




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, January 26, 2021 9:00 am
Linden Administrative Kaufman Building Offices
123 Kaufman
Linden, Texas


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 (TX)** – *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 CSNT Mission** – *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*

 **Our Head Start Vision** – *To provide a system of education and encouragement which results in school-readiness for young children and their families.*

Invocation

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for December 8, 2020**
6. **Presentations**
 - A. Policy Council Question Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report December 2020 and January 2021
 - b. Early Head Start Report December 2020 and January 2021
 - c. Credit Usage Report January 2021
 - d. CACFP Financial Report December 2020 and January 2021
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report January 2021
 - b. Early Head Start Report January 2021
 - c. PIR January 2021

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C. Executive Director Report

Dan Boyd

8. Committee Reports

- A. Appoint Committee Member(s)
 - a. School Readiness Committee Meeting

9. Action Items

- A. Discuss and/or Approve Updated Cost Allocation Plan

10. Discussion Items

None

11. Audience Comments

12. Executive Session

A. Personnel

1. New hires and terminations

Discussion with respect to any matter specifically made confidential by law or regulation. Topics may include, but are not limited to: Approval of new hires, terminations, and employee matters of a confidential nature.

13. Required Action from Executive Session

14. Adjourn

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, December 8, 2020 9:00 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-20	Oct-20	Dec-20
Chairperson - Cecelia Huff			x	x	x
Vice Chairperson - Ashley Roberts			x		
Secretary - Marsha Luong			x	x	
Brenda Swisher	Board Liaison/CC	Representative	x	x	
Cecelia Huff	Bowie County	Representative	x	x	x
Marsha Luong	Atlanta	Representative	x	x	
Audrey Maxie	Atlanta	Alternate			x
Anita Sullivan	Bloomburg	Representative		x	
Courtney Stewart	Bloomburg	Alternate			
Amber White	D/LS	Representative			
Peggy Peters	D/LS	Alternate			x
Tanesha Jones	Hughes Springs	Representative			
Matthew Bonaparte	Hughes Springs	Alternate			
Ashley Roberts	Naples	Representative	x		x
Alvita Moore	Naples	Alternate			
Raven Martinez	New Boston	Representative	x	x	x
Karlisha Bland	New Boston	Alternate			
Gisel Garcia	Pittsburg	Representative		x	
Jessica Butler 12-8-2020	Pittsburg	Alternate			x
Charmaine Jones	Texarkana	Representative			
Dneishia Bruce	Texarkana	Alternate			

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Dan Boyd, Charlotte Hall, Shelley Mitchell, Susan Horner, Misty Van Hooser, Frances Evans, Kwantesia Jacobs and Robbie Hudson.

1. Call to Order: The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:02 am, December 8, 2020, on the Zoom Virtual Call.

2. Recognize New Policy Council Members:

Jessica Butler – Pittsburg Head Start Alternate
Audrey Maxie – Atlanta Head Start Alternate

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Audrey Maxie, Ashley Roberts, Raven Martinez and Jessica Butler.
Peggy Peters joined at 9:10 am

4. Approval of Agenda:

Members reviewed the agenda. Ashley Roberts moved to accept the agenda with removing the word “update” from the approval of the Disability Waiver Request. This motion was seconded by Raven Martinez. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

5. Approval of Minutes from October 27, 2020:

Raven Martinez moved to accept the minutes of October 27, 2020 meeting as presented. The motion was seconded by Ashley Roberts. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

6. Presentations:

A. Eligibility Final Rule Training

Misty Van Hooser trained the members on the Eligibility Final Rule Training.

B. 2021 Detailed Monitoring Questions

Kwantesia Jacobs asked the members questions on their roles and responsibilities.

7. Reports:

A. Financial Report

Shelly Mitchell gave the financial report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

Dan Boyd stated that staff were preparing for the start of Early Head Start.

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

a. Health Services Advisory Committee Report

Misty Van Hooser reviewed Health Services Advisory Committee and ERSEA Committee Meetings.

9. Action Items:

A. Discuss and/or Approve ERSEA Operating Procedures – COVID-19

Misty Van Hooser reviewed the ERSEA Operating Procedures – COVID-19. Ashley Roberts moved to approve the ERSEA Operating Procedures – COVID-19 as presented. Peggy Peters seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

B. Discuss and/or Approve Head Start Standard Operating Procedures - EHS Revision

Bernadette Harris reviewed the Head Start Standard Operating Procedures - EHS Revision. Ashley Roberts moved to approve the Head Start Standard Operating Procedures - EHS Revision as presented. Peggy Peters seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

C. Discuss and/or Approve Head Start Standard Operating Manuals - EHS Revision
Bernadette Harris reviewed the Head Start Standard Operating Manuals - EHS Revision. Ashley Roberts moved to approve the Head Start Standard Operating Manuals - EHS Revision as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

D. Discuss and/or Approve Health Services Advisory Action Items

1. Physical Form

2. Head Start Enrollment Health History Form

3. Early Head Start Health History Form

4. Daily/Weekly/Monthly Duties

5. Asthma Action Plan for Home and School

6. Child Care Diabetes Medical Management Plan

7. Seizure Action Plan

Misty Van Hooser reviewed the Health Services Advisory Action Items. Ashley Roberts moved to approve the Health Services Advisory Action Items as presented. The motion was seconded by Raven Martinez. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

