



**Community Action Partnership of Madera County, Inc.  
Board of Directors Meeting**

**Thursday, August 12, 2021**

**1225 Gill Avenue  
Madera, CA 93637**

**Webex Meeting Information**

**Meeting number: 146 208 1692 | Password: CAPMC1225**

**Meeting Link: <https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>**

**Join by phone: 1-844-992-4726 United States Toll Free**

**Access code: 146 208 1692**

**REVISED AGENDA**

*Supporting documents relating to the items on this agenda that are not listed as “Closed Session” are available for inspection during the normal business hours at Community Action Partnership of Madera County, 1225 Gill Avenue, Madera, CA 93637. Supporting documents relating to the items on the agenda that are not listed as “Closed Session” may be submitted after the posting of the agenda and are available at Community Action Partnership of Madera County, Inc. during normal business hours.*

*Please visit [www.maderacap.org](http://www.maderacap.org) for updates.*

**CALL TO ORDER BOARD OF DIRECTORS**

**ROLL CALL – Cristal Sanchez**

**A. PUBLIC COMMENT**

The first ten minutes of the meeting are reserved for members of the public to address the Board of Directors on items of interest to the public that are within the subject matter jurisdiction of the agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusion should be drawn if the Board does not respond to the public comments at this time.

**B. ADOPTION OF THE AGENDA**

**B-1 ADDITIONS TO THE AGENDA:** Items identified after posting the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third vote, or unanimous vote if quorum is less than full board, required for consideration. (Government code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

**B-2 ADOPTION OF AGENDA:** Adoption of agenda as presented or with approved additions.

**C. TRAINING/ADVOCACY ISSUES**

None

**D. CONSENT ITEMS**

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – July 8, 2021

D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Committee – July 6, 2021

D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – July 7, 2021

D-4 Review and consider accepting the Bank of America Credit Card Statements:

- June 2021
- July 2021

D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:

- June 2021

D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:

- Monthly Enrollment Report – June 2021
- In-Kind Report – June 2021
- CACFP Program Report – June 2021

D-7 Review and Consider approving the following **Madera Early Head Start** Reports:

- Monthly Enrollment Report – June 2021
- In-Kind Report – June 2021

D-8 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:

- Monthly Enrollment Report – June 2021
- In-Kind Report – June 2021
- CACFP Program Report – June 2021
- Program Information Report (PIR) – June 2021

- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – June 2021
  - In-Kind Report – June 2021
  - CACFP Program Report – June 2021
- D-10 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – June 2021
  - In-Kind Report – June 2021
- D-11 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.
- D-12 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee.
- D-13 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Education State Based Migrant Program 2021-2022 Program Philosophy, Goals and Objectives and Parent Handbook.
- D-14 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.
- D-15 Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.
- D-16 Review and consider approving the 2020-2021 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.
- D-17 Review the EEO-1 report to understand the employee compositions of the Agency. (Informational Only)
- D-18 Review the Madera County Child Advocacy Center (CAC) Program Report for July 2021 (Informational Only)
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for July 2021. (Informational Only)
- D-20 Review the Community Services Report for July 2021. (Informational Only)
- D-21 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for June and July 2021. (Informational Only)

**E. DISCUSSION ITEMS**

- E-1 Review and consider ratifying the submission of the 2021-2022 State Migrant Head Start Budgets to Stanislaus County Office of Education.
- E-2 Consider approving the submission of the application for the Kaiser Permanente Community 2021 Benefit Program.
- E-3 Review and consider approving supplemental pay in response to COVID-19.
- E-4 Review and consider approving the updated employee compensation schedules and salary schedule.
- E-5 Review and consider approving the Executive Director to sign and submit the request for application to operate the *Rape Crisis (RC)* Program for funding period 2021 – 2022 including any amendments or extensions.
- E-6 Review and consider approving the Executive Director to sign and submit the request for application to operate the *Domestic Violence (DV)* Program for funding period 2021 – 2022 including any amendments or extensions.
- E-7 Review and consider approving the Executive Director to sign and submit the request for application to operate the *Transitional Housing (XH)* Program for funding period 2022 including any amendments or extensions.
- E-8 Consider approving the relinquishment of the Fresno Migrant Early Head Start Family Child Care Partnership Contract effective September 1, 2021.

**F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS**

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – August 5, 2021
- F-3 Executive Director Monthly Report – (July 2021)
- F-4 Financial Statements (July 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (July 2021)
- F-7 CAPMC Board of Directors Attendance Report – (July 2021)
- F-8 Staffing Changes Reports for: June 30, 2021 – August 2, 2021

**G. CLOSED SESSION**

Government Code Section 54956.9(d)(1)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Case Name: Maria Ortiz v. Community Action Partnership of Madera County (Madera County Superior Court Case No. MCV084393)

Case Status Update

**H. CORRESPONDENCE**

- H-1 Correspondence dated July 27, 2021 from the Office of Head Start regarding Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees.



- H-2 Correspondence dated July 28, 2021 from the Office of Head Start regarding Terminology Changes.
- H-3 Correspondence dated August 3, 2021 from the Office of Head Start regarding a Focus Area 1 (FA1) monitoring review in program year 2021 – 2022.
- H-4 Correspondence from Administration regarding the 2021 American Heart Association – Central Valley Heart and Stroke Walk scheduled for October 23, 2021.
- H-5 Correspondence from Victim Services regarding the 2021 Papa Murphy’s fundraiser.

I. **ADJOURN**

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I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for August 12, 2021, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on August 6, 2021.



Strategic Plan Coordinator &  
Assistant to the Executive Director

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**July 8, 2021**

**1225 Gill Ave. Madera, CA 93637**

**Meeting Link: https:**

<https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:30 p.m. by Vice-Chair Eric LiCalsi.

**Members Present In-Person**

Donald Holley  
Martha Garcia  
Councilman John Chavez  
Councilman Steve Montes  
Ricard Gutierrez  
Supervisor Leticia Gonzalez  
Eric LiCalsi, Vice-Chair  
Aurora Flores

**Members Present Virtually**

David Hernandez,  
Secretary/Treasurer

**Members Absent**

Patricia Trevino, HS PC  
Representative  
Deborah Martinez  
Debi Bray  
Molly Hernandez  
Vicki Bandy  
Sheriff Tyson Pogue, Chair

**Personnel Present In-Person**

Mattie Mendez  
Cristal Sanchez  
Nancy Contreras-Bautista  
Daniel Seeto  
Elizabeth Wisener  
Maritza Gomez-Zaragoza

**Personnel Present Virtually**

Irene Yang

**Public – Other Present Virtually**

Donna Tooley, Consultant

**A. PUBLIC COMMENT**

None

**B. ADOPTION OF THE AGENDA**

**ADDITIONS TO THE AGENDA:** Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration. (Government Code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/ Action Items (Section E)

**ADOPTION OF THE AGENDA:** Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Auroral Flores

Vote: Carried Unanimously

**C. TRAINING/ADVOCACY ISSUES**

None

**D. BOARD OF DIRECTOR'S CONSENT CALENDAR**

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – June 10, 2021
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Committee – June 8, 2021
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – June 18, 2021
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- May 2021
  - June 2021
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- May 2021
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
- Monthly Enrollment Report – May 2021
  - In-Kind Report – May 2021
  - CACFP Program Report – May 2021
- D-7 Review and Consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – May 2021
  - In-Kind Report – May 2021
- D-8 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – May 2021
  - In-Kind Report – May 2021
  - CACFP Program Report – May 2021
  - Program Information Report (PIR) – May 2021
- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – May 2021
  - In-Kind Report – May 2021

- D-10 Review and consider approving the following **Fresno Migrant *Early Head Start*** reports:
- Monthly Enrollment Report – May 2021
  - In-Kind Report – May 2021
- D-11 Review and consider approving the 2021-2022 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start program.
- D-12 Review and consider approving the 2021-2022 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.
- D-13 Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-14 Review and consider approving the Fresno Migrant/Seasonal Head Start 2019-2020 Annual Report.
- D-15 Review and consider approving the Fresno Migrant/Seasonal Early Head Start 2019-2020 Annual Report.
- D-16 Review and consider approving the Fresno Migrant/Seasonal Head Start 2021-2022 Planning Process Policy/Procedure and Calendar.
- D-17 Review and consider approving the 2021-2022 Reimbursement Policy for the Policy Committee Members representing Fresno Migrant/Seasonal Head Start program.
- D-18 Review and approve the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.
- D-19 Review the Madera County Child Advocacy Center (CAC) Program Report for June 2021 (Informational Only)
- D-20 Review the Child Care Alternative Payment and Resource & Referral Program Report for June 2021. (Informational Only)
- D-21 Review the Community Services Report for June 2021. (Informational Only)

Motion: APPROVED AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Councilman Steve

Montes

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

- E-1 Review and consider ratifying the submission of the Migrant/Seasonal Head Start 2021-2023 COVID Response and Relief Appropriation and American Rescue Plan Act budgets.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Migrant/Seasonal Head Start 2021-2023 COVID Response and Relief Appropriation and American Rescue Plan Act budgets. Maritza noted that the Coronavirus Response and Relief Appropriation funds will be utilized to purchase needed classroom materials, parent training, sanitizing products, and purchase and/or replace any computers/laptops that may be outdated and in need of replacement. The American Rescue Plan funds will be utilized for a one-time \$500 stipend based on policy 703.00.00 Supplemental Pay in response to COVID-19. The on-time stipend is anticipated to be generated in October 2021.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Martha Garcia

Vote: Carried Unanimously

**E-2 Review and consider authorizing the Executive Director to sign and submit the 2021 American Rescue Plan Act Contract and enter into a sub-recipient agreement for Weatherization Services with the Merced County Community Action Agency.**

Elizabeth Wisener, Community Services Program Manager, presented regarding the 2021 American Rescue Plan Act Contract and enter into a sub-recipient agreement for Weatherization Services with the Merced County Community Action Agency. Elizabeth highlighted that the aforementioned program will be leveraged with the LIHEAP program to assist families who need additional assistance. Benefits for the ARPA for emergency Fast Track assistance will increase up to \$3000.00 per qualified household. Wood/Propane and Oil assistance will increase up to \$1000.00 per qualified household. Non-emergency utility bill assistance will increase by \$100.00 per qualified household. Priority points for the program will not be required.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

**E-3 Review and consider authorizing the Executive Director to sign the Emergency Solutions Grant Contract Amendment.**

Elizabeth Wisener, Community Services Program Manager, presented regarding the Emergency Solutions Grant Contract Amendment. Elizabeth shared that The Emergency Solutions Grant provides services to the homeless such as street outreach, homeless prevention, rapid rehousing, emergency shelter, and funding for completing data entry into the Homeless Management Information System. CAPMC requested approximately \$300,000 in funding to extend emergency shelter via hotel rooms through the month of September 2021, enter into sub-agreement with the Madera Rescue Mission to operate the new respite center for three months, PG&E assistance, and support the HELP center via additional staffing.

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

**E-4 Review and consider authorizing the Executive Director to submit the 2021 Community Services Block Grant Discretionary Grant application.**

Elizabeth Wisener, Community Services Program Manager, presented regarding the 2021 Community Services Block Grant Discretionary Grant application. Elizabeth shared that discretionary funds will be utilized to support domestic violence victims by providing 24-hour staffing coverage at the Martha Diaz Shelter. Funds will cover wages for one Shelter Assistant to achieve 24-hour coverage for 7 days a week. The contract period is from June 1, 2021 through May 31, 2022.

Motion: APPROVE AS PRESENTED

Moved By: Martha Garcia, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

**E-5 Review and consider authorizing the Executive Director to sign and submit the COVID-19 Aid, Relief, and Economic Security Act (CARES Act) Federal Emergency Solutions (ESG) Grant Application.**

Elizabeth Wisener, Community Services Program Manager, presented regarding the COVID-19 Aid, Relief, and Economic Security Act (CARES Act) Federal Emergency Solutions (ESG) Grant Application. If awarded, funds would be utilized for Rapid Rehousing, Emergency Shelter, Homeless Prevention, Street Outreach, Homeless Management Information System Costs, and Administration. CAPMC plans to request funds in each of these categories.

Motion: APPROVE AS PRESENTED

Moved By: Aurora Flores, Seconded By: Donald Holley

Vote: Carried Unanimously

**E-6 Review and consider ratifying the policy secured to provide Director and Officer and Employment Practices Liability insurance coverage to CAPMC.**

Daniel Seeto, Chief Financial Officer, presented regarding the policy secured to provide Director and Officer and Employment Practices Liability insurance coverage to CAPMC. This item was brought to the board at the June 10, 2021 meeting to consider D&O and EPLI coverage and how much coverage would be adequate, however the insurance broker and staff were still working on applications and quotes. CAPMC was able to get a renewal policy for the D&O Liability and Employment Practices Liability insurance with Philadelphia Insurance Companies and bind new coverage effective June 22, 2021.

Daniel noted that D&O coverage is at \$3M, with deductible/retention of \$25,000 and for EPLI is at \$1M, with deductible/retention of \$100,000. There was an increase in premium cost since 2019.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

**F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS**

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (June 2021)
- F-4 Financial Statements (June 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (June 2021)
- F-7 CAPMC Board of Directors Attendance Report – (June 2021)
- F-8 Staffing Changes Reports for: June 2, 2021 – June 29, 2021

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence dated June 2, 2021 from the Office of Head Start regarding group health insurance plan premiums for furloughed employees.

**I. ADJOURN**

Vice-Chair Eric LiCalsi adjourned the Board of Directors meeting at 6:02 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Martha Garcia

Vote: Carried Unanimously



Community Action Partnership of Madera County  
Madera Migrant/Seasonal Head Start Policy Council Meeting  
Tuesday, July 06, 2021

**Minutes**

The Madera Migrant/Seasonal Policy Committee called to order at 5:45 p.m. by Jose Cruz.

**Committee Members Present**

Maria Sut-xon  
Macrina Lopez  
Franzuely Lopez  
Anel Arzola  
Francisca Garcia  
Silvia Garcia Sanchez  
Rosa Santos  
Guadalupe de la Cruz  
Yazmin Torres  
Margarita Pablo  
Juana Zarate  
Jose Cruz  
Nayeli Rodriguez  
Alma Sevilla

**Committee Members Absent**

**Personnel Present**

Maritza Gomez-Zaragoza, Head Start Program Director  
Maru Gasa Sanchez, Deputy Director of Direct Services  
Jissel Rodriguez, Executive Administrative Assistant

**Others**

None

**A. Public Comment**

None

**B. Training**

None

**C. Adoption of the Agenda**

Jose Cruz asked for a motion to approve the agenda as presented. Motion made by Rosa Santos, seconded motion by Guadalupe de la Cruz to approve the agenda as presented. The motion approved unanimously.

**D. Adjourn to Closed Session** - None

**E. Approval of Minutes**

E-1 – Jose Cruz requested a motion to approve the minutes of the meeting on June 8, 2021. Motion made by Francisca Garcia Hernandez, seconded motion by

Juana Zarate to approve the minutes of the meeting. The motion approved unanimously.

**F. Discussion / Action Items –**

**F-1** Nominate and Elect Interested Policy Committee members to serve on as officers; as per By-Laws, Article 10, Sections 1 and 2 –

<b>Position</b>	<b>Representative</b>
Chair Person	Guadalupe de la Cruz
Vice Chair Person	Margarita Pablo
Secretary	Maria Sut-xon

Rosa Santos, Guadalupe de la Cruz, and Nayeli Rodriguez nominated themselves for the Chair Person position. Majority voted for Guadalupe de la Cruz for the Chair Person position. Margarita Pablo and Maria Sut-xon nominated themselves for the Vice Chair Person. Majority voted for Margarita Pablo for the Vice Chair Person. Maria Sut-xon and Nayeli Rodriguez nominated themselves for the position Secretary. Majority voted for Maria Sut-xon. Rosa Santos made the motion to approve the nominations, Yasmin Torres seconded. Motion carried unanimously.

**F-2** Nominate and Elect on member of the Policy Committee to serve on the Executive Committee – Rosa Santos nominated herself for the Executive Committee. Juana Zarate nominated herself to be Alternate Executive Committee. Margarita Pablo made the motion to approve the Executive Committee member and alternate, seconded by Maria Sut-xon. Motion carried unanimously.

**F-3** Nominate and Elect three representatives and three alternate representatives to serve on the 2020-2021 Central California Migrant Head Start Policy Council -

<b>Representative</b>	<b>Alternates</b>
Nayeli Rodriguez	Rosa Santos
Guadalupe de la Cruz	Juana Zarate
Maria Sut-xon	Margarita Pablo

Jose Cruz requested a motion to approve the three representatives and three alternate representatives to serve on the 2021-2022 Central California Migrant Head Start Policy Council. Juana Zarate made the first motion, seconded by Francisca Garcia. Motion carried unanimously.

**F-4** Review and consider approving the 2021-2022 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start program - Ms. Gomez-Zaragoza explained that the program reimburses participants for attending meetings or activities related to the Policy Committee. Jose Cruz requested a motion to approve the 2021-2022 reimbursement policy for the policy committee members representing Madera Migrant/Seasonal Head Start program. Rosa Santos made the first motion, seconded by Guadalupe de la Cruz. Motion carried unanimously.

**F-5** Review and consider approving the 2021-2022 Madera Migrant/ Seasonal Head Start Planning Process Policy/Procedure and Calendar – Ms. Gomez-

Zaragoza went over the planning calendar and how important it is to attend all meetings. She mentioned October 12 will be an important meeting as the new budget will be discussed.

Jose Cruz requested a motion to approve the 2021-2022 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar. Nayeli Rodriguez made the first motion, seconded by Margarita Pablo. Motion carried unanimously.

**F-6** Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy – Ms. Gomez-Zaragoza reviewed the policy with the members. If any parent is asked to pay for having their child enrolled in the program to inform the Center Director right away.

Jose Cruz requested a motion to approve the Madera Migrant/Seasonal Head Start No Fee Policy. Juana Zarate made the first motion, seconded by Silvia Garcia Sanchez. Motion carried unanimously.

**F-7** Review and ratify submission of the Community Action Partnership of Madera County's 2021-2023 CRRSA and Covid-19 budgets. Ms. Gomez-Zaragoza went over the projections and how the funds would be used. A portion of the funds will be used for personnel. The remainder of the funds will be used for projects at the centers such as replacing play structures and providing training.

Jose Cruz requested a motion to approve the Community Action Partnership of Madera County's 2021-2023 CRRSA and Covid-19 budgets. Juana Zarate made the first motion, seconded by Nayeli Rodriguez. Motion carried unanimously.

## **G. Administrative Reports**

**G-1** Staff Changes (May 2021) – Ms. Gomez-Zaragoza mention there were 5 new hires, 1 substitute, and 1 voluntary resignation.

**G-2** Bank of America Credit Card Account Statement – Agency and other credit cards: (April – June 2021) – Ms. Gomez-Zaragoza reviewed the charges for the month. There were no questions about the charges.

**G-3** Budget Report – None.

**G-4** In-kind Report (May 2021) – Ms. Gomez-Zaragoza reviewed the In-kind percentage which is at 16.62%.

**G-5** Report of enrollment in the program and attendance report (May 2021) – Mrs. Gomez-Zaragoza went over the enrollment for the MHS programs and the attendance.

**G-6** CACFP Monthly Report (May 2021) – Mrs. Gomez-Zaragoza reviewed CACFP and noted that the reimbursement for the month of May was \$9,169.33 for 4,059 meals. There were no questions.

**G-7** PIR Program Information Monthly Report (May 2021) – This report provides information and data about the program. This information is presented to the Head Start Office to show that there is a need for the Head Start program in our community.

**H. Policy Committee Members Reports**

**H-1** Center Reports – Nayeli Rodriguez – Teachers are doing a wonderful job.

**H-2** Board of Directors Report – None. Items approved during tonight’s meeting will be presented to the Board for approval.

