





Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, August 24, 2021 9:00 am
Linden Administrative Kaufman Building Offices
123 Kaufman
Linden, Texas
ZOOM Video/Call
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 May 25, 2021**
6. **Presentations**
 - A. Training Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start and Early Head Start Financial Report July and August 2021
 - b. Credit Usage Report July and August 2021
 - c. CACFP Financial Report July and August 2021
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start and Early Head Start Report July and August 2021
 - C. Executive Director Report Dan Boyd
8. **Committee Reports**

None

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, August 24, 2021 9:00 am
Linden Administrative Kaufman Building Offices
123 Kaufman
Linden, Texas
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9. Action Items

- A. Discuss and/or Approve Personnel Policy 412 – Additional Pay
- B. Discuss and/or Approve Tooth Brushing Policy Addendum
- C. Discuss and/or Approve the CSNT Annual Report

10. Discussion Items

- A. Discuss Final PIR Head Start and Early Head Start 2019 – 2020

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, May 25, 2021 9:00 am
Linden Head Start Management Building - ZOOM
124 North Main Street
Linden, Texas

PC Attendance	Campus	Title	Sep-20	Oct-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	
Chairperson - Cecelia Huff			x	x	x	x	No Meeting due to Inclement Weather	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	x		x	x		
Marsha Luong	Atlanta	Representative	x	x							
Whitney Graham(03/23/21)	Atlanta	Representative						x			x
Audrey Maxie	Atlanta	Alternate			x						
Anita Sullivan	Bloomburg	Representative		x		x			x		
Courtney Stewart	Bloomburg	Alternate									
Amber White	D/LS	Representative									
Peggy Peters	D/LS	Alternate			x	x		x			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				x	x	
Karlisha Bland	New Boston	Alternate									
Gisel Garcia	Pittsburg	Representative		x				x	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, Michelle Morehead, Misty Van Hooser, Frances Evans, Robbie Hudson, Charlotte Hall and Shelley Mitchell

1. **Call to Order:** The meeting was called to order by Whitney Graham, Policy Council Representative, May 25, 2021 at 9:32 am, on the Zoom Virtual Call.

2. **Recognize New Policy Council Members:**
None

3. **Establishment of Quorum:**
Quorum was established with the following Policy Council Members present: Whitney Graham, Peggy Peters and Raven Martinez

4. Approval of Agenda:

Members reviewed the agenda. Raven Martinez moved to accept the agenda as presented. This motion was seconded by Peggy Peters. 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 April 27, 2021:

Peggy Peters moved to accept the minutes of April 27, 2021 meeting 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.

6. Presentations:

A. Policy Council Question

Moved to the next meeting.

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 the Agency is keeping the COVID precautions in place until May 30, 2021.

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

a. School Readiness Committee Report

The items were reviewed during the action items.

b. Health Services Advisory Committee Meeting

Misty Van Hooser stated that there was a great turn out, the meeting was held on Zoom and no action was required for a vote.

9. Action Items:

A. Discuss and/or Approve Head Start/Early Head Start Continuation Grant

#06CH011282/03 \$5,244,808 (\$4,195,846 Non Federal Share \$1,048,962)

a. Head Start \$4,949,069 (\$3,959,256 Non-Federal Share - \$989,814)

b. Early Head Start \$295,740 (\$236,592 Non-Federal Share \$59,148)

Bernadette Harris reviewed the Head Start/Early Head Start Continuation Grant as presented. She stated that we had not received the official funding letter and she has worked it up with the COLA amount that has not yet been approved. She asked for permission to submit the grant with or without COLA once the funding letter is sent. Peggy Peters moved to approve the Head Start/Early Head Start Continuation Grant #06CH011282/03 \$5,244,808 (\$4,195,846 Non Federal Share \$1,048,962) as presented. Raven Martinez 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 Contracted Teaching Services (School Districts) Manual Grantee 06CH011252/02

Bernadette Harris reviewed the Justification for the Contracted Teaching Services (School Districts) Manual as presented. Peggy Peters moved to approve the Contracted Teaching Services (School Districts) Manual Grantee 06CH011252/02 as presented. Raven Martinez 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 Disposition of Head Start Vehicles Grant#06CH011282/02

Bernadette Harris reviewed the Justification for the Disposition of Head Start Vehicles Grant#06CH011282/02 as presented. Peggy Peters moved to approve Disposition of Head Start Vehicles Grant#06CH011282/02 as presented. Raven Martinez seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

D. Discuss and/or Approve 2021-2022 Parent Handbook

Bridgette Parton reviewed the 2021-2022 Parent Handbook as presented. Raven Martinez moved to approve the 2021-2022 Parent Handbook 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.

E. Discuss and/or Program Goals 2021 – 2022

1. Program Goals 2021 – 2022

2. PFCE Goals 2021-2022

3. School Readiness Goals 2021-2022

Bridgette Parton, Misty Van Hooser and Frances Evans reviewed the Program Goals 2021 – 2022 as presented. Raven Martinez moved to approve the Program Goals 2021 – 2022 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.

F. Discuss and/or Approve Nutrition Menus 2021 - 2022

Bridgette Parton reviewed the Nutrition Menus as presented. Raven Martinez moved to approve the Nutrition Menus 2021 - 2022 as presented. Raven Martinez seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

G. Discuss and/or Approve 2021 – 2022 School Calendars

Misty Van Hooser reviewed the School Calendars for next school year. Raven Martinez moved to approve the 2021 – 2022 School Calendars 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.

H. Discuss and/or Approve School Readiness Committee Action Items

1. Frog Street 2020

2. Move and Learn with Choosy (I am Moving I am Learning)

Frances Evans reviewed the School Readiness Action Items. Raven Martinez moved to approve the School Readiness Committee Action Items 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.

10. Discussion Items:

A. Discuss 2020-2021 School Readiness Performance Data

Bridgette Parton reviewed as presented.

B. Discuss PFCE Goals Progress 2020-2021

Bridgette Parton reviewed as presented.

C. Discuss Program Goals Progress 2020-2021

Bridgette Parton reviewed as presented.

D. Discuss CLASS Data Spring 2020-2021

Bridgette Parton reviewed as presented.

E. Discuss Circle Assessment Wave 3 Data Spring 2020-2021

Bridgette Parton reviewed as presented.

F. Discuss Program Options 2021-2022

Bernadette Harris stated that New Boston will serve seventeen early three year olds next year and Atlanta will serve an additional seventeen three year olds next year due to Partnership changes.

G. Discuss Financial Audit FY 2020

Bernadette Harris stated that the Audit had zero findings.