E. Discuss and/or Approve Personnel Policy and Procedure Recruitment/Pre-Employment Requirements #183

Charlotte Hall reviewed Policy#183. Ashley Roberts moved to approve the Personnel Policy and Procedure Recruitment/Pre-Employment Requirements #183 as presented. The motion was seconded by Raven Martinez. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

F. Discuss and/or Approve TB Survey Form #206

Charlotte Hall reviewed the TB Survey Form #206. Raven Martinez moved to approve the TB Survey Form #206 as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

G. Discuss and/or Approve Disability Waiver Request Grant#06CH011282/02 – 2020-2021 School Year

Bernadette Harris reviewed the Disability Waiver Request Grant#06CH011282/02 – 2020-2021 School Year. Ashley Roberts moved to approve the Disability Waiver Request Grant#06CH011282/02 – 2020 - 2021 School Year as presented. The motion was seconded by Raven Martinez. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

10. Discussion Items:

A. Discuss Circle Assessment Wave 1 Fall 2020 Data

Frances Evans reviewed the Circle Assessment Wave 1 Fall 2020 Data as presented.

B. Discuss CLASS Fall 2020 Data

Robbie Hudson reviewed the CLASS Fall 2020 Data as presented.

C. Discuss Data School Readiness Performance Fall 2020 Data

Frances Evans reviewed the School Readiness Performance Fall 2020 Data as presented.

- D. Discuss Parent, Family and Community Engagement Goals Fall 2020 Progress**
Misty Van Hooser reviewed the Parent, Family and Community Engagement Goals Fall 2020 Progress as presented.
- E. Discuss Head Start Program Goals Fall 2020 Progress**
Bridgette Parton reviewed the Program Goals Fall 2020 Progress as presented.

11. Audience Comments:

Ashley Roberts, PC Member asked about the status on an awning and the driveway for the Naples Head Start. Bernadette Harris stated that we would contact the Campus Director for the update.

12. Executive Session:

Ashley Roberts moved for Policy Council to go into Executive Session at 10:19 am. Raven Martinez seconded the motion.

Discuss new hires, terminations, transfers and employee matters of a confidential nature.

Ashley Roberts made a motion to come back into regular session at 10:22 am. Raven Martinez seconded the motion.

13. Required Action from Executive Session:

A motion was made by Ashley Roberts to accept new hires, transfers, and terminations as presented. The motion was seconded by Raven Martinez. There was no discussion of the matter. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

14. Adjourn:

A motion to adjourn was made by Ashley Roberts at 10:23 am. The motion was seconded by Raven Martinez.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of December 2020

(November 2020 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2020</i>							
Personnel	\$2,553,812.00	\$349,987.94	\$2,588,922.93	(\$35,110.93)	\$212,817.67	\$2,553,812.00	(\$35,110.93)
Fringe Benefits	\$638,629.00	\$45,572.64	\$603,545.93	\$35,083.07	\$53,219.08	\$638,629.00	\$35,083.07
Travel (4120)	\$22,150.00	\$0.00	\$6,608.45	\$15,541.55	\$1,845.83	\$22,150.00	\$15,541.55
Equipment	\$73,638.00	\$0.00	\$63,621.75	\$10,016.25	\$6,136.50	\$73,638.00	\$10,016.25
Supplies	\$446,833.00	\$28,474.09	\$213,163.07	\$233,669.93	\$37,236.08	\$446,833.00	\$233,669.93
Contractual	\$18,330.00	\$7,887.10	\$18,330.00	\$0.00	\$1,527.50	\$18,330.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$9,755.15	\$39,029.55	(\$15,541.55)	\$1,957.33	\$23,488.00	(\$15,541.55)
Other (4122)	\$754,854.00	\$68,713.64	\$832,026.41	(\$77,172.41)	\$62,904.50	\$754,854.00	(\$77,172.41)
Total	\$4,531,734.00	\$510,390.56	\$4,365,248.09	\$166,485.91	\$377,644.50	\$4,531,734.00	\$166,485.91
T&TA	\$45,638.00	\$9,755.15	\$45,638.00	\$0.00	\$3,803.17	\$45,638.00	\$0.00
Total							\$94,465.89
USDA Reimbursements through November 2020							\$0.00
Estimated USDA Reimbursement for							<u>\$260,951.80</u>
					Resulting (over)/under with USDA		<u>\$260,951.80</u>

* Total Over/Under without USDA

Accruals:
Actual year end payroll accrual

\$4.00

Further Analysis	
Number of children	465
Number of classrooms	26

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$174,297.46	\$19,630.41	\$167,894.16	\$14,524.79	\$174,297.46	\$6,403.30
Per Child	\$9,745.66	\$1,097.61	\$9,387.63	\$812.14	\$9,745.66	\$358.03

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$1,019,567.00	\$114,654.08	\$1,439,026.02	(\$419,459.02)

