Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.

Harriet Tubman

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**STORY OF A HEAD START MOM**

My name is Luisa Vasquez, and I am currently working for Chowchilla Head Start. Ten years ago, I was a Head Start mom. My daughter attended La Vina Head Start with Teacher Lupe. Like most of us, she encouraged me to volunteer in her classroom. I volunteered in the classroom and she observed me. At the time, she made a comment that changed my life. She said, “¡Deberías estudiar para ser una maestro! Me gusta como trabajas con los niños.” (“You should study to become a teacher! I like how you interact with the children.”)

Consequently, those words switched my life 180 degrees. At the time, I was a housewife and did not know any English. After that comment, my dream was to become a teacher...a kindergarten teacher! My daughter went to kindergarten and as a mom who advocates the importance of education, I was motivated to volunteer in her classroom, too. There, the teachers observed how I worked with the children and encouraged me to go back to school, so that’s the reason that I strongly believe teachers not just make a big difference in the lives of young children, but also in parents’ lives. In 2004 I enrolled in ESL classes; it took me two years to become proficient, and in 2006 I completed my high school diploma at Madera Adult School. In 2009, I completed my Associate Degree in Science in Early Childhood, and in 2012, my Bachelor’s Degree from Fresno Pacific University. My final dream is to obtain my Master’s Degree by 2015.

I believe that we all are capable of accomplishing anything we set our minds to; some of us with support and some without. We are all different, and we all have different needs. I really love my job, and I can’t imagine myself doing anything other than teaching children. I have the power to change lives, and definitely that’s God’s blessing. I love working with young children—I love that they are very curious, innocent, willing to learn and discover new things. I enjoy my job so much that at the end of the day, I say, “Wow, it is unbelievable that I get paid for having a party every day!”
CATCHING PEOPLE... DOING THE RIGHT THING

XAI VANG, IT Help Desk Assistant, showed how much he cares by taking out time from his busy schedule, and fixing the Internet connection at Sierra Vista. We appreciate his help so much! Thanks to EVERYONE who donated items for the Shunammite Place Christmas. MATTIE MENDEZ and YESICA VELASQUEZ assisted with a parent training on Saturday, December 15, 2012. OFELIA VALDOVINOS, Victim Services staff member, stepped in and assisted with Advocacy responsibilities. BELINDA JAVIUS and JAMES CHANDLER helped out with a grant opportunity for child victims through law enforcement and DSS. TINA GOMEZ, Accounting Assistant, stepped in to help the fiscal department. IRENE YANG and JOAQUIN HERNANDEZ got out all FMHS recall letters. Someone started a fire in the trash bin at the Shunammite Place. Staff had just had a fire safety training and ANGELA BLOCK, Shunammite Place staff member, was able to put out the fire and call the fire department. ALEX MCBREARTY, Victim Services Advocate, is always on top of her job and informing the District Attorney's office of any pending issues. DONNA TOOLEY, Chief Financial Officer, was commended for her continued efforts in conjunction with Soroptimist of Madera to assist with the Shunammite women.

MARK YOUR CALENDAR...
Thursday, February 14: CAPMC Board of Directors Meeting
Monday, February 18: CAPMC Offices CLOSED.

MARY JOYCE O'NEAL, a long-time CAPMC employee and cherished Chowchilla Head Start team member, retired during winter break.

Well wishes to you, Mary Joyce! Enjoy your retirement!

HATS OFF TO THESE CAPMC GRADS!
Martha Bravo, Cum Laude
AS Degree in Child Development, Reedley College
Blanca Mendez, Cum Laude
AS Degree in Child Development, Reedley College
Lourdes Lugo
BA Degree, Early Childhood Development, Fresno Pacific University
Deanna Martinez
BA Degree, Liberal Studies

CAPMC EMPLOYEE STORE
Friday, February 1 @ 2:00—4:00 pm
Conference Room 1a

Jeannie will be accepting orders beginning on Monday, January 28. Any orders received before then will be returned.

