




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, August 23, 2022 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 June 28, 2022**
6. **Presentations**
  - A. Policy Council Review Question Bernadette Harris
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start and Early Head Start Financial Report August 2022
    - b. Credit Usage Report August 2022
    - c. CACFP Financial Report August 2022
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start and Early Head Start Report August 2022
  - C. Executive Director Report Dan Boyd
8. **Committee Reports**

None

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**9. Action Items**

- A. Discuss and/or Approve Personnel Policy Organization Description
- B. Discuss and/or Approve Personnel Policy 705 Dress Code - Addendum
- C. Discuss and/or Approve Personnel Policy 708 Resignation
- D. Discuss and/or Approve Personnel Policy 716 Disciplinary Process
- E. Discuss and/or Approve the CSNT Annual Report FYE2021

**10. Discussion Items**

- A. Discuss Final PIR Head Start and Early Head Start 2021 – 2022

**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 24, 2022 9:00 am**  
**Linden Head Start Management Building - ZOOM**  
**124 North Main Street**  
**Linden, Texas**

PC Attendance	Campus	Title	Sep-21	Oct-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22		
<b>Chairperson - Cecelia Huff</b>			x	x	<b>NO Meeting</b>	x	<b>Meeting rescheduled to 02/08/2022</b>	x	x	x	x		
<b>Vice Chairperson - Destiny Whatley</b>			x					x					
<b>Secretary - Brittany Lee</b>			x										
Cecelia Huff	Bowie County	Representative	x	x				x	x	x	x		
Harmony Roberson	Atlanta	Representative	x	x				x	x	x	x		
Whitney Graham	Atlanta	Alternate											
LaToya Jones	Bloomburg	Representative	x	x				x		x			
Heather Lundy	Bloomburg	Alternate											
Brittany Lee	D/LS	Representative	x										
Meagan Monkhouse	D/LS	Alternate											
Payton Wertz	Hughes Springs	Representative	x										
Simone Frazier	Hughes Springs	Alternate											
Catrice Boyd	Hughes Springs	Representative	x	x									
	Hughes Springs	Alternate											
Robyn Goins(10/26/2021)	Naples	Representative		x							x		
Robyn Goins	Naples	Alternate	x										
Destiny Whatley	New Boston	Representative	x							x	x	x	
Dora Doyle	New Boston	Alternate											
Shanequa Harris	Pittsburg	Representative	x	x						x	x		x
Deidra Wilkerson	Pittsburg	Alternate											
Kia Hamilton	Texarkana	Representative											
Jessica Martinez	Texarkana	Alternate											

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Michelle Morehead, Charlotte Hall and Shelley Mitchell

1. **Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson, June 28, 2022 at 9:07 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: Cecelia Huff, Harmony Roberson and Shanequa Harris

**4. Approval of Agenda:**

Members reviewed the agenda. Shanequa Harris moved to accept the agenda as presented. This motion was seconded by Harmony Roberson. 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 May 24, 2022:**

Harmony Roberson moved to accept the minutes of May 24, 2022 meeting as presented. The motion was seconded by Shanequa Harris. 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**

None

**7. Reports:**

**A. Financial Report**

Bridgette Parton gave the Financial Report as presented.

**B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

**C. Executive Directors Report**

None

**8. Committee Reports:**

**A. Appoint Committee Members**

**B. Committee Report**

b. Strategic Planning Advisory Committee Meeting

Bridgette Parton stated that the committee reviewed and updated the Program Goals.

**9. Action Items:**

**A. Discuss and/or Approve Program Goals 2022-2023**

**1. Program Goals 2022 – 2023**

**2. PFCE Goals 2022-2023**

**3. School Readiness Goals 2022-2023**

Bridgette Parton reviewed the Program Goals 2022-2023 as presented. Shanequa Harris moved to approve the Program Goals 2022-2023 as presented. Harmony Roberson 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 not having a meeting in July**

Shanequa Harris moved to approve not to have a meeting in July as presented.