**H-3** Active Supervision, Challenges and Best Practices Report – None

**I. Correspondence**

**I-1** Information Memoranda from the Office of Head Start regarding *Group Health Insurance Plan Premiums for Furloughed Employees*; Issuance Date: 06/02/2021

**J. Future Agenda Items**

J-1 Suspension and Expulsion Procedure

J-2 Internal Dispute Resolution

J-3 CMIG Parent Handbook

J-4 Bylaws First Reading

**K. Adjournment**

Jose Cruz requested a motion to adjourn the session. Motion made by Rosa Santos to adjourn the meeting at 7:28 p.m., in the afternoon, seconded by Silvia Garcia Sanchez. Motion approved unanimously.

Community Action Partnership of Madera County  
Fresno Migrant/Seasonal Head Start  
Policy Committee Meeting  
Wednesday, July 7, 2021

**Minutes**

The Fresno Migrant/Seasonal Policy Committee called to order at 5:40 p.m. by Daniel Maravilla.

**Committee Members Present**

Maria Ibone Altimirano  
Maria G. Silva  
Gisela Aguirre  
Daniel Maravilla  
Susana Parra  
Karla Ponce  
Azucena Martinez  
Cecilia Garcia  
Irma Chavez  
Blanca Gonzalez

**Committee Members Absent**

Aurora Flores  
Genesis Chavez

**Personnel Present**

Maritza Gomez-Zaragoza, Head Start Program Director  
Maru Gasca Sanchez, Deputy Director Direct Services  
Luisa Marquez, Administrative Analyst

**A. Public Comment**

None

**B. Training**

**B-1** Parent Curriculum – Ready Rosie was introduced to the parents by Maru Gasca-Sanchez.

**C. Adoption of the Agenda**

Daniel Maravilla asked for a motion to approve the agenda as presented. Motion made by Maria I. Altamirano, seconded motion by Cecilia Garcia to approve the agenda as presented. Motion approved unanimously.

**D. Closed Session**

**D-1** – None

**E. Approval of Minutes**

**E-1** – Daniel Maravilla requested a motion to approve the minutes of the meeting on June 18, 2021. Motion made by Maria G. Silva, seconded motion by Susana Parra to approve the minutes of the meeting. Motion approved unanimously.

**F. Discussion / Action Items**

**F-1** Review the Fresno Migrant Seasonal Head Start Annual Report 2019-2020. Ms. Gomez-Zaragoza reviewed and informed the policy Committee parents about the 2019-2020 annual report.

**F-2** Review the Fresno Migrant Seasonal Early Head Start Annual Report 2019-2020. Ms. Gomez-Zaragoza reviewed and informed the policy Committee parents about the 2019-2020 EHS annual report.

**F-3** Review & approve 2021-2022 Fresno Migrant/Seasonal Head Start's Planning Process Calendar. Ms. Gomez-Zaragoza requested a motion to approve 2021-2022 planning process calendar. Maria G. Silva made the motion to approve, seconded by Cecilia Garcia. Motion approved unanimously.

**F-4** Review and approve 2021-2022 Fresno Migrant/Seasonal Head Start's Policy Committee Members Meeting Reimbursement. Ms. Gomez-Zaragoza requested a motion to approve the Policy Committee members meeting reimbursement. Maria I. Altamirano made the motion to approve, seconded by Gisela Aguirre. Motion approved unanimously.

**F-5** Review and approve Fresno Migrant Seasonal Head Start No Fee Policy per Head Start Performance Standards. Ms. Gomez-Zaragoza requested a motion to approve the Head Start no fee policy. Gisela Aguirre made the motion to approve, seconded by Susana Parra. Motion approved unanimously.

**G. Administrative Reports**

**G-1** Staffing Changes from (May 1, 2021 – June 29, 2021) – Ms. Gomez-Zaragoza reviewed the staffing changes and there were no questions about the changes.

**G-2** Credit Card Account Statement – Agency and other credit cards: (May 2021) – Ms. Gomez-Zaragoza reviewed the charges for the month. There were no questions about the charges.

**G-3** Budget Report – (May 2021) – Ms. Gomez-Zaragoza explained the most recent budget report for the month of May.

**G-4** In-kind Report (May 2021) – Ms. Gomez-Zaragoza explained there was the In-kind reports for both programs.

**G-5** Report of enrollment in the program and attendance report (May 2021) – Ms. Gomez-Zaragoza explained the enrollment reports.

**G-6** CACFP Monthly Report (May 2021) – Ms. Gomez-Zaragoza explained the CACFP meals report.

**H. Correspondence**

None

**I. Adjournment**

Daniel Maravilla requested a motion to adjourn the session. Motion made by Cecilia Garcia to adjourn the meeting at 6:34 p.m. in the afternoon, seconded by Maria I. Altamirano. Motion approved unanimously.



**Bank of America Business Card  
Credit Card Charges**

# July 2021 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
06/15/21	THE TINT SHOP	22313	Window Tinting for Maintenance Trucks (4)	\$1,120.00	331.0-6640-3.1-000-00 \$280.00	YES
					321.0-6640-3.2-000-00 \$840.00	
06/24/21	APPSUMO.COM	No	Social Media Manager Application and Video Tool Application Subscription (IT)	\$157.00	200.0-6130-2.0-000.90	YES
06/25/21	SURVEYMONKEY	No	Survey Application Subscription for Employee Climate Survey (IT)	\$288.00	200.0-6130-2.0-000.90	YES
06/25/21	APPSUMO.COM	No	Social Media Manager Application Subscription (IT)	\$49.00	200.0-6130-2.0-000.90	YES
06/09/21	MAILCHIMP	No	Mass Text Subscription (IT)	\$46.79	200.0-6130-2.0-000.90	YES
03/26/21	INSITUTE FOR C	No	Claim Adjustment	-\$139.00	200.0-6742-2.0-000.90	YES
			<b>Total</b>	<b>\$ 1,521.79</b>		

**Bank of America Business Card ending 5045  
Credit Card Charges**

**July 4, 2021 Statement**  
Elizabeth Wisener / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
6/30/2021	Clearbags	No	Door knob bags for PG&E flyers	39.43	207.0-6130-2.0-000-00	Yes
6/10/2021	New Jersey Vital Records	No	Birth certificate for homeless client	12.95	249.0-6850-2.0-000-00	Yes
6/11/2021	Knights Inn	No	Emergency shelter for homeless client – AO Room 226	285.00	269.0-7226-2.0-000-75	Yes
6/14/2021	Knights Inn	No	Emergency shelter for homeless client – AM Room 105	595.00	269.0-7226-2.0-000-75	Yes
6/14/2021	Knights Inn	No	Emergency shelter for homeless client – KC Room 220	665.00	269.0-7226-2.0-000-75	Yes
6/19/2021	Clearbags	No	Door knob bags for PG&E flyers	40.22	207.0-6130-2.0-000-00	Yes
6/22/2021	Lowe's	No	Fan, misters & zip ties for meeting with clients out doors	81.36	272.0-6130-2.0-000-00	Yes
6/25/2021	Knights Inn	No	Emergency shelter for homeless client – KB Room 111	255.00	224.0-6410-2.0-000-75	Yes
6/25/2021	Knights Inn	No	Emergency shelter for homeless client – MR Room 210	255.00	269.0-7226-2.0-000-75	Yes
6/25/2021	Knights Inn	No	Emergency shelter for homeless client – CM Room 112	255.00	224.0-6410-2.0-000-00	Yes
6/25/2021	Knights Inn	No	Emergency shelter for homeless client – RB family Room 122	380.00	269.0-7226-2.0-000-75	Yes
6/25/2021	Knights Inn	No	Emergency shelter for homeless client – RB family Room 123	380.00	269.0-7226-2.0-000-75	Yes
6/26/2021	Knights Inn	No	Emergency shelter for homeless client – KB Room 111	595.00	224.0-6410-2.0-000-00	Yes
Total				\$3,838.96		

**Platinum Plus Business Card  
Credit Card Charges**

**July Statement**

**Jennifer Coronado/ Victim Services Center**

Date of Transaction	PO Number	Name of Vendor	Description	Amount	Account Charged	Receipt
06/22/21		American Tire Depot	One tire purchased for vehicle #165	\$161.53	501.0-6640-5.0-000-00	Yes
06/22/21		Lopez Towing	Towing service for vehicle #165	\$50.00	501.0-6640-5.0-000-00	Yes
06/22/21		Dicicco's Italian Restaurant	Volunteer dinner	\$117.39	502.0-6121-5.0-000-00	Yes
Total					\$328.92	

MBNA America Business Card  
 Credit Card Charges  
**July / julio 2021 Statement**  
**Maritza Gomez / Regional Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
06/08/2021	NA	Teachstone Training	CLASS Pre-school recertification	\$36.75	310.0-6742-3.1-000-00 49%	Yes
06/08/2021	NA	Teachstone Training	CLASS Pre-school recertification	\$61.25	310.0-6742-3.1-000-00 49%	Yes
06/16/2021	NA	Teachstson Training	CLASS Pre-school recertification	\$61.25	310.0-6742-3.1-000-00 49%	Yes
06/19/2021	NA	Zoom	Video Conferencing system	\$7.35	311.0-6130-3.1-000-00 49%	Yes
06/23/2021	NA	American Red Cross	CPR certificates for Madera staff	\$128.00	311.0-6742-3.1-000-00 (\$128.00)	Yes
<b>TOTAL</b>				<b>\$294.60</b>		

**MBNA America Business Card**  
**Credit Card Charges**  
**July / julio 2021 Statement**  
**Maritza Gomez / Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
06/08/2021	NA	Teachstone Training	CLASS Pre-school recertification	\$38.25	320.0-6742-3.2-000-00 <b>51%</b>	Yes
06/08/2021	NA	Teachstone Training	CLASS Pre-school recertification	\$63.75	320.0-6742-3.2-000-00 <b>51%</b>	Yes
06/13/2021	NA	Walmart.com	Baby formula for Los Ninos	\$94.02	390.0-6121-3.2-055-00	Yes
06/16/2021	NA	Teachststone Training	CLASS Pre-school recertification	\$63.75	320.0-6742-3.2-000-00 <b>51%</b>	Yes
06/19/2021	NA	Zoom	Video Conferencing system	\$7.64	321.0-6130-3.2-000-00 <b>51%</b>	Yes
06/23/2021	NA	American Red Cross	CPR certificates for Madera staff	\$32.00	321.0-6742-3.2-000-00	Yes
06/23/2021	NA	American Red Cross	CPR certificates for Madera staff	\$320.00	321.0-6742-000-00	Yes
06/23/2021	NA	American Red Cross	CPR certificates for Madera staff	\$288.00	321.0-6742-000-00	Yes
<b>TOTAL</b>				<b>\$907.41</b>		

**MBNA America Business Card**  
**Credit Card Charges**  
**June / junio 2021 Statement**  
**Maritza Gomez / Fresno Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
05/10/2021	NA	NRPA Operating	Renewal for Playground Safety Inspector certificate	\$200.00	330.0-6742-3.3-031-00	Yes
05/18/2021	NA	ServSafe	Manager Certification	\$36.00	331.0-6742-3.3-031-39	Yes
05/18/2021	NA	ServSafe	Manager Certification	\$36.00	331.0-6742-3.3-031-39	Yes
05/20/2021	NA	ServSafe	Food Handler Certificate	\$15.00	331.0-6742-3.3-031-39	Yes
05/24/2021	NA	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-000-00	Yes
05/24/2021	NA	ServSafe	Food Handler Certificate	\$15.00	331.0-6742-3.3-031-39	Yes
06/03/2021	NA	Continued.com	Membership for online webinars	\$89.00	330.0-6742-3.3-000-00	Yes
<b>TOTAL</b>				<b>\$405.99</b>		





Bank of America Business Card  
Credit Card Charges

# July 2021 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
5/1/2021 – 5/31/2021	Biometrics4all, Inc.	No	Livescan relay fee	0.75	311.0-6852-3.1-000-00	Yes
				0.75	401.0-6852-4.0-000-00	
				0.75	500.0-6852-5.0-000-00	
				1.50	508.0-6852-5.0-000-00	
				0.75	533.0-6852-5.0-000-00	
6/30/2021	Indeed, Inc.	No	June Advertisement	150.00	224.0-6312-2.0-000-90	Yes
<b>TOTAL:</b>				<b>154.50</b>		

**American Express  
Credit Card Charges**

# JUNE 2021 Statement

Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	27673.63	Yes
Comcast	Net service	788.06	Yes
Community Playthings	Supplies for centers	38405.85	Yes
Discount School Supply	Supplies for centers	7353.46	Yes
DS Water	Water/rental	1881.80	Yes
Ecolab	Dishwasher rental/repairs	100.79	Yes
Fedex	Postage	448.72	Yes
HD Pro / Supply Works	Supplies for office/centers	12288.77	Yes
Lakeshore	Supplies for centers	9710.61	Yes
Matson Alarm	Alarm service	568.50	Yes
Shred it	Shredding service	326.76	Yes
Smart Care	Kitchen equipment repairs	1025.86	Yes
Verizon	Wireless devices	4737.92	Yes
Office Depot	Supplies for office/center	15242.72	Yes
	<b>TOTAL</b>	120553.45	06/28/20 LA

# Card Member Service

## Credit Card Charges

### COSTCO

June 03, 2021 Statement

Card Holder	Description	G/L Account Number	Amount	Card Amount
Irene Yang	Safety store items	311.0-6875-3.1-000-00	2575.01	2575.01
Maritza Gomez-Zaragoza	Items for new kitchen	311.0-6130-3.1-000-00	257.96	629.18
		312.0-6130-3.1-000-00	31.46	
		321.0-6130-3.2-000-00	339.76	
Danial Seeto	Vending Machine items	105.0-6160-1.0-000-00	245.97	245.97
Jennifer Coronado	Items for dept	533.0-6130-5.0-062-00	408.98	408.98
			Total	3859.14

# Credit Card Charges JUNE 2021

Fiscal

Name of Vendor	Description	Amount
Capital One/Walmart	Supplies for centers	2242.28
Home Depot	Supplies for centers	6817.01
Wex Bank (Chevron)	Fuel	97.51
Wex Bank (Valero)	Fuel	2487.21
JUN STMT DATES		
LA		

08/03/21  
J D C



## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera/Mariposa Regional Head Start

**Months of Operation:**  
**August 2020 – May 2021**

**Reporting Month**  
**June 2021\***

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">246</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">175</div> <hr style="border-top: 1px dashed black;"/> <b>Cumulative Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">241</div>	<b>Centers with Vacancies:</b> Chowchilla: 0 Cottonwood: 6      North Fork: 1 Eastside: 8        Oakhurst: 3 Fairmead: 4        Ruth Gonzales: 5 Mariposa: 2        Valley West: 3 Mis Tesoros: 1     Verdell: 8
<b>No. of Children on Waiting List Income Eligible: 0</b>  <b>No. of Children on Waiting List Over Income : 13</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">22</div> <small>Must be at least 10% of enrollment (↑26)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">15 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">25 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 26)</small>
<b>Average Monthly Attendance:</b> Due to COVID -19 Attendance is collected via phone contact with families.		

*\*Program was extended until the month of June with CRRSA Funding*

### Madera Early Head Start

**Months of Operation:**  
**June 2020– May 2021**

**Reporting Month**  
**June 2021**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">42</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">42</div> <hr style="border-top: 1px dashed black;"/> <b>Cumulative Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">63</div>	<b>Vacancies:</b>  <div style="font-size: 24pt; font-weight: bold;">0</div>
<b>No. of Children on Waiting List Income Eligible: 2</b>  <b>No. of Children on Waiting List Over Income : 2</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">7</div> <small>Must be at least 10% of enrollment (↑5)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">2 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">2 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 4)</small>
<b>Average 4 Home Visits</b> Due to COVID- 19 home visits are conducted via phone contact with families.		

**Madera Migrant/Seasonal Head Start**

**Months of Operation:**  
**May 2020 – February 2021**

**Reporting Month**  
**June 2021**

<p><b>Total Funded Enrollment</b></p> <p align="center"><b>579</b></p>	<p><b>Current Enrollment:</b></p> <p align="center"><b>152</b></p> <p align="center">-----</p> <p><b>Cumulative Enrollment:</b></p> <p align="center"><b>239</b></p>	<p><b>Centers with Vacancies:</b></p> <p>Eastin Arcola 2      Mis Angelitos 10 Sierra Vista 0 Pomona 11 Los Niño's 3</p>
<p><b>No. of Children on Waiting List</b></p> <p align="center"><b>61</b></p>	<p><b>No. of Children with Disabilities:</b></p> <p align="center"><b>18</b></p> <p>Must be at least 10% of enrollment (↑58)</p>	<p><b>No. of Over Income Families:</b></p> <p align="center"><b>16 (100-130%)</b> <b>15 (O/I)</b></p> <p>Must be less than 10% of enrollment (↓ 58)</p>
<p><b>Average Monthly Attendance: 82.23%</b></p>		

## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**June**

**Year**

**2021-22**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	37,300.00	-	16,719.21	16,719.21	20,580.79
A. Professional Services/Servicios Profesionales		-		-	-
B. Center Volunteers/Voluntarios en el Centro	\$27,922	-	16,719.21	16,719.21	11,202.79
C. Other/Policy Council/Otro/Comité de Póliza	\$9,378	-		-	9,378.00
Donated Food/Comida Donada		-		-	-
Donated Supplies/Materiales Donado	2,561.00	-		-	2,561.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	\$237,466	-	19,826.55	19,826.55	217,639.45
Transportation/ Transportación	-	-		-	-
<b>TOTAL IN-KIND</b>	<b>277,327.00</b>	<b>-</b>	<b>36,545.76</b>	<b>36,545.76</b>	<b>240,781.24</b>
<b>State Fund 319</b>	<b>\$761,724</b>	<b>-</b>		<b>-</b>	<b>761,724.00</b>
<b>Grand Total</b>	<b>1,039,051.00</b>	<b>-</b>	<b>36,545.76</b>	<b>36,545.76</b>	<b>1,002,505.24</b>

B. Contracted In-Kind \$ 36,545.76

C. Percent Y-T-D In-Kind 3.52%



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM  
INCOME CALCULATIONS  
June-2021**

FREE MEALS	104		85
REDUCED	0		0
BASE	0		0
TOTAL	104		85

**PERCENTAGES:**

FREE	100.0000%		100.0000%
REDUCED	0.0000%		0.0000%
BASE	0.0000%		0.0000%
TOTAL	100.0000%		100.0000%

MEAL	#		%		RATE	=	
<b>BREAKFAST:</b>	358	X	100.0000%	X	\$1.8900	=	\$676.62
	358	X	0.0000%	X	\$1.5900	=	\$0.00
	358	X	0.0000%	X	\$0.3200	=	\$0.00
<b>LUNCH:</b>	470	X	100.0000%	X	\$3.5100	=	\$1,649.70
	0	X	100.0000%	X	\$3.5100	=	\$0.00
	0	X	0.0000%	X	\$3.1100	=	\$0.00
	0	X	0.0000%	X	\$0.3300	=	\$0.00
<b>SUPPLEMENTS:</b>	0	X	100.0000%	X	\$0.9600	=	\$0.00
	0	X	100.0000%	X	\$0.9600	=	\$0.00
	0	X	0.0000%	X	\$0.4800	=	\$0.00
	0	X	0.0000%	X	\$0.0800	=	\$0.00

	<b>828</b>			\$2,326.32
		TOTAL FEDERAL REIMBURSEMENT		
<b>CASH IN LIEU:</b>		LUNCHES X \$0.2450		\$115.15
<b>TOTAL REIMBURSEMENT</b>				<b>\$2,441.47</b>

	Breakfast	Lunch	Snack	Total
RHS	77	470	-	547
CSPP	281	-	-	281
	358	470	-	828

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$1,795.23	\$531.09	\$2,326.32
CASH IN LIEU:	<u>\$115.15</u>	<u>\$0.00</u>	<u>\$115.15</u>
	<b>\$1,910.38</b>	<b>\$531.09</b>	<b>\$2,441.47</b>



## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera/Mariposa Regional Head Start

**Months of Operation:**  
**August 2020 – May 2021**

**Reporting Month**  
**June 2021\***

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">246</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">175</div> <hr style="border-top: 1px dashed black;"/> <b>Cumulative Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">241</div>	<b>Centers with Vacancies:</b> Chowchilla: 0 Cottonwood: 6    North Fork: 1 Eastside: 8      Oakhurst: 3 Fairmead: 4      Ruth Gonzales: 5 Mariposa: 2      Valley West: 3 Mis Tesoros: 1    Verdell: 8
<b>No. of Children on Waiting List Income Eligible: 0</b>  <b>No. of Children on Waiting List Over Income : 13</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">22</div> <small>Must be at least 10% of enrollment (↑26)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">15 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">25 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 26)</small>
<b>Average Monthly Attendance:</b> Due to COVID -19 Attendance is collected via phone contact with families.		