A reminder: CAP Coins are a great way to say thank you to an employee who has gone above and beyond their regular job duties to help a fellow employee out or fill in where needed without being asked. Saving the coins to purchase items at the store is a small incentive, but a fun way to buy special things.

CAPMC Employee Store dates are as follows, from 2:00—4:00 pm in Conference Room 1 and/or 1a:

Friday, March 22 ● Friday, May 31 ● Friday, July 26 ● Friday, September 20 ● Friday, November 22

If you have any questions, please call Jeannie at 675-5716.

Calling for Energetic and Enthusiastic volunteers to be a part of the 2013 CAPMC Recognition Planning Committee. If interested, please call Melisa DaSilva at 675-5748.
Welcome to CAPMC!
New Employees & New Positions

JESSICA GONZALEZ
Instructional Aide II/Janitor – Madera Regional Head Start

EXQUIO ARIAS
Facility Maintenance Worker—Madera Migrant Head Start

OPEN POSITIONS
For more information, contact the HR Department at 673-9173 or at www.maderacap.org. The following positions are open until filled:

■ ADMINISTRATIVE AIDE
  Community & Family Services

■ ASSOCIATE TEACHER
  Madera/Merced Migrant Head Start

■ CENTER DIRECTOR II
  Fresno Migrant/Seasonal Head Start

■ EXECUTIVE ADMINISTRATIVE AIDE
  Fresno Migrant/Seasonal Head Start

■ FOOD SERVICE WORKER (SUB)
  Fresno Migrant/Seasonal Head Start

■ FOOD SERVICE WORKER
  Madera Regional Head Start

■ INSTRUCTIONAL AIDE II/JANITOR
  Fresno Migrant/Seasonal Head Start
  Madera/Merced Migrant Head Start

■ MASTER TEACHER / HOME VISITOR (FAMILY CONNECTIONS)
  Fresno Migrant/Seasonal Head Start

■ SHUNAMMITE PLACE RESIDENT AIDE
  Community & Family Services Department

■ SUPPORT SERVICES MANAGER
  Madera Head Start / Fresno Migrant/Seasonal Head Start

■ VAN BUS DRIVER (LONG-TERM SUB)
  Community & Family Services Department

NEWS & REMINDERS FROM FISCAL

➤ The standard mileage reimbursement rate beginning January 1, 2013 will be 56.5 cents per mile. This is an increase of 1 cent per mile from the 2012 rate. This is for the use of a personal vehicle such as a car, pickup or van used to carry out agency business.

The rate is effective for January 2013 travel vouchers, not for December vouchers paid in January 2013.

➤ Your W-2’s for 2012 will be mailed by January 31, 2013. If you moved in the last year and have not updated your mailing and/or street address please contact HR to do so no later than Monday January 28, if possible.

➤ Please save your last 2012 pay check stub for tax purposes. If you itemize your deductions the amount of health insurance that you paid that might be deductible is listed as Blue Shield, Kaiser, Kaiser-Low, Dental and Vision. Use the amount(s) from the Ytd column. If there is a C before these items that is the amount you had deducted pretax under the Section 125 plan and that amount is not deductible as an itemized deduction. Your union dues and SDI deductions are also included on the pay check stub.

➤ A new tax year has started and you may want to change your withholding of income taxes from your payroll. Please obtain a Form W-4 from the IRS website or HR and complete it. At the present time the 2012 version can still be used. Your tax status, number of exemptions and any additional withholding you may have requested are shown on your paycheck stub.

➤ If you have claimed an exemption for 2012 that exemption ends on February 18, 2013. You must file a new exemption by that date for 2013. Please remember that the exemption does not mean you received a refund. The exemption means you had a right to a refund of all federal income tax withheld for 2012 because you had no tax liability, and this year, 2013, you would expect a refund of all federal income tax withheld because you expect to have no tax liability.