Head Start

Financial Report for the month of January 2021

(December 2020 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly		YTD		
					Budget	(Over)/Under	Budget	(Over)/Under	
<i>12 month program ending 11-30-2020</i>									
Personnel	\$1,137,663.00	\$126,198.82	\$126,198.82	\$1,011,464.18	\$94,805.25	\$94,805.25	(\$31,393.57)		
Fringe Benefits	\$284,415.50	\$41,252.67	\$41,252.67	\$243,162.83	\$23,701.29	\$23,701.29	(\$17,551.38)		
Travel (4120)	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$416.67	\$416.67	\$416.67		
Equipment	\$46,500.00	\$0.00	\$0.00	\$46,500.00	\$3,875.00	\$3,875.00	\$3,875.00		
Supplies	\$100,125.00	\$1,716.43	\$1,716.43	\$98,408.57	\$8,343.75	\$8,343.75	\$6,627.32		
Contractual	\$113,685.00	\$0.00	\$0.00	\$113,685.00	\$9,473.75	\$9,473.75	\$9,473.75		
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Other (4120)	\$15,190.50	\$865.18	\$865.18	\$14,325.32	\$1,265.88	\$1,265.88	\$400.70		
Other (4122)	\$253,431.50	\$37,733.21	\$37,733.21	\$215,698.29	\$21,119.29	\$21,119.29	(\$16,613.92)		
Total	\$1,956,010.50	\$207,766.31	\$207,766.31	\$1,748,244.19	\$163,000.88	\$163,000.88	(\$44,765.44)		
T&TA	\$20,190.50	\$865.18	\$865.18	\$19,325.32	\$1,682.54	\$1,682.54	\$817.36		
Total							\$0.00		

USDA Reimbursements through

Estimated USDA Reimbursement for December 2020

Resulting (over)/under with USDA

\$0.00
 \$11,339.08
(\$33,426.36)

* Total Over/Under without USDA

<i>Further Analysis</i>	
Number of children	465
Number of classrooms	26

Accruals:	Amount Funded	Expenditures	Total To Date	Balance	Monthly		YTD	
					Budget	(Over)/Under	Budget	(Over)/Under
Actual year end payroll accrual	\$70,000.00			\$4.00				
Per Classroom	\$75,231.17	\$7,991.01	\$7,991.01		\$6,269.26	\$6,269.26	(\$1,721.75)	
Per Child	\$4,206.47	\$446.81	\$446.81		\$350.54	\$350.54	(\$96.27)	

IN-KIND (Non-Federal Share)				
Needed	This month	Total	Still need	
\$489,002.50	\$129,455.46	\$129,455.46	\$359,547.04	

Early Head Start

Financial Report for the month of December 2020

(November 2020 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2020</i>							
Personnel	\$22,833.00	\$2,076.00	\$2,076.00	\$20,757.00	\$1,902.75	\$22,833.00	\$20,757.00
Fringe Benefits	\$5,708.00	\$147.32	\$147.32	\$5,560.68	\$475.67	\$5,708.00	\$5,560.68
Travel (4120)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$28,057.00	\$25,257.00	\$25,257.00	\$2,800.00	\$2,338.08	\$28,057.00	\$2,800.00
Supplies	\$9,513.00	\$4,896.87	\$4,896.87	\$4,616.13	\$792.75	\$9,513.00	\$4,616.13
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)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4122)	\$1,445.00	\$2,975.03	\$2,975.03	(\$1,530.03)	\$120.42	\$1,445.00	(\$1,530.03)
Total	\$67,556.00	\$35,352.22	\$35,352.22	\$32,203.78	\$5,629.67	\$67,556.00	\$32,203.78
T&TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total							
USDA Reimbursements through							\$0.00
Estimated USDA Reimbursement for							\$0.00
							<u>\$32,203.78</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual

	<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	\$33,778.00	\$17,676.11	\$17,676.11	\$2,814.83	\$33,778.00	\$16,101.89
Per Child	\$4,222.25	\$2,209.51	\$2,209.51	\$351.85	\$4,222.25	\$2,012.74

Further Analysis	
Number of children	16
Number of classrooms	2

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$16,889.00	\$17,033.00	\$17,033.00	(\$144.00)

Early Head Start

Financial Report for the month of January 2021

(December 2020 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2020</i>							
Personnel	\$72,495.00	\$5,946.74	\$5,946.74	\$66,548.26	\$6,041.25	\$6,041.25	\$94.51
Fringe Benefits	\$18,123.50	\$2,158.55	\$2,158.55	\$15,964.95	\$1,510.29	\$1,510.29	(\$648.26)
Travel (4120)	\$1,095.00	\$0.00	\$0.00	\$1,095.00	\$91.25	\$91.25	\$91.25
Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$250.00	\$250.00	\$250.00
Supplies	\$9,428.50	\$19.35	\$19.35	\$9,409.15	\$785.71	\$785.71	\$766.36
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$1,533.50	\$0.00	\$0.00	\$1,533.50	\$127.79	\$127.79	\$127.79
Other (4122)	\$11,226.50	\$337.66	\$337.66	\$10,888.84	\$935.54	\$935.54	\$597.88
Total	\$116,902.00	\$8,462.30	\$8,462.30	\$108,439.70	\$9,741.83	\$9,741.83	\$1,279.53
T&TA	\$2,628.50	\$0.00	\$0.00	\$2,628.50	\$219.04	\$219.04	\$219.04
Total							\$0.00
USDA Reimbursements through							\$0.00
Estimated USDA Reimbursement for							\$0.00
Resulting (over)/under with USDA							<u>\$1,279.53</u>

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$5,000.00

\$4.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$58,451.00	\$4,231.15	\$4,231.15	\$4,870.92	\$4,870.92	\$639.77
Per Child	\$7,306.38	\$528.89	\$528.89	\$608.86	\$608.86	\$79.97