*\*Program was extended until the month of June with CRRSA Funding*

### Madera Early Head Start

**Months of Operation:**  
**June 2020– May 2021**

**Reporting Month**  
**June 2021**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">42</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">42</div> <hr style="border-top: 1px dashed black;"/> <b>Cumulative Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">63</div>	<b>Vacancies:</b>  <div style="font-size: 24pt; font-weight: bold;">0</div>
<b>No. of Children on Waiting List Income Eligible: 2</b>  <b>No. of Children on Waiting List Over Income : 2</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">7</div> <small>Must be at least 10% of enrollment (↑5)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">2 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">2 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 4)</small>
<b>Average 4 Home Visits</b> Due to COVID- 19 home visits are conducted via phone contact with families.		

**Madera Migrant/Seasonal Head Start**

**Months of Operation:**  
**May 2020 – February 2021**

**Reporting Month**  
**June 2021**

<p><b>Total Funded Enrollment</b></p> <p align="center"><b>579</b></p>	<p><b>Current Enrollment:</b></p> <p align="center"><b>152</b></p> <p align="center">-----</p> <p><b>Cumulative Enrollment:</b></p> <p align="center"><b>239</b></p>	<p><b>Centers with Vacancies:</b></p> <p>Eastin Arcola 2      Mis Angelitos 10 Sierra Vista 0 Pomona 11 Los Niño's 3</p>
<p><b>No. of Children on Waiting List</b></p> <p align="center"><b>61</b></p>	<p><b>No. of Children with Disabilities:</b></p> <p align="center"><b>18</b></p> <p>Must be at least 10% of enrollment (↑58)</p>	<p><b>No. of Over Income Families:</b></p> <p align="center"><b>16 (100-130%)</b> <b>15 (O/I)</b></p> <p>Must be less than 10% of enrollment (↓ 58)</p>
<p><b>Average Monthly Attendance: 82.23%</b></p>		

## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**June**

**Year**

**2021**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	<b>\$154,655</b>	-	<b>7,699.17</b>	<b>7,699.17</b>	<b>146,955.83</b>
A. Professional Services/Servicios Profesionales		-	-	-	-
B. Center Volunteers/Voluntarios en el Centro	<b>\$154,655</b>	-	<b>7,699.17</b>	<b>7,699.17</b>	<b>146,955.83</b>
C. Other/Policy Council/Otro/Comité de Póliza		-	-	-	-
Donated Food/Comida Donada		-	-	-	-
Donated Supplies/Materiales Donado	<b>801.00</b>	-	-	-	<b>801.00</b>
Donated Equipment		-	-	-	-
Donated Bus Storage		-	-	-	-
Donated Space/Sitio Donado		-	-	-	-
Transportation/ Transportación		-	-	-	-
<b>TOTAL IN-KIND</b>	<b>155,456.00</b>	<b>-</b>	<b>7,699.17</b>	<b>7,699.17</b>	<b>147,756.83</b>
		-	-	-	-
<b>Grand Total</b>	<b>155,456.00</b>	<b>-</b>	<b>7,699.17</b>	<b>7,699.17</b>	<b>147,756.83</b>

B. Contracted In-Kind	\$ 7,699.17
C. Percent Y-T-D In-Kind	4.95%



# MADERA HEAD START MONTHLY ENROLLMENT REPORT

## Madera Migrant/Seasonal Head Start

**Months of Operation:**

**May 2021 – February 2022**

**Reporting Month**

**June 2021**

<b>Total Funded Enrollment</b>  <b>579</b>	<b>Current Enrollment:</b> <b>152</b> ----- <b>Cumulative Enrollment:</b> <b>239</b>	<b>Centers with Vacancies:</b> Eastin Arcola 2      Mis Angelitos 10 Sierra Vista 0 Pomona 11 Los Niño's 3
<b>No. of Children on Waiting List</b>  <b>61</b>	<b>No. of Children with Disabilities:</b>  <b>18</b>  Must be at least 10% of enrollment (↑58)	<b>No. of Over Income Families:</b>  <b>16 (100-130%)</b> <b>15 (O/I)</b>  Must be less than 10% of enrollment (↓ 58)
<b>Average Monthly Attendance: 82.23%</b>		

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

## IN-KIND MONTHLY SUMMARY REPORT 2021-2022 / REPORTE SUMARIO MENSUAL DE IN KIND 2021-2022

MIGRANT AND SEASONAL HEAD START 2021-2022 MIGRANTE/TEMPORAL HEAD START 2021-2022

Month-Year JUNE 2021/ Mes-Año JUNIO 2021

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	238,563.00	50,978.60	421.00	51,399.60	187,163.40
A. Professional Services/Servicios Profesionales	0.00	0.00	0.00	0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	238,563.00	50,501.49	0.00	50,501.49	188,061.51
Other/Policy Council/Otro/Comité de Póliza	0.00	477.11	421.00	898.11	(898.11)
State Collaboration/Colaboracion de Estado	933,229.00	133,560.72	108,059.50	241,620.22	691,608.78
Donated Supplies/Materiales Donados	1,000.00	0.00	0.00	0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	125,132.00	31,282.98	10,427.66	41,710.64	83,421.36
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,297,924.00	215,822.30	118,908.16	334,730.46	963,193.54

A. Y-T-D In-Kind / In-Kind asta ahora	334,730.46
B. Contracted In-Kind/ In-kind Contratado	1,297,924.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	25.79%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY**  
**MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM**  
**INCOME CALCULATIONS**  
**June-2021**

FREE MEALS	163	53	
REDUCED	0	0	
BASE	0	0	
TOTAL	163	53	

**PERCENTAGES:**

FREE	100.0000%	100.0000%	
REDUCED	0.0000%	0.0000%	
BASE	0.0000%	0.0000%	
TOTAL	100.0000%	100.0000%	

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	2,749	X	100.0000%	X	\$1.8900	=	\$5,195.61
	2,749	X	0.0000%	X	\$1.5900	=	\$0.00
	2,749	X	0.0000%	X	\$0.3200	=	\$0.00
<b>LUNCH:</b>	1,738	X	100.0000%	X	\$3.5100	=	\$6,100.38
	996	X	100.0000%	X	\$3.5100	=	\$3,495.96
	996	X	0.0000%	X	\$3.1100	=	\$0.00
	996	X	0.0000%	X	\$0.3300	=	\$0.00
<b>SUPPLEMENTS:</b>	1,494	X	100.0000%	X	\$0.9600	=	\$1,434.24
	833	X	100.0000%	X	\$0.9600	=	\$799.68
	833	X	0.0000%	X	\$0.4800	=	\$0.00
	833	X	0.0000%	X	\$0.0800	=	\$0.00

	<b>7,810</b>			<b>\$17,025.87</b>
		TOTAL FEDERAL REIMBURSEMENT		
<b>CASH IN LIEU:</b>		LUNCHES X \$0.2450		<b>\$669.83</b>
<b>TOTAL REIMBURSEMENT</b>				<b>\$17,695.70</b>

	Breakfast	Lunch	Snack	Total
<b>CMIG-MADERA MIGRANT PRESCHOOL</b>	-	996	833	1,829
<b>MMHS-MADERA MIGRANT HEAD START</b>	2,749	1,738	1,494	5,981
	2,749	2,734	2,327	7,810
	<u><b>MMHS</b></u>	<u><b>CMIG</b></u>	<u><b>Total</b></u>	
TOTAL FEDERAL REIMBURSEMENT:	\$12,730.23	\$4,295.64	\$17,025.87	
CASH IN LIEU:	<u>\$425.81</u>	<u>\$244.02</u>	<u>\$669.83</u>	
	<b>\$13,156.04</b>	<b>\$4,539.66</b>	<b>\$17,695.70</b>	

## June 2021 Report for CAPMC

CHILD/FAMILY INFORMATION		MHS	THRESHOLD	
			MHS	**
ENROLLMENT	# Funded Slots	579	NA	
	End of Month Enrollment %	41.3%	100.0%	A
	# Cumulative Families	178	NA	
PIR AGE GROUP	Under 1 Year			
	1 Year Old			
	2 Years Old			
	3 Years Old			
	4 Years Old			
MOBILITY & RE-ENROLLMENT	Children Enrolled < 45 Days	38.2%	5.5%	B
	Children Who Left Program & Did Not Re-Enroll	38.6%	22.2%	B
	Children Enrolled 2+ Years	86.0%	59.5%	B
CHILD HEALTH	Child Up-To-Date with Preventative Health Care (EPSDT)	103.1%	100.0%	C
	Children Needing Medical Treatment	11.1%	12.7%	B
	Children Receiving Medical Treatment	100.0%	98.4%	B
	Child Up-To-Date with Immunizations or meet state guidelines for exemption	104.8%	99.8%	B
DENTAL SERVICES	Children with Access to Dental Services	103.9%	93.7%	B
	Children who completed a professional dental exam	61.3%	89.8%	B
	Of those who completed exam, children who were diagnosed with needing treatment	4.2%	28.3%	B
	Of those who need dental treatment, children who received treatment	100.0%	88.2%	B
HOUSEHOLD PRIMARY LANGUAGE	Spanish			
	English			
	Centra/South American or Mexican Languages			
	Other			
HOUSEHOLD ETHNICITY	Hispanic			
	Non-Hispanic			
FAMILY COMPOSITION	Single Parent			
	Two Parents			
FAMILY EDUCATION	High School Graduate/GED or Less	83.7%	NA	
PRIMARY ELIGIBILITY TYPE	Receive Public Assistance	3.9%	NA	
	Homeless Child	0.0%	NA	
	Foster Child	0.0%	NA	
FAMILY SERVICES	Social Service Referrals - Expressed Interest	1.1%	NA	
	Social Service Referrals - Services Received	0.0%	69.1%	B
	Homeless Families	0.0%	NA	
	Homeless Families - Acquired Housing	NA	12.3%	B
FOOD ASSISTANCE	Families Participating in WIC	96.1%	NA	
	Families Participating in SNAP (Food Stamps)	89.3%	NA	

STAFF QUALIFICATIONS		MHS	THRESHOLD	
			MHS	**
CLASSROOM PRESCHOOL ASSISTANT TEACHERS	# Classroom Preschool Assistant Teachers	10	NA	
	Classroom Preschool Assistant Teachers who meet minimum education requirements: CDA/equivalent or higher, or are enrolled in a CDE or ECE degree program	100.0%	100.0%	A
CLASSROOM PRESCHOOL TEACHERS	# Classroom Preschool Teachers	17	NA	
	Classroom Preschool Teachers who meet minimum education requirements: AA degree or higher	100.0%	100.0%	A
	Classroom Preschool Teachers with a BA or higher	23.5%	32.0%	B
CLASSROOM INFANT & TODDLER TEACHERS	# Classroom Infant/Toddler Teachers	13	NA	
	Classroom Infant/Toddler Teachers who meet minimum education requirements: CDA/equivalent or higher	100.0%	100.0%	A

\*\* Threshold Source Key:

A = Head Start Regulation

B = State PIR Indicator 2018-19

C = Region 12 Specialist

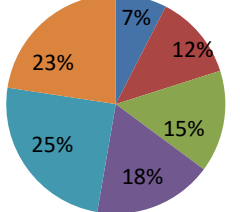
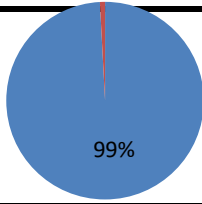
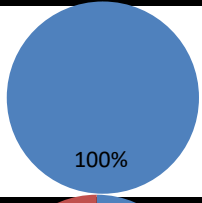
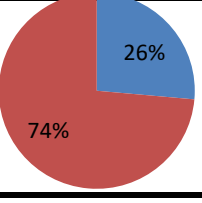
Source: PIR for agency & date as indicated

Note: All data for children, family & staff are cumulative.

Pink shaded cells indicate program does not meet identified threshold



## junio 2021 reporte para CAPMC

Información Niño/Familia		MHS	LIMITE	
			MHS	**
INSCRIPCIÓN	# Espacios Financiados	579	NA	
	Inscripción al Final del Mes %	41.3%	100.0%	A
	# Familias Acumuladas	178	NA	
EDAD DEL GRUPO PIR	Menor de 1 Año			
	1 Año de Edad			
	2 Años de Edad			
	3 Años de Edad			
	4 Años de Edad			
MOVILIDAD Y REINSCRITO	Niños Inscritos < 45 Días	38.2%	5.5%	B
	Niños Que Dejaron el Prog y No Se Reinscribieron	38.6%	22.2%	B
	Niños Inscritos 2 + Años	86.0%	59.5%	B
SALUD DEL NIÑO	El Niño Está al Día Con el Cuidado de Salud Preventivo	103.1%	100.0%	C
	Niños que Necesita Tratamiento Médico	11.1%	12.7%	B
	Niños Recibiendo Tratamiento Médico	100.0%	98.4%	B
	Niño al Día con las Vecinas o Cumplen con las Directrices del Estado Para Exención	104.8%	99.8%	B
SERVICIOS DENTALES	Niños con Acceso a Servicios Dentales	103.9%	93.7%	B
	Niños que Completaron Exámenes Dentales Profesional	61.3%	89.8%	B
	De los que Completaron un Examen, Niños Diagnosticados que Necesitan Tratamiento	4.2%	28.3%	B
	De los que Completaron un Examen, Niños que Recibieron Tratamiento	100.0%	88.2%	B
LENGUAJE PRIMARIO EN EL HOGAR	Español			
	Inglés			
	Central/Sur Americano o Lenguajes Mexicanos			
	Otro			
ORIGEN ÉTNICO	Hispano			
	No Hispano			
COMPOSICIÓN FAMILIAR	Padre Soltero			
	Dos Padres			
EDUCACIÓN FAMILIAR	Graduado de High School/GED o Menos	83.7%	NA	
ELIGIBILIDAD FAMILIAR	Recibe Asistencia Pública	3.9%	NA	
	Desamparado	0.0%	NA	
	Foster	0.0%	NA	
SERVICIOS FAMILIARES	Referencia a Servicios Sociales - Expresó interés	1.1%	NA	
	Referencia a Servicios Sociales - Recibio Servicios	0.0%	69.1%	B
	Familias Desamparadas	0.0%	NA	
	Familias Desamparadas - Adquiriendo Vivienda	NA	12.3%	B
ASISTENCIA DEL ALIMENTOS	Familias Participando en WIC	96.1%	NA	
	Familias Participando con SNAP	89.3%	NA	

Calificación del Personal		MHS	THRESHOLD	
			MHS	**
Asistentes de Maestra de la Clase Prescolar	# Asistentes de Maestra de la Clase Prescolar	10	NA	
	Asistentes de Maestra de la Clase Prescolar que llenan los requisitos mínimo de educación: CDA/equivalente o mas alto, o estan registradas en un programa de CDE o ECE.	100.0%	100.0%	A
Maestras de la Clase Prescolar	# Maestras de la Clase Prescolar	17	NA	
	Maestras de la Clase Prescolar que llenan los requisitos de educación: Grado AA o mas alto	100.0%	100.0%	A
	Maestras de la Clase Prescolar con BA o mas alto	23.5%	32.0%	B
Maestras de la Clase de Infantes/Medianos	# Maestras de la Clase de Infantes/Medianos	13	NA	
	Maestras de la Clase de Infantes/Medianos que llenan los requisitos de educación: CDA/equivalente o mas alto	100.0%	100.0%	A

\*\*La clave fuente original

Recurso: PIR de la agencia & fecha como indicado

Las celdas sombreadas indican que el programa no cumple con el umbral identificado

A = Regalamento Head Start

B = Indicador el PIR 2018-19

C = Especialista Region 12



## ENROLLMENT REPORT

### Fresno Migrant/Seasonal Head Start

**Months of Operation:**

**September 2020 – August 2021**

**Reporting Month**

**June 2021**

<b>Total Funded Enrollment</b>  <b>519</b>	<b>Current Enrollment:</b> <b>122</b> ----- <b>Cumulative Enrollment:</b> <b>221</b>	<b>Centers with Vacancies:</b> Biola – 4                      Casa Castellanos - 2 Firebaugh – 5                Inez C. Rodriguez - 6 Five Points – 0               Selma - 4 Mendota – 0 Orange Cove – 0
<b>No. of Children on Waiting List</b>  <b>25</b>	<b>No. of Children with Disabilities:</b>  <b>10</b>  Must be at least 10% of enrollment (↑52)	<b>No. of Over Income Families:</b>  <b>20</b>  Must be less than 10% of enrollment (↓ 52)
<b>Average Monthly Attendance: <u>85.21%%</u></b>		

\*HS is required to maintain an AMA of 85%

### Fresno Early Head Start

### Child Care Partnership

**Months of Operation:**

**September 2020 – August 2021**

**Reporting Month**

**June 2021**

<b>Total Funded Enrollment</b>  <b>30</b>	<b>Current Enrollment:</b> <b>4</b> ----- <b>Cumulative Enrollment:</b> <b>17</b>	<b>Vacancies:</b>
<b>No. of Children on Waiting List</b>  <b>0</b>	<b>No. of Children with Disabilities:</b>  <b>1</b>  Must be at least 10% of enrollment (↑3)	<b>No. of Over Income Families:</b>  <b>1</b>  Must be less than 10% of enrollment (↓ 3)
<b>Average Monthly Attendance: <u>92.5%</u></b>		

\*HS is required to maintain an AMA of 85%

**FRESNO MIGRANT SEASONAL HEAD START  
 IN-KIND MONTHLY SUMMARY REPORT**

**Month**

**June**

**Year**

**2021**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	<b>566,743.00</b>	102,087.52	<b>22,151.47</b>	124,238.99	(442,504.01)
A. Professional Services	<b>0.00</b>	1,275.00		1,275.00	1,275.00
B. Center Volunteers	<b>557,891.00</b>	98,499.08	<b>20,379.17</b>	118,878.25	(439,012.75)
C. Policy Concil/Committee	<b>8,852.00</b>	2,313.44	<b>1,772.30</b>	4,085.74	(4,766.26)
OTHER - FOOD DONATION	<b>0.00</b>	0.00		0.00	0.00
DONATED SUPPLIES	<b>2,049.00</b>	0.00		0.00	(2,049.00)
DONATED EQUIPMENT	<b>0.00</b>	0.00		0.00	0.00
DONATED - BUS STORAGE	<b>0.00</b>	0.00		0.00	0.00
DONATED SPACE	<b>97,936.00</b>	87,466.94	<b>14,907.75</b>	102,374.69	4,438.69
TRANSPORTATION	<b>0.00</b>	0.00		0.00	0.00
<b>TOTAL IN-KIND</b>	<b>666,728.00</b>	189,554.46	<b>37,059.22</b>	226,613.68	<b>(440,114.32)</b>
C. Salarie & FB (First 5)	<b>0.00</b>	0.00		0.00	0.00
<b>Grand Total</b>	<b>666,728.00</b>	189,554.46	<b>37,059.22</b>	226,613.68	<b>(440,114.32)</b>