➤ The Social Security (FICA) Tax on payroll is returning to 6.2% from 4.2% starting January 1, 2013. This means that if your gross social security earnings are as indicated in the sample below:

$1,000 you will have and additional tax increase of $20

RELAY FOR LIFE
The Madera Relay is scheduled for May 4, 2013...it is only 3 ½ months away and we still need walkers! Call Tina Gomez at 675-5761 or Donna Tooley, Relay Chair, at 675-5755 with questions.

On Tuesday, January 29, join us for the Relay for Life Kick-Off event at Central Valley Community Bank (1919 Howard Road) from 5:30—7:30 pm.
EMPLOYEE SPOTLIGHT

Name: Patricia Vasquez
Job Title: Master Teacher
How long have you worked for CAPMC? 8 years
Where were you born and raised? Leon, Gto Mexico

What do you do in your spare time? I enjoy reading books.
Family: My husband, two girls, one boy, and my first granddaughter.
Travels: Hawaii
Favorite Junk Food: Kit-Kat
Favorite Holiday: Thanksgiving
Favorite Color: Pink
Favorite Song: Draw Me Close to You by Michael W. Smith
Favorite Movie: Grace Card
Favorite TV Show: Criminal Minds

If you were stuck on a desert island and could only have three things, what would they be?
Books, iPod, and cell phone to call my family
Greatest Achievement: Graduating from Fresno Pacific University with a BA in Child Development

Best Advice Ever Given: Be humble and honest—my mom
Favorite Saying: What do we live for, if it is not to make life less difficult for others.

“For me, it is an honor to work with Migrant Families.”

ACTS OF KINDNESS

Submitted by Ralph Carrillo, Center Director at Parlier Head Start

In light of the recent tragic happenings of Sandy Hook Elementary, Parlier Migrant Head Start & General Child Care took it upon themselves to fulfill the 26 Acts of Kindness. In particular, they focused on two current families enrolled in the Winter Program. Staff commenced & has continued their acts of kindness. The very first day they did their routine recruitment/home visit, where they viewed the families’ current situations. Staff members MARIBEL AGUIRRE, CECILIA GARCIA, LILLIAN MONTEMAYOR and Family Connections NAOMI GUERRERO have taken the families meals, purchased portable heaters & blankets, and given Christmas gifts. News of the families traveled quickly amongst the staff and their families. Staff’s family members then, too, participated in the acts of kindness. The center’s advocate Diane Diaz shared the concern with her daughter and son-in-law who reside in Southern California. Veronica and Greg then shared the need with their co-workers who then also participated in the Acts of Kindness. Clothing, food, heaters, blankets, smoke alarms and basic toiletries were brought in from Southern California to be given to the families. A Christmas Eve meal was provided to both families by the Center Director and his family. Though the holidays have come and gone, staff has continued to perform small acts of kindness.

Relay for Life Fundraiser

Orders due by Feb 2.
All Deliveries on Feb 11. *Madera HS orders will be delivered to the Gill Office.

Valentine Candy Grams

$2 Lollipop Flowers
Includes: Lollipop *Personalized Message *Mini Chocolate Heart

Contact Summer, Stephanie or Andrea at 276-5831 for more information.

Do you know of an Agency event that you would like to see covered in the Action Connection? Do you have input about the newsletter? Would you like to contribute an article or pictures?
All submissions are welcome and appreciated!
Please contact: Kim Lopez, Madera Head Start Department at:
klopez@maderacap.org Phone: (559) 675-5752 Fax: (559) 661-8459
DRIVING IN THE RAIN OR FOG

A light rain presents unique challenges. Rainwater mixes with residual oil, dust and even leaves on the roadway surface to make conditions slick. First and foremost, increase the distance between your car and the one in front of you and take care turning and braking. Heavy rain creates the opportunity for hydroplaning, a dangerous condition in which your car’s tires lose contact with the road and instead float on a thin layer of water. Hydroplaning can be avoided by slowing down. If you sense that your car is hydroplaning, ease your foot off the accelerator and avoid sudden steering or braking, after which traction should return.