11. Audience Comments:

None

12. Executive Session:

Raven Martinez moved for Policy Council to go into Executive Session at 10:15 am. Peggy Peters seconded the motion.

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

Raven Martinez made a motion to come back into regular session at 10:18 am. Peggy Peters seconded the motion.

13. Required Action from Executive Session:

A motion was made by Peggy Peters 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 Peggy Peters at 10:20 am. The motion was seconded by Raven Martinez.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Early Head Start

Financial Report for the month of July 2021

(June 2021 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly Budget	YTD Budget	(Over)/Under
<i>12 month program ending 11-30-2020</i>							
Personnel	\$144,990.00	\$10,871.62	\$72,687.30	\$72,302.70	\$12,082.50	\$84,577.50	\$11,890.20
Fringe Benefits	\$36,247.00	\$3,971.92	\$20,797.80	\$15,449.20	\$3,020.58	\$21,144.08	\$346.28
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$1,277.50	\$1,277.50
Equipment	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$500.00	\$3,500.00	\$3,500.00
Supplies	\$18,857.00	\$5,864.29	\$10,700.25	\$8,156.75	\$1,571.42	\$10,999.92	\$299.67
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 (C5)	\$7,239.00	\$388.20	\$445.95	\$6,793.05	\$603.25	\$4,222.75	\$3,776.80
Other (C6)	\$28,776.00	\$0.00	\$0.00	\$28,776.00	\$2,398.00	\$16,786.00	\$16,786.00
Other (4120)	\$3,067.00	\$1,766.66	\$2,006.24	\$1,060.76	\$255.58	\$1,789.08	(\$217.16)
Other (4122)	\$22,453.00	\$1,246.55	\$7,964.22	\$14,488.78	\$1,871.08	\$13,097.58	\$5,133.36
Total	\$269,819.00	\$24,109.24	\$114,601.76	\$155,217.24	\$22,484.92	\$157,394.42	\$42,792.66

T&TA	\$5,257.00	\$1,766.66	\$2,006.24	\$3,250.76	\$438.08	\$3,066.58	\$1,060.34
Total							
USDA Reimbursements through May 2021							\$6,833.67
Estimated USDA Reimbursement for June 2021							\$927.36
							<u>\$50,553.69</u>
					Resulting (over)/under with USDA		

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$5,000.00

Amount Funded	Expenditures	Total To Date
\$134,909.50	\$12,054.62	\$57,300.88
\$16,863.69	\$1,506.83	\$7,162.61

Further Analysis	
Number of children	16
Number of classrooms	2

Monthly Budget	YTD Budget	(Over)/Under
\$11,242.46	\$78,697.21	\$21,396.33
\$1,405.31	\$9,837.15	\$2,674.54

IN-KIND (Non-Federal Share)		
Needed	This month	Total
\$58,451.00	\$969.09	\$11,960.21
		Still need \$46,490.79

Early Head Start

Financial Report for the month of August 2021

(July 2021 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	\$144,990.00	\$11,076.33	\$83,763.63	\$61,226.37	\$12,082.50	\$96,660.00	\$12,896.37
Fringe Benefits	\$36,247.00	\$3,907.37	\$24,705.17	\$11,541.83	\$3,020.58	\$24,164.67	(\$540.50)
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$1,460.00	\$1,460.00
Equipment	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$500.00	\$4,000.00	\$4,000.00
Supplies	\$18,857.00	\$808.90	\$11,509.15	\$7,347.85	\$1,571.42	\$12,571.33	\$1,062.18
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 (C5)	\$7,239.00	\$123.15	\$569.10	\$6,669.90	\$603.25	\$4,826.00	\$4,256.90
Other (C6)	\$28,776.00	\$0.00	\$0.00	\$28,776.00	\$2,398.00	\$19,184.00	\$19,184.00
Other (4120)	\$3,067.00	\$9.00	\$2,015.24	\$1,051.76	\$255.58	\$2,044.67	\$29.43
Other (4122)	\$22,453.00	\$2,578.16	\$10,542.38	\$11,910.62	\$1,871.08	\$14,968.67	\$4,426.29
Total	\$269,819.00	\$18,502.91	\$133,104.67	\$136,714.33	\$22,484.92	\$179,879.33	\$46,774.66
T&TA	\$5,257.00	\$9.00	\$2,015.24	\$3,241.76	\$438.08	\$3,504.67	\$1,489.43
Total							
USDA Reimbursements through July 2021							\$7,761.03
Estimated USDA Reimbursement for							\$0.00
							<u>\$54,535.69</u>
							Resulting (over)/under with USDA

* 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	\$134,909.50	\$9,251.46	\$66,552.34	\$11,242.46	\$89,939.67	\$23,387.33
Per Child	\$16,863.69	\$1,156.43	\$8,319.04	\$1,405.31	\$11,242.46	\$2,923.42

IN-KIND (Non-Federal Share)

Needed	This month	Total	Still need
\$59,151.00	\$969.09	\$12,929.30	\$46,221.70

Head Start

Financial Report for the month of July 2021

(June 2021 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 11-30-2021</i>							
Personnel	\$2,275,326.00	\$172,190.63	\$1,265,596.14	\$1,009,729.86	\$189,610.50	\$1,327,273.50	\$61,677.36
Fringe Benefits	\$568,831.00	\$41,821.83	\$323,575.79	\$245,255.21	\$47,402.58	\$331,818.08	\$8,242.29
Travel (4120)	\$10,000.00	\$127.49	\$374.58	\$9,625.42	\$833.33	\$5,833.33	\$5,458.75
Equipment	\$93,000.00	\$0.00	\$0.00	\$93,000.00	\$7,750.00	\$54,250.00	\$54,250.00
Supplies	\$200,250.00	\$1,824.33	\$42,149.21	\$158,100.79	\$16,687.50	\$116,812.50	\$74,663.29
Contractual	\$227,370.00	\$11,482.90	\$11,482.90	\$215,887.10	\$18,947.50	\$132,632.50	\$121,149.60
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (C5)	\$137,527.00	\$10,451.30	\$14,225.87	\$123,301.13	\$11,460.58	\$80,224.08	\$65,998.21
Other (C6)	\$546,741.00	\$0.00	\$0.00	\$546,741.00	\$45,561.75	\$318,932.25	\$318,932.25
Other (4120)	\$30,381.00	\$7,383.34	\$22,146.28	\$8,234.72	\$2,531.75	\$17,722.25	(\$4,424.03)
Other (4122)	\$506,863.00	\$45,780.84	\$354,983.10	\$151,879.90	\$42,238.58	\$295,670.08	(\$59,313.02)
Total	\$4,596,289.00	\$291,062.66	\$2,034,533.87	\$2,561,755.13	\$383,024.08	\$2,681,168.58	\$646,634.71

