Heartland Village	723.00	Client Assistance
76513	1/25/2023	HIEM Legacy Corp (Magnolia Garden)	2,556.00	Client Assistance
76514	1/25/2023	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	Rent
76515	1/25/2023	HUGHES SPRINGS ISD	800.00	Rent
76516	1/25/2023	IMPACT REALTY GROUP	450.00	Client Assistance
76517	1/25/2023	James Jackson	391.00	Client Assistance
76518	1/25/2023	JIMMIE RAY AYERS	800.00	Rent
76519	1/25/2023	JIMMY MITCHELL	896.00	Client Assistance
76520	1/25/2023	KALASHINE HOPKINS LLC	256.00	Client Assistance
76521	1/25/2023	KATHY JO RODGERS	220.00	Client Assistance
76522	1/25/2023	KRISTY LYNN SHEEK	93.93	Client Assistance
76523	1/25/2023	LAURIE STIGER	550.00	Client Assistance
76524	1/25/2023	LONGVIEW NEWS JOURNAL	1,547.25	Advertising
76525	1/25/2023	MARC MOTE PROPERTIES	891.00	Client Assistance
76526	1/25/2023	MARGARETT JOHNSON	1,283.00	Client Assistance
76527	1/25/2023	MARIA B GUERRERO	235.00	Client Assistance
76528	1/25/2023	MICHELLE MOREHEAD	0.00	Void Check
76529	1/25/2023	MISTY VAN HOOSER	0.00	Void Check
76530	1/25/2023	NATHAN BELL, LLC	44.00	Client Assistance
76531	1/25/2023	ODP BUSINESS SOLUTIONS, LLC	760.02	Office Supplies
76532	1/25/2023	OLGA LOVE	0.00	Void Check
76533	1/25/2023	PABLO CHINCHILLA-ETX INVESTMENT REAL ESTATE, LLC	800.00	Client Assistance
76534	1/25/2023	PAM MCMICHEAL	575.00	Client Assistance
76535	1/25/2023	Patricia Jones	425.00	Client Assistance
76536	1/25/2023	PATRICIA RICHARDSON	0.00	Void Check
76537	1/25/2023	PRIMROSE ESTATES	364.00	Client Assistance
76538	1/25/2023	PTL VILLAGE LLC	1,236.00	Client Assistance
76539	1/25/2023	QUEEN CITY WATERWORKS	441.00	Client Assistance
76540	1/25/2023	R. MORGAN, LLC	950.00	Rent
76541	1/25/2023	RELIABLE MANAGEMENT	580.00	Client Assistance
76542	1/25/2023	ROBBIE HUDSON	0.00	Void Check
76543	1/25/2023	RPM STAFFING PROFESSIONALS, INC.	2,545.00	Temporary Staffing
76544	1/25/2023	SHIRLEY ALLEN	213.65	Per Diem
76545	1/25/2023	SOUTHWESTERN ELECTRIC POWER	2,678.90	Utility
76546	1/25/2023	STAPLES CONTRACT AND COMMERCIAL INC	809.04	Office Supplies
76547	1/25/2023	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent and Utilities
76548	1/25/2023	TEXARKANA ISD CATERING DEPT	1,133.05	Head Start Meals
76549	1/25/2023	THE RESIDENCES ON STILLHOUSE ROAD	1,043.00	Client Assistance
76550	1/25/2023	THOMAS BLYTHE	120.00	Client Assistance
76551	1/25/2023	TORI DALLAS KINGS LLC	490.00	Client Assistance

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Check Register for the Month of January 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
76552	1/25/2023	TURNER DAVID K	1,000.00	Rent
76553	1/25/2023	TXU-ASSISTANCE GROUP	57.00	Client Assistance
76554	1/25/2023	TYLER MORNING TELEGRAPH	2,999.62	Advertising
76555	1/25/2023	UPSHUR RURAL ELEC. CORP.	1,255.15	Client Assistance
76556	1/25/2023	VENUS HORNBUCKLE PETTY CASH CUSTODIAN	13.50	Petty Cash
76557	1/25/2023	VERIZON WIRELESS	3,123.70	Cell Service
76558	1/25/2023	WAYNE KERBY	650.00	Client Assistance
76559	1/25/2023	WEST STREET HOME AND AUTO	72.98	Ground Supplies
76560	1/25/2023	WEX HEALTH, INC.	85.45	Employee Insurance
76561	1/25/2023	WILLIAMS CHAPEL BAPTIST CHURCH	900.00	Rent
76562	1/25/2023	WINDSTREAM	548.46	Telephone & Internet
76563	1/25/2023	WINFIELD ESTATES	260.00	Client Assistance
76564	1/25/2023	WOODBRIAGE APARTMENTS	432.00	Client Assistance
76565	1/25/2023	XEROX CORPORATION	853.01	Copier Expenses
Report Total			509,527.18	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 1/31/2023