Driving in fog can be hazardous and should be avoided whenever possible. Again, the first rule is to slow down. Drive with your headlights on or use fog lights if your car is so equipped. Use caution as the car could be stopped or barely moving. Finally, if the fog becomes too dense, get off the road and stop.

Tips for driving in rain/fog:
1. Make sure all vehicle lights are in working order, and always turn on headlights when driving in rain or fog, even during daylight. California law requires drivers to turn on headlights whenever windshield wipers are in use.
2. Periodically check windshield wiper blades for wear. Worn blades can smear water on windshield instead of clearing it, significantly decreasing visibility during rainy conditions.
3. Exercise extreme caution when driving in the rain immediately after a long dry spell.
4. Regularly check that tires are inflated to recommended pressure and that they have sufficient tread to ensure good traction.
5. To maintain a safe “space cushion” when driving in rain or fog, increase your following distance to at least 4 seconds.
6. When driving in fog, use low beam headlights only. High beams will reflect back off the fog and impair visibility even more.
7. Slow down so that you don’t drive “beyond your headlights.” This means not being able to stop in time for a hazard you can’t see ahead of the area illuminated by your headlights.
8. In foggy conditions, listen for approaching traffic you cannot see. Open your car windows a little to better hear the sounds of moving vehicles before they can be seen.

A few notes from the Safety Committee:
- Don’t forget to conduct safety trainings
- We have new Safety Committee members for 2013 (see left).
- Thanks to the anonymous Safety Suggestion, the First Aid box for Gill Ave break room was moved to a cabinet by the window.
- Please continue submitting your Safety Suggestion Forms; you will be rewarded with Safety Bucks if selected.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

RETIREMENT PLANS AND KAISER... Info for you

403(b) RETIREMENT PLAN
Community Action Partnership of Madera County, Inc. (CAPMC) sponsors a 403(b) tax-deferred retirement plan. You have the opportunity to save for and contribute to the employee account though a payroll deduction. You have the opportunity to save for retirement by participating in CAPMC’s 403(b) Retirement Plan by electing to make pre-tax contributions.

NOT YET CONTRIBUTING?
To start your contribution, complete and return the Salary Reduction Agreement available in the Human Resources Office. You may select a fixed dollar amount or a percentage that will be deducted from your paycheck each pay period. Small amounts, even $10.00 per pay period, add up over time. Please note that in addition to completing and returning a Salary Reduction Agreement, you must also establish an account with ING Financial Services, the agency’s plan sponsor. You will need to complete an application and beneficiary designation.

ALREADY CONTRIBUTING? Great news! You can increase your contributions?
You may elect to contribute up to $17,500 in 2013. This amount is the general limit on what you can elect to defer under the 403(b) plan and this amount is adjusted annually. Additional catch-up contributions may be permitted if certain criteria are met. Specifically, if you are at least 50 years old by year’s end, you may make additional catch-up contribution. To increase your contributions, complete and return a Revised Salary Reduction Agreement.

NEW EMPLOYEES
You will be eligible for the discretionary employer contribution on either January 1 or July 1 after you have met the one year of service requirement and work a minimum of 1,000 hours and you are still employed by CAPMC. You must be 21 years of age to qualify.

Neither your employer nor the ING investment provider can provide you with tax or legal advice. Employees are encouraged to contact their financial representative or tax professional with any questions.

If you have any questions, you may contact Donna Tooley at 675-5755.

Take your medical information anywhere.

Kaiser Permanente is happy to introduce the Portable Electronic Medical Record.
This lightweight, portable flash drive stores a selected portion of your current medical record. It's a convenient way to take your information with you when you travel. And it can be accessed quickly and easily by a non-Kaiser Permanente physician with a computer.
To safeguard your privacy, all personal information is password protected.

Pocket some real peace of mind.
For only $5, the Portable Electronic Medical Record can give you or someone you love important protection. And once you have the device, updates are free. So toss it in your purse. Stick it in your pocket. Clip it to your backpack. And carry a little Kaiser Permanente with you wherever you go.