Harmony Roberson 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:**

None

**11. Audience Comments:**

Ms. Huff stated that she would like to make sure the meetings are not scheduled during a child's Program.

**12. Executive Session:**

Shanequa Harris moved for Policy Council to go into Executive Session at 9:22 am. Harmony Roberson seconded the motion.

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

Shanequa Harris made a motion to come back into regular session at 9:24 am. Harmony Roberson seconded the motion.

**13. Required Action from Executive Session:**

A motion was made by Shanequa Harris to accept new hires, transfers, and terminations as presented. The motion was seconded by Harmony Roberson. 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 Shaenqua Harris at 9:25 am. The motion was seconded by Harmony Roberson.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**



## Policy Council/Governing Board Review Questions

### Program Governance

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

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

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

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

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

### **Fiscal Capacity**

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

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

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

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

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

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

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

5. The recipient will describe:

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

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

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

642(d)(3)

# Head Start

## Financial Report for the month of August 2022

(July 2022 Expenditures)

12 month program ending 11-30-2022

<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>
Personnel	\$2,090,056.00	\$152,993.00	\$1,216,148.99	\$873,907.01	\$174,171.33	\$1,393,370.67	\$177,221.68
Fringe Benefits	\$512,064.00	\$37,213.34	\$315,569.66	\$196,494.34	\$42,672.00	\$341,376.00	\$25,806.34
Travel (4120)	\$10,000.00	\$0.00	\$391.45	\$9,608.55	\$833.33	\$6,666.67	\$6,275.22
Equipment	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$2,916.67	\$23,333.33	\$23,333.33
Supplies	\$174,635.00	\$27,491.71	\$80,498.42	\$94,136.58	\$14,552.92	\$116,423.33	\$35,924.91
Contractual	\$276,650.00	\$0.00	\$140,470.00	\$136,180.00	\$23,054.17	\$184,433.33	\$43,963.33
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$225.00	\$21,588.97	\$8,792.03	\$2,531.75	\$20,254.00	(\$1,334.97)
Other (4122)	\$830,469.00	\$80,779.56	\$599,087.42	\$231,381.58	\$69,205.75	\$553,646.00	(\$45,441.42)
<b>Total</b>	<b>\$3,959,255.00</b>	<b>\$298,702.61</b>	<b>\$2,373,754.91</b>	<b>\$1,585,500.09</b>	<b>\$329,937.92</b>	<b>\$2,639,503.33</b>	<b>\$265,748.42</b>

T&TA

\$40,381.00

\$225.00

\$21,980.42

\$18,400.58

Total

\$3,365.08

\$26,920.67

\$4,940.25

USDA Reimbursements through June 2022

\$62,689.63

Estimated USDA Reimbursement for July 2022

\$0.00

Resulting (over)/under with USDA

\$328,438.05

\* Total Over/Under without USDA

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

Accruals:

Actual year end payroll accrual \$74,000.00

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$152,279.04	\$11,488.56	\$91,298.27	\$12,689.92	\$101,519.36	\$10,221.09
Per Child	\$8,514.53	\$642.37	\$5,104.85	\$709.54	\$5,676.35	\$571.50

IN-KIND (Non-Federal Share)

Needed	This month	Total	Still need
\$989,814.00	\$62,339.94	\$992,203.73	(\$2,389.73)



# Head Start C5

## Financial Report for the month of August 2022

(July 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
Supplies	\$59,327.00	\$0.00	\$62,572.51	(\$5,389.97)
Other	\$78,200.00	\$0.00	\$64,716.97	\$15,627.49
Total	\$137,527.00	\$0.00	\$127,289.48	\$10,237.52

# Head Start C6

## Financial Report for the month of August 2022

(July 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
Personnel	\$254,594.00	\$0.00	\$225,856.81	\$28,737.19
Supplies	\$111,556.00	\$2,660.30	\$3,536.63	\$108,019.37
Other	\$180,591.00	\$15,624.66	\$15,624.66	\$164,966.34
Total	\$546,741.00	\$18,284.96	\$245,018.10	\$301,722.90