T&A	\$40,381.00	\$7,510.83	\$22,520.86	\$17,860.14	\$3,365.08	\$23,555.58	\$1,034.72
Total							\$81,301.58
USDA Reimbursements through May 2021							\$0.00
Estimated USDA Reimbursement for June 2021							\$727,936.29
Resulting (over)/under with USDA							

<i>* Total Over/Under without USDA</i>							
Further Analysis							
Number of children							465
Number of classrooms							26

<u>Accruals:</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Actual year end payroll accrual	\$70,000.00					
Per Classroom	\$176,780.35	\$11,194.72	\$78,251.30	\$14,731.70	\$103,121.87	\$24,870.57
Per Child	\$9,884.49	\$625.94	\$4,375.34	\$823.71	\$5,765.95	\$1,390.61

<u>IN-KIND (Non-Federal Share)</u>		
<u>Needed</u>	<u>This month</u>	<u>Total</u>
\$978,006.00	\$44,653.14	\$821,242.89
		\$156,763.11
		Still need

Head Start

Financial Report for the month of August 2021

(July 2021 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 11-30-2021</i>							
Personnel	\$2,275,326.00	\$275,901.54	\$1,539,791.17	\$735,534.83	\$189,610.50	\$1,516,884.00	(\$22,907.17)
Fringe Benefits	\$568,831.00	\$40,768.38	\$364,189.51	\$204,641.49	\$47,402.58	\$379,220.67	\$15,031.16
Travel (4120)	\$10,000.00	\$0.00	\$374.58	\$9,625.42	\$833.33	\$6,666.67	\$6,292.09
Equipment	\$93,000.00	\$0.00	\$0.00	\$93,000.00	\$7,750.00	\$62,000.00	\$62,000.00
Supplies	\$200,250.00	\$8,154.81	\$50,304.02	\$149,945.98	\$16,687.50	\$133,500.00	\$83,195.98
Contractual	\$227,370.00	\$0.00	\$11,482.90	\$215,887.10	\$18,947.50	\$151,580.00	\$140,097.10
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (C5)	\$137,527.00	\$4,632.95	\$20,719.99	\$116,807.01	\$11,460.58	\$91,684.67	\$70,964.68
Other (C6)	\$546,741.00	\$0.00	\$0.00	\$546,741.00	\$45,561.75	\$364,494.00	\$364,494.00
Other (4120)	\$30,381.00	\$1,861.00	\$24,007.28	\$6,373.72	\$2,531.75	\$20,254.00	(\$3,753.28)
Other (4122)	\$506,863.00	\$59,249.82	\$414,202.92	\$92,660.08	\$42,238.58	\$337,908.67	(\$76,294.25)
Total	\$4,596,289.00	\$390,568.50	\$2,425,072.37	\$2,171,216.63	\$383,024.08	\$3,064,192.67	\$639,120.30
T&TA	\$40,381.00	\$1,861.00	\$24,381.86	\$15,999.14	\$3,365.08	\$26,920.67	\$2,538.81
Total							
USDA Reimbursements through July 2021							\$81,301.58
Estimated USDA Reimbursement for							\$0.00
							<u>\$720,421.88</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals: \$4.00
Actual year end payroll accrual \$70,000.00

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	\$176,780.35	\$15,021.87	\$93,272.01	\$14,731.70	\$117,853.56	\$24,581.55
Per Child	\$9,884.49	\$839.93	\$5,215.21	\$823.71	\$6,589.66	\$1,374.45

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$989,810.76	\$41,935.35	\$863,178.24	\$126,632.52

Sam's Club

Purchases for

Payment due by

Balance

Line of Credit

Program

Highest May 2021 Balance

Current balance

Exp pay off date

In House Line of Credit

Program

Highest May 2021 Balance

Current balance

Exp pay off date

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

Program	Highest May 2021 Balance	Current balance	Exp pay off date
CSBG A	25,550.00	-	8/31/2021
CSBG Cares	15,760.00	-	
CEAP A	9,850.00	-	
CEAP CARES	20,950.00	-	
CSBG CARES	8,400.00	-	
CEAP A	39,000.00	-	
CEAP CARES	-	-	

Paid on

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

Board Report - August 2021

Sam's Club

Purchases for June 2021		976.82
Payment due by	Paid on 07/21/2021	<u>(976.82)</u>
Balance		-

Line of Credit

Program	CSBG A	CSBG Cares	CEAP A	CEAP CARES
Highest July 2021 Balance	38,150.00	-	9,850.00	15,300.00
Current balance	32,300.00		-	-
Exp pay off date	9/30/2021			

In House Line of Credit

Program	CSBG A	CSBG CARES	CEAP A	CEAP CARES
Highest July 2021 Balance	17,520.00	8,400.00		200.00
Current balance	17,520.00			
Exp pay off date	9/30/2021			

U.S. SMALL BUSINESS ADMINISTRATION LOAN

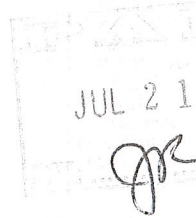
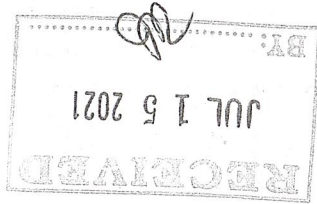
\$150,000

Payment Information

	New Balance:	\$976.82
	Total Minimum Payment Due:	\$50.00
	Payment Due Date:	07/28/2021

Payments must be received by 5pm ET on 07/28/2021 if mailed, or by 11:59pm ET on 07/28/2021 for online and phone payments.

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



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

Account Summary

1-2

Previous Balance as of 06/09/2021	\$0.00	Credit Limit	\$5,500
Purchases/Debits	+ 976.82	Available Credit	\$4,523
New Balance as of 07/08/2021	\$976.82		
30 Day Billing Cycle from 06/09/2021 to 07/08/2021			

Transaction Detail

Date	Reference #	Description	Amount
Purchases and Other Debits			
06/30	P9280005P01QB6ENB	SAMS CLUB.COM 006279 BENTONVILLE AR SAM'S/WAL-MART PURCHASE(S) Total for COMMUNITY COUNCIL OF CASS	\$976.82 \$976.82 \$976.82
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	22.90% (v)	\$0.00	\$0.00	2D

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Customer Service: For account information, call the number on the front of this statement. For Hearing or Speech disabilities, use a TRS. Unless your name is listed on this statement, your access to information on the account may be limited. You may also mail questions (but not payments) to: P.O. Box 965004, Orlando, FL 32896-5004. Please include your account number on any correspondence you send to us.
Payments: Send payments to the address listed on the remit portion of this statement or pay online.
Notice: See below for your Billing Rights and other important information. Telephoning about billing errors will not preserve your rights under federal law. To preserve your rights, please write to our Billing Inquiries Address, P.O. Box 965003, Orlando, FL 32896-5003.