A. Y-T-D In-Kind                      226,613.68

B. Contracted In-Kind              666,728.00

C. Percent Y-T-D In-Kind          33.99%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
 FRESNO FOOD PROGRAM - MHS  
 INCOME CALCULATIONS  
 June-2021**

FREE MEALS		135	
REDUCED		-	
BASE		-	
TOTAL		135	

**PERCENTAGES:**

FREE		100.0000%	
REDUCED		0.0000%	
BASE		0.0000%	
TOTAL		100.0000%	

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	1,882	X	100.0000%	X	\$1.8900	=	\$3,556.98
<b>LUNCH:</b>	1,871	X	100.0000%	X	\$3.5100	=	\$6,567.21
<b>SUPPLEMENTS:</b>	1,693	X	100.0000%	X	\$0.9600	=	\$1,625.28
<b>Total Meals</b>	5,446						

TOTAL FEDERAL REIMBURSEMENT	<b>\$11,749.47</b>
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<b>CASH IN LIEU:</b>	LUNCHES X \$0.2450	<b>\$458.40</b>
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<b>TOTAL REIMBURSEMENT</b>	<b>\$12,207.87</b>
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## ENROLLMENT REPORT

### Fresno Migrant/Seasonal Head Start

**Months of Operation:**

**September 2020 – August 2021**

**Reporting Month**

**June 2021**

<b>Total Funded Enrollment</b>  <b>519</b>	<b>Current Enrollment:</b> <b>122</b> ----- <b>Cumulative Enrollment:</b> <b>221</b>	<b>Centers with Vacancies:</b> Biola – 4                      Casa Castellanos - 2 Firebaugh – 5                Inez C. Rodriguez - 6 Five Points – 0               Selma - 4 Mendota – 0 Orange Cove – 0
<b>No. of Children on Waiting List</b>  <b>25</b>	<b>No. of Children with Disabilities:</b>  <b>10</b>  Must be at least 10% of enrollment (↑52)	<b>No. of Over Income Families:</b>  <b>20</b>  Must be less than 10% of enrollment (↓ 52)
<b>Average Monthly Attendance: <u>85.21%%</u></b>		

\*HS is required to maintain an AMA of 85%

### Fresno Early Head Start

### Child Care Partnership

**Months of Operation:**

**September 2020 – August 2021**

**Reporting Month**

**June 2021**

<b>Total Funded Enrollment</b>  <b>30</b>	<b>Current Enrollment:</b> <b>4</b> ----- <b>Cumulative Enrollment:</b> <b>17</b>	<b>Vacancies:</b>
<b>No. of Children on Waiting List</b>  <b>0</b>	<b>No. of Children with Disabilities:</b>  <b>1</b>  Must be at least 10% of enrollment (↑3)	<b>No. of Over Income Families:</b>  <b>1</b>  Must be less than 10% of enrollment (↓ 3)
<b>Average Monthly Attendance: <u>92.5%</u></b>		

\*HS is required to maintain an AMA of 85%

**FRESNO MIGRANT SEASONAL EARLY HEAD START  
IN-KIND MONTHLY SUMMARY REPORT**

**Month**

**June**

**Year**

**2021**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	<b>33,403.00</b>	3,552.66	0.00	3,552.66	(29,850.34)
A. Professional Services	0.00	255.00		255.00	255.00
B. Center Volunteers	<b>31,190.00</b>	3,133.26		3,133.26	(28,056.74)
C. Policy Concl/Committee	<b>2,213.00</b>	164.40		164.40	(2,048.60)
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	<b>1,843.00</b>	0.00		0.00	(1,843.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	0.00	0.00		0.00	0.00
TRANSPORTATION	0.00	0.00		0.00	0.00
<b>TOTAL IN-KIND</b>	<b>35,246.00</b>	3,552.66	0.00	3,552.66	<b>(31,693.34)</b>
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
<b>Grand Total</b>	<b>35,246.00</b>	3,552.66	0.00	3,552.66	<b>(31,693.34)</b>

A. Y-T-D In-Kind	3,552.66
B. Contracted In-Kind	<b>35,246.00</b>
C. Percent Y-T-D In-Kind	<u>10.08%</u>



# Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: August 12, 2021

Author: Julie Doll

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DATE: July 26, 2021  
TO: Board of Directors  
FROM: Julie Doll, Disability/Mental Health Specialist  
SUBJECT: Suspension and Expulsion Procedure

## **I. RECOMMENDATIONS**

Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.

## **II. SUMMARY**

Staff is requesting approval of for the Suspension and Expulsion Procedure. The procedure will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.

## **III. DISCUSSION**

Suspension may be use as the last resort in extraordinary circumstances.

When a child demonstrates challenging behaviors staff will follow the Child mental health and social emotional well-being procedure (Reference to Procedure 45) in order to address the concern and provide support to the child and family which includes, but not limited to the following:

- Teaching staff will implement in the classrooms positive techniques from Conscious Discipline and the Teaching Pyramid from Center on the Social and Emotional Foundation for Early Learning (C.S.E.F.E.L) that are designed to build social and emotional skills in the children. Classrooms are monitored for this on an ongoing basis by the Disabilities/Mental Health Content Specialist.
- For children with ongoing challenging behaviors, staff will initiate the process of child and family receiving additional support by submitting a Child Concern Form.
- Strategies for the child and resources for the parent will be provided.
- For a child not responding to the strategies, a Child Success Team (CST) Meeting will be held to discuss the possibility of having the Mental Health Consultant provide an Individual Observation for the child. During the Individual Observation, the Mental Health Consultant will be accessible to the parent to give supportive feedback.

- Additional strategies may be recommended by the Mental Health Consultant.
- A Positive Behavior Management Plan will be established.
- Staff will continue to assist the child in gaining acceptable behaviors by modelling and consistently implementing each strategy provided.
- New strategies will be provided as needed.
- A child who continues to display aggressive behaviors that harm others or puts self in danger will result in the management team considering reducing the child's time in Head Start until the child shows signs of being ready to participate for the full amount of scheduled class time.

Parent/guardian refusal or unwillingness to support the Positive Behavior Management Plan after reviewing Behavior Policy in the Parent Handbook will result in the family being moved to expulsion and parent/guardian will be provided other options for preschool/child care.

**IV. FINANCING:** None





***ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, and  
ATTENDANCE  
POLICIES AND PROCEDURES***

<b>Policy Number:</b> <b>17</b> <b>Effective Date: 11/7/16</b> <b>Revised: 4/28/2021</b>	<b>HSPPS:</b> <b>1302.17 (a) – (b)(3)</b>	<b>Page: 1 of 3</b>
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**Subject:** Suspension and Expulsion

**Performance Objective:** Head Start programs must severely limit the use of suspensions and prohibit expulsion

**Operational Procedure:**

1. Suspension may only be:
  - a. Temporary in nature
  - b. Used as a last resort in extraordinary circumstances where there is serious threat that cannot be reduced or eliminated by reasonable modifications
    - If at any time a child poses serious harm resulting in medical treatment to another child or adult while at the center or class, the child’s parent/guardian will be asked to pick up the child and a meeting will be set up to discuss the incident. (Reference Policy 33A) **At any time, staff may not call parent/guardian to pick up a child early due to behavior without prior approval from Head Start Director, Maritza Gomez-Zaragoza. If Maritza is not available, prior approval can be obtained from Program Director, Mattie Mendez or Disability/Mental Health Content Specialist, Julie Doll in consultation with Maru Sanchez, Deputy Director-Direct Services.**
      - The child will not be allowed to return to the classroom until the meeting has taken place to determine next steps based on the severity of incident.
      - When there is a serious safety issue involving extreme aggressive behavior, a reduced schedule (temporary suspension) may be utilized.
        - The reduced scheduled will be based on the child’s ability to cope within a social environment and will be assessed through child observations and *Incident Charts* to determine periods of successes and challenges.
        - Staff will follow the Challenging Behavior Checklist for children with challenging behaviors.

2. Prior to determining whether ongoing temporary suspension is necessary, the program will:
  - a. Have Disabilities/Mental Health (D/MH) Specialist observe child's classroom management strategies for effectiveness (Reference Policy 45) and provide supportive recommendations
  - b. Have educator complete ASQ-SE2 from classroom environment perspective
  - c. If deemed necessary, schedule a case management meeting to develop a support plan
  - d. Engage the mental health consultant as determined by the team
  - e. Collaborate with parent/guardian
  - f. Utilize appropriate community resources – i.e. Behavioral Health, psychologist, or other specialists
  - g. D/MH Specialist will enter a COPA (MHS) or Child Plus (EHS & RHS) Referral for areas of concern and strategies provided.
  
3. If temporary suspension is deemed necessary, the program will help the child return to full participation in all activities as quickly as possible while ensuring child safety by:
  - a. Ongoing engagement with parent/guardian on a regular (weekly) basis and documenting follow up on a *Parent Contact Record*
  - b. If needed, holding a CST meeting to discuss need for a formal observation by mental health consultant (Reference Policy 33A) and provide strategies for classroom and home
  - c. Continuing to use appropriate community resources
  - d. Developing written plan – Positive Behavior Support Plan (PBSP) to document the action and supports needed
    - Parent/guardian refusal or unwillingness to support the PBSP at home or class will result in CST meeting to review Behavior Policy in Parent Handbook
  - e. Providing services that include home visits if needed, to help parent/guardian's understanding and development of parenting skills.
  - f. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate
  
4. Our program will not expel or unenroll a child because of a child's behavior.
  - a. When a child continues to exhibit persistent and serious challenging behavior staff will:
    - Explore all possible steps and document all steps taken to address behavior(s) of which the focus was and continues to be to assist the child in learning appropriate behavior
    - Continuing engagement of a mental health consultant
    - Consider the appropriateness of providing services and supports for a child under section 504 of the Rehabilitation Act and not excluding child on the basis of disability
    - D/MH Specialist will consult with the parent/guardian(s)
    - If child has an IFSP/IEP, consulting with agency responsible for the IFSP/IEP to ensure that the child receives the needed support services.
    - If a child does not have an IFSP/IEP, the program will refer child, with parental consent, to the local agency responsible for implementing IDEA to determine child's eligibility for services.

- b. Parent/guardian refusal or unwillingness to support the PBSP after reviewing Behavior Policy in Parent Handbook will result in the family being moved to expulsion.
5. Children may be expelled from the program only if management (EHS & RHS) Disabilities Supervisor (MHS) concludes:
  - a. That the safety of the environment cannot be maintained due to a child's persistent and serious challenging behaviors
  - b. Due to the child's behavior, the program is in violation of Community Care Licensing Children's Personal Rights
  - c. The child puts self in unsafe and dangerous situations
    - Staff will work with the family and other involved individuals to assist the family in finding an appropriate placement and directly support the transition of the child into another placement i.e. family child care home with less children, Special Day Class, etc. that will provide a better environment for the child's success.
    - If child has an IFSP or IEP, the appropriate agency will be notified to update the agency of the efforts taken and the need for a more appropriate placement.
      - Staff will support parent/guardian to request IFSP/IEP meeting to inquire about additional assessments
6. When a child has been unenrolled or expelled, per AB 752, a Licensed Program Analyst from Community Care Licensing will review the steps taken by the program in addressing the behavior in addition to their methods to limit and/or prevent future incidents to determine if the program acted appropriately or whether there was a violation of California Code of Regulations, Title 22 or the California Health and Safety Code.

Forms Needed: Challenging Behavior Checklist, Initial Behavior Management Plan, Child Concern Form, Results of Child Success Team Meeting, Positive Behavior Support Plan, Parent Contact Record, Case Conferencing



# Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: August 12, 2021

Author: Maritza Gomez-Zaragoza

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DATE: July 26, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Internal Dispute Resolution

**I. RECOMMENDATIONS**

Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee.

**II. SUMMARY**

Head Start Performance Standard 1301.6 requires that each grantee and delegate agency and Policy Council or Committee jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

**III. DISCUSSION**

The Impasse Procedure must be in place for the program to be in compliance with the Head Start Performance Standards.

**IV FINANCING: None**

**INTERNAL DISPUTE RESOLUTION  
BINDING ARBITRATION AGREEMENT FOR RESOLUTION OF IMPASSE**

Between Community Action Partnership of Madera County Board of Directors

And

Madera Migrant/Seasonal Head Start Policy Committee

**I. Clarification of Responsibilities**

- A. It is understood and in accordance with the Head Start Act of 2007, the Community Action Partnership of Madera County (CAPMC) Board of Directors assumes the legal and fiscal responsibilities for administering and overseeing the Head Start program, including the safeguarding of federal funds. CAPMC Board of Directors' duties and responsibilities are outlined by the Head Start Act of 2007 and per the amended CAPMC By-Laws.
  
- B. The Madera Migrant/Seasonal Head Start Policy Committee (Policy Committee), in accordance with the Head Start Act of 2007, is responsible for the direction of the Head Start program, including program design and operations, and long and short-term planning goals and objectives, taking into the account the annual community-wide strategic planning and needs assessment and self-assessment. The Policy Committee shall approve, and submit to the CAPMC Board of Directors for approval, decisions about each of the following activities:
  - i. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
  
  - ii. Program recruitment, selection, and enrollment priorities.
  
  - iii. Applications for funding and amendments to applications for funding for programs, prior to submission of applications described in this clause.
  
  - iv. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
  
  - v. By-laws for the operation of the Policy Committee.

- vi. Approve program personnel policies and procedures and decisions regarding the employment of program staff, consistent with paragraph 647(1)(E)(iv)(IX) of the Head Start Act of 2007 (the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency), including standards of conduct for program staff, contractors, and volunteers, and criteria for the employment and dismissal of program staff.
  - vii. Approving personnel policies and procedures, including policies and procedures regarding the.
  - viii. Developing procedures for how members of the Policy Committee of the Head Start agency will be elected.
  - ix. Recommendations on the selection delegate agencies and the service areas for such agencies.
- C. It is agreed upon that the specific activities described above per the Head Start Act of 2007 are shared responsibilities with the CAPMC Board of Directors and Policy Committee members.

## **II. Definition of Impasse**

- A. Impasse occurs when the CAPMC Board of Directors and Migrant Head Start Policy Committee cannot agree on an issue for which the Head Start Policy Committee has the right to approve as outlined in this Binding Arbitration Agreement. The Migrant Head Start Policy Committee must first take each step in the program's grievance process before an impasse can be declared. If there is disagreement over the areas of approval responsibility, according to Head Start Act of 2007, clarification will be sought from the Migrant Head Start Grantor Office, and an impasse will not be declared until such clarification is obtained.

## **III. Impasse Procedures**

- A. Either the CAPMC Board of Directors or the Migrant Head Start Policy Committee may declare an impasse. If an impasse is declared, the party declaring the impasse must notify the other party in writing that an impasse has been declared. Upon declaration and notification of impasse, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. Said meeting between the two parties shall be accomplished within a reasonable time. If an attempt at

compromise fails, the CAPMC Board of Directors will, within fourteen (14) calendar days of receipt of written notification of continued impasse, submit the matter to binding arbitration.

- B. If a compromise is negotiated, the CAPMC Board of Directors will develop a written document detailing the content of the compromise. The Chairperson of the Head Start Policy Committee and the Chairperson of the CAPMC Board of Directors will be required to sign the document.
- C. If a compromise cannot be reached within the fourteen (14) calendar day period, then the matter will be submitted to binding arbitration. At the time a determination is made to submit the matter to arbitration, a consultant will be selected by the Migrant Head Start Policy Committee to assist them with translation, typing, and other needed support services. This is to assist the Policy Committee in preparing its data for the hearing. The CAPMC Board of Directors will notify the Chairperson of the Migrant Head Start Policy Committee in writing by registered letter that the matter is being submitted to binding arbitration. Such notification shall include, at a minimum, the following:
  - 1. A written statement of the issue or issues which have resulted an impasse.
  - 2. A request that the Migrant Head Start Policy Committee designate a member of the arbitration panel within fourteen (14) calendar days of receipt of the notification. A further request that the business telephone number, mailing address, and the name of the designee is forwarded to the CAPMC Board of Directors within the fourteen (14) calendar day time period.
  - 3. A statement that a translator will be in attendance at all hearings and will translate verbal comments and written documents as needed.
  - 4. The written statement shall be in English and in Spanish, if needed.

#### **IV. Arbitration Panel Composition**

- A. The panel shall consist of three (3) arbitrators: one (1) to be designated by the CAPMC Board of Directors, one (1) to be designated by the Migrant Head Start Policy Committee, and one (1) to serve as chairperson and to be designated by the other two (2) arbitrators.

B. All three (3) arbitrators shall be individuals of good reputation and standing within their community; shall not be associated with any delegate programs; and shall not be affiliated (either through blood or marriage) with any Migrant Head Start Policy Committee member, delegate staff members of CAPMC, or CAPMC staff members. The third arbitrator shall be person of impartial judgement and good reputation and shall have none of the above affiliations. The third arbitrator shall also have knowledge of federal regulations and the law in general.

C. Failure to Name a Third Arbitrator

1. The two (2) arbitrators chosen shall agree on a third arbitrator. If the two (2) arbitrators are unable to agree on a third arbitrator to serve on the panel with ten (10) calendar days after the designation of the second arbitrator, then the CAPMC Board of Directors will appoint the third arbitrator from a list of potential arbitrators provided by the Madera County Bar Association.

D. Scheduling Arbitration

1. The three (3) person arbitration panel shall schedule the arbitration hearing within fourteen (14) calendar days after the designation of the third arbitrator. This time frame may be extended by mutual agreement.
2. The hearing shall be held in a mutually agreed upon setting with consideration for the convenience of the parties, but not at the CAPMC offices.

E. The duty of the arbitration panel is to resolve the issues in dispute as expeditiously and fairly as possible at the minimum expense to the parties involved. The proceedings of the arbitration panel shall consist of :

1. Oral presentation of the Policy Committee's position.
2. Oral presentation of the CAPMC Board of Directors' position.
3. Response by both parties to such questions as the panel wishes to ask.
4. Informal cross-examination of each party by the other within the limits allowed by the panel.



5. Such additional presentation of oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or material that would be helpful to the panel.
6. If the panel needs additional materials (such as budget statements, Head Start regulations, CAPMC records, or other materials of the nature), the CAPMC Board of Directors has the duty to provide the panel with such documents within a time limit in which a reasonable person acting in good faith could have provided the information.

#### F. Compromise

1. The arbitration procedure does not preclude the parties from compromising their differences and reaching a settlement so long as no final decision has been issued by the panel.

#### G. Standard of Conduct

1. Both parties are obligated to operate in good faith before and during the proceedings. Neither party may communicate with the arbitrators once the panel has been selected except at formal meetings attended by all parties. Any attempt to intimidate an arbitrator shall result in a default judgement against the party guilty of it.
2. Refusal to comply with directions, or continued use of delaying tactics or other obstructive tactics by any person at the hearings shall constitute grounds for immediate exclusion of such person from the hearing by the Chairperson of the Arbitration Panel.

#### H. Representation of the Parties at the Hearing

1. CAPMC Board of Directors and the Migrant Head Start Policy Committee shall designate only one (1) of its members to represent them at the proceedings and to present their case. To facilitate communication, a translator will be present at all hearings and will be required to translate oral statements and such documents as needed. Either representative may be assisted by translation for clarification purposes.