# Early Head Start

## Financial Report for the month of August 2022 (July 2022 Expenditures)

	Funding Source	Amount Funded	Expenditures	Total To Date	Balance	YTD		
						Monthly Budget	(Over)/Under	
<i>12 month program ending 11-30-2022</i>								
Personnel		\$132,084.00	\$9,121.57	\$67,883.49	\$64,200.51	\$11,007.00	\$88,056.00	\$20,172.51
Fringe Benefits		\$32,361.00	\$3,377.04	\$31,499.50	\$861.50	\$2,696.75	\$21,574.00	(\$9,925.50)
Travel (4120)		\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$1,460.00	\$1,460.00
Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies		\$19,000.00	\$1,514.97	\$4,612.44	\$14,387.56	\$1,583.33	\$12,666.67	\$8,054.23
Contractual		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)		\$3,067.00	\$0.00	\$3,290.31	(\$223.31)	\$255.58	\$2,044.67	(\$1,245.64)
Other (4122)		\$47,890.00	\$1,523.58	\$17,736.70	\$30,153.30	\$3,990.83	\$31,926.67	\$14,189.97
Total		\$236,592.00	\$15,537.16	\$125,022.44	\$111,569.56	\$19,716.00	\$157,728.00	\$32,705.56
T&TA		\$5,257.00	\$0.00	\$3,290.31	\$1,966.69	\$438.08	\$3,504.67	\$214.36
Total								

USDA Reimbursements through June 2022

Estimated USDA Reimbursement for July 2022

Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$4,800.00

	Amount Funded	Expenditures	Total To Date	Monthly Budget	YTD Budget	(Over)/Under
Per Classroom	\$118,296.00	\$7,768.58	\$62,511.22	\$9,858.00	\$78,864.00	\$16,352.78
Per Child	\$14,787.00	\$971.07	\$7,813.90	\$1,232.25	\$9,858.00	\$2,044.10

Further Analysis	
Number of children	16
Number of classrooms	2

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

# Early Head Start C5

## Financial Report for the month of July 2022

(June 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Supplies	\$2,239.00	\$56.95	\$856.28	\$1,382.72
Other	\$5,000.00	\$0.00	\$2,008.71	\$2,991.29
Total	\$7,239.00	\$56.95	\$2,864.99	\$4,374.01

# Early Head Start C6

## Financial Report for the month of July 2022

(June 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Personnel	\$12,606.00	\$0.00	\$13,555.35	(\$949.35)
Supplies	\$6,761.00	\$14.25	\$14.25	\$6,746.75
Other	\$9,409.00	\$0.00	\$0.00	\$9,409.00
Total	\$28,776.00	\$14.25	\$13,569.60	\$15,206.40

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

**Board Report - August 2022**

Sam's Club

Purchases for			
Payment due by	Pd on		
Balance			_____
			-

American Express

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

Line of Credit

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

In House Line of Credit

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

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000



# Corporate Purchasing Cardmember Report

Sign-up For Online  
Statements

www.americanexpress.com/gopaperless

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

Account Number  
XXXX-XXXXX121009

Closing Date  
06/28/22

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$</b>	<b>Do Not Pay</b>
530.36	4,579.51	0.00	530.36	0.00	4,579.51	For important information regarding your account refer to page 2.

For your records only - do not pay.

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

## Activity

Date reflects either transaction or posting date

000333 1/2

Card Number	Reference Code	Amount \$
XXXX-XXXXX121009		
06/20/22 PAYMENT RECEIVED - THANK YOU 06/20	0562500000	-530.36
06/04/22 CAESARS PLACE ADV RS LAS VEGAS NV FOL# 24774054 CAESAR'S HOTE 06/02/22 ARRIVAL DATE DEPARTURE DATE 06/01/22 06/02/22 00 ROC NUMBER 24774054	24774054000	197.28
06/16/22 HILTON HOTELS HILTON NEW ORLEANS LA FOL# 3924417 HILTON HOTELS 06/16/22 ARRIVAL DATE DEPARTURE DATE 06/12/22 06/15/22 00 ROC NUMBER 3924417	89161702300	159.75
06/10/22 JASON'S DELI TAR 174 TEXARKANA TX REF# 0000120001 409-838-1976 06/09/22 FOOD/BEVERAGE ROC NUMBER 0000120001	00001200010	1,179.30
06/27/22 PARK SLEEP FLY*PARK SANTA MONICA CA REF# K9EOA401D SANTA MONICA 06/27/22		28.24