Assets

CASH IN BANK CHECKING	(256.97)
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	353.04
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	(2,187.12)
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	608.03
TEXANA CSBG B CHECKING	3,230.47
TEXANA CSBG DISCRETIONARY CHECKING	6,940.70
TEXANA HEAD START CHECKING	1,218.21
TEXANA CEAP A CHECKING	12,031.97

COMMUNITY SERVICES OF NORTHEAST TEXAS

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TEXANA CEAP B CHECKING	5,507.18
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	19,723.38
TEXANA TLC CHECKING	11,604.84
TEXANA LOCAL ADMINISTRATIVE CHECKING	71,687.53
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	6,748.80
TEXANA TBRA CHECKING	8.84
TEXANA POSTAL ACCOUNT CHECKING	226.85
TEXANA VET SERVICES NOW	53,608.47
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	3.63
TEXANA CEAP CARES CHECKING	1.20
TEXANA NEW PAYROLL CASH ACCOUNT	28,398.62
TEXANA EARLY HEAD START CHECKING	10.02
TEXANA CEAP ARP CHECKING	1.80
TEXANA INDIRECT COST RATE CHECKING	64,047.86
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	23,933.07
TEXANA ORGANIZATION PAYEE FUNDS	1,687.00
TEXANA LOW INCOME HOUSEHOLD WATER ASSISTANCE CHECKING	145,938.82
TEXANA TEXAS HOMEOWNER ASSISTANCE FUND	220.83
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	(241.54)
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	15,811.56
PROMISES TO GIVE	25,000.00
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	9,590.75
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	28,277.18
PREPAID MAINTENANCE	0.00

Total Current Assets 574,665.59

Long Term Assets

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 1/31/2023

PROPERTY & EQUIPMENT	2,924,817.00
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,503,018.87)
Total Assets	<u>1,996,463.72</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	284,677.63
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	167,240.00
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	105,954.80
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
DUE TO DHS TRANSPORTATION	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 1/31/2023

DUE TO LOCAL ADMIN		0.00
DUE TO STATE		0.00
	Total Current Liabilities	<u>557,875.57</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		0.00
	Total Current Net Assets	<u>566,677.83</u>
	Excess Revenues over Expenditures	<u>871,910.32</u>
Total Liabilities and Net Assets		<u><u>1,996,463.72</u></u>

COMMUNICABLE DISEASES (Standard 1302.47 (b)(4)(A)(7)(3))

POLICY

CSNT Head Start/Early Head Start will follow the Communicable Disease Chart for Schools and Childcare Centers published by the Department of State Health Services, along with recommendations from The Center for Disease Control (CDC) guidelines, federal regulations and state laws. Exclusion Policies will be based upon requirements and recommendations set forth by the CDC.

Each campus is required to have a chart posted where every staff person can readily survey for information when needed.

Head Start/Early Head Start classrooms located on ISD campuses will work with and adhere to their ISD exclusion guidelines by sending students to the ISD nurse for assessments.

Head Start/Early Head Start stand-alone campuses will exclude students as per agency policy and procedures following recommendations of the Communicable Disease Chart for Schools and Childcare Centers established by the Department of State Health Services, the CDC, federal regulations and state laws.

Head Start/Early Head Start stand-alone campus staff must refer children with symptoms of communicable disease to the Campus Director during the morning, or as soon as the symptoms are noted. If the Campus Director is not present, the designated staff person should follow recommended guidelines for class and/or care of sick child or staff.

Head Start/Early Head Start staff must confirm reports of communicable disease and require a physician's release to return to school to ensure exclusion criteria is met. Staff must inform parent/s of exclusion criteria during pick up of student.

In the event of an unusual communicable disease or need for special epidemiological consideration, the Health Coordinator should be notified.

Any child with a temperature of 100.0 degrees F must be sent home and fever free for 24 hours without the use of fever reducing medication, as specified per the Centers for Disease Control and the Department of State Health Services Communicable Disease Guidelines for Schools and Childcare Centers.