Purchases, returns, and payments made just prior to billing date may not appear until next month's statement. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. **You may choose not to have your payment collected electronically by sending your payment (with the payment stub), in your own envelope – not the enclosed window envelope, addressed to: P.O. Box 960095, Orlando, FL 32896-0095 and not the Payment Address.**

Information About Payments: You may at any time pay, in whole or in part, the total unpaid balance without any additional charge for prepayment. Payments received after 5:00 p.m. (ET) on any day will be credited as of the next day. Credit to your Account may be delayed up to five days if payment (a) is not received at the Payment Address, (b) is not made in U.S. dollars drawn on a U.S. financial institution located in the U.S., (c) is not accompanied by the remittance coupon attached to your statement, (d) contains more than one payment or remittance coupon, or (e) includes staples, paper clips, tape, a folded check, or correspondence of any type. **Conditional Payments:** All written communications concerning disputed amounts, including any check or other payment instrument that: (i) indicates that the payment constitutes "payment in full" or is tendered as full satisfaction of a disputed amount; or (ii) is tendered with other conditions or limitations ("Disputed Payments"), must be mailed or delivered to us at P.O. Box 965003, Orlando, FL 32896-5003.

Credits To Your Account: An amount shown in parentheses or preceded by a minus (-) sign is a credit or credit balance unless otherwise indicated. Credits will be applied to your previous balance immediately upon receipt, but will not satisfy any required payment that may be due.

Credit Reports And Account Information: If you believe that we have reported inaccurate information about you to a consumer reporting agency, please contact us at P.O. Box 965005, Orlando, FL 32896-5005. In doing so, please identify the inaccurate information and tell us why you believe it is incorrect. If you have a copy of the credit report that includes the inaccurate information, please include a copy of that report. We may report information about your account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

How We Calculate Interest

Method 2D (Daily Balance Method): We figure the interest charge on your account by applying the periodic rate to the "daily balance" of your account for each day in the billing cycle. We then add the interest to the daily balance. To get the "daily balance" we take the beginning balance of your account each day (which includes unpaid interest), add any new charges, and applicable fees, and subtract any payments or credits. This gives us the daily balance. Any daily balance of less than zero will be treated as zero. A separate daily balance will be calculated for each balance type on your account. The balance(s) shown in the Interest Charges section of this statement is the sum of the daily balances for each day in the billing cycle divided by the number of days in the billing cycle.

Method 2M (Average Daily Balance including current transactions): We figure the interest charge on your account by applying the periodic rate to the "average daily balance" of your account. To get the "average daily balance" we take the beginning balance of your account each day, which includes any unpaid interest charges from the previous billing cycle, add any new charges, and applicable fees and subtract any payments or credits. This gives us the

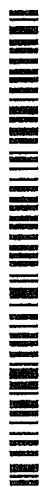
daily balance. Then, we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance," which is the balance shown in the Interest Charges section of this statement. Any average daily balance of less than zero will be treated as zero. A separate average daily balance will be calculated for each balance type on your account.

Method 3M (Average Daily Balance excluding current transactions): We figure the interest charge on your account by applying the periodic rate to the "average daily balance" of your account. To get the "average daily balance" we take the beginning balance of your account each day which includes any unpaid interest charges from the previous billing cycle and add applicable fees, and subtract any payments or credits. We do not add in any new charges. This gives us the daily balance. Then, we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance," which is the balance shown in the Interest Charges section of this statement. Any average daily balance of less than zero will be treated as zero. A separate average daily balance will be calculated for each balance type on your account.

Method 5 (Average Daily Balance excluding current transactions and unpaid interest charges): We figure the interest charge on your account by applying the periodic rate to the "average daily balance" of your account. To get the "average daily balance" we take the beginning balance of your account each day, add applicable fees and subtract any payments, credits and unpaid interest charges from the previous billing cycle. We do not add in any new charges. This gives us the daily balance. Then, we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance," which is the balance shown in the Interest Charges section of this statement. Any average daily balance of less than zero will be treated as zero. A separate average daily balance will be calculated for each balance type on your account.

Method 6 (Average Daily Balance including current transactions and excluding unpaid interest charges): We figure the interest charge on your account by applying the periodic rate to the "average daily balance" of your account. To get the "average daily balance" we take the beginning balance of your account each day, add any new charges and applicable fees, and subtract any payments, credits and unpaid interest charges from the previous billing cycle. This gives us the daily balance. Then, we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance," which is the balance shown in the Interest Charges section of this statement. Any average daily balance of less than zero will be treated as zero. A separate average daily balance will be calculated for each balance type on your account.

Your Account is owned and serviced by Synchrony Bank.





COMMUNITY COUNCIL OF CASS
Account Number ending in 0674



PAGE 2 of 2 Visit SamsClubCredit.com/online-signup or call 1-800-408-5761

Cardholder News and Information

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

Member News and Information

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COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~6046002039330674~~

DATE

SALE #: 210630

P.O. #:

INVOICE#: 000000

AUTHORIZATION #: 000302

CLUB #: 6279

REFERENCE #: P9280005P01QB6ENB

TRANSACTION #: 0

REGISTER #: 89

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
	SALES TAX	1.000		\$0.0000	\$0.00
037989538	POM 2PLY BATH TISSUE	10.000	EA	\$20.9800	\$209.80
054515600	DIAL COMP FOAM	6.000	EA	\$7.9800	\$47.88
054604637	MM MOP BUCKET	3.000	EA	\$39.9800	\$119.94
055345957	DISINFECTING WIPES	40.000	EA	\$14.9800	\$599.20
SUB \$976.82		TAX \$0.00		TOTAL INVOICE	\$976.82
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$976.82

HEAD START and EHS NUTRITION PROGRAM

July 2021 Financial Report
 For the month of June 2021

CACFP

Operating Labor	\$ 6,560.41	60,901.53
Administrative Labor	1,458.75	12,254.20
Food	337.56	70,008.93
Supplies & Equipment	-	12,621.25
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	316.00
Other	-	0.00
Total	\$ 8,356.72	\$ 156,101.91

TDHS REVENUE 927.36 114,750.61 (Income Starts October 2020)