To get your Portable Electronic Medical Record, visit the Kaiser Permanente Release of Information/Medical Secretary Department nearest you.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

BOARD ACTION ITEMS . . . December 2012

The following is a synopsis of the Action Items from the Board of Director’s Meeting on December 13, 2012. If you are interested in seeing any items in more detail, please contact Melisa DaSilva.

- **RECOMMENDATION F-1**: Nominate and approve the CAPMC Board of Directors Chairperson, Secretary/Treasurer and Executive Committee to a two year term to expire October 2014.
  
  **SUMMARY**: Nominating Committee met and prepared a slate of nominations. Nominations are as follows: Chairperson: Linda L. Lewis-Wright; Vice-Chairperson: Dennis Haworth; Secretary: Treasurer: Emlen Miles-Mattingly, Kathy Lopes; Executive Committee: Miguel Gonzalez, Max Rodriguez, Dennis Smith, Elizabeth Madrid, Ruth Carral, Caroline Williams.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-2**: Review and approve the 2013 Holiday Schedule.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-3**: Review and approve the compensation and salary schedule for CAPMC.
  
  **SUMMARY**: The compensation schedule for the non-represented non-Head Start employees is presented for approval of a requested .72% cost-of-living-adjustment. The compensation and salary schedules for Union (SEIU Local 521) and non-represented Head Start employees, including Fresno CCTR & CSPP State programs, reflect previously approved .72% COLA.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-4**: Review and accept the 2011-2012 Desired Results (DRDP) Gains Reports for the FMHS program.
  
  **DISCUSSION**: CAPMC/FMHS use the DRDP, which is a comprehensive, research-based assessment that addresses the needs of the whole child. Data is collected three times a year and the information reflects the children that were enrolled from May 2012 - October 2012.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-5**: Review and approve the MMRHS Year 2 Goals and Objectives Update.
  
  **DISCUSSION**: The Program Director will provide the status of the Year 2 Goals and Objectives. Goals and Objectives were developed by reviewing all the data in the Community Assessment. The Goals and Objectives must show how the agency will collaborate with the community to meet the needs of families serviced by the MMRHS program.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-6**: Review and approve the Impasse Procedure between CAPMC Board of Directors and the MMRHS Policy Council.
  
  **SUMMARY**: The Head Start Performance Standard 1304.50(h) requires that each grantee and delegate agency and PC or Committee jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.
  
  **BOARD ACTION**: Item was pulled for revision and approval at January 2013 Board meeting.

- **RECOMMENDATION F-7**: Review and approve the MMRHS School Readiness Goals for Preschool Children.
  
  **SUMMARY**: The school readiness goals for preschool children were designed to be aligned with the Office of Head Start School Readiness Initiative and the Improving Head Start for School Readiness Act of 2007 and clarified by the School Readiness in Programs Serving Preschool Children Program Instruction (ACF-PIOHS-11-04).
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-8**: Review and approve the revised budgets for One-Time Parent Education Activity Fund On Contract Amendment #4 for the 2012-2013 MMHS Head Start Program.
  
  **DISCUSSION**: Discussions have been ongoing with SCOE, the grantee, Madera Co. Public Health Dept and CAPMC on providing a parent training on mental wellness. Based upon these discussions, SCOE has increased contract funding by $1,600 to provide a workshop on Mental Wellness, Positive Discipline Techniques with Children and the Art of Positive Energy to Migrant Head Start parents on December 15, 2012.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-9**: Review and approve the revised budget for the 2012-2013 Madera Migrant Head Start Cares-Paths Project.
  
  **SUMMARY**: Staff is requesting that the Board of Directors review and approve the revised budget to allocate more funds towards personnel and benefits from the unused categories for the Cares-Paths Project in MMHS.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-10**: Ratify the submission of the 2012-2013 Volunteer Income Tax Assistance Program (VITA) to United Way of Fresno County (UWFC) in response to its RFP.
  