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$29,225.50	\$0.00	\$0.00	\$29,225.50

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report - January 2021

Sam's Club

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

Line of Credit

Program	CSBG B	CSBG CARES	CEAP B
Highest December 2020 Balance	-	-	30,750.00
Current balance	-	-	-
Exp pay off date			

In House Line of Credit

Program	CSBG B	CSBG A	EARLY HS	CSBG CARES
Highest December 2020 Balance	28,300.00	-	100.00	4,000.00
Current balance	32,673.09	22,200.00	100.00	-
Exp pay off date	2/28/2021	2/28/2021		

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

HEAD START NUTRITION PROGRAM

December 2020 Financial Report

For the month of November 2020

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 8,091.35	13,275.75
Administrative Labor	1,548.82	2,542.51
Food	12,718.75	17,163.36
Supplies & Equipment	6,720.46	7,878.67
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	0.00
Other	-	0.00
Total	<u>\$ 29,079.38</u>	<u>\$ 40,860.29</u>

TDHS REVENUE 11,579.04 25,688.00 (Income Starts October 2020)

HEAD START NUTRITION PROGRAM

January 2021 Financial Report

For the month of December 2020

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 4,337.51	17,613.26
Administrative Labor	800.03	3,342.54
Food	6,057.10	23,220.46
Supplies & Equipment	300.43	8,179.10
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	0.00
Other	-	0.00
Total	<u>\$ 11,495.07</u>	<u>\$ 52,355.36</u>

TDHS REVENUE 11,339.08 37,027.08 (Income Starts October 2020)

CSNT Head Start Monthly Report

Program Year 02 2021

06CH011282/02

2021

Data Month **December**

CSNT HS Report
Revised 1/8/21

Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment HS/EHS	465/-34											
# additional students (partnerships)	14											
% with Special Needs	6%											
ADA Funded Enrolled* (465)	84%											
Enrollment (acutal students)	92%											
Present/ Absent	428/38											
* If below 85% (Why) -	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	

Non-Federal Share

\$978,005 **\$855,410** \$122,595 87% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 122,595	\$ 122,595	\$ -										

Adimin Expenditures (including non-federal share)

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

Meals/Reimbursements

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

Program Monitoring

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

Annual Self-Assessment Findings

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

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

Annual Detailed Monitoring Findings

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

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

Program Updates

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

CSNT Early Head Start Monthly Report

Program Year 02 2021

06CH011282/02

2021

Data Month **December**

CSNT Early HS Report
Revised 1/8/21

Early Head Start Attendance/Enrollment

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

Non-Federal Share

\$0 **\$0** \$0 #DIV/0! Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$	-	0										

Admin Expenditures (including non-federal share)

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

Meals/Reimbursements

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

Program Monitoring

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

Annual Self-Assessment Findings

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

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

Annual Detailed Monitoring Findings

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

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

Program Updates

Program received final approval
Services Started January 19, 2021

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

A. Enrollment & Program Options

Funded Enrollment by Funding Source

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

Funded Enrollment by Program Option

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

Funded Slots at Child Care Partner

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

Classes in Center-based

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

Children by Age

10. Children by Age:			
a. Under 1 year	0	d. 3 years old	191
b. 1 year old	0	e. 4 years old	272
c. 2 years old	3	f. 5 years and older	0
g. Total cumulative enrollment of children			<i>System Calculates Total</i>

Cumulative enrollment of pregnant women

11. Cumulative enrollment of pregnant women	0
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Total cumulative enrollment

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

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

A. Enrollment & Program Options

Primary type of Eligibility

13. Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	274
b. Receipt of public assistance such as TANF and SSI	38
c. Foster care	22
d. Homeless	28
e. Eligibility based on other type of need, but not counted in A.13.a through d	41
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	63
14. If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	
Selection Criteria used to ensure all income-eligible children selected prior to 101-130	

Prior enrollment

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

Transition and Turnover (HS Programs)

16. Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll		35
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days		15
17. Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year		253

Transition and Turnover (EHS Programs)

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

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

A. Enrollment & Program Options

Transition and Turnover (Migrant Programs)

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

Attendance

22. The total number of children cumulatively enrolled in the center-based or family child care program option	466
a. Of these children, the number of children that were chronically absent	147
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	117
23. Comments on children that were chronically absent:	
COVID-19/Family Issues, Cough/Cold, Allergies, Strep Throat	

Child Care Subsidy

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

25. Race and Ethnicity	(1) Hispanic/Latino	(2) Non-Hispanic
a. American Indian or Alaskan Native	1	2
b. Asian	0	2
c. Black or African American	6	208
d. Native Hawaiian or Pacific Islander	0	1
e. White	30	124
f. Biracial/Multi-racial	16	44
g. Other	31	1
h. Unspecified	0	0
25.g.1 Comments:	Hispanic	
25.h.1 Comments:		

Primary Language of the Family at Home

26. Primary language of family at home:			
a. English			420
1. Of these, the number of children acquiring/learning another language in addition to english			10
b. Spanish	44	h. Pacific Island Languages	0
c. Native Central American	0	i. European/Slavic Languages	0
d. Caribbean Languages	0	j. African Languages	0
e. Middle Eastern & South Asian	0	k. American Sign Language	0
f. East Asian Languages	2	l. Other	0
g. Native North American/Alaskan	0	m. Unspecified	0
26.l.1 Comments:			