Children with chronic reportable disease, e.g. Hansen's disease (Leprosy), Hepatitis B, HIV, AIDS, or other infection under medical management, may attend the campus in their usual instructional setting with approval of the attending physician. Disabilities Services will need to be informed of the child's condition.

Confidentiality must be stressed and maintained.

CSNT Head Start/Early Head Start will be guided by federal regulations, state laws, Presidential and Gubernatorial executive orders, CDC guidance, health department guidelines, and funding source contractual rules. Supremacy rules apply when state and federal rules or laws conflict.

REPORTING COMMUNICABLE DISEASE

POLICY

Community Services of Northeast Texas, Head Start/Early Head Start will adhere to the Texas Communicable Disease Prevention and Control Act (TCDPCA), which requires this Agency to contact the affected person's Primary Care Physician to ensure the confirmed communicable disease case, has been reported to the determined entity set forth by the TCDPCA.

PROCEDURE

Head Start/Early Head Start staff must confirm reports of communicable disease by contacting the student's parents for a physician's diagnosis of the disease and require a physician's release to return to school to ensure exclusion criteria is met.

Staff must inform parent/s of exclusion criteria and reporting requirements of certain communicable diseases during pick up of student/s.

EXCLUSION/S (Standard 130.47 (b)(7)(iii))

POLICY

Community Services of Northeast Texas Head Start/Early Head Start will adhere to the Texas Department of Health Communicable Disease (Rule §97.7) exclusion requirements and Child Care Licensing Minimum Standard exclusion requirements and shall continue exclusion until the readmission criteria for the conditions are met.

Head Start/Early Head Start classrooms located on ISD campuses will work with and adhere to their ISD exclusion and re-entry guidelines by sending students to the ISD nurse for assessments.

Head Start/Early Head Start stand-alone campuses will exclude students as per agency policy and procedures following recommendations of the Communicable Disease Chart for Schools and Childcare Centers established by the Department of State Health Services, the CDC, federal regulations and state

laws, and the medical advice from the student's medical provider.

SEASONAL FLU/COVID MITIGATION POLICY (1302.47 (b)(7) (iii))

This guidance is designed to decrease exposure to regular seasonal flu, COVID, and other communicable diseases while limiting the disruption of day-to-day activities and the vital learning that goes on in CSNT Head Start/Early Head Start Campuses. It outlines conditions of short-term exclusion and admittance to protect the health of the affected child, other children, and staff. Effective use of hygiene procedures significantly reduces health risks to children and adults by limiting the spread of infectious germs.

1. **Stay home when sick:** Those with flu-like illness should stay home for at least 24 hours after they no longer have a fever of 100 degrees or greater, without the use of fever-reducing medicines. They should stay home even if they are using antiviral drugs. Those experiencing COVID should stay the length of time suggested by the CDC and the advice of your students' doctor.
2. **Conduct daily health checks:** Early childhood providers conducting daily health checks should observe all children and staff and talk with each child's parent or guardian and each child. He or she should look for changes in the child's behavior, a report of illness or recent visit to a health care provider, and any signs or symptoms of illness. During the day, staff also should identify children and other staff who may be ill. Ill children and staff should be further screened by taking their temperature and inquiring about symptoms. (refer to Daily Health Check Procedure)
3. **Separate ill students and staff:** Students and staff who appear to have viral illness symptoms should be sent to a room separate from others until they can be sent home. CDC recommends that they wear a surgical mask, if possible, and that those who care for ill children and staff wear protective gear such as a mask.
4. **Hand Hygiene and Respiratory Etiquette:** Wash hands frequently with soap and water when possible following program's Hand Washing Procedure, and cover noses and mouths with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available).
5. **Routine Cleaning:** Staff must routinely clean areas that students and staff touch often, areas and items that are visibly soiled should be cleaned immediately, with a particular focus on items that are more likely to have frequent contact with the hands, mouths, and bodily fluids of young children (such as, toys and play areas). Staff must follow the CSNT Head Start/Early Head Start Procedure for Cleaning and Sanitizing Tables and Surfaces and the Procedure for Cleaning and Sanitizing Toys.
6. **Early Treatment of high-risk students and staff:** People at high risk for communicable disease complications who become ill with viral illness symptoms should speak with their health care provider as soon as possible.

Early treatment with antiviral medications is very important for people at high risk because it can prevent hospitalizations and deaths. People at high risk include those who are pregnant, have asthma or diabetes, have compromised immune systems, or have neuromuscular diseases.