## I. Post hearing Procedures and Decisions

1. The Arbitration Panel shall issue its decision in writing within fourteen (14) calendar days after the hearings are concluded. The decision shall be in writing in the languages appropriate to the parties involved and shall be forwarded to the Head Start Policy Committee and CAPMC Board of Directors within fourteen (14) calendar days of the conclusion of the hearings.
2. The final decision shall be binding on both parties, and there shall be no appeal.
3. The CAPMC Board of Directors and the Head Start Policy Committee are parties to the arbitration hearings.
4. Costs of travel, per diem for all parties, salary, and payment for the third arbitrator and interpreters shall initially be paid by CAPMC from Migrant Head Start funds.
5. The CAPMC Board of Directors will, within five (5) days of receipt of the ruling, submit the ruling to the Migrant Head Start Grantor Office. If the ruling is found by the Migrant Head Start Grantor Office contrary to federal regulations, then it shall be declared void. In such a case, another arbitration panel shall be consulted, and the process outlined above shall be reenacted.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
POLICIES AND PROCEDURES  
Program Design & Management**

<b>Policy Number: PG 06</b>	<b>Relate to CFR #: 1301.6</b>	<b>Page #1 of 2</b>
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**COMPONENT:** Program Design and Management

**SUBJECT:** Internal Dispute Resolution

**PERFORMANCE OBJECTIVE:** Policy Council/Policy Committee must establish and agree upon written procedures for resolving internal disputes including impasse procedures between the governing body and Policy Council/Policy Committee.

**OPERATIONAL PROCEDURE:**

Section 642 (d) Program Governance Administration-

(1) IMPASSE POLICIES- The Secretary shall develop policies, procedures, and guidance for Head Start agencies concerning--

(A) the resolution of internal disputes, including any impasse in the governance of Head Start programs; and

(B) the facilitation of meaningful consultation and collaboration about decisions of the governing body and policy council.

1. Either the Board of Directors or the Policy Council/Policy Committee may declare an impasse. The declaring party must notify the other party of the impasse. Upon declaration and notification, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. If a compromise fails, the Board of Directors will submit the matter to binding arbitration.
2. If a compromise is negotiated, the Board of Directors will detail the content of the compromise in writing. The Chairperson of the Board of Directors and the Chairperson of the Policy Council/Policy Committee must both sign the written compromise.
3. If a compromise fails and the matter goes to binding arbitration, the Board of Directors will notify the Chairperson of the Policy Council/Policy Committee in writing by registered letter that the matter is being submitted to binding arbitration. A consultant will be selected by the Policy Council/Policy Committee to assist it with needed support services to prepare the data for the hearing.
4. The arbitration panel shall consist of three arbitrators: one to be designated by the Board of Directors, one to be designated by the Policy Council/Policy Committee, and one to serve as Chairperson and to be designated by the other two arbitrators.
5. The duty of the arbitration panel is to resolve the issues in dispute as

expeditiously and fairly as possible at the minimum expense to the parties involved.

6. The arbitration panel does not preclude the parties from reaching a compromise, so long as a final decision has not been issued by the panel.
7. The final decision of the arbitration panel is binding on both parties, and there shall be no appeal.
8. See written Internal Dispute Resolution as it pertains to the appropriate policy group.

Related Regulations: Head Start Performance Standards1301.6



# Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: August 12, 2021

Author: Maru Gasca Sanchez

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DATE: July 30, 2021

TO: Board of Directors

FROM: Maru Gasca Sanchez, Deputy Director Direct Services

SUBJECT: CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Education State Based Migrant Program 2021-2022 Program Philosophy, Goals and Objectives and Parent Handbook.

## I. **RECOMMENDATIONS**

Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Education State Based Migrant Program 2021-2022 Program Philosophy, Goals and Objectives and Parent Handbook.

## II. **SUMMARY**

The California Department of Education requires that the Program's Philosophy, Goals and Objectives and Parent Handbook be approved by CAPMC Board of Directors annually.

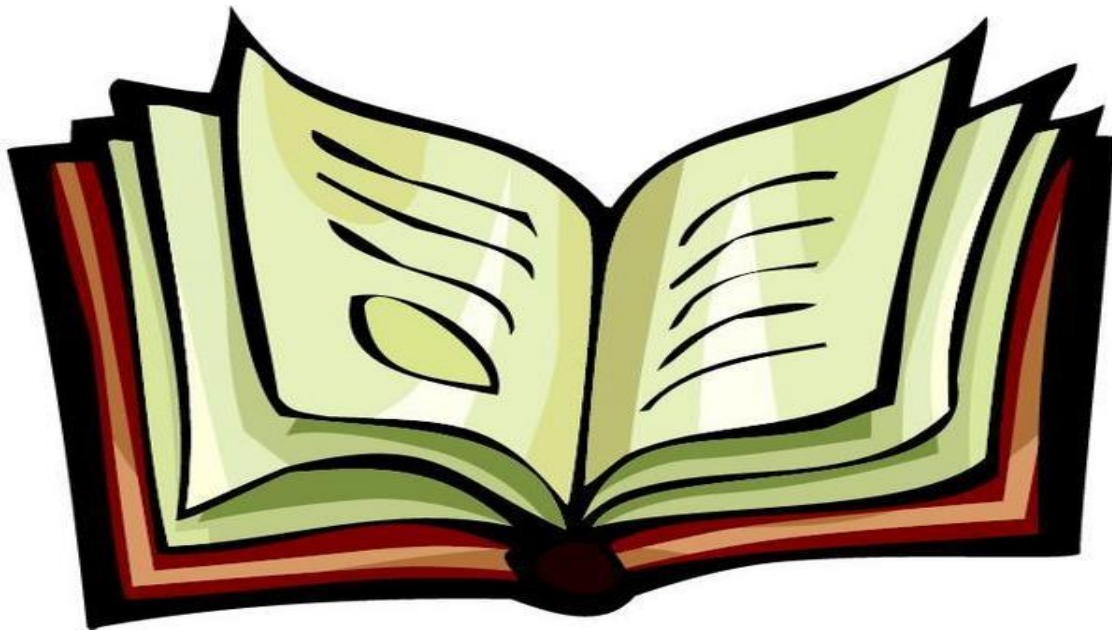
## III. **DISCUSSION**

- a. Included in the parent handbook is CAPMC's philosophy statement and goals and objectives that support the philosophy.
- b. The parent handbook provides parents with information regarding the following topics:
  - Days and hours of service and holiday schedule
  - Registration process and eligibility requirements, and parent responsibilities
  - Open door policy
  - Sexual Harassment
  - Attendance and absences
  - Communication with staff
  - Health and emergency procedures
  - Uniform Complaint Procedure
  - Handbook is given to all families enrolling their children at the Sierra Vista center.
- c. Information will be reviewed with parents at time of registration and at the first orientation/parent meeting.

## IV. **FINANCING**

None

**CAPMC Madera Migrant/Seasonal  
Head Start  
In Collaboration with  
California Department of Education  
State Based Migrant Program**



**PARENT HANDBOOK  
2021-2022**

CAPMC Head Start  
1225 Gill Avenue  
Madera, CA 93637  
Phone: (559)673-0012  
[www.maderacap.org](http://www.maderacap.org)

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## **WELCOME**

Welcome to the Madera Migrant/Seasonal Head Start in Collaboration with California Department of Education, State Based Migrant program. We hope that this information will help to prepare you and your child for some of the new and exciting learning experiences you will have this year. We would also like to thank you for your patience and cooperation during the registration process. The forms you completed and the information you provided helped determine your eligibility and supplied us with important information about your child. The information you provided is confidential and exclusive to authorized program staff.

### **SIERRA VISTA CENTER**

**917 E. Olive Avenue  
Madera, CA 93638  
559-675-9137**

Center Supervisor:	<b>Lina Bojorquez</b>
Contact Number:	559-675-9137
Fax Number:	559-675-3857
Family Advocate:	<b>Maria Eugenia Castillo</b>
Contact Number:	559-675-8425
Family Advocate:	<b>Geidy Mendoza</b>
Contact Number:	559-675-9137
Family Advocate:	<b>Erika Ventura</b>
Contact Number:	559-675-9137
Area Manager:	<b>Angela D Ramirez</b>
Contact Number:	559-675-5768

### **CENTRAL OFFICE**

**1225 Gill Avenue  
Madera, CA 93637  
559-673-0012**

Health Services:	
Content Specialist:	<b>Patricia Almanza</b>
Contact Number:	559-675-5731
Nutrition Services:	
Content Specialist:	<b>Tammy McDougald</b>
Contact Number:	559-675-5730
Deputy Director Direct Services:	<b>Maru Gasca Sanchez</b>
Contact Number:	559-675-5726
Support Services Manager:	<b>Amelia Ortiz</b>
Contact Number:	559-675-5726

## PHILOSOPHY STATEMENT

### **We Believe:**

- That the early years of child development are the most important years in the lives of all persons.
- That all children should have a nurturing environment, which promotes a Successful (early childhood) experience.
- That the optimal growth is accomplished by providing a curriculum designed to meet the needs of children while integrating the development of the child's physical, emotional, creative, intellectual, social and cultural skills through experiential learning activities.
- That each family's culture is unique and their cultural diversity, various social backgrounds, and religious beliefs should be appreciated, supported and respected.
- That the life and healthy development of each individual is important to society.
- That the contributions of healthy families hold the potential to affect positive change in our society.

## PROGRAM GOALS & OBJECTIVES

### **Goal I: Provide quality child care and services to enrolled children and families**

*Objective 1: Staff will provide developmentally, culturally and linguistically appropriate activities for all children based on the developmental data gathered.*

*Objective 2: Activities will be developed to support children's cognitive, social, emotional, language and physical development.*

### **Goal II: Encourage and support parental understanding of involvement in their child's program activities.**

*Objective 1: Staff will communicate to families, both verbally and in writing, using their primary language whenever possible.*

*Objective 2: Staff will provide a comprehensive program orientation for parents outlining the following information: program philosophy, goals, objectives, eligibility, fee requirements, program policies and procedures, parent meetings, parent advisory committee, parent/teacher conferences, open door policy, staff qualifications and their child's education program.*

*Objective 3: Staff will encourage parents to volunteer, if possible, in their child's classroom.*

**Goal III: The State Migrant Program will develop a partnership with parents and the community in order to maximize services available to each child.**

*Objective 1: Parents will be invited to participate in all aspects of the program on an on-going basis.*

*Objective 2: The community will receive information about the CAPMC –State Migrant Program through collaborations, contacts, presentations, brochures, flyers and memberships in various community organizations.*

**Goal IV: Implement an effective annual Program Self-Evaluation process.**

*Objective 1: Staff will develop and implement a Program Self-Evaluation plan annually that includes: completion of the Early Care Program Instrument, Parent Survey, Desired Results Developmental Profile (DRDP-R), Environmental Rating Scale (ERS) and staff/governing board surveys.*

*Objective 2: Staff will gather and compile the Self-Evaluation documents and address areas found to need improvement as of the result of self-evaluation process.*

**Goal V: The program will provide nutritious and balanced meals and snacks to all children.**

*Objective 1: Children will be served meals and snacks that are culturally and developmentally appropriate and that meet the nutritional requirements of the Child Care Food Program.*

**Goal VI: The program will provide learning opportunities and activities that promote the development of positive self-concept for children, which are developmentally appropriate and meet the social, emotional, physical, cognitive, language and creative needs of the children.**

*Objective 1: Children will be provided with opportunities for bilingual-bicultural development on a regular basis.*

*Objective 2: Children will participate daily in both child and teacher initiated activities with an emphasis on child-centered activities as a basis for developing positive self-concepts, encouraging creativity and expression of each child's ideas, feelings, and creating an expectation of success in self-directed endeavors.*

*Objective 3: Children will participate on a daily basis in activities that provide opportunities for sharing, caring and resolving conflicts.*

*Objective 4: Children will participate daily in activities designed to encourage both large and small motor development and will have daily opportunities to participate in listening activities, such as storytelling, as a basis for language development.*

*Objective 5: Children will have daily opportunities to participate in problem solving activities designed to promote pre-reading, basic science concepts, and math skills, will have daily access to an adequate supply of materials and equipment so that all children can be engaged in appropriate activities and children will have daily opportunities to interact with adults and peers as a basis for promoting positive cognitive, social and emotional experiences.*

## **STATEMENT OF PURPOSE**

The Community Action Partnership of Madera County (CAPMC), Child Development Program is committed to providing developmentally appropriate, high quality early care and education services to children and families in safe, nurturing environments that will promote the wellbeing of the whole child.

We are an early childhood education program for children whose families meet the income eligibility requirements set forth by the California Department of Education (CDE) -Early Learning and Care Division (EESD) and Migrant/Seasonal Head Start (MSHS). CAPMC adheres to all CDE and MSHS regulations governing the program. The program operates on a non-discriminatory basis giving equal access to services without the regard to sex, sexual orientation, gender, gender identification, race ancestry, national origin, ethnic group identification, religion, color, mental or physical disability.

### **OUR PROGRAM IS DESIGNED TO:**

- Enable children to be personally and socially competent.
- Help children become effective learners
- Increase children's physical and motor competence.
- Keep children safe and healthy.
- Support families in achieving their goals

## **PARENT PARTICIAPTION**

Parent participation is viewed as a very important part of the program and maximizes the services each child receives. Parent participation includes, but is not limited to:

1. Making decisions about the nature and operation of the program.
2. Participating in the classroom as paid employees, volunteers or observers.
3. Assisting with the development of activities for the parents.
4. Working with their children in cooperation with the staff at the center

## HOURS AND DAYS OF OPERATION

Service hours are 6:00 a.m. to 4:00 p.m. with a maximum of 10 hours per day (schedule may vary depending on the needs of families and individual center), Monday thru Friday. These hours are subject to change.

## 2021-2022 HOLIDAY SCHEDULE

- New Year's Day
- Martin Luther King Day
- President's Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

**Note:** Parents must call the center if they will be picking up their child(ren) late. If a child is not picked up on time, and the person responsible for picking up the child has not contacted the center, the names listed on the emergency card will be contacted to pick up the child. **It is the responsibility of the parent to make sure their child(ren) is/are picked up on time.** Late pick-ups will be documented and can result in termination of services.

## REGISTRATION PROCESS AND ELIGIBILITY

To be eligible to receive subsidized child care and development services, families must meet the income eligibility and need requirements as specified in the Funding Terms and Conditions and Head Start Performance Standards. The child must also meet the age criteria for which the center is licensed. The Funding Terms and Conditions and Head Start Performance Standards are available for review at each center.

### **Priorities for Admission**

If there are no vacancies in the program, families will be placed on a waiting list. As vacancies occur families will be contacted by income ranking order according to the following priorities:

First priority must be given to children that have been identified at risk of abuse, neglect, or exploitation or who are receiving child protective services in accordance with the California Code of Regulations, Title 5, Section 18092.

Second priority must be given to children from families that meet Head Start income guidelines, in income ranking order based on the most recent income ranking schedule adopted by the State Superintendent of Public Instruction.

Third priority must be given to children from eligible families that meet applicable Head Start priorities as stipulated in the Eligibility, Recruitment, Selection, Enrollment, and Attendance requirements (45 C.F.R. Part 1305).

Children of migrant agricultural worker families shall be enrolled in Migrant Child Care and Development Program on the basis of the following priorities:

- A. First priority: The family who has moved from place to place, either within California or from another state, within the twelve (12) month period immediately preceding the child's enrollment, in order for the parent(s) to secure employment in agricultural work or fishing activity.
- B. Second priority: The family has qualified for child care and development services under the first priority within the past five years, is currently dependent upon seasonal agricultural work, but has not moved in the preceding twelve-month (12) period.
- C. Third priority: The family resides in a rural agricultural area and is dependent upon seasonal agricultural work.

### **Family Member Requirement**

#### **Verification of the parents and the names, gender, and birthdates of the children identified in the family size.**

Documentation may include:

- a) Birth certificates
- b) Court orders regarding child custody
- c) Adoption documents
- d) Records of Foster Care placements
- e) School or medical records
- f) County welfare department records

### **Income Requirement**

Income will be calculated based on the previous 12 months – the 12 months will be based on when the enrollment application is taken. Family must have earned at least fifty percent of its total gross income from employment in fishing, agriculture, or agriculturally related work. Verification of all gross income earned from the past 12 months for each adult counted in the family size is required. Income documentation may include:

- *Employee wage stubs*
- *Cash Aid and other benefits (statement or Passport to Services of Cash Aid and other benefits received, itemized by the months)*
- *Public Cash Assistance*
- *Child support received and/or paid out*
- *Disability or Unemployment Compensation*
- *Gross Income from Self-Employment (minus business expenses, except wage draws)*
- *Workers Compensation*
- *Spousal Support*
- *Survivor Benefits*
- *Retirement Benefits*
- *Dividends, interest on bonds, income from estates or trust, net rental income or royalties*
- *Rent for Room within the Family's Residence*
- *Foster Care Grants (payments or clothing allowance for children placed through child welfare services or other agency)*
- *Financial Aid Received For The Care of a Child Living With An Adult Who Is Not the Child's Biological Or Adoptive Parent*
- *Veteran's pensions*
- *Pensions or Annuities*
- *Inheritance*
- *Allowances for Housing*
- *Portion of Student Grants/Scholarships not indentified for educational purposes as tuition, books or supplies*
- *Social security pay document*
- *Other Enterprise For Gain*
- *Unemployment award letter/stubs*
- *Employee payroll summary from your employer*
- *For self-employed parents-copies of your tax returns, receipt for services, etc.*

Note: If the family is receiving services because the child is at risk of abuse, neglect, or exploitation or receiving child protective services and the written referral specifies that it is necessary to exempt the family from paying a fee, then the parent will not be required to provide documentation of income.

***We will not collect your packet without the complete income documentation.***

### **Need Requirement**

In addition to meeting the income requirement, every adult counted in the family size must have a need for services. A family has a need for services when they meet one of the following criteria: Employed, actively seeking employment, participating in a vocational training or education program to attain High School diploma or High School equivalency certificate, engaged in an English language learners course, be incapacitated, seeking permanent housing or experiencing homelessness, be at-risk of abuse, neglect or exploitation, or have an active child protective service case.

Need documentation requirements are as follows:

## **Employed**

Parents/Guardians who are employed must submit an Employment Verification form completed and signed by the employer, payroll clerk, or authorized representative.

If self-employed, a Self-Employment Verification form must be completed. The nature of the work must preclude the supervision of your children. Parents/Guardians who are employed by a temporary agency, who are “on-call,” do pick-up work or whose work schedule is not predictable must submit records regarding the time worked in the preceding 4 weeks.

If the parent’s/guardian’s employment is in the family’s home or on property that includes the family’s home, the parent must provide justification for requesting subsidized child care and development services based on the type of work being done and its requirements, the age of the family’s child for whom services are sought.

If the parent/guardian is a licensed family day care home provider, he/she is not eligible for subsidized services during the parent’s/guardian’s business hours because the employment does not preclude the supervision of the family’s child.

Travel time to and from the location at which services are provided and the place of employment cannot exceed half of the daily hours authorized for employment to a maximum of four hours per day. If the parent/guardian is employed anytime between 10:00 p.m. and 6:00 a.m., sleep time cannot exceed the number of hours authorized for employment and travel between those hours.

## **Vocational Training or Education Program**

Parents/Guardians in a vocational training program leading directly to a recognized trade, paraprofessional, or profession, shall be limited to six years of enrollment from the initiation of services, or 24 semester units after attaining a Bachelor of Arts Degree, whichever expires first.

1. Parents/Guardians must have on file a Training Verification form from the sponsoring agent/school regarding the type of training and the number of hours per week during which the training takes place. Training verifications will only be accepted if they contain the following:
  - a. The parent’s/guardian’s vocational goal and anticipated completion dates of all training to meet the vocational goal are clearly stated
  - b. The beginning and ending dates of the current semester/term are clearly stated The training schedule, including the course titles, times and days of classes, is filled out completely and properly



- c. Signature of the parent/guardian, and the signature and stamp of the school seal by the agency/school registrar/program director
2. If the training institution will not complete the training verification, then the following documentation is required:
  - a. Parent/Guardian completes and signs the Training Verification as outlined in Section 1, leaving the “signature and stamp of registrar of school organization” blank and
  - b. Attach an electronic class schedule printout with the current class schedule, with course titles, days and times of each class or
  - c. Attach an official letter signed and stamped from the training organization that states name of school, date training will begin/end and anticipated completion date for training/education.
3. Report cards, transcripts or other records must be provided to document adequate progress. Documentation will be reviewed and monitored for ongoing eligibility for services based on vocational training programs at re-certification.