Expenditures Total To Date

CSNT Early Head Start Monthly Report

Program Year 02 2021 06CH011282/02

2021

Data Month **June**

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 EHS	16/16	16	16	16	16	16	16					
Over/Under Enrollment EHS	NA	-2	-1	0	0	0	0					
% with Special Needs	NA	14%	14%	19%	19%	19%	12%					
ADA Funded Enrolled* (516)	NA	60%	70%	80%	90%	84%	57%					
Enrollment (acutal students)	NA	80%	80%	92%	90%	84%	59%					
Present/ Absent	NA	14/11	14/11	16/14	16/14	16/13	16/9					
* If below 85% (Why) -	NA	Sickness	Sickness	NA	NA	ISD Out	ISD Out					

Non-Federal Share

\$58,451 **\$46,491** \$11,960 80% Needed **Grant Total** 79.43% Received \$833,202

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 11,960	\$ 1,052	\$ 1,052	\$ 1,052	\$ 2,158	\$ 3,684	\$ 1,992	\$ 969					

Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
EHS Total 8%	\$ 1,515	\$ 4,873	\$ 7,368	\$ 8,117	\$ 9,037	\$ 9,818	\$ 10,433					
Grant Total 11%	NA	NA	\$ 45,883	\$ 61,623	\$ 84,258	\$ 101,484	\$ 126,562					

Meals/Reimbursements

\$ 7,761	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	0	9	14	17	20	20	16					
# of meals served	0	295	484	674	844	784	415					
CACFP Reimbursement	\$ -	\$ 654	\$ 1,073	\$ 1,491	\$ 1,869	\$ 1,747	927					

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	NA	0	6	6	6	0	0					
# Classrooms Observed	NA	1	6	6	7	1	0					
Incomes Verified	NA	14	14	0	0	0	0					
# Parents Interviewed	NA	0	0	1	1	0	0					
# of Staff interviewed	NA	0	0	0	0	0	0					
# Bus Routes Observed	NA	0	NA	NA	NA	0	0					
# Staff Files Reviewed	NA	0	0	0	0	0	0					
# Community Contacts	NA	1	0	5	5	0	0					
# of Findings/# Corrected	NA	2	3	0	0	1	1					

Annual Self-Assessment Findings

Date: **Week of 2/18/2020** **Completed 3/8/2021**

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

Annual Detailed Monitoring Findings

Week of 2/8/2021 **Completed NA**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	NA	6	6	6	6	6	6					
# findings corrected	NA	0	4	4	6	6	6					
# findings remaining	NA	6	2	2	0	0	0					

Program Updates

EHS completed the first year of service
Preparing for Pre-Service Training
Preparing for new school year

CSNT Early Head Start Monthly Report

Program Year 02 2021 06CH011282/02

2021

Data Month **June**

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 EHS	16/16	16	16	16	16	16	16	NA				
Over/Under Enrollment EHS	NA	-2	-1	0	0	0	0	NA				
% with Special Needs	NA	14%	14%	19%	19%	19%	12%	NA				
ADA Funded Enrolled* (516)	NA	60%	70%	80%	90%	84%	57%	NA				
Enrollment (acutal students)	NA	80%	80%	92%	90%	84%	59%	NA				
Present/ Absent	NA	14/11	14/11	16/14	16/14	16/13	16/9	NA				
* If below 85% (Why) -	NA	Sickness	Sickness	NA	NA	ISD Out	ISD Out	NA				

Non-Federal Share

\$58,451 **\$46,491** \$11,960 80% Needed **Grant Total** 83.52% Received **\$876,106**

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 11,960	\$ 1,052	\$ 1,052	\$ 1,052	\$ 2,158	\$ 3,684	\$ 1,992	\$ 969	NA				

Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
EHS Total 8%	\$ 1,515	\$ 4,873	\$ 7,368	\$ 8,117	\$ 9,037	\$ 9,818	\$ 10,433	\$ 11,039				
Grant Total 11%	NA	NA	\$ 45,883	\$ 61,623	\$ 84,258	\$ 101,484	\$ 126,562	\$ 146,034				

Meals/Reimbursements

\$ 7,761	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	0	9	14	17	20	20	16	NA				
# of meals served	0	295	484	674	844	784	415	NA				
CACFP Reimbursement	\$ -	\$ 654	\$ 1,073	\$ 1,491	\$ 1,869	\$ 1,747	927	NA				

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	NA	0	6	6	6	0	0	NA				
# Classrooms Observed	NA	1	6	6	7	1	0	NA				
Incomes Verified	NA	14	14	0	0	0	0	NA				
# Parents Interviewed	NA	0	0	1	1	0	0	NA				
# of Staff interviewed	NA	0	0	0	0	0	0	NA				
# Bus Routes Observed	NA	0	NA	NA	NA	0	0	NA				
# Staff Files Reviewed	NA	0	0	0	0	0	0	NA				
# Community Contacts	NA	1	0	5	5	0	0	NA				
# of Findings/# Corrected	NA	2	3	0	0	1	1	NA				

Annual Self-Assessment Findings

Date: **Week of 2/18/2020** **Completed 3/8/2021**

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

Annual Detailed Monitoring Findings

Week of 2/8/2021 **Completed NA**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	NA	6	6	6	6	6	6	6				
# findings corrected	NA	0	4	4	6	6	6	6				
# findings remaining	NA	6	2	2	0	0	0	0				

Program Updates

EHS completed the first year of service
Preparing for Pre-Service Training
Preparing for new school year

CSNT Head Start Monthly Report

Program Year 02 2021 06CH011282/02

2021

Data Month **June**

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	465	465	465	465	465	465	NA					
# additional students (partnerships)	-34	-17	-18	-18	-14	-22	NA					
% with Special Needs	6%	6%	7%	9%	10%	11%	NA					
ADA Funded Enrolled* (465)	84%	84%	87%	87%	87%	83%	NA					
Enrollment (acutal students)	92%	90%	92%	92%	92%	88%	NA					
Present/ Absent	393/38	391/57	408/39	417/35	444/36	386/57	NA					
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

	December	January	February	March	April	May	June	July	August	September	October	November
		\$978,005	\$156,763	\$821,242		Needed	Grant Total	79.43% Received	\$833,202			
\$	821,242	\$ 129,455	\$ 132,664	\$ 131,993	\$132,799	\$ 132,086	\$ 117,592	\$ 44,653				

Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
HS Total 11%	\$ 30,433	\$ 75,492	\$ 128,470	\$ 172,150	\$ 230,893	\$ 239,930	\$ 310,514					
Grant Total 11%	NA	NA	\$ 1,174,169	\$ 1,588,737	\$ 2,103,531	\$ 2,188,059	\$ 2,885,777					