RECEIVED  
JUL 15 2022  
BY: *Rt*

RECEIVED  
JUL 11 2022  
BY: *JA*

Continued on Page 3



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

Account Number  
 XXXX-XXXXX 121000

Closing Date  
 06/28/22

Page 3 of 3



**Activity Continued**

Reference Code

Amount \$

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

000333 2/2

**Total for DAN BOYD**

New Charges/Other Debits  
 Payments/Other Credits

4,579.51  
 -530.36

# HEAD START and EHS NUTRITION PROGRAM

## August 2022 Financial Report

For the month of July 2022

### CACFP

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

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

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

# CSNT Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **July**

CSNT HS Report  
Revised 1/19/22

## Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment HS	465	465	465	465	465	465	NA	NA				
Over/Under Enrollment HS	-10	-16	-21	-25	-34	-35	NA	NA				
% with Special Needs	6%	8%	9%	10%	11%	11%	NA	NA				
ADA Funded Enrolled* (465)	86%	80%	80%	82%	83%	80%	NA	NA				
Enrollment (acutal students)	89%	85%	86%	86%	90%	88%	NA	NA				
Present/ Absent	399/56	379/70	377/60	390/62	400/34	385/45	NA	NA				
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

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

Indirect Cost Pool Expenditures (including % Admin)	ICP	\$ 391,886	\$ 198,819	Grant Total	\$ 415,021	Expended	\$ 202,476					
*Grant should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
HS Total 11%	\$ 16,125	\$ 21,947	\$ 25,668	\$ 24,175	\$ 32,021	\$ 22,828	\$ 26,787	\$ 23,516	\$ -	\$ -	\$ -	\$ -
\$ 193,067	\$ 16,125	\$ 21,947	\$ 25,668	\$ 24,175	\$ 32,021	\$ 22,828	\$ 26,787	\$ 23,516	\$ -	\$ -	\$ -	\$ -

## Meals/Reimbursements

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

## Program Monitoring

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

## Annual Self-Assessment Findings

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

## Annual Detailed Monitoring Findings

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

## Program Updates

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



# CSNT Early Head Start Monthly Report

Data Month

July

Program Year 03 2022 06CH011282/03

2022

CSNT Early HS Report  
Revised 1/19/22

## Early Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment EHS	16	16	16	16	16	16	16	NA				
Over/Under Enrollment EHS	0	0	-2	0	0	-3	-2	NA				
% with Special Needs	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	NA				
ADA Funded Enrolled* (16)	84%	64%	73%	76%	81%	66%	30%	NA				
Enrollment (acutal students)	84%	73%	83%	78%	81%	82%	37%	NA				
Present/ Absent	13/3	12/2	12/2	12/4	13/3	11/3	5/9	NA				
* If below 85% (Why) -	COVID Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases	Children Dropped	Children Staying Home	NA				

## Non-Federal Share

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

## Indirect Cost Pool Expenditures (including % Admin)

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

## Meals/Reimbursements

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

## Program Monitoring

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

## Annual Self-Assessment Findings

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

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

## Annual Detailed Monitoring Findings

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

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

## Program Updates

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

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### ORGANIZATION DESCRIPTION

Established August 1965

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

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

#### **Community Services**

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

#### **Head Start**

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

## **Proposed Tattoo Policy**

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

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

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

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

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

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

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

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

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

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### 708 Resignation

Effective Date: 9/1/2003

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

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

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

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

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

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

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

## **Personnel Policies & Procedures**

### **716 Disciplinary Process**

Effective Date: 9/1/2003

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

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

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

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

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

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

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

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

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

## Policy 701 Infractions and required disciplinary actions

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

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

## Policy 703 Infractions and required disciplinary actions

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



## Policy 704 Infractions and required disciplinary actions

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

Reviewable: Yes or No

There may be circumstances that are unavoidable.