Parent/guardian must earn 2.0 GPA or in a non-graded program, pass the program’s requirements in at least 50 percent of the classes.

The first time the parent/guardian does not make adequate progress the parent/guardian may be recertified and may continue to receive ongoing services. If adequate progress is not made at the conclusion of this eligibility period, services for this purpose shall be discontinued.

- a. Online or televised instructional classes that are unit bearing classes from an accredited training institution shall be counted as class time at one hour per week for each unit. The parent/guardian must provide a copy of the syllabus or other class documentation and the Web address of the online program. The accrediting body of the training institution shall be those recognized by the United States Department of Education.
- b. Travel time to and from the location at which services are provided and the training location cannot exceed half of the weekly hours authorized for training to a maximum of four hours per day.
- c. Study time may be granted for two hours per week per academic unit in which the parent/guardian is enrolled.

**Engaged in English Language Learners Courses or Attain High School Diploma or High School Equivalency Certificate**

Parents engaged in an educational program for English Language Learners (ELL) or a program to attain a high school diploma or general educational development (GED) certificate (which is now referred to in law as a High School Equivalency (HSE) certificate) must have an Educational Program Verification form on file for the agency/school attending including the type of training and days/hours during which the training takes place. Educational Program Verification will only be accepted if they contain the following:

1. The beginning and ending dates of the current semester/term are clearly stated
2. An electronic class schedule printout or a written training schedule that includes the course titles, times and days of classes
3. Signature of the parent/guardian and the signature or stamp of the school seal by the agency/school registrar/program
4. Director will be required if an electronic class schedule is not available.

### **Actively Seeking Employment**

Parents/Guardians must submit a Request to Actively Seek Employment form. Actively seeking employment is limited to no more than five days per week and for less than 30 hours per week

### **Incapacitation**

An adult counted in the family size may be incapacitated. Verification by a legally qualified professional must be provided on a Statement of Incapacity form (CD-9606). The form must be completed and submitted before subsidized child care services may begin. Child care and development services shall not exceed 50 hours per week.

### **At-Risk or Child Protective Services Families**

- Children at-risk of abuse, neglect, or exploitation, and referred from a child welfare service worker or a legally qualified professional in a legal, medical, social services agency, or an emergency shelter may receive child care and development services. The written referral must be dated within six (6) months of the date of application for services.
- Children receiving child protective services (CPS) through the county welfare department may receive child care and development services if referred by a county child welfare service worker. The referral must stipulate that child care and development services are a necessary component of the child protective services plan. The referral must be dated within six (6) months of the date of application for services.

**Both At-Risk and CPS written referrals for families/children must contain each of the following items:**

1. The name and birth date of each child being referred for service
2. The frequency of needed child care services (number of days per week and number of hours per day child care is needed for each child)
3. The referral must be written on the referring agency's letterhead
4. The probable duration of the child protective service plan or the at-risk situation, and the need for child care and development services
5. The name, business address, telephone number, license number and signature of the "legally qualified professional" who is making the referral
6. For CPS- A referral letter by a county child welfare service worker from the local county welfare department certifying that the child is receiving child protective services, and child care and development services are a necessary component of the child protective services case plan
7. For At-Risk- A referral letter by a legally qualified professional from a legal, medical, or social service agency, or an emergency shelter certifying that the family is at-risk of abuse, neglect, or exploitation and child care and development services are needed to reduce or eliminate that risk

### **Seeking Permanent Housing**

Child care and development services are limited to no more than 5 days per week and for less than 30 hours per week. Parent/Guardian must submit a Request to Seek Permanent Housing form. If the family is residing in a shelter, services may also be provided while the parent/guardian attends appointments or activities necessary to comply with shelter participation requirements.

### **Homelessness**

The family must submit a written referral from an emergency shelter or other legal, medical or social services agency.

### **Documentation of Child's Exceptional Needs**

For children with exceptional needs, the basic data file will contain the following:

1. Active Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) developed by IEP Team.
2. Include information as specified in Education Code Section 56026 and Title 5 California Code of Regulations, Section 3030 and 3031.

### **Duration of Service Requirement**

Once the family has met the eligibility and need requirements, the family is eligible for childcare and development services for not less than twelve (12) months.

Exceptions:

- Families who are certified as income eligible & during their certification period, their income exceeds 85% of the state median income as notified at the time of certification and recertification.
- Families who do not follow agency policy (Attendance policy, delinquent fees, etc.....)

### **Verifying ongoing Eligibility**

Recertification of eligibility is required at least once each fiscal year not to exceed a year and a day of certified services. Families will be required to provide documentation to support ongoing eligibility and need for services and will be notified in advance of the recertification date.

### **Change in Service Level**

Parents may voluntarily report changes by submitting a Request to Change Services Form. The form must contain the requested change with the days and hours per day requested of care, effective date of the proposed change, acknowledgment that the parent understands that they may retain their current service level and support documentation. Changes can only be approved if funding is available. Notice to approve and/or deny changes will be issued not later than ten (10) business days after receipt of applicable. Changes in service level include:

- Increase days and/or hours of care
- Change in Income
- Vacation of parent or child (Request for gap in service)

Please notify staff within five (5) calendar days of your address or telephone number changing to ensure we always have accurate contact information.

## **DISENROLLMENT POLICY**

### **Family Disenrollment**

When a family chooses to disenroll from the program, it is required that they notify both the program in writing at least two (2) weeks in advance of the last day of attendance.

The program may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

- a. Non-compliance of the program policies
- b. Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- c. Abandoned child care for five (5) consecutive days without notice. The - program does not allow families to be enrolled in the program if they are not using child care unless a gap in service has previously been approved
- d. Failure to adhere to Child Attendance Plan
- e. Failure to provide current and correct information at the time of certification or recertification
- f. Failure to use certified care as agreed upon between the parent and the program

- g. Delinquency in the payment of family fees
- h. Family income exceeds the maximum income guidelines
- i. Failure to keep appointments
- j. Unavailability of program funds
- k. Violation of the Safe School policy. Our office and child care facilities are alcohol, drug and weapon free zones

In accordance with California Department of Education, Early Learning and Care Division guidelines, families will be mailed a Notice of Action at least nineteen (19) days prior to disenrollment from the program.

Those families who are disenrolled for not following the programs policies shall be placed on a one (1) year penalty period during which the family shall not be eligible for services. The penalty period shall start from the termination effective date included in the Notice of Action. This penalty does not apply to families who have discontinued services by their own request.

### **FAMILY FEE POLICY**

Enrollment in this collaboration program requires parents to follow both Head Start and State requirements. Head Start does not require parents to pay a fee; however California Department of Education (CDE) may. When a family's income falls above a certain range and is enrolled in a program requiring a need, the family will be required to pay a family fee. Family fees are charged and collected in accordance with CDE regulations. A family fee is based on the level of adjusted gross monthly family income and family size.

#### **Fee Assessment**

A family whose income falls within a certain range will be required to pay a family fee. Family fees are charged and collected in accordance with California Department of Education (CDE) regulations. A family fee is based on the level of adjusted gross monthly family income and family size. The family fee is assessed per family, not per individual child.

The fee is based on the child using the most hours of care per month. A part-time fee is assessed per month if child care is less than 130 hours per month. A full-time fee is assessed per month if child care is 130 hours or more per month.

Fees will be assessed for families with predictable schedules using the certified days and hours of care. Fees will be assessed for families with unpredictable or variable schedules based upon the average hours of the parent's verified schedule for the four (4) months immediately preceding the certification. In the event that a fee is reassessed at the time of recertification, the reassessed fee will become effective on the first day of the next month. No adjustment shall be made for any excused or unexcused absence. If a gap in service is requested two (2) weeks in advance, fees will be adjusted accordingly. Under no circumstance will fees be adjusted based on a child's actual attendance.

In the event that a family no longer has a fee or is terminated from the program resulting in a family fee credit, a refund will be issued within ninety (90) calendar days.

### **Exclusions from Fee Assessment**

No fees shall be collected from families with an income level that, in relation to family size, is less than the first entry in the fee schedule or if any individual counted in the family size is currently receiving CalWORKS cash aid. Families receiving services because the child is at risk of abuse, neglect or exploitation, may be exempt from paying fees for up to twelve (12) months if the referral specifies that it is necessary to waive the family fee. Families receiving services because the child is receiving protective services may be exempt from paying fees for up to twelve (12) months if the referral specifies that it is necessary to waive the family from paying a fee.

### **Credit for Fees Paid to Other Service Providers**

When the child care and development program cannot meet all of a family's needs for child care for which eligibility and need have been established, and services are being provided by another service provider, a fee credit equal to the amount paid to the other provider may be granted. A receipt of payment or canceled check to the other service provider must be submitted on a monthly basis. The parent/guardian must pay any difference. The credit will be applied to the family's subsequent fee billing period. The family may not carry over a fee credit beyond the subsequent fee billing period.

### **Policy for Collection of Fees**

Family fees are accrued monthly and are to be paid in advance of service. They are due on the last business day of each month. Fees will be considered delinquent if not paid prior to the seventh day of services in any payment period. Payments are payable in the form of check or money order (Cash will not be accepted).

Upon determination of delinquent fees, the family will be mailed a written Notice of Delinquent Fees to discontinue services. It will state the amount of unpaid fees, the monthly fee, and the period of delinquency.

- a. **First Delinquent Fee:** If delinquent fees are paid by the effective date, the notice to disenroll will be rescinded. If the fees are unpaid, services will be discontinued.
- b. **Second Delinquent Fee:** If fees are delinquent a second time, the parent will be required to attend a meeting with their ERSEA Specialist to review the family fee policy and must pay delinquent fees by the effective date for the termination to be rescinded. If the fees are unpaid and parent does not attend a meeting, services will be discontinued.
- c. **Third Delinquent Fee:** If fees are delinquent a third time, the termination will stand. If the parent/guardian disagrees with the agencies action, they may appeal the notice to disenroll.

For information on how to submit a request for an appeal hearing, see "Notice of Action Complaints - Fair Hearing/Appeal" within this handbook.

If a family is disenrolled for failure to pay fees, one (1) year period of ineligibility will follow the termination of services. Fees must be paid prior to being placed back on the waiting list. A

reasonable request for a payment plan from the parent/guardian for payment of delinquent fees may be accepted but may be limited to three (3) months.

Families on a payment plan must stay current with their current month's fees and make additional payments for past due amounts as agreed upon in the payment plan.

**Note: If a family does not receive a bill, they are still responsible to pay their family fee on time.**

## **SOCIAL SERVICES TO FAMILIES**

**Our goal** is for families to know where to access community health and social services to meet their unique family needs. The program will work with parents to identify family needs, support needed and strengths by utilizing the Family Assessment and surveys to provide information and/or resources to community services as needed. A resource book is provided to family with information on programs and services available for low-income families. The information includes services such as childcare, emergency services, food, shelter, health providers, health services, counseling, domestic violence, mental wellness, transportation, etc. Referrals/resources will be offered to parents as needed and/or requested by parents. Follow up is complete as appropriate to ensure services where receive or provide support for families.

## **OPEN DOOR POLICY**

We welcome parents at any time, in any area of our school. Parents are always welcome to call or drop in to see your children at any time during regular childcare hours. We encourage parent involvement, especially on special events that happen during the program

## **SEXUAL HARASSMENT**

CAPMC shall maintain an educational, employment and business environment free from harassment, intimidation, or insult on the basis of an individual's sex. Action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination.

## **DAILY ATTENDANCE**

After beginning our program, you are expected to make **every effort** to see that your child attends daily. Regular attendance is very important for your child's development and sense of stability. Periodic or irregular attendance is difficult for children as well as staff. Participants are Expected to:

- Know their currently approved/certified days & hours of care
- Use care that is broadly consistent with certified days & hours of care
- Broadly consistent attendance is defined as care that reflects a pattern that is consistent with the participants certified level of services.

- Inconsistent attendance that is temporary in nature, such as when a child has an excused absence is not considered broadly inconsistent.

If your child is going to be absent or late please **notify the teacher as soon as possible**. We will also need to know the reason for the absence to determine whether or not the absence is excused. Excused absences and regular attendance are the basis in which this program receives its funds.

**A sign-in sheet is provided in each classroom.** Authorized adult must sign in/out with a full legal signature, the time you drop off your child(ren) and again when picking up your child(ren). When signing in/out you must enter the actual time. If you leave the center without signing in, you will be requested to return and do so. Children must be brought to the teacher on duty and not sent to the classroom alone. When you pick up your child be sure that the teacher knows that he/she is leaving. All persons authorized to bring or pick-up your child(ren) must be 18 years of age or older.

- **If you are not working but seeking employment, your child will only be allowed a maximum of 29 hours per week – refer to the Certified Notice of Action for your certified schedule.**
- **Parents who are separated or divorced must provide copies of legal restraining order or custody documents before staff can prevent either legal parent from taking the child(ren) from the center.**
- **For the safety of the child(ren), any person picking up your child (ren) who appears to be under the influence of alcohol or drugs will not be allowed to take the child(ren). The center staff will make other arrangements for the child to be picked up.**

## HOURS OF SERVICES

Your child will be participating in a collaborative program. He/She will be receiving services from the State program based on the needs of the family. However, your child will be allowed to attend more hours due the collaboration between the Migrant Seasonal Head Start and State Migrant programs.

## ATTENDANCE POLICY

- A. If a child is absent from the center, the parent must notify the center staff before 8:30am.
- B. If a child is absent due to illness, a written doctor's note is required after three (3) consecutive days.
- C. If a child is absent due to a physician ordered quarantine of the child or parent, a doctors' note is required.
- D. If a child is absent per court order, the basic data file shall contain a copy of the court order.

Absences will be excused in the following instances:



- Child or parent illness, ailment, communicable disease, injury, hospitalization or quarantine
- Child or parent doctor, dentist, mental health, social service, welfare, education, special education services, counseling or therapy appointment
- Time spent with a parent or relative as required by a court of law. A copy of the court order must be on file
- Family emergency for unplanned situations of a temporary nature that may include court appearance, death, accident, hospitalization of a family member, no transportation or illness of sibling

Best Interest Day (Limited to 10 days between July 1, 2021 - June 30, 2022:

- Visiting or vacation time with family, relatives or friends (not court-ordered)
- Religious observance, holiday or ceremony
- Personal or family business
- Family moving
- Child attending a party

Unexcused Absence (Limited to 5 days between July 1, 2021- June 30, 2022:

- Absence not reported or recorded on the sign-in/out sheet
- Absences exceeding the ten (10) best interest days

If your child is absent for 3 days without contact from family, the Advocate will make a home visit to determine the reason for the absences. If there is no contact with the family, your child will be disenrolled from the program. The Notice of Action will be sent via mail indicating that the child has been disenrolled.

Staff will keep track on the number of children's absences. If your child exceeds the number of Best Interest Days (limit of 10), staff will contact the family to notify them that the child cannot continue to be absent, otherwise, he/she may be disenrolled from the program.

## **EMERGENCIES**

When a child becomes ill or an emergency occurs, we **must know where we can reach you.** Please ensure your emergency card is current. If you are not available by phone you must provide us with the name of a neighbor, friend or relative who is eighteen years or older who is not working and has transportation. If your emergency person changes, you must notify us immediately. In case we are unable to contact the parent, and /or emergency person, **we will call 911 to have your child transported to the nearest hospital emergency room.**

## COMMUNICATION WITH STAFF

Check your child's cubby daily for items to take home or notices from staff. Also, be sure to check the parent's bulletin board regularly for important information about center activities.

There will be two (2) parent conferences with you during the year or more often, as needed. Staff may contact you for a meeting with your child's Teacher, Center Supervisor, or Advocate. **Home visits may also be conducted.**

We encourage you to participate in program activities, to become better acquainted with your child's school environment and to help staff determine the best possible developmental curriculum for your child. **It is extremely important for you to attend the parent meetings to help us make decisions about the services provided** by the program for you and your children.

## CLOTHING AND ITEMS FROM HOME

Your child(ren) need to be dressed in clean, washable, casual clothing, and comfortable shoes (no flip-flops). Fancy clothing and dress shoes are not recommended as they may interfere with active and creative learning activities.

**Toys, food, candy, money, blankets or items of special value** are not permitted in the program. They are easily lost or may break. If your child has something special to share, ask the teacher if he/she can include it in a "show and tell" day. Otherwise, personal items will be put away until the child is picked up. The agency is not responsible for any personal items.

Absolutely **NO** jewelry or open toe shoes, including sandals (no flip-flops), are allowed at the centers due to safety (it is a potential hazard when children play).

Please bring one extra set of clean, labeled clothing and underwear in case of a spill or accident. Soiled clothing will be rinsed if necessary and sent home. **It is the responsibility of the parent to return a clean set of clothing the following day.**

Children's nails need to be kept trim, to prevent scratches. If necessary, the parent or persons leaving the child at the center will be asked to clip the child's nails at the center.

## DISCIPLINE AND GUIDANCE

It is against California State Law for any employee to use physical discipline. Each child receiving services from CAPMC State Based Migrant Program has right which cannot be waived or abridged by the licensed (State Program) or registrant (family), regardless of parent's consent or authorization. These rights include, but are not limited to, the following:

1. Each child has the right to be treated with dignity in his/her personal relationship with staff and other persons.
2. Each child has the right to receive furnishings and equipment that is safe and with comfortable accommodations.
3. Each child has the right to not be subjected to physical or unusual punishment, humiliation, mental abuse, or punitive interference with daily functions or living, such as eating, sleeping and bathroom privileges.

### **REFRAIN FROM RELIGIOUS INSTRUCTION OR WORSHIP**

The CAPMC State Based Migrant Program refrains from religious instruction or worship.

### **SUSPECTED CHILD ABUSE**

(Under California State Law, Child Abuse is a crime)

Under California law, child care personnel are among those person subject to criminal and civil liability if they fail to report suspected child abuse to authorities within twenty-four (24) hours of their first awareness of the incident.

If a child shows signs of physical, sexual, emotional abuse or neglect, staff will notify their Center Supervisor. If abuse is suspected, a report will be filed with Child Protective Services.

### **DAILY HEALTH SCREENING AND EXCLUSION POLICY**

The daily screening and exclusion policy can have a significant effect on the number of illnesses in a group of children. It is suggested that the daily screening be made an

important and fun part of the daily routine-a time for individual contact and communication with each child and their parents as they start the day at the center.

In order to help prevent the spread of children's diseases, each day the classroom teacher and/or assistant will screen each child for visible signs of contagious diseases.

Children will be checked before the parent is allowed to leave them in the classroom. Children who display indications of illness will be sent home immediately.

The daily health screening takes five to ten (5-10) minutes. We ask for your patience because without the health screening we cannot accept your child.

Children who become ill during the school day will be isolated from the other children and their parents and/or emergency contact will be notified to pick up their child(ren) immediately.

**Specific things to check for:**

**Temperature---** is temperature of 100° F or greater, accompanied by behavior changes to other signs/symptoms of illness. A fever alone may not preclude a child's participation in the program.

**Cough---** a severe or uncontrolled coughing, difficulty breathing or wheezing.

**Diarrhea---** one episode during the day if uncontrolled, loose watery stool that can't be contained within child's diaper/underwear.

**Vomiting---** one episode within 24-hour period.

**Mouth/Throat---**sores with drooling, redness or white deposits on tonsils may indicate throat infection, needs exclusion until health evaluation.

**Skin Rash---** with a fever or behavior change, could be a sign of viral illness, such as measles, rosella, rubella, or chicken pox. Also, check for impetigo or scabies.

**Eyes---** yellow or white discharge with redness present which is indicative of conjunctivitis or "pink eye". Child may return 24 hours after treatment has started.