Meals/Reimbursements

\$	December	January	February	March	April	May	June	July	August	September	October	November
\$ 81,297												
# of service days	16	18	15	22	20	21	NA					
# of meals served	5,056	5,960	5,470	7,072	7,243	5,629	NA					
CACFP Reimbursement	\$ 11,339	\$ 13,264	\$ 12,149	\$ 15,792	\$ 16,088	\$ 12,664	NA					

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	102	68	158	237	340	22	NA					
# Classrooms Observed	54	31	51	79	56	22	NA					
Incomes Verified	10	10	10	10	50	0	NA					
# Parents Interviewed	53	0	0	19	3	5	NA					
# of Staff interviewed	2	17	12	12	11	0	NA					
# Bus Routes Observed	0	0	0	0	0	5	NA					
# Staff Files Reviewed	0	6	0	0	0	22	NA					
# Community Contacts	38	40	63	40	78	0	NA					
# of Findings	24	49	28	32	14	28	NA					

Annual Self-Assessment Findings

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

Annual Detailed Monitoring Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	6	6	6	6	6	6					
# findings corrected	7	0	4	4	6	6	6					
# findings remaining	0	6	2	2	0	0	0					

Program Updates

Preparing for New School Year
Preparing for Pre-Service Training
Completing Summer Maintenance Projects

CSNT Head Start Monthly Report

Program Year 02 2021 06CH011282/02

2021

Data Month **July**

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	465	465	465	465	465	465	NA	NA				
# additional students (partnerships)	-34	-17	-18	-18	-14	-22	NA	NA				
% with Special Needs	6%	6%	7%	9%	10%	11%	NA	NA				
ADA Funded Enrolled* (465)	84%	84%	87%	87%	87%	83%	NA	NA				
Enrollment (acutal students)	92%	90%	92%	92%	92%	88%	NA	NA				
Present/ Absent	393/38	391/57	408/39	417/35	444/36	386/57	NA	NA				
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	

Non-Federal Share

\$978,005 **\$113,859** \$864,146 Needed **Grant Total** 83.52% Received \$876,106

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 864,146	\$ 129,455	\$ 132,664	\$ 131,993	\$132,799	\$ 132,086	\$ 117,592	\$ 44,653	\$ 42,904				

Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
HS Total 11%	\$ 30,433	\$ 75,492	\$ 128,470	\$ 172,150	\$ 230,893	\$ 239,930	\$ 310,514	\$ 358,066				
Grant Total 11%	NA	NA	\$ 1,174,169	\$ 1,588,737	\$ 2,103,531	\$ 2,188,059	\$ 2,885,777	\$ 3,288,251				

Meals/Reimbursements

\$ 81,297	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	16	18	15	22	20	21	NA	NA				
# of meals served	5,056	5,960	5,470	7,072	7,243	5,629	NA	NA				
CACFP Reimbursement	\$ 11,339	\$ 13,264	\$ 12,149	\$ 15,792	\$ 16,088	\$ 12,664	NA	NA				

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	102	68	158	237	340	22	NA	NA				
# Classrooms Observed	54	31	51	79	56	22	NA	NA				
Incomes Verified	10	10	10	10	50	0	NA	NA				
# Parents Interviewed	53	0	0	19	3	5	NA	NA				
# of Staff interviewed	2	17	12	12	11	0	NA	NA				
# Bus Routes Observed	0	0	0	0	0	5	NA	NA				
# Staff Files Reviewed	0	6	0	0	0	22	NA	NA				
# Community Contacts	38	40	63	40	78	0	NA	NA				
# of Findings	24	49	28	32	14	28	NA	NA				

Annual Self-Assessment Findings

Date: **Week of 2/18/2020 Completed 3/10/2021**

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

Annual Detailed Monitoring Findings

Week of 12/1/2020 Completed 2/8/2021

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	6	6	6	6	6	6	6				
# findings corrected	7	0	4	4	6	6	6	6				
# findings remaining	0	6	2	2	0	0	0	0				

Program Updates

Preparing for New School Year
Preparing for Pre-Service Training
Completing Summer Maintenance Projects

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

412 Additional Pay

Effective Date: 7/19/2021

Revision Date: 7/19/2021

Purpose

From time to time, certain employees in certain situations may be entitled to additional pay for reasons such as working in conditions considered hazardous, being asked to go far above and beyond their assigned duties, being eligible for programmatic stipends, collecting spiffs for certain events, or other reasons as set forth by leadership, governance, and/or funding sources.

When additional pay can be given

Additional pay such as hazard pay, stipends, or pay for other reasons may be provided when it is part of an assigned funding source, used for an assigned project, and/or part of an approved program budget.

Who is eligible for additional pay

Employees receiving additional pay must be current full-time, part-time, or temporary employees and must have been an employee of the agency and allocated to the assigned program for a period of at least 30 days.

Employees must be able to show that they completed the tasks which triggered the additional pay.

Additional pay is income

Additional pay is not part of the employee's regular normal compensation but is taxable income and will be reported with the employee's total annual compensation.

Additional pay is time or event specific

Additional pay eligibility must have specific beginning and ending dates or must be tied to a specific event which entitles the employee to be eligible for such pay.

Procedure for additional pay

1. The payment of additional pay is intended to be temporary or event specific and should not exceed the designated time frame which entitled the employee to said pay. In no instance shall any time-based additional pay extend beyond a single program budget year for the identified

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

program. Any additional pay to which an employee is entitled which extends beyond a program year, a separate payment must be approved.

2. Additional pay is never salary-based. It is based on the funding source project description, the tasks which made the employee eligible, the amount of time, effort, and/or success documented in the project, the hierarchy of those involved, and the approved budget for additional pay.
3. Additional pay will have the appropriate Federal and State Taxes (if required) removed at the time of the payment, according to applicable law.
4. Additional pay is paid through the payroll department and must remain consistent with all payroll policies and procedures.
5. Any payments due to the agency by the eligible employee for insurance premiums will be deducted from any additional pay that is given. Amounts due to the Employee Assistance Program through TLC which are payroll deductions are not affected.

Toothbrushing Addendum – State of Emergency COVID-19

The following Tooth Brushing procedure will be utilized during a state of emergency (i.e.: COVID 19) triggered by the Federal, state and /or local governments:

Staff should wash hands with soap and water for at least 20 seconds before and after helping children brush their teeth. Children should wash their hands following the same procedure after brushing their teeth.