Each infraction shall be deemed preventable or not-preventable

Preventable infractions will lean toward disciplinary action

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

N/A

Not applicable to this infraction level

VC

Verbal Counseling Form is completed and placed in the employee file

No employee signature is required

PCN

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

Actions with this notice may include:

Suspension with or without pay

Notice of final warning

Restitution

Additional training

Educational tasks

Termination

The employee will be separated from the employee/employer relationship

Level One

Infractions that rise to the level of a VC

Level Two

Infractions that rise to the level of a PCN

Level Three

Infractions that rise to the level of Possible Termination

## Programs operated and counties served:

### Head Start

*Operated in four counties*

Bowie	Camp	Cass										Morris
-------	------	------	--	--	--	--	--	--	--	--	--	--------

### Early Head Start

*Operated in one county*

Cass
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### Children/Adult Care Food Program

*Operated in four counties*

Bowie	Camp	Cass										Morris
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### Community Services Block Grant

*Operated in twelve counties*

Bowie	Camp	Cass	Delta	Franklin	Hopkins	Lamar	Marion	Morris	Rains	Red River	Titus
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### Comprehensive Energy Assistance Program

*Operated in twelve counties*

Bowie	Camp	Cass	Delta	Franklin	Hopkins	Lamar	Marion	Morris	Rains	Red River	Titus
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### Food Banks

*Operated in four counties*

Camp	Cass					Marion				Titus
------	------	--	--	--	--	--------	--	--	--	-------

### Salvation Army

*Operated in four counties*

Camp	Cass			Hopkins		Marion	Morris
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### Tenant Based Rental Assistance

*Operated in twelve counties*

Bowie	Camp	Cass	Delta	Franklin	Hopkins	Lamar	Marion	Morris	Rains	Red River	Titus
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### Targeting Local Communities (TLC)

*Operated in twelve counties*

Bowie	Camp	Cass	Delta	Franklin	Hopkins	Lamar	Marion	Morris	Rains	Red River	Titus
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### Veterans Services Now

*Operated in fifteen counties*

Bowie	Camp	Cass	Delta	Franklin	Hopkins	Lamar	Marion	Morris	Rains	Red River	Titus
Panola	Gregg	Upshur									



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

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

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

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

**Revenue**

**Federal Awards**

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

**Fee-for-service contracts**

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

**Private & State Funds**

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

<b>Total revenue all categories</b>	\$	<b>10,330,937</b>
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Community Services of Northeast Texas, Inc. is a 501(c)3 charity, and as such retains no earnings from Federal awards, and all revenues are expended according to federal, state, and local regulations.

## Expenditures

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

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

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

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

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

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

**PROPOSED BUDGETS**

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

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

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

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

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

---

**RECENT REVIEWS**

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

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

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

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

Broker's Opinion:

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

**HEAD START MEDICAL AND DENTAL SERVICE INFORMATION**

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

## **PARENT ENGAGEMENT ACTIVITIES**

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

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

## **PREPARING CHILDREN FOR KINDERGARTEN**

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

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

## **EFFORTS IN BUILDING SCHOOL READINESS**

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

CSNT, Inc. is an equal opportunity employer.