  **SUMMARY**: UWFC has partnered with other agencies within the Central Valley to submit a grant application for the VITA, a program that provides free income tax preparation services for low to moderate income people. It is funded by the IRS.

  
  **SUMMARY**: On November 8, 2012, CAPMC received correspondence regarding specific findings from the on-site monitoring review. Most areas to be corrected were under facility maintenance. We have addressed findings by developing an action plan for areas that were identified as out of compliance. The action plan will be presented to the Policy Committee on February 12, 2013.
  
  **BOARD ACTION**: Approved

- **RECOMMENDATION F-12**: Review and authorize a discretionary contribution of 4% to be made by CAPMC for all eligible employees for the period of January 1—December 31, 2013.
  
  **BOARD ACTION**: Informational Only.

- **RECOMMENDATION F-13**: Review and authorize the renewal of a line of credit with West America Bank. The line of credit is scheduled to mature on December 31, 2012.
  
  **SUMMARY**: The line of credit is $150,000. The approximate cost of maintaining it is $700 per year.
  
  **BOARD ACTION**: Approve, with recommendation from the Board of Directors for the Executive Director and Chief Financial Officer to negotiate a reduced line of credit fee.
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
BOARD ACTION ITEMS...January 2013

The following is a synopsis of the Action Items from the Board of Director’s Meeting on January 10, 2013. If you are interested in seeing any items in more detail, please contact Melissa DaSilva.

- **RECOMMENDATION F-1**: Accept the Appointment of Sally Bomprezzi to represent the Madera City Council and Derek O. Robinson, Sr. as alternate on the CAPMC Board of Directors effective January 1, 2013.

  **SUMMARY**: Representation from the Madera City Council demonstrates the public official representation of the tripartite Board of Directors.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-2**: Review and accept the audit report and the audited financial statements for the year ended June 30, 2012.

  **SUMMARY**: The agency is required to have an independent, single-wide agency audit every year. Randolph Scott & Co prepared the audit report on the financial statements for the fiscal year ended June 30, 2012. The Finance Committee recommends that the Board of Directors accept the audit report and the related financial statements.

  **DISCUSSION**: The agency received an unqualified opinion. There were no questioned costs and no findings for the current year. Once the CAPMC Board accepts the audit it will be forwarded to the Madera County Board of Supervisors.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-3**: Accept the authorization for the Executive Director to sign and submit the 2013 Low-Income Home Energy Assistance Program (LIHEAP) Contract with the Department of Community Services & Development (CSD) and subcontract for weatherization services with the Merced Community Action Agency on behalf of the Board of Directors.

  **SUMMARY**: The 2013 LIHEAP contract term is January 1, 2013—December 31, 2013. Funding for the 2013 LIHEAP program is expected to be similar to the 2012 funding amount.

  **DISCUSSION**: The LIHEAP program assists with paying utility bills, purchase firewood or propane. Program participants must meet income guidelines in order to receive assistance. The income guideline is based on 60% of the State’s median income level. CAPMC sub-contracts with the Merced County Community Action Agency to provide weatherization services for Madera County residents.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-4**: Accept the authorization for the Executive Director to sign and submit the 2013 Low-Income Home Energy Assistance Program (LIHEAP) Contract with the Department of Community Services & Development (CSD) and subcontract for weatherization services with the Merced Community Action Agency on behalf of the Board of Directors.

  **SUMMARY**: The 2013 LIHEAP contract term is January 1, 2013—December 31, 2013. Funding for the 2013 LIHEAP program is expected to be similar to the 2012 funding amount.

  **DISCUSSION**: The LIHEAP program assists with paying utility bills, purchase firewood or propane. Program participants must meet income guidelines in order to receive assistance. The income guideline is based on 60% of the State’s median income level. CAPMC sub-contracts with the Merced County Community Action Agency to provide weatherization services for Madera County residents.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-5**: Review the status of the Primary Prevention Integration Plan.