Dual Language Learners

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

28. Number of children for whom transportation is provided to and from classes	94
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Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

A. Enrollment & Program Options

Management Information Systems

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

Name/title

a. ChildPlus/ChildPlus.net

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

B. Program Staff & Qualifications

Staff by type	(1) Head Start Early Head Start Staff	(2) Contracted Staff
1. Total number of staff members, regardless of the funding source for their salary or the number of hours worked	94	21
a. Of these, the number who are current or former Head Start parents	45	2

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

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

Preschool Classroom Teachers Program Enrollment

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

Preschool Classroom Assistant Teachers Program Enrollment

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

Community Services Of Northeast Tex

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Head Start 2020-2021

B. Program Staff & Qualifications

Infant and Toddler Classroom Teachers (EHS and Migrant Programs)

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

Home Visitors and Family Child Care Provider Staff Qualifications

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

Community Services Of Northeast Tex

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Head Start 2020-2021

B. Program Staff & Qualifications

Child development staff - average salary

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

Classroom teacher salary by level of education

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

Child development staff - race

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

Child development staff - language

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

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

B. Program Staff & Qualifications

All Staff Turnover

	Staff	Contract Staff
16. Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g. summer months)	7	0
a. Of these, the number who were replaced	6	0

Education and Child Development Staff Turnover

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

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

C. Child & Family Services

	(1) At enrollment	(2) At end of enrollment year
Health Insurance - children		
1. Number of all children with health insurance	442	237
Of these, the number of children whose primary insurance fits into the following categories:		
a. Number enrolled in Medicaid and/or CHIP	397	208
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	<i>System Calculates Total</i>	<i>System Calculates Total</i>
2. Number of all children with no health insurance	<i>System Calculates Total</i>	<i>System Calculates Total</i>

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

	(1) At enrollment	(2) At end of enrollment year
Accessible Health Care - Children		
5. Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	417	153
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	3	2

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

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

C. Child & Family Services

	(1) At enrollment	(2) At end of enrollment year
Medical services - children		
7. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	66	352
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		39
1. Of these, the number who received medical treatment for their diagnosed chronic health condition		21
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment		Number of Children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0
8. Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:		
a. Autism spectrum disorder (ASD)	0	f. Hearing Problems 2
b. Attention deficit hyperactivity disorder (ADHD)	1	g. Vision Problems 33
c. Asthma	7	h. Blood lead level test with elevated lead levels > u5 g/dL 2
d. Seizures	3	i. Diabetes 0
e. Life threatening allergies (e.g. food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis).		3

Body Mass Index (BMI) - children (HS and Migrant programs)

	Children at enrollment
9. Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	59
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	242
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	58
d. Obese (BMI at or above 95th percentile for child's age and sex)	90

	(1) At enrollment	(2) At end of enrollment year
Immunization services - children		
10. Number of children who have been determined by a health professional to be up-to-date on all immunizations appropriate for their age	437	286
11. Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	9	0
12. Number of children who meet their state's guidelines for an exemption from immunizations	8	5

Community Services Of Northeast Tex

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Head Start 2020-2021

C. Child & Family Services

Medical services - pregnant women (EHS programs)

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

Prenatal health - pregnant women (EHS programs)

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

	(1) At enrollment	(2) At end of enrollment year
Accessible dental care - children		
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	402	150

Preschool dental services (HS and Migrant programs)

17. Number of children who received preventive care during the program year	217
18. Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	230
a. Of these, the number of children diagnosed as needing dental treatment during the program year	15
1. Of these, the number of children who have received or are receiving dental treatment	10
b. Specify the primary reason that children who needed dental treatment did not receive it:	Number of Children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3 - 5 year old children	0
5. Parents did not keep/make appointment	0
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	1
8. No transportation	0
9. Other	0

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

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

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Head Start 2020-2021

C. Child & Family Services

Mental health consultation

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

IDEA eligibility determination

21. The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	45
a. Of these, the number who received an evaluation to determine IDEA eligibility	12
1. Of the children that received an evaluation, the number that were diagnosed with a disability	2
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	5
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	<i>System Calculates Total</i>
22. Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	1
d. Other	4
1. Specify: Student tested/observed and did not qualify	

Preschool disability services (HS and Migrant programs)

23. Number of children enrolled in the program who had an individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	27
a. Of these, the number who were determined eligible to receive special education and related services:	
1. Prior to this program year	17
2. During this program year	10
b. Of these, the number who have not received special education and related services	0

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

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

Community Services Of Northeast Tex

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Head Start 2020-2021

C. Child & Family Services

Preschool primary disabilities (HS and Migrant programs)	(1) Determined to have Disability	(2) Receiving Special Services
25. Diagnosed primary disability:	0	0
a. Health impairment	0	0
b. Emotional disturbance	18	18
c. Speech or language impairment	0	0
d. Intellectual disabilities	1	0
e. Hearing impairment, including deafness	1	1
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	1	1
h. Specific learning disability	0	0
i. Autism	0	0
j. Traumatic brain injury	2	2
k. Non-categorical/developmental delay	4	4
l. Multiple disabilities, excluding deaf-blind	0	0
m. Deaf-blind		

Community Services Of Northeast Tex

9700 - PIR Report (precalculated values and overrides)

Head Start 2020-2021

C. Child & Family Services

Education and Development Tools/Approaches

Screening

26. Number of all newly enrolled children since last year's PIR was reported	312
27. Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	171
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	15
28. The instrument(s) used by the program for developmental screening:	
a. Dial 4	
b.	
c.	