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

## ***People Helping People***

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

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



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

**A. PROGRAM INFORMATION**

**GENERAL INFORMATION**

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

**FUNDED ENROLLMENT**

**Funded enrollment by funding source**

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

**Funded enrollment by program option**

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

## Funded slots at child care partner

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

## CLASSES IN CENTER-BASED

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

## CUMULATIVE ENROLLMENT

### Children by age

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

### Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	512

### Primary type of eligibility

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

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

### Prior enrollment

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

### Transition and turnover

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

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

### Child care subsidy

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

### Ethnicity and race

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

## Primary language of family at home

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

## Dual language learners

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

## Transportation

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

## RECORD KEEPING

### Management Information Systems

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

## B. PROGRAM STAFF & QUALIFICATIONS

### TOTAL STAFF

#### Staff by type

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

### TOTAL VOLUNTEERS

#### Volunteers by type

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

### EDUCATION AND CHILD DEVELOPMENT STAFF

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

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

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

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



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

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

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

### Preschool classroom teachers program enrollment

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

### Preschool classroom assistant teachers program enrollment

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

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

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

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

## Ethnicity and race

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

## Language

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

# of non-supervisory  
education and child  
development staff

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

## STAFF TURNOVER

### All staff turnover

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

### Education and child development staff turnover

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

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

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

## C. CHILD AND HEALTH SERVICES

### HEALTH SERVICES

#### Health insurance – children

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

#### Accessible health care - children

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

#### Medical services – children

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

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

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

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

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

### Immunization services - children

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

### Accessible dental care – children

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

## Preschool dental services (HS and Migrant programs)

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

## Mental health consultation

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

## DISABILITIES SERVICES

### IDEA eligibility determination

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

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

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

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

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

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



## EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

### Screening

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

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

### Assessment

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

### Curriculum

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

### Classroom and home visit observation tools

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

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

## FAMILY AND COMMUNITY PARTNERSHIPS

### Number of families

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

### Parent/guardian education

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

### Employment, Job Training, and School

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

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

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

## Federal or other assistance

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

## Family services

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

## Father engagement

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

## Homelessness services

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

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

### **Foster care and child welfare**

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

## D. GRANT LEVEL QUESTIONS

### INTENSIVE COACHING

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

### FAMILY SERVICES STAFF QUALIFICATIONS

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

### FORMAL AGREEMENTS FOR COLLABORATION

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

### REPORTING INFORMATION

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



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

**A. PROGRAM INFORMATION**

**GENERAL INFORMATION**

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

**FUNDED ENROLLMENT**

**Funded enrollment by funding source**

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

**Funded enrollment by program option**

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

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

### Funded slots at child care partner

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

### CLASSES IN CENTER-BASED

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

### CUMULATIVE ENROLLMENT

#### Children by age

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

#### Pregnant women (EHS programs)

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

#### Total cumulative enrollment

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

#### Primary type of eligibility

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



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

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

### Prior enrollment

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

### Transition and turnover

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

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

### Child care subsidy

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

### Ethnicity and race

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

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

### Primary language of family at home

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

### Dual language learners

	# of children
A.27 Total number of Dual Language Learners	2

### 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.

*Name/title*

ChildPlus

## B. PROGRAM STAFF & QUALIFICATIONS

### TOTAL STAFF

#### Staff by type

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

### TOTAL VOLUNTEERS

#### Volunteers by type

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

### EDUCATION AND CHILD DEVELOPMENT STAFF

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

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

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

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

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

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

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

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

## Home visitors and family child care provider staff qualifications

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

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

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

## Ethnicity and race

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

## Language

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

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

## STAFF TURNOVER

### All staff turnover

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

### Education and child development staff turnover

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

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

## C. CHILD AND HEALTH SERVICES

### HEALTH SERVICES

#### Health insurance – children

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

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

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

#### Accessible health care - children

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

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

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



## Medical services – children

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

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

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

## Immunization services - children

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

## Medical services – pregnant women (EHS programs)

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

## Prenatal health – pregnant women (EHS programs)

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

## Accessible dental care – children

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

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

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

## Mental health consultation

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

## DISABILITIES SERVICES

### IDEA eligibility determination

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

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

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

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

## EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

### Screening

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

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

## Assessment

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

## Curriculum

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

## Classroom and home visit observation tools

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

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

## FAMILY AND COMMUNITY PARTNERSHIPS

### Number of families

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

## Parent/guardian education

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

## Employment, Job Training, and School

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

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

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

## Federal or other assistance

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

## Family services

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

## Father engagement

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

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

### Homelessness services

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

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

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

### Foster care and child welfare

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

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

PIR Report Status	Completed
Confirmation Number	22062352150
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