  **SUMMARY**: CAPMC is the recipient of the California Department of Public Health (CDPH) Rape Prevention & education funds for Madera County. In the 2011/2012 fiscal year CAPMC was notified that we would be required to demonstrate that we have implemented a Primary Prevention Integration Plan in the 2012/2013 fiscal year. Part of the plan included increasing awareness of the Rape Prevention & Education Program at CAPMC.

  **DISCUSSION**: Social media has been launched via Facebook (name: CAPMC Victim Services) and Twitter.

  **RECOMMENDATION F-6**: Review the status of the NCA 10 standards and implementation of social media prevention efforts.

  **SUMMARY**: CAPMC is the Associate Member for the National Children’s Alliance (NCA) and a developing accredited member. To become an accredited center, CAPMC must demonstrate the ability to meet the required NCA 10 standards.

  **DISCUSSION**: All 10 standards have been implemented and the agency is in the process of writing the operations manual, which outlines the 10 standards in detail. The application will be submitted by no later than January 31, 2013. There is a concern that Madera County Sheriff’s Department may not participate in the case review at CAPMC and instead may support Children’s Hospital in competing with CAPMC for the accreditation with NCA.

  **RECOMMENDATION F-7**: Review and approve the 2012-2013 Madera/Mariposa Regional Head Start program procedure and plan for conducting Self-Assessment.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-8**: Review and approve the 2013-2014 Days of Operation Calendar for Madera/Mariposa Regional Head Start.

  **DISCUSSION**: The Policy Council will be informed of the months of operation for the fiscal year June 1, 2013—May 31, 2014. Total funded child enrollment is 372. Part-day sessions will provide 128 service days, Monday—Thursday to children. Children receive 3.5 hours of services each day. Full-day option (Ruth Gonzales) provides 160 service days Monday—Friday for 7 hours per day.

  **BOARD ACTION**: Approved

- **RECOMMENDATION F-9**: Review and approve the submission of the CAPMC 2013-2014 Madera/Mariposa Regional Head Start Year 3 of 3 Refunding Application to the Department of Health and Human Services, Administration for Children and Families, Region IX Head Start Program.

  **SUMMARY**: There are five sections within the overall action that the Board will need to review, discuss, approve/disapprove the recommendation set forth.

  **BOARD ACTION**: Approved
Volunteer Income Tax Assistance (V.I.T.A.)

Free! No appointment needed!

Saturdays
February 2, 2013 – April 13, 2013
9:00 a.m. to 1:00 p.m.

Community Action Partnership of Madera County
1225 Gill Avenue
Madera, CA 93637
(559) 673-9173

Income must be below $51,000

Come prepared with your documents!

- W-2 forms for jobs held in 2012
- 1099 forms for 2012
- Bank account and bank routing numbers for direct deposit
- Any letter received from the IRS
- Student loan interest paid
- Your spouse, if married
- Picture IDs for you and your spouse
- Social Security cards and birth dates for you, your spouse (if married) and your children
- Any other tax document

Contact the Fresno County United Way, (559) 243-3660, for more information about VITA.
Asistencia Voluntaria Para Preparar Impuestos (V . I . T . A .)

Gratis! No necesita cita!

Sabados

9:00 a.m. a 1:00 p.m.

Community Action Partnership of Madera County
1225 Gill Avenue
Madera, CA 93637
(559) 673-9173

Ingresos deben ser menos de $51,000

Venga preparado con sus documentos!

- Formas W-2 para trabajos en el 2012
- Formas 1099 del 2012
- Número de su cuenta de banco y el “routing number” para depósito directo
- Cualquier carta recibida del IRS
- Interés pagado en préstamos estudiantiles
- Su pareja, si está casado y van a hacerlos juntos
- Identificación con foto para usted y su pareja
- Tarjetas de seguro social y fechas de nacimiento para usted, su pareja y sus hijos
- Cualquier otro documento de impuestos

Contacte al Fresno County United Way, (559) 243-3660, para más información acerca de VITA.