Assessment

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

Curriculum

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

Staff-child interaction observation tools

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

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Head Start 2020-2021

C. Child & Family Services

Family and Community Partnerships

Number of families

33. Total number of families:	437
a. Of these, the number of two-parent families	156
b. Of these, the number of single-parent families	281
34. Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g. biological, adoptive, stepparents)	409
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	253
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	9
b. Grandparents	17
c. Relative(s) other than grandparents	2
d. Foster parent(s) not including relatives	9
e. Other	0

Parent guardian education

35. Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s)	
a. An advanced degree or baccalaureate degree	84
b. An associate degree, vocational school, or some college	53
c. High school graduate or GED	250
d. Less than high school graduate	50

Employment, Job Training, and School

36. Total number of families in which at enrollment	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	317
1. Of these families, the number in which one or more parent/guardian is employed	311
2. Of these families, the number in which one or more parent/guardian is in job training (e.g. job training program, professional certificate, apprenticeship, or occupational license)	54
3. Of these families, the number in which one or more parent/guardian is in school (e.g. GED, associate degree, baccalaureate, or advanced degree)	54
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g. unemployed, retired, or disabled)	120
37. Total number of families in which at end of enrollment:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	21
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	17
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	4
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g. unemployed, retired, or disabled)	416
1. Of these families, the number of families that were also counted in C.36.a	300
2. Of these families, the number of families that were also counted in C.36.b	116

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C. Child & Family Services

Military Families

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

	(1) At enrollment	(2) At end of enrollment year
Federal or other assistance		
39. The number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	8	9
40. Total number families receiving Supplemental Security Income (SSI)	41	38
41. Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	127	78
42. Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	208	123

	Services Received
Family Services	
43. The number of families who received the following program service to promote family outcomes:	
a. Emergency/crisis intervention such as addressing immediate need for food, clothing, or shelter	20
b. Housing assistance such as subsidies, utilities, repairs, etc.	1
c. Asset building services (e.g. financial education, debt counseling)	70
d. Mental health services	5
e. Substance misuse prevention	3
f. Substance misuse treatment	1
g. English as a second language (ESL) training	17
h. Assistance in enrolling into an education or job training program	25
i. Research-based parenting curriculum	335
j. Involvement in discussing their child's screening and assessment results and their child's progress	260
k. Supporting transitions between programs (i.e. EHS to HS, HS to kindergarten)	257
l. Education on preventative medical and oral health	374
m. Education on health and developmental consequences of tobacco product use	76
n. Education on nutrition	278
o. Education on postpartum care (e.g. breastfeeding support)	9
p. Education on relationship/marriage	6
q. Assistance to families of incarcerated individuals	2
44. Of these, the number that received at least one of the services listed above	387

Father engagement

45. Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family Assessment	33
b. Family goal setting	34
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, volunteering)	57
d. Head Start program governance, such as participation in the Policy Council or policy committees	4
e. Parenting education workshops	9

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Head Start 2020-2021

C. Child & Family Services

Homelessness Services

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

Foster care and child welfare

49. Total number of enrolled children who were in foster care at any point during the program year	23
50. Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	3

Community Services Of Northeast Tex

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D. Grant Level Questions

Intensive Coaching

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

Management Staff Salaries

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

of education managers /coordinators

Education Management Staff Qualifications

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

of family services staff

Family Services Staff Qualifications

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

of formal agreements

Formal Agreements for Collaboration

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



Community Services of Northeast Texas, Inc.



Cost Allocation Plan

Originally Effective December 1, 2011

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

Cost Allocation Plan Certification

Community Services of Northeast Texas, Inc.
304 East Houston
Linden, TX 75563

Citation Regulation:

Uniformed Guidance

45 CFR § 75.415(b)

45 CFR § 75 Appendices III through V

This is to certify that to the best of my knowledge and belief:

- (1) The Governing Board has reviewed and approved the Cost Allocation Plan submitted herewith;
- (2) All costs included in this plan are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E of part 75.
- (3) This plan does not include any costs which are unallowable under Subpart E of part 75 such as public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and
- (4) All costs included in this plan are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements.

I declare that the foregoing is true and correct.

Governing Board Chair

Date

OVERVIEW

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

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

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

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

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

COST ALLOCATION APPROACH

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

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

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

COST ALLOCATION PRINCIPLES

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

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

Allowable Costs

All costs will be evaluated to ensure they are:

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

Reasonable

All cost to be considered reasonable shall be:

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

Allocable

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

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

Cost Allocation Bases

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

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

Estimates

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

ALLOCATION OF COSTS

The following documents the methodology for allocating costs:

SALARIES

Administrative Positions

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

Position	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Executive Director	38.00%	0.00%	62%	0%	0%	0%	100%
Human Resources Director	86.25%	1.75%	12%	0%	0%	0%	100%
Chief Financial Officer	77.50%	1.50%	9%	12%	0%	0%	100%
Executive Assistant	49.00%	0.00%	51%	0%	0%	0%	100%
Assistant Finance Director	74.50%	1.50%	9%	15%	0%	0%	100%
Coding Specialist	0.00%	0.00%	0%	0%	0%	0%	0%
Payroll Specialist / IT Coord.	70.50%	1.50%	16%	12%	0%	0%	100%
AP Clerk	48.00%	1.00%	16%	35%	0%	0%	100%
Director of Client Services	0.00%	0.00%	50%	50% *	0%	0%	100%
General Support Staff	0.00%	0.00%	100%	0%	0%	0%	100%