**Nose---** colored greenish yellow mucus.

**Lice---** needs exclusion until child is completely clear of head lice and nits.

Children who have the above symptoms will be sent home and may return 24 hours from the time of exclusion.

Other conditions that may require exclusions would be short-term injuries such as lacerations requiring stitches, severe burns, or sprains.

**Children with a cast, soft or hard will not be allowed to stay at the centers**

A note indicating when and why your child was excluded will be placed in the individual child's health file.

**MEDICATION**

Due to the extended hour's children attending the center; it may be necessary for staff to administer medication, if necessary.

Parents are strongly encouraged to administer medication at home prior to bringing the child to the center. Parents/guardians that bring medication to the center daily must take

it home when the child is picked up at the end of the day. **No medication should be left overnight at the center.**

All medications prescription and over the counter medications must have a pharmacy generated label that states: prescribing physicians name, date, child's first and last

name, type of medication that needs to be given. Any child taking medication during the day will be required to have a “**Parent Consent for Administration of Medication and Medication Chart Form**” completed and signed by the parent before medication is accepted and administered at the center. It is also required to submit the **Consultation Text (reaction forms)** along with the medication/s.

## EARTHQUAKE AND FIRE

In the event of major disaster, during operating hours, program staff has plans that will minimize injury and loss of life. Unannounced practice drills are conducted monthly and documented at each center.

**EARTHQUAKE:** Earthquakes usually strike without warning. The greatest danger in earth quakes is panic, falling objects, and broken glass. The staff has identified several of safe areas in each room. Children and staff will move to those areas and remain there until the movement has stopped.

If the building is judged unsafe, the children will be taken to the nearest mass facility. All children will be cared for until they can be reunited with their parents. A major effort will be made by staff to keep children comforted and calm during and after the earthquake.

**FIRE:** In case of a fire the person discovering it alerts the teachers. The fire alarm is tripped and staff member alerts the fire department. The staff members will then quickly walk or carry the children to a safe distance away from the fire and take roll call. Emergency exit signs are posted throughout the building.

## SAFE SCHOOL NOTICE

**For the safety of everyone in our program, the following rules will be enforced:**

- No real or pretend weapons.
- No drugs, tobacco, vaping or alcohol.
- No fighting, harassment or discrimination.
- No disruptive behavior
- No fire setting, vandalism and/or graffiti



## NUTRITION SERVICES ~ CACFP

The Madera State Based Migrant Pre-School participates in the Child and Adult Care Food Program (CACFP) offered by the U.S. Department of Agriculture (USDA) and serves meals at no charge to all enrolled children. The reimbursement received from the CACFP helps with food costs. All children in center-based settings receive food appropriate to his or her nutritional needs, developmental readiness, and feeding skills, as required by the USDA meal pattern.

Please help us comply with the requirements of the CACFP. You will be asked to complete, sign, and return a Meal Benefit Form (NSD 3101) to the center as soon as possible. All children enrolled in this center receive their meals at no separate charge,

but the determination of eligibility category affects the amount of funding received by the center. This information will be necessary to receive the reimbursement for the meals we serve to children in this program. If your first language is not English, you have a right to ask for written or oral translation of these materials free of charge in your native language.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape,

American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **HELPFUL DO'S AND DON'TS**

- Do have your child(ren) attend class everyday.
- Do sign-in and sign-out on a daily basis using your full signature and include a phone number where you can be reached.
- Do drop-off and pick-up your child on time
- Do notify staff in advance if a different individual will be picking up your child
- Do participate in the classroom.
- Do attend parent meetings and special events
- Do talk to the Center Supervisor if you want to celebrate your child's birthday at the center.
- Do provide proper play clothing and also that children can manage in the restroom.
- Do bring an extra set of clothing labeled with your child's name.
- Do notify the center when your child is ill.
- Do communicate with staff, if you have any questions or concerns.
- Do practice good health habits that are taught in class.
- Do keep center conversation confidential.
- Do notify the center if you have a change of address or phone number.
- Do notify the center if you change your emergency contact individual.
- Do feel welcome at the center at any time.

## **DONT'S**

- Don't bring children to the center if they are ill or not feeling well.
- Don't feel unwelcome at the center at anytime.
- Don't bring gum, candy, sweets, chips, soda, balloons, and toy guns.
- Don't interfere in employee conflicts or personnel matters.
- Don't interfere in personal and confidential matters concerning other children and families in the program.
- Don't wait for staff to remind you of your child's appointments (physical exam, dental, immunization etc.)

## **CONFIDENTIALITY**

Authorized representatives from CAPMC-Head Start, fiscal auditors, legal/court ordered and the California Department of Education are allowed access to the family and child files. The disclosure or release of any information that pertains to Head Start services is restricted to purposes that are directly related the administration and delivery our services. CAPMC-Head Start staff members do not provide information to outside sources.

## **PARENTS RIGHTS**

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order
6. Receive from the licensee the name, address and telephone number of the local licensing office.
  - a. Licensing Office Name: Community Care Licensing Fresno Regional Office
  - b. Licensing Office Address: 1310 East Shaw Ave. MS 29-01 Fresno, CA 93710
  - c. Licensing Office Phone Number: 559-243-4588
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record

8. exemption, and that the name of the person may also be obtained by contacting the local licensing office.
9. Receive, from licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHIDLREN IN CARE.**

***For the Department of Justice “Registered Sex Offender” database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)***

## COMPLAINT PROCEDURES

### Lawful Grievance/Complaint

Program staff work to ensure that you and your family have a positive experience in the program. If you have concerns that are not complaints of unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, where appropriate, so that those concerns can be addressed and resolved in the correct manner.

- STEP 1: Discuss the issue with the person with whom you have an issue or concern within 30 days of the incident. If the individual with whom you have an issue/concern with is unable to resolve the matter to your satisfaction, proceed to step two.
- STEP 2: Request a Parent/Community Complaint Form from the Center Director/Site Supervisor/Teacher. Complete the form and include: a description of the problem, dates of occurrence, name of person/people involved, and possible solution. The completed form must be returned to the Center Director/Site Supervisor/Teacher within 5 working days of meeting with the individual with whom you have a concern. Request a meeting with the Center Director/Site Supervisor/Teacher to resolve the issue. IF no resolution has resulted, then proceed to step three.
- STEP 3: Request an appointment with the Head Start Program Director within 5 working days of your meeting with the Center Director/Site Supervisor/Teacher. If the Head Start Program Director determines that the complaint is related to the Nutrition Program, the appropriate form will be given and assistance provided. The Head Start Program Director shall issue a written response to you within 5 days after the meeting. If no resolution has been reached, proceed to step four.
- STEP 4: Request a meeting with Community Action Partnership of Madera County Executive Director within 5 working days of receiving Head Start Program Director’s decision. The Executive Director shall issue a written response



to you within 5 working days after the meeting. If no resolution has been reached, proceed to step five.

- STEP 5: Request the issue to be presented to the Head Start Policy Council/Committee Executive Committee within 5 working days of receiving the Executive Director's decision. The Executive Committee shall issue a written response to you within 5 working days after the hearing. If no resolution has been reached, proceed to step six.
- STEP 6: You may request that the issue be brought to the attention of the full Policy Policy/Committee within 3 working days of receiving the Executive Committee's decision. The Policy Council/Committee will hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review). If you remain dissatisfied, proceed to step seven.
- STEP 7: An appeal to the Community Action Partnership of Madera County's Board of Directors Chairperson may be made in writing within 3 working days of receiving the Policy Council/Committee's decision. You must state the problem and desired solution. The Board of Directors shall hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review).
- STEP 8: If you remain dissatisfied, you may file the complaint with Stanislaus County Office of Education, Child Family Services, at 1100 "H" Street, Modesto, CA 95354.

### **Williams Settlement Complaints**

Complaints regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. Williams Settlement complaint forms are available at each center.

### **Notice of Action – Parent Appeal Process**

Parents/Guardians enrolled in the CAPMC-Madera Migrant/Seasonal Head Start Program have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, intended action shall be suspended and child care services shall continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent/guardian abandons the appeal process. The Appeal Hearing process is as follows:

#### **Step 1: Request a Hearing**

The procedure to request an appeal hearing is outlined on the back of each Notice of Action received by parents/guardians. A request for an appeal hearing must be filed within fourteen (14) calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, telephone number, full address, explanation why the parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, in person, phone, fax or e-mail to:

Community Action Partnership of Madera County  
Attention: Deputy Director Direct Services  
1225 Gill Ave.  
Madera, CA 93637  
(559) 661-9173

### **Step 2: Scheduling a Hearing**

Within ten (10) days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than fourteen (14) calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date one (1) time. Note: At any reasonable time, including before a hearing, a parent or the parent's Authorized Representative has the right to review the data file.

### **Step 3: Conduct the Hearing**

In accordance with state regulation, the hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." Hearings will be conducted at the Child Development Services – Madera Head Start, 1225 Gill Ave., Madera, CA 93637. In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of support documentation. The hearing will be audio recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons the parent disagrees with the proposed action indicated by the referenced NOA should not be carried out.

This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being ended and the contested action being taken. A parent designating an Authorized Representative to be present must inform CAPMC-MHS in writing prior to the hearing. Please do not bring people to the hearing unless they are the designated Authorized Representative. No children are allowed to be present during the hearing. If parent fails to appear, it will be deemed that the parent has abandoned their appeal and care will end immediately.

### **Step 4: Hearing Decision Letter**

The hearing officer will send notification in writing, of the decision within ten (10) calendar days after the hearing. If parent disagrees with the written decision, they have fourteen (14) days from the date of the written decision to file an appeal with the California Department of Education (CDE), Early Learning and Care Division located at 1430 N Street, Suite 3410, Sacramento, CA 95814. The appeal to CDE must include a written statement specifying the reasons the parent believes CAPMC's decision was incorrect, a copy of the CAPMC's decision letter and a copy of both sides of the NOA. Once CDE has rendered a decision, their decision is final.

## **Uniform Complaint**

It is the intent of the CAPMC State Based Migrant Preschool to adopt the uniform complaint procedures (UCP) that provides civil rights guarantees and annually notified its students, employees, parents or guardians of its students, school advisory committees, and other interested parties of the complaint procedures. (These procedures address allegations of unlawful discrimination regarding actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, gender identification, mental or physical disability, or age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.) (See Attachment A for procedure)

## **ATTACHMENT A**

### **Administrative Regulation**

AR 1312.3

#### **Community Relations**

Uniform Complaint Procedures

Compliance Officers

The Stanislaus County Superintendent of Schools designates the following compliance officer(s) to receive and investigate complaints and to ensure County Office of Education compliance with law:

Jason Maggard  
Chief of Staff: Human Resources  
1100 H Street  
Modesto, CA  
(209) 238-1600

The Compliance Officer shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the County Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The County Superintendent or designee shall annually provide written notification of the County Office's uniform complaint procedures to students, employees, parents/guardians, the County Office advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The County Superintendent or designee shall make available copies of the County Office's uniform complaint procedures free of charge. (5 CCR 4622)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California

Department of Education (CDE) or to pursue remedies before civil courts or other public agencies

4. Include statements that:
  - a. The County Office is primarily responsible for compliance with state and federal laws and regulations
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
  - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination
  - d. The complainant has a right to appeal the County Office's decision to the CDE by filing a written appeal within 15 days of receiving the County Office's decision
  - e. The appeal to the CDE must include a copy of the complaint filed with the County Office and a copy of the County Office's decision (cf. 5145.6 - Parental Notifications)

#### Procedures

The following procedures shall be used to address all complaints which allege that the County Office has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

## **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the County Office. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, County Office staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

## **Step 2: Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the County Office's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

## **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

A complainant's refusal to provide the County Office's investigator with documents or

other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The County Office's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

#### **Step 4: Response**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the County Office's investigation and decision, as described in Step #5 below, within 60 days of the County Office's receipt of the complaint. (5 CCR 4631)

#### **Step 5: Final Written Decision**

The County Office's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The County Office's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the County Office's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of County Office

expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### Appeals to the California Department of Education

If dissatisfied with the County Office's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the County Office's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the County Office's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the County Office's decision, the County Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the County Office, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the County Office's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the County Office when one of the conditions listed in 5 CCR 4650 exists, including cases in which the County Office has not taken action within 60 days of the date the complaint was filed with the County Office.

#### Civil Law Remedies

A complainant may pursue available civil law remedies outside of the County Office's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the County Office has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. Regulation STANISLAUS COUNTY OFFICE OF EDUCATION approved: November 9, 2006 Modesto, California

## HEAD START/STATE PRESCHOOL PRACTICES DURING COVID-19 PANDEMIC

### Sign-In/Sign-Out

The program has established a Covid-19 sign-in/sign-out procedure to ensure the health and safety of staff and children participating in the program.

1. Sign-in/Sign-Out will take place outdoors – parents will **not** be allowed inside the classrooms.
2. A table will be outside for parents to sign-in/sign-out – a measurement of 6 ft. will be placed starting from the entrance door/gate for each center and 6ft. there after creating a spacing similar to the ones being used at local stores.
3. Children will have individual sign-in forms- found in a folder for each child(ren) if there's more than one child enrolled. A container with pens should be available and handed out to the parent by staff. An empty container needs to be available to place used pens. Parents will have to wait behind the 6ft. line until the parent who is signing in their child/children is done.
4. Three (3) staff will assist – will be available to assist with the sign in/out process. One of the staff members will take the child/ren to their assigned classroom once temperature and daily health check has been completed.
5. Staff will utilize the same process as above when children are signed out. It is highly recommended that parents call ahead of time when picking up their children.

### Health and Safety

To meet the challenges of COVID-19 and maintain the health and safety of children families, and staff the following procedures will be in place during this program year or until further guidance:

- **Health Exclusion**-Parents and children will be asked a series of COVID-19 related questions during the sign-in process. Temperatures will be taken daily upon arrival. Once the child has been confirmed to be clear of illness, he/she will be taken to their assigned classroom. If a child becomes ill during the day, the child will be placed in isolation. If the child is 3 years or older the child will wear a facemask until parent arrives. A medical clearance is required prior to the child returning to the program.

**Classroom Sanitation**-classrooms and materials will be cleaned and disinfected to enhance the health and safety of children and staff. The FDA, and EPA



approved disinfectant Betco ph7q will be utilized. Staff will complete the Cleaning and Disinfecting Checklist provided to document their actions.

- The **frequency of cleaning** and disinfecting items has been enhanced to meet the challenges of the pandemic.
- **Physical Distancing**-Physical distancing will be followed at all times which extends to our office, centers, classroom and during arrivals and departures.
- **Protective Equipment**-Staff will wear personal protective equipment throughout the day such as face masks, gloves, smock jackets, aprons, and if necessary, shoe covers.
- **Center Visitors**-Parent are always encouraged to participate in the Head Start programs. However, due to the pandemic and to ensure the health and safety of children, parents and visitors will NOT be allowed into the centers to reduce the possibility of exposure.

### **CAPMC - Resources**

#### **Community Services**

**559-673-9173**

Energy Assistance

Weatherization

Drought Water Assistance Program

#### **Child Care Alternative Payment Program and Resource & Referral**

**APP: 559-661-0779**

**R&R: 559-675-8469**

Subsidized Child Care

Finding Quality Child Care

Child Care Initiative Project

#### **Head Start**

**Madera: 559-673-0012**

**Fresno: 559-277-8641**

Madera/Mariposa Regional Head Start

Madera/Migrant/Seasonal Head Start/State Based Migrant

California State Preschool Programs

Fresno Migrant & Seasonal Head Start

Strengthening Families Program

#### **Victim Services**

**559-661-1000**

**Hotline: 1(800)355-8989**

Martha Diaz Shelter

Domestic Violence

Rape/ Sexual Assault

Victim & Witness Services

24-Hour Crisis Hotline  
Unserved/ Underserved

**Other Resources**

Crisis Line: 888.275.9799 or 559.673-3508

Central Valley Suicide Prevention Hotline: 1.888.506.5991

Crisis Text Line: 741-741

The Friendship Line: 800.971.0016. The Friendship Line for Older Adults, Ages 60+ or Family and Friends. A crisis intervention, support and resource line for older adults.



# Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: August 12, 2021

Author: Maritza Gomez-Zaragoza

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DATE: August 12, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Internal Dispute Resolution

## I. **RECOMMENDATIONS**

Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.

## II. **SUMMARY**

Head Start Performance Standard 1301.6 requires that each grantee and delegate agency and Policy Council or Committee jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

## III. **DISCUSSION**

The Impasse Procedure must be in place for the program to be in compliance with the Head Start Performance Standards.

- The Internal Dispute Resolution was presented during the Policy Committee meeting on August 11, 2021.

## IV **FINANCING**: None

**INTERNAL DISPUTE RESOLUTION  
BINDING ARBITRATION AGREEMENT FOR RESOLUTION OF IMPASSE**

Between Community Action Partnership of Madera County Board of Directors

And

Fresno Migrant/Seasonal Head Start Policy Committee

**I. Clarification of Responsibilities**

- A. It is understood and in accordance with the Head Start Act of 2007, the Community Action Partnership of Madera County (CAPMC) Board of Directors assumes the legal and fiscal responsibilities for administering and overseeing the Head Start program, including the safeguarding of federal funds. CAPMC Board of Directors' duties and responsibilities are outlined by the Head Start Act of 2007 and per the amended CAPMC By-Laws.
  
- B. The Fresno Migrant/Seasonal Head Start Policy Committee (Policy Committee), in accordance with the Head Start Act of 2007, is responsible for the direction of the Head Start program, including program design and operations, and long and short-term planning goals and objectives, taking into the account the annual community-wide strategic planning and needs assessment and self-assessment. The Policy Committee shall approve, and submit to the CAPMC Board of Directors for approval, decisions about each of the following activities:
  - i. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
  - ii. Program recruitment, selection, and enrollment priorities.
  - iii. Applications for funding and amendments to applications for funding for programs, prior to submission of applications described in this clause.
  - iv. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
  - v. By-laws for the operation of the Policy Committee.

- vi. Approve program personnel policies and procedures and decisions regarding the employment of program staff, consistent with paragraph 647(1)(E)(iv)(IX) of the Head Start Act of 2007 (the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency), including standards of conduct for program staff, contractors, and volunteers, and criteria for the employment and dismissal of program staff.
  - vii. Approving personnel policies and procedures, including policies and procedures regarding the.
  - viii. Developing procedures for how members of the Policy Committee of the Head Start agency will be elected.
  - ix. Recommendations on the selection delegate agencies and the service areas for such agencies.
- C. It is agreed upon that the specific activities described above per the Head Start Act of 2007 are shared responsibilities with the CAPMC Board of Directors and Policy Committee members.

**II. Definition of Impasse**

- A. Impasse occurs when the CAPMC Board of Directors and Migrant Head Start Policy Committee cannot agree on an issue for which the Head Start Policy Committee has the right to approve as outlined in this Binding Arbitration Agreement. The Migrant Head Start Policy Committee must first take each step in the program's grievance process before an impasse can be declared. If there is disagreement over the areas of approval responsibility, according to Head Start Act of 2007, clarification will be sought from the Migrant Head Start Grantor Office, and an impasse will not be declared until such clarification is obtained.

**III. Impasse Procedures**

- A. Either the CAPMC Board of Directors or the Migrant Head Start Policy Committee may declare an impasse. If an impasse is declared, the party declaring the impasse must notify the other party in writing that an impasse has been declared. Upon declaration and notification of impasse, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. Said meeting between the two parties shall be accomplished within a reasonable time. If an attempt at

compromise fails, the CAPMC Board of Directors will, within fourteen (14) calendar days of receipt of written notification of continued impasse, submit the matter to binding arbitration.