1. Each child should have their own child-sized/or infant sized, soft bristled toothbrush. Each brush should be labeled with the child's name.
2. Replace toothbrushes every 3-4 months, when the bristles become worn or frayed, or after illness.
3. Wear a new pair of gloves for brushing each child's teeth.
4. Dispense a smear (grain of rice size) of fluoride toothpaste for each child on the rim of a disposable paper medication cup, scoop the toothpaste from here onto the child's toothbrush.
5. Help each child brush their teeth.
6. After brushing, have each child spit the remaining toothpaste into a disposable cup, but do not rinse mouth. Then have the child wipe their mouth with a napkin and place napkin in the disposable cup. Throw away the cups and napkins.
7. After brushing each toothbrush should be place on a napkin on the table to await cleaning. Do not allow children to play with toothbrushes.
8. Rinse each toothbrush and store the toothbrushes in an upright position in the toothbrush sanitizer. Sanitizers should be turned on and allowed to cycle disinfecting the toothbrushes.



2020-2021 EARLY HEAD START PROGRAM INFORMATION REPORT
06CH011282-200 Community Services Of Northeast Texas, Inc.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	06CH011282
Program Number	200
Program Type	Early Head Start
Program Name	Community Services Of Northeast Texas, Inc.
Program Address	304 E Houston St
Program City, State, Zip Code (5+4)	Linden, TX, 75563-5600
Program Phone Number	(903) 756 5596 - 211
Head Start or Early Head Start Director Name	Ms. Bernadette Harris
Head Start or Early Head Start Director Email	berny.harris@csntexas.org
Agency Email	berny.harris@csntexas.org
Agency Web Site Address	http://www.csntexas.org
Name and Title of Approving Official	Rev. Ross Hyde, Governing Board Chair
DUNS Number	613840503
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

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

Funded enrollment by program option

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

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

Funded slots at child care partner

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

CLASSES IN CENTER-BASED

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

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	3
b. 1 year old	10
c. 2 years old	6
d. 3 years old	0
g. Total cumulative enrollment of children	19

Pregnant women (EHS programs)

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

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	19

Primary type of eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	17
b. Public assistance such as TANF and SSI	1
c. Foster care	0
d. Homeless	1
e. Eligibility based on other type of need, but not counted in A.13.a through d	0

	# of children / pregnant women
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	0

Prior enrollment

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

Transition and turnover

	# of children
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	4
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	1
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0

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

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	19

Ethnicity and race

	# of children / pregnant women	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		

a. American Indian or Alaska Native	0	1
b. Asian	0	0
c. Black or African American	0	13
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	0
f. Bi-racial/Multi-racial	2	0
g. Other	3	0
Explain:	They are Hispanic. They do not consider themselves white.	
h. Unspecified	0	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	18
1. Of these, the number of children acquiring/learning another language in addition to English	4
b. Spanish	1
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	5

Transportation

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

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.
<i>Name/title</i>
ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	6	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	3	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	6
a. Of these, the number who are current or former Head Start or Early Head Start parents	5

EDUCATION AND CHILD DEVELOPMENT STAFF

Infant and toddler classroom teachers (EHS and Migrant programs)

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

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

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

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

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

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

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

Home visitors and family child care provider staff qualifications

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

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

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

Ethnicity and race

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

Language

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

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

STAFF TURNOVER

All staff turnover

(1) # of Early Head Start staff	(2) # of contracted staff

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

Education and child development staff turnover

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

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

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

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

Health insurance - pregnant women (EHS programs)

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

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	18	18
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	1	1

Accessible health care - pregnant women (EHS Programs)

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

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	0	7

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	0
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	0
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	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

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

Immunization services - children

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

Medical services – pregnant women (EHS programs)

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

Prenatal health – pregnant women (EHS programs)

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

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	7	9

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

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	7

Mental health consultation

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

DISABILITIES SERVICES

IDEA eligibility determination

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

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

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

	# of children
C.24 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	3
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	2
2. During this enrollment year	1
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	19
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	19
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0
C.28 The instrument(s) used by the program for developmental screening	
	<i>Name/title</i>
ASQ (all editions)	

Assessment

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

Curriculum

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

Classroom and home visit observation tools

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

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

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.33 Total number of families:	15
a. Of these, the number of two-parent families	5
b. Of these, the number of single-parent families	10
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g. biological, adoptive, stepparents)	15
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	10
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	0
b. Grandparents	0
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	1
b. An associate degree, vocational school, or some college	5
c. A high school graduate or GED	8
d. Less than high school graduate	1

Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	9
1. Of these families, the number in which one or more parent/guardian is employed	9
2. Of these families, the number in which one or more parent/guardian is in job training (e.g. job training program, professional certificate, apprenticeship, or occupational license)	1
3. Of these families, the number in which one or more parent/guardian is in school (e.g. GED, associate degree, baccalaureate, or advanced degree)	1
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g. unemployed, retired, or disabled)	6

	# of families at end of enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	8
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)	7
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	1
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g. unemployed, retired, or disabled)	7
1. Of these families, the number of families that were also counted in C.36.a	2
2. Of these families, the number of families that were also counted in C.36.b	5

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

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	0	0
C.40 Total number of families receiving Supplemental Security Income (SSI)	1	1
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	11	13
C.42 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	13	13

Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g. meeting immediate needs for food, clothing, or shelter)	0
b. Housing assistance (e.g. subsidies, utilities, repairs)	0
c. Asset building services (e.g. financial education, debt counseling)	0
d. Mental health services	0
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	0
i. Research-based parenting curriculum	4
j. Involvement in discussing their child's screening and assessment results and their child's progress	3
k. Supporting transitions between programs (i.e. EHS to HS, HS to kindergarten)	0
l. Education on preventive medical and oral health	15
m. Education on health and developmental consequences of tobacco product use	1
n. Education on nutrition	14
o. Education on postpartum care (e.g. breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.44 Of these, the number of families who were counted in at least one of the services listed above	15

Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	14
b. Family goal setting	14
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	14
d. Head Start program governance, such as participation in the Policy Council or policy committees	0

	# of father/ father figures
e. Parenting education workshops	1

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	1

	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	1

	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	1

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

PIR Report Status	Started
Last Update Date	06/28/2021



2020-2021 HEAD START PROGRAM INFORMATION REPORT
06CH011282-000 Community Services Of Northeast Texas, Inc.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	06CH011282
Program Number	000
Program Type	Head Start
Program Name	Community Services Of Northeast Texas, Inc.
Program Address	304 E Houston St
Program City, State, Zip Code (5+4)	Linden, TX, 75563-5600
Program Phone Number	(903) 756 5596 - 211
Head Start or Early Head Start Director Name	Ms. Bernadette Harris
Head Start or Early Head Start Director Email	berny.harris@csntexas.org
Agency Email	berny.harris@csntexas.org
Agency Web Site Address	http://www.csntexas.org
Name and Title of Approving Official	Rev. Ross Hyde, Governing Board Chair
DUNS Number	613840503
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

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

Funded enrollment by program option

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

Funded slots at child care partner

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

CLASSES IN CENTER-BASED

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

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	9
d. 3 years old	210
e. 4 years old	283
f. 5 years and older	0
g. Total cumulative enrollment of children	502

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	502

Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	291
b. Public assistance such as TANF and SSI	42
c. Foster care	25
d. Homeless	32
e. Eligibility based on other type of need, but not counted in A.13.a through d	44

	# of children
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	68

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

Selection Criteria used to ensure all income-eligible children selected prior to 101-130 percent.