Service Department

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

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

Position	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Agency Transportation Coordinator	88.00%	0.00%	12%	0%	0%	0%	100%
Facilities Maintenance	97.00%	2.00%	1%	0%	0%	0%	100%
Service Manager	65.75%	1.25%	33%	0%	0%	0%	100%
General Support Staff DN	91.00%	2.00%	7%	0%	0%	0%	100%
General Support Staff CH	0.00%	0.00%	50%	50% *	0%	0%	100%
General Support Staff WB	0.00%	0.00%	100%	0% *	0%	0%	100%
IT Cordinator (DC)	62.75%	1.25%	26%	10% *	0%	0%	100%
IT Specialist (KJ)	62.75%	1.25%	26%	10% *	0%	0%	100%

Case Management / Assistance Staff

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

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

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

	HS	EHS	CSBG	CEAP	VSN	Other	Total
Allocation Percentages	32.00%	2.00%	40.00%	26.00%*	0.00%	0.00%	100.00%

TRAVEL

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

PRINTING AND PUBLICATION

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

304 E Houston

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

123 S. Kaufman

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

TELEPHONE

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

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

AUDIT, CONTRACTUAL, AND LEGAL

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

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

POSTAGE

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

INTERNET EXPENSE

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

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

SUPPLIES

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

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

OTHER EXPENSES

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

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

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

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

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

ADMIN COMPLEX	Sq. Feet	HS	EHS	CSBG	CEAP	VSN	Other	Total
<u>BUILDING A</u>								
Conference Room	484.0	193.6	9.7	183.9	96.8	0.0	0.0	484.0
Used by: programs		40.0%	2.0%	38%	20%	0%	0%	100%
Conference Closet	154.0	87.8	1.5	64.7	0.0	0.0	0.0	154.0
Used by: programs		57.0%	1.0%	42%	0%	0%	0%	100%
IT Coordinator Office	374.0	234.7	4.7	97.2	37.4	0.0	0.0	374.0
Used by: Brian Chambers		62.75%	1.25%	26%	10%	0%	0%	100%
IT Coord Office Closet	75.0	47.1	0.9	19.5	7.5	0.0	0.0	75.0
Used by: Brian Chambers		62.75%	1.25%	26%	10%	0%	0%	100%
IT Coordinator Office	84.0	52.7	1.1	21.8	8.4	0.0	0.0	84.0
Used by: Kyonte Jackson		62.75%	1.25%	26%	10%	0%	0%	100%
Media Room	192.0	19.2	0.0	96.0	76.8	0.0	0.0	192.0
Common Area (copier)		10%	0%	50%	40%	0%	0%	100%
Reception Area	345.0	0.0	0.0	69.0	276.0	0.0	0.0	345.0
Used by: GSS (LO)		0%	0%	20%	80%	0%	0%	100%
Restroom 1	56.0	5.6	0.0	25.2	25.2	0.0	0.0	56.0
Used by: programs		10%	0%	45%	45%	0%	0%	100%
Restroom 2	30.0	3.0	0.0	13.5	13.5	0.0	0.0	30.0
Used by: programs		10%	0%	45%	45%	0%	0%	100%
Hallway	72.0	7.2	0.0	32.4	32.4	0.0	0.0	72.0
Used by: programs		10%	0%	45%	45%	0%	0%	100%
Office A	97.5	0.0	0.0	87.8	9.8	0.0	0.0	97.5
Used by: GSS (TBRA)		0%	0%	90%	10%	0%	0%	100%
Office B	165.0	0.0	0.0	29.7	135.3	0.0	0.0	165.0
Used by: County Coordinator		0%	0%	18%	82%	0%	0%	100%
Office C	82.5	0.0	0.0	9.9	72.6	0.0	0.0	82.5
Used by: GSS (Payee Pgrm)		0%	0%	12%	88%	0%	0%	100%
Office D	143.0	94.0	1.8	47.2	0.0	0.0	0.0	143.0
Used by: Service Manager		65.75%	1.25%	33%	0%	0%	0%	100%
Office E	165.0	16.5	0.0	82.5	66.0	0.0	0.0	165.0
Used by: programs (mail)		10%	0%	50%	40%	0%	0%	100%
Total Square Feet	2519.0	761.4	19.7	880.3	857.7	0.0	0.0	2519.0
Allocation Percentages		30%	1%	35%	34%	0%	0%	100%

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

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

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

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

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

KAUFMAN 1st FLOOR	HS	EHS	CSBG	CEAP	VSN	Other	Total
Chief Financial Officer	77.5%	1.5%	9%	12%	0%	0%	100%
Assistant Finance Director	74.5%	1.5%	9%	15%	0%	0%	100%
AP Clerk	48.0%	1.0%	16%	35%	0%	0%	100%
Payroll Specialist Office	70.5%	1.5%	16%	12% *	0%	0%	100%
Signing Room							
1st. Floor Bathroom							
Break Room							
Sq Ft >	921.0	621.675	13.8	115.1	170.4	0.0	921.0
Allocation percentages >	67.5%	1.5%	12.5%	18.5% *	0%	0%	100%