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

724 Workplace Wellness Policy

Effective Date: 10/26/2021

Revision Date: 10/26/2021

Purpose

The Agency places a high value on the health and wellbeing of its employees, volunteers, vendors, and members of the communities served. The Agency understands and supports the Four Dimensions of Wellness including Emotional, Physical, Social, and Spiritual.

Policy

As an employer, the Agency endeavors to create a positive environment in all the dimensions. Where possible, the Agency takes a role in any dimension of wellness where improvement to the lives of employees is a central objective. The Agency participates in programs which promote wellness in each of the dimensions when possible, reasonable, allowable, and practical.

Emotional Wellness

The Agency promotes strong emotional and mental health advocacy and practices throughout the workforce. Adapting to change and handling stress is a primary focus.

Physical Wellness

The Agency strives to create a safe working environment, free of infection and transmission of disease. Every strategy, including mitigating COVID-19 and other infectious viruses, is considered to protect our employees, the people we serve, and the community from infectious diseases.

The Agency will be guided by federal regulations, state laws, Presidential and Gubernatorial executive orders, CDC guidance, health department guidelines, and funding source contractual rules. Supremacy rules apply when state and federal rules or laws conflict.

The Agency also understands the value of physical fitness. Through various wellness programs, the Agency promotes healthy eating, fitness, exercise, and avoidance of unhealthy practices. The Agency also promotes relationships with health professionals in every household.

Social Wellness

The Agency is sensitive to the nature of relationships humans have and how they interact with others. Offering support during difficult times, building healthy relationships, and fostering a genuine connection with fellow workers is a cognitive focus of the Human Resources philosophy at the Agency.

Spiritual Wellness

The Agency supports the expanding sense of purpose and meaning, both in the workplace and life in general. Guidance toward good morals and ethics are available to the workforce.



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Dan Boyd
Executive Director
Community Services of Northeast Texas, Inc.
Linden, TX
Email: dan.boyd@csntexas.org

RE: MONITORING REPORT *DESK REVIEW CONDUCTED DECEMBER, 2022*
HOME TBRA CONTRACT NO. 1003042

Dear Mr. Boyd:

The Texas Department of Housing and Community Affairs (the Department) conducted a monitoring review of the above mentioned contract. The goal of the review was to provide reasonable but not absolute assurance regarding compliance with federal and state requirements and program objectives.

To achieve this goal, a sample of transactions and files were selected and tested. The attached report details the scope and results of the review.

Based on the limited scope of the review, no findings were identified. Please note although there were no findings, it is the responsibility of Community Services of Northeast Texas, Inc. to maintain compliance throughout the contract and affordability period, as applicable. No further action is required at this time for this review. This review is **closed**.

The Department wishes to express our appreciation for the cooperation of your staff in facilitating this review. If you have any questions or concerns regarding this visit, please feel free to contact me via email at andrea.glienke@tdhca.state.tx.us

Sincerely,

Andrea Glienke

Andrea Glienke
Compliance Subrecipient Monitor

AG

cc: Abigail Versyp, Director of SFHP
Chad Landry, Manager of Single Family Programs
Brenda Hull, Program Services Manager



Monitoring Scope:

The scope of the monitoring review covered contract activity from 7/13/20 to 11/30/2022 to determine if HOME funds were used to assist eligible households and whether those funds were expended in accordance with applicable federal and state regulations and contractual requirements. Department staff conducted the following steps:

- A review of household files.
- A review of the financial records.

Justification
Policy Council/Governing Board
Detailed Monitoring Summary of Results
Grantee 06CH011282/04

Date	Description	
1/26/2023	CSNT Head Start has completed the 2023 Detailed Monitoring. The results are:	
	Area	Concerns
	Program Governance	None
	ERSEA	1 (10% Disability 7.1%) 1 (Under Enrollment – 99%)
	Program Structure	None
	Early Childhood/CLASS	2 CLASS Scores (ES 5.88/CO 5.33) 1 Safety – Head Counting (Active Supervision)
	Additional Services	None (See Disability – ERSEA)
	Family & Community Engagement/Transition	None
	Health Program Services	1 Health Requirements Past Due – No Follow-ups 1 Safety (See EC/CLASS – Head Counting Active Supervision)
	Human Resources Management	None
	Program Management & QI	None
	Financial Requirements	None
	Administrative Requirements	None