Prior enrollment

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

Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	58
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

	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	256

Child care subsidy

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

Ethnicity and race

	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	3
b. Asian	1	3
c. Black or African American	6	223
d. Native Hawaiian or other Pacific Islander	0	1
e. White	31	137
f. Bi-racial/Multi-racial	17	46
g. Other	33	1
Explain:	These are Hispanic parents who classify their children as Other - they do not feel that they fall in any of these other categories	
h. Unspecified	0	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	453
1. Of these, the number of children acquiring/learning another language in addition to English	10
b. Spanish	46
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	3
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	59

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	107

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.
<i>Name/title</i>
ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	95	21
a. Of these, the number who are current or former Head Start or Early Head Start parents	46	2

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	160
a. Of these, the number who are current or former Head Start or Early Head Start parents	151

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	26	25

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	4	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	21	1

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

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	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	0	15

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

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	1
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	0

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	2
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	2

Home visitors and family child care provider staff qualifications

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

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

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	28
d. Native Hawaiian or other Pacific Islander	0	0
e. White	3	18
f. Biracial/Multi-racial	0	1
g. Other	1	0
Explain:	Staff consideres themselves as Mexican and not any of the other categoies	
h. Unspecified	0	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	2
a. Of these, the number who are proficient in more than one language other than English	0

of non-supervisory
education and child
development staff

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

STAFF TURNOVER

All staff turnover

	(1) # of Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g. summer months)	16	2
a. Of these, the number who were replaced	12	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g. during summer months)	6
a. Of these, the number who were replaced	3
b. Of these, the number who left while classes and home visits were in session	0

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

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	479	431
a. Of these, the number enrolled in Medicaid and/or CHIP	430	384
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	49	47
C.2 Number of children with no health insurance	23	71

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	460	462
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	5

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	75	402
		# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		47
1. Of these, the number who received medical treatment for their diagnosed chronic health condition		23
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		1
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	2
c. Asthma	7
d. Seizures	3
e. Life-threatening allergies (e.g. food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	3
f. Hearing Problems	36
g. Vision Problems	2
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	4

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

	# of children at enrollment
C.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)	67
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	270
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	63
d. Obese (BMI at or above 95th percentile for child's age and sex)	93

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	475	422
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	8	4
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	9	8

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	444	448

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.17 Number of children who received preventive care during the program year	336
C.18 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	363
a. Of these, the number of children diagnosed as needing dental treatment during the program year - at end of enrollment	37
1. Of these, the number of children who have received or are receiving dental treatment - at end of enrollment	27
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3 – 5 year old children	0
5. Parents did not keep/make appointment	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

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	26
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	22

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	44
a. Of these, the number who received an evaluation to determine IDEA eligibility	15
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	6
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	8
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	29
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	# of children
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

		# of children
d. Other		4
1. Specify:	Students tested/observed and did not qualify	

Preschool disabilities services (HS and Migrant programs)

		# of children
C.23	Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	49
a.	Of these, the number who were determined eligible to receive special education and related services:	# of children
	1. Prior to this program year	19
	2. During this enrollment year	30
b.	Of these, the number who have not received special education and related services	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.25 Diagnosed primary disability:		
a. Health impairment (i.e. meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	33	33
d. Intellectual disabilities	1	1
e. Hearing impairment, including deafness	1	1
f. Orthopedic impairment	1	1
g. Visual impairment, including blindness	0	0
h. Specific learning disability	1	1
i. Autism	3	3
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	5	5
l. Multiple disabilities (excluding deaf-blind)	4	4
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

		# of children
C.26	Number of all newly enrolled children since last year's PIR was reported	348
C.27	Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	199
a.	Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	23

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

Assessment

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

Curriculum

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

Classroom and home visit observation tools

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

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

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.33 Total number of families:	470
a. Of these, the number of two-parent families	167
b. Of these, the number of single-parent families	303
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g. biological, adoptive, stepparents)	439
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	270
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	14
b. Grandparents	19
c. Relative(s) other than grandparents	2
d. Foster parent(s) not including relatives	10
e. Other	0

Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	93
b. An associate degree, vocational school, or some college	58
c. A high school graduate or GED	264
d. Less than high school graduate	55

Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	342
1. Of these families, the number in which one or more parent/guardian is employed	335
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)	60
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)	60
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g. unemployed, retired, or disabled)	128

	# of families at end of enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	33
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)	28
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	5
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g. unemployed, retired, or disabled)	437
1. Of these families, the number of families that were also counted in C.36.a	314
2. Of these families, the number of families that were also counted in C.36.b	123

	# of families at enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	4
b. At least one parent/guardian is a veteran of the United States military	13

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	10	12
C.40 Total number of families receiving Supplemental Security Income (SSI)	46	46
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	141	134
C.42 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	235	218

Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g. meeting immediate needs for food, clothing, or shelter)	22
b. Housing assistance (e.g. subsidies, utilities, repairs)	1
c. Asset building services (e.g. financial education, debt counseling)	83
d. Mental health services	8
e. Substance misuse prevention	3
f. Substance misuse treatment	1
g. English as a Second Language (ESL) training	18
h. Assistance in enrolling into an education or job training program	27
i. Research-based parenting curriculum	374
j. Involvement in discussing their child's screening and assessment results and their child's progress	397
k. Supporting transitions between programs (i.e. EHS to HS, HS to kindergarten)	369
l. Education on preventive medical and oral health	417
m. Education on health and developmental consequences of tobacco product use	137
n. Education on nutrition	423
o. Education on postpartum care (e.g. breastfeeding support)	13
p. Education on relationship/marriage	6
q. Assistance to families of incarcerated individuals	2
C.44 Of these, the number of families who were counted in at least one of the services listed above	441

Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	128
b. Family goal setting	129
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	160
d. Head Start program governance, such as participation in the Policy Council or policy committees	8

	# of father/ father figures
e. Parenting education workshops	30

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	31

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

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

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	26
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	3

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

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

FAMILY SERVICES STAFF QUALIFICATIONS

	<i># of family services staff</i>
D.5 Total number of family services staff:	17
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	16
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

FORMAL AGREEMENTS FOR COLLABORATION

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

REPORTING INFORMATION

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