KAUFMAN BASEMENT	HS	EHS	CSBG	CEAP	VSN	Other	Total
Transportaion Coordinator	88%	0%	12%	0%	0%	0%	100%
Facilities Maintenance	97%	2%	1%	0%	0%	0%	100%
General Support Staff WB	0%	0%	100%	0%	0%	0%	100%
General Support Staff CH	0%	0%	50%	50%	0%	0%	100%
General Support Staff DN	91%	2%	7%	0%	0%	0%	100%
Sq Ft >	537.0	296.424	4.3	182.6	53.7	0.0	537.0
Allocation percentages >	55%	1%	34%	10% *	0%	0%	100%

KAUFMAN 2nd FLOOR	HS	EHS	CSBG	CEAP	VSN	Other	Total
Executive Director Office	38.0%	0.0%	62%	0%	0%	0%	100%
Executive Director Closet	38.0%	0.0%	62%	0%	0%	0%	100%
Executive Assistant	52.0%	0.0%	48%	0%	0%	0%	100%
Executive Director Conf. R	38.0%	0.0%	62%	0%	0%	0%	100%
HR Director Office	86.25%	1.75%	12%	0%	0%	0%	100%
HR Director File Storage	86.25%	1.75%	12%	0%	0%	0%	100%
HR Training Room	86.25%	1.75%	12%	0%	0%	0%	100%
Sq Ft >	1645	1003.45	8.225	633.325	0	0%	1645.0
Allocation percentages >	61.00%	0.50%	38.50%	0% *	0%	0%	100%

Kaufman Building - entire building allocation

	HS	EHS	CSBG	CEAP	VSN	Other
2nd	61%	0.5%	38.5%	0%	100%	
1st	67.5%	1.5%	12.5%	18.5%	100%	
Basement	55%	1.0%	34%	10%	100%	
	<u>184%</u>	<u>3%</u>	<u>85%</u>	<u>29%</u>		
	61%	1%	28%	10% *	100%	

**EXHIBIT 2a
ALL EMPLOYEES BY GRANT**

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

**EXHIBIT 2b
EMPLOYEES USING PHONE/INTERNET BY GRANT**

Grant	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
HSMB	10.8	1.2	0	0	0	0	12
304 E Houston	1.8	0.2	4.1	4.9	0	0	11
123 S Kaufman	6.8	0.6	3.4	1.2	0	0	12
	<u>19.4</u>	<u>2</u>	<u>7.5</u>	<u>6.1</u>	<u>0</u>	<u>0</u>	<u>35</u>

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

Percentages	56%	6%	21%	17%	0%	0%	100%
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**EXHIBIT 3
ADMINISTRATIVE STAFF COMPUTERS**

Position	Head Start	EHS	CSBG	CEAP	VSN	Other	Total
Executive Director	38.00%	0.00%	62%	0%	0%	0%	100%
Head Start Director	98.00%	2.00%	0%	0%	0%	0%	100%
Human Resources Director	86.25%	1.75%	12%	0%	0%	0%	100%
Chief Financial Officer	77.50%	1.50%	9%	12%	0%	0%	100%
Service Manager	65.75%	1.25%	33%	0%	0%	0%	100%
Executive Assistant	52.00%	0.00%	48%	0%	0%	0%	100%
HS Program Manager	98.00%	2.00%	0%	0%	0%	0%	100%
Assistant Finance Director	74.50%	1.50%	9%	15%	0%	0%	100%
AP Clerk	48.00%	1.00%	16%	35%	0%	0%	100%
Payroll / IT	70.50%	1.50%	16%	12%	0%	0%	100%
AP Clerk	0.00%	0.00%	0%	0%	0%	0%	0%
Facilities Maintenance	97.00%	2.00%	1%	0%	0%	0%	100%
HS Program Monitor	99.00%	1.00%	0%	0%	0%	0%	100%
Project Coordinator	99.00%	1.00%	0%	0%	0%	0%	100%
General Support Staff (LO, JR)	0.00%	0.00%	20%	80%	0%	0%	100%
General Support Staff	0.00%	0.00%	50%	50%	0%	0%	100%
Practice Based Coach	99.00%	1.00%	0%	0%	0%	0%	100%
Family Service Administrator	98.00%	2.00%	0%	0%	0%	0%	100%
Health Coordinator	99.00%	1.00%	0%	0%	0%	0%	100%
Content Area Assistant	99.00%	1.00%	0%	0%	0%	0%	100%
Head Start Nutrition Manager	99.00%	1.00%	0%	0%	0%	0%	100%
Disability/Mental Health Specialist	99.00%	1.00%	0%	0%	0%	0%	100%
Coding Specialist	0.00%	0.00%	0%	0%	0%	0%	0%
Curriculum Director	98.00%	2.00%	0%	0%	0%	0%	100%
Agency Transportation Coordinator	85.00%	0.00%	15%	0%	0%	0%	100%
Case Mgr Prgm Specific (VSN)	0.00%	0.00%	100%	0%	0%	0%	100%
Case Mgr Prgm Specific (Payee)	0.00%	0.00%	12%	88%	0%	0%	100%
Case Mgr Prgm Specific (TBRA)	0.00%	0.00%	90%	10%	0%	0%	100%
	1780%	26%	493%	302%	0%	0%	2600%
Total Percentage	68.0%	1.0%	19.5%	12.0%	0.0%	0.0%	101%