- B. If a compromise is negotiated, the CAPMC Board of Directors will develop a written document detailing the content of the compromise. The Chairperson of the Head Start Policy Committee and the Chairperson of the CAPMC Board of Directors will be required to sign the document.
- C. If a compromise cannot be reached within the fourteen (14) calendar day period, then the matter will be submitted to binding arbitration. At the time a determination is made to submit the matter to arbitration, a consultant will be selected by the Migrant Head Start Policy Committee to assist them with translation, typing, and other needed support services. This is to assist the Policy Committee in preparing its data for the hearing. The CAPMC Board of Directors will notify the Chairperson of the Migrant Head Start Policy Committee in writing by registered letter that the matter is being submitted to binding arbitration. Such notification shall include, at a minimum, the following:
  - 1. A written statement of the issue or issues which have resulted an impasse.
  - 2. A request that the Migrant Head Start Policy Committee designate a member of the arbitration panel within fourteen (14) calendar days of receipt of the notification. A further request that the business telephone number, mailing address, and the name of the designee is forwarded to the CAPMC Board of Directors within the fourteen (14) calendar day time period.
  - 3. A statement that a translator will be in attendance at all hearings and will translate verbal comments and written documents as needed.
  - 4. The written statement shall be in English and in Spanish, if needed.

#### **IV. Arbitration Panel Composition**

- A. The panel shall consist of three (3) arbitrators: one (1) to be designated by the CAPMC Board of Directors, one (1) to be designated by the Migrant Head Start Policy Committee, and one (1) to serve as chairperson and to be designated by the other two (2) arbitrators.

B. All three (3) arbitrators shall be individuals of good reputation and standing within their community; shall not be associated with any delegate programs; and shall not be affiliated (either through blood or marriage) with any Migrant Head Start Policy Committee member, delegate staff members of CAPMC, or CAPMC staff members. The third arbitrator shall be person of impartial judgement and good reputation and shall have none of the above affiliations. The third arbitrator shall also have knowledge of federal regulations and the law in general.

C. Failure to Name a Third Arbitrator

1. The two (2) arbitrators chosen shall agree on a third arbitrator. If the two (2) arbitrators are unable to agree on a third arbitrator to serve on the panel with ten (10) calendar days after the designation of the second arbitrator, then the CAPMC Board of Directors will appoint the third arbitrator from a list of potential arbitrators provided by the Madera County Bar Association.

D. Scheduling Arbitration

1. The three (3) person arbitration panel shall schedule the arbitration hearing within fourteen (14) calendar days after the designation of the third arbitrator. This time frame may be extended by mutual agreement.
2. The hearing shall be held in a mutually agreed upon setting with consideration for the convenience of the parties, but not at the CAPMC offices.

E. The duty of the arbitration panel is to resolve the issues in dispute as expeditiously and fairly as possible at the minimum expense to the parties involved. The proceedings of the arbitration panel shall consist of :

1. Oral presentation of the Policy Committee's position.
2. Oral presentation of the CAPMC Board of Directors' position.
3. Response by both parties to such questions as the panel wishes to ask.
4. Informal cross-examination of each party by the other within the limits allowed by the panel.

5. Such additional presentation of oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or material that would be helpful to the panel.
6. If the panel needs additional materials (such as budget statements, Head Start regulations, CAPMC records, or other materials of the nature), the CAPMC Board of Directors has the duty to provide the panel with such documents within a time limit in which a reasonable person acting in good faith could have provided the information.

#### F. Compromise

1. The arbitration procedure does not preclude the parties from compromising their differences and reaching a settlement so long as no final decision has been issued by the panel.

#### G. Standard of Conduct

1. Both parties are obligated to operate in good faith before and during the proceedings. Neither party may communicate with the arbitrators once the panel has been selected except at formal meetings attended by all parties. Any attempt to intimidate an arbitrator shall result in a default judgement against the party guilty of it.
2. Refusal to comply with directions, or continued use of delaying tactics or other obstructive tactics by any person at the hearings shall constitute grounds for immediate exclusion of such person from the hearing by the Chairperson of the Arbitration Panel.

#### H. Representation of the Parties at the Hearing

1. CAPMC Board of Directors and the Migrant Head Start Policy Committee shall designate only one (1) of its members to represent them at the proceedings and to present their case. To facilitate communication, a translator will be present at all hearings and will be required to translate oral statements and such documents as needed. Either representative may be assisted by translation for clarification purposes.



## I. Post hearing Procedures and Decisions

1. The Arbitration Panel shall issue its decision in writing within fourteen (14) calendar days after the hearings are concluded. The decision shall be in writing in the languages appropriate to the parties involved and shall be forwarded to the Head Start Policy Committee and CAPMC Board of Directors within fourteen (14) calendar days of the conclusion of the hearings.
2. The final decision shall be binding on both parties, and there shall be no appeal.
3. The CAPMC Board of Directors and the Head Start Policy Committee are parties to the arbitration hearings.
4. Costs of travel, per diem for all parties, salary, and payment for the third arbitrator and interpreters shall initially be paid by CAPMC from Migrant Head Start funds.
5. The CAPMC Board of Directors will, within five (5) days of receipt of the ruling, submit the ruling to the Migrant Head Start Grantor Office. If the ruling is found by the Migrant Head Start Grantor Office contrary to federal regulations, then it shall be declared void. In such a case, another arbitration panel shall be consulted, and the process outlined above shall be reenacted.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
POLICIES AND PROCEDURES  
Program Design & Management**

<b>Policy Number: PG 06</b>	<b>Relate to CFR #: 1301.6</b>	<b>Page #1 of 2</b>
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**COMPONENT:** Program Design and Management

**SUBJECT:** Internal Dispute Resolution

**PERFORMANCE OBJECTIVE:** Policy Council/Policy Committee must establish and agree upon written procedures for resolving internal disputes including impasse procedures between the governing body and Policy Council/Policy Committee.

**OPERATIONAL PROCEDURE:**

Section 642 (d) Program Governance Administration-

(1) IMPASSE POLICIES- The Secretary shall develop policies, procedures, and guidance for Head Start agencies concerning--

(A) the resolution of internal disputes, including any impasse in the governance of Head Start programs; and

(B) the facilitation of meaningful consultation and collaboration about decisions of the governing body and policy council.

1. Either the Board of Directors or the Policy Council/Policy Committee may declare an impasse. The declaring party must notify the other party of the impasse. Upon declaration and notification, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. If a compromise fails, the Board of Directors will submit the matter to binding arbitration.
2. If a compromise is negotiated, the Board of Directors will detail the content of the compromise in writing. The Chairperson of the Board of Directors and the Chairperson of the Policy Council/Policy Committee must both sign the written compromise.
3. If a compromise fails and the matter goes to binding arbitration, the Board of Directors will notify the Chairperson of the Policy Council/Policy Committee in writing by registered letter that the matter is being submitted to binding arbitration. A consultant will be selected by the Policy Council/Policy Committee to assist it with needed support services to prepare the data for the hearing.
4. The arbitration panel shall consist of three arbitrators: one to be designated by the Board of Directors, one to be designated by the Policy Council/Policy Committee, and one to serve as Chairperson and to be designated by the other two arbitrators.
5. The duty of the arbitration panel is to resolve the issues in dispute as

expeditiously and fairly as possible at the minimum expense to the parties involved.

6. The arbitration panel does not preclude the parties from reaching a compromise, so long as a final decision has not been issued by the panel.
7. The final decision of the arbitration panel is binding on both parties, and there shall be no appeal.
8. See written Internal Dispute Resolution as it pertains to the appropriate policy group.

Related Regulations: Head Start Performance Standards1301.6



# Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: August 12, 2021

Author: Maria Garcia

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DATE: August 12, 2021  
TO: Board of Directors  
FROM: Maria Garcia, Disability/Mental Health Specialist  
SUBJECT: Suspension and Expulsion Procedure

## **I. RECOMMENDATIONS**

Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.

## **II. SUMMARY**

Review and consider approving the Suspension and Expulsion Procedure. The procedure will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.

## **III. DISCUSSION**

Suspension may be use as the last resort in extraordinary circumstances.

When a child demonstrates challenging behaviors staff will follow the Child mental health and social emotional well-being procedure (Reference to Procedure 45) in order to address the concern and provide support to the child and family which includes, but not limited to the following:

- Teaching staff will implement in the classrooms positive techniques from Conscious Discipline and the Teaching Pyramid from Center on the Social and Emotional Foundation for Early Learning (C.S.E.F.E.L) that are designed to build social and emotional skills in the children. Classrooms are monitored for this on an ongoing basis by the Disabilities/Mental Health Content Specialist.
- For children with ongoing challenging behaviors, staff will initiate the process of child and family receiving additional support by submitting a Child Concern Form.
- Strategies for the child and resources for the parent will be provided.
- For a child not responding to the strategies, a Child Success Team (CST) Meeting will be held to discuss the possibility of having the Mental Health Consultant provide an Individual Observation for the child. During the Individual Observation, the Mental Health Consultant will be accessible to the parent to give supportive feedback.
- Additional strategies may be recommended by the Mental Health Consultant.

- A Positive Behavior Management Plan will be established.
- Staff will continue to assist the child in gaining acceptable behaviors by modelling and consistently implementing each strategy provided.
- New strategies will be provided as needed.
- A child who continues to display aggressive behaviors that harm others or puts self in danger will result in the management team considering reducing the child's time in Head Start until the child shows signs of being ready to participate for the full amount of scheduled class time.

Parent/guardian refusal or unwillingness to support the Positive Behavior Management Plan after reviewing Behavior Policy in the Parent Handbook will result in the family being moved to expulsion and parent/guardian will be provided other options for preschool/child care.

- The Suspension and Expulsion Procedure was presented during the Policy Committee meeting on August 11, 2021.

**IV. FINANCING: None**



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
FRESNO MIGRANT/SEASONAL HEAD START  
Policies Procedures**

<b>Policy Number 17</b>	<b>Relates to CFR #: 1302.17 (a)-(b)(3)</b>	<b>Page 1 of 3</b>
<b>Notes:</b>		

**SUBJECT:** Suspension and Expulsion

**PERFORMANCE OBJECTIVE:** Head Start programs must severely limit the use of Suspensions and prohibit expulsion

**OPERATIONAL PROCEDURE:**

1. Suspension may only be:
  - a. Temporary in nature
  - b. Used as a last resort in extraordinary circumstances where there is serious threat that cannot be reduced or eliminated by reasonable modifications
  - If at any time a child poses serious harm resulting in medical treatment to another child or adult while at the center or class, the child's parent/guardian will be asked to pick up the child and a meeting will be set up to discuss the incident. Staff may not call parent/guardian to pick up a child early due to behavior without prior consultation and approval from Head Start Director, Maritza Gomez-Zaragoza. If Maritza is not available, approval can be obtained from Mattie Mendez, Executive Director or Maria Garcia, Disability/Mental Health Content Specialist in consultation with Maru Sanchez, Deputy Director- Direct Services.
  - The child will not be allowed to return to the classroom until the meeting has taken place to determine next steps based on the severity of incident.
  - When there is a serious safety issue involving extreme aggressive behavior, a reduced schedule (temporary suspension) may be utilized.
  - The reduced scheduled will be based on the child's ability to cope within a social environment and will be assessed through child observations and progress notes to determine periods of successes and challenges.
2. Prior to determining whether ongoing temporary suspension is necessary, the program will:
  - a. Have Disabilities/Mental Health (D/MH) Specialist observe child's classroom management strategies for effectiveness (reference Policy 45). and provide supportive recommendations
  - b. Have Teachers complete ASQ-SE2 from classroom environment perspective



## COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY FRESNO MIGRANT/SEASONAL HEAD START Policies Procedures

- c. If deemed necessary, schedule a Team management meeting to develop a support plan
  - d. Engage the mental health consultant as determined by the team
  - e. Collaborate with parent/guardian
  - f. Utilize appropriate community resources – i.e. Behavioral Health, psychologist, or other specialists
  - g. D/MH Specialist will enter in Child Plus for areas of concern and strategies provided
3. If temporary suspension is deemed necessary, the program will help the child return to full participation in all activities as quickly as possible while ensuring child safety by:
  - a. Ongoing engagement with parent/guardian on a regular (weekly) basis and documenting follow-up on Student access log.
  - b. If needed, holding a Case Study Team meeting to discuss need for a formal observation by mental health consultant (reference Policy 33A), and provide strategies for classroom and home
  - c. Continuing to use appropriate community resources
  - d. Developing written plan – Positive Behavior Support Plan (PBSP) to document the action and supports needed
    - o Parent/guardian refusal or unwillingness to support the PBSP at home or class will result in CST meeting to review Behavior Policy in Parent Handbook understanding and development of parenting skills.
  - e. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate
4. Our program will not expel or unenroll a child because of a child's behavior.
  - a. When a child continues to exhibit persistent and serious challenging behavior staff will:
    - Explore all possible steps and document all steps taken to address behavior(s) of which the focus was and continues to be to assist the child in learning appropriate behavior
    - Continuing engagement of a mental health consultant
    - Consider the appropriateness of providing services and supports for a child under section 504 of the Rehabilitation Act and not excluding child on the basis of disability
    - D/MH Specialist will consult with the parent/guardian(s)
    - If child has an IFSP/IEP, consulting with agency responsible for the IFSP/IEP to ensure that the child receives the needed support services.
    - If a child does not have an IFSP/IEP, the program will refer child, with parental consent, to the local agency responsible for implementing IDEA to determine child's eligibility for services.



## COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY FRESNO MIGRANT/SEASONAL HEAD START Policies Procedures

- b. Parent/guardian refusal or unwillingness to support the PBSP after reviewing Behavior Policy in Parent Handbook will result in the family being moved to expulsion.
5. Children may be expelled from the program only if management (EHS ^ MSHSH) Disabilities and Mental Health Specialist concludes:
- a. That the safety of the environment cannot be maintained due to a child's persistent and serious challenging behaviors
  - b. Due to the child's behavior, the program is in violation of Community Care Licensing Children's Personal Rights
  - c. The child puts self in unsafe and dangerous situations
    - Staff will work with the family and other involved individuals to assist the family in finding an appropriate placement and directly support the transition of the child into another placement i.e. family child care home with less children, Special Day Class, etc. that will provide a better environment for the child's success.
    - If child has an IFSP or IEP, the appropriate agency will be notified to update the agency of the efforts taken and the need for a more appropriate placement.
    - Staff will support parent/guardian to request IFSP/IEP meeting to inquire about additional assessments.





# Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: August 12, 2021

Author: Maritza Gomez-Zaragoza

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DATE: August 12, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Review and approve 2020-2021 Fresno Migrant/ Seasonal Head Start self-assessment procedure, process and planning guide

**I. RECOMMENDATION:**

Review and consider approving the 2020-2021 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.

**II. SUMMARY:**

In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems are in place help the program comply with the 2007 Head Start Act and Performance Standards. The 2020 Monitoring Protocol will be used to conduct the self-assessment. The education team will include the CLASS assessment as part of the review.

Due to COVID 19, the program's self-assessment will be completed in a different format. Staff have developed a process to ensure all service areas are assessed and ensure compliance.

**III. DISCUSSION:**

The following process will take place in order to ensure the program is still in compliance with Head Start Performance Standards.

- Review of all children's files for compliance in all service areas - Education, Health, Nutrition, Family, Disability/Mental Health and ERSEA
- Monitoring/review of ChildPlus data
- Health and Safety will be conducted to ensure centers are in compliance with safety standards and supervision of children is taking place. Visits will conducted by management staff utilizing safety measures.
- Utilize checklist developed based of Office of Head Start monitoring protocol.

Once all information is gather will be used to identify possible trends, areas for strengths and areas for improvement.

A report will be presented to the Policy Council and Board of Directors by September 2021 detailing the result of the program's self-assessment.

The Fresno Migrant/ Seasonal Head Start 2020-2021 self-assessment procedure, process and planning guide was presented during the Policy Committee meeting on August 11, 2021.

IV. **FINANCING**: None



## ***PROGRAM GOVERNANCE POLICIES AND PROCEDURES***

Policy Number: PMQI	HSPPS: 1302.102(b)(2)  Head Start Act of 2007: 641A(g)(1) 641A(g)(2)(B)	Page: 1 of 2
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**Subject:** Program Self-Assessment

**Performance Objective:** Identify program’s progress in achieving established goals and objectives as defined by the community assessment. Identify the effectiveness of established management systems and program compliance with the Head Start Performance Standards.

**Operational Procedure:**

1. The system ensures that the self-assessment examines the effectiveness and progress in meeting the delegate/grantee’s goals and objectives as well as the implementation of Federal regulations by conducting a self-assessment annually.
2. The annual self-assessment is scheduled at the mid-point of the program/season to allow initial timeframes to be met.
3. A self-assessment team is formed, which includes staff, policy members, governing bodies, parents, and community partners, whenever possible.
4. CAPMC has developed a plan to ensure the self-assessment is a continuous cycle of program planning.
5. Training is provided on the self-assessment process to team members prior to the start of the process.
6. Staff will utilize the following systems, data, and tools to conduct the annual self-assessment:
  - Office of Head Start Protocol
  - Safe Environment Safety Check List
  - Case Conference/Child Profile summary
  - Program Data that includes; child assessment, parent and family engagement, and professional development
  - ECERS Assessment (State funded sites)
  - ITERS Assessment (State funded sites)

- CLASS observations
- Monitoring Reports
- Previous year's self-assessment findings/recommendations

7. Self-Assessment process will consist of the following:

- Process is presented to the Policy Council/Committee and Board of Directors for approval.
- Develop a schedule that allows for visits to at least 50% of the sites
- Select team members to participate in all service areas
- Schedule training for team members – provide needed tools and information
- Daily data, program system reviews, and site visits. Daily team debriefs to identify areas of strength, recommendations and findings. Reports are generated and presented to staff.
- A plan of action is developed to address any recommendations and findings noted on the self-assessment.
- Final report and plan of action is presented to Policy Council/Committee and Board of Directors for approval.

8. Findings and information gathered will be used for annual program planning and developing training and technical assistance for program/teaching staff.



# Report to the Board of Directors

Agenda Item Number: D-17

Board of Directors' Meeting for: August 12, 2021

Author: Irene Yang

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**DATE:** August 2, 2021

**TO:** Board of Directors

**FROM:** Irene Yang, Human Resources Director

**SUBJECT:** Equal Employment Opportunity Report (EEO-1)

**I. RECOMMENDATIONS**

Review the EEO-1 report to understand the employee compositions of the Agency.  
(Informational Only)

**II. SUMMARY**

The EEO-1 reports for 2019 and 2020 were submitted electronically to Equal Employment Opportunity Commission, and the submitted data was based on payroll periods October 6, 2019 – October 19, 2019 and October 4, 2020 – October 17, 2020. For year 2019, 313 employees were identified. The breakdowns were 92.0% female and 8.0% male; 85.6% Hispanic/Latino, 9.3% White, 1.9% Black/African American, 1.6% Asian, 0.6% American Indian or Alaskan Native, and 1.0% for Two or more races. For year 2020, 295 employees were identified. The breakdowns were 91% female and 9% male; 86.8% Hispanic/Latino, 7.8% White, 1.7% Black/African American, 1.7% Asian, 0.7% American Indian or Alaskan Native, 1.3% for Two or more races.

**III. DISCUSSION**

- A. Since we have more than one operational site, we submitted the EEO-1 report as a multi-establishment entity.
- B. Race/Ethnic categories for the EEO-1 report are: Hispanic/Latino, White, Black/African American, Native Hawaiian/Pacific Islander, Asian, American Indian/Alaskan Native, or Two/More races.
- C. Description of job categories are defined as: Executive/Senior Level Officials and Managers, First/Mid Level Officials and Managers, Professionals, Technicians, Sales Workers, Administrative Support Workers, Craft Workers, Operatives, Laborers & Helpers, and Service Workers.

D. For Year 2019, 3.1% of workforce reduced comparing to year 2018.  
Race/Ethnic categories changes can be summarized as: 2% increase for Hispanic/Latino, 3.1% decrease for White, 0.4% increase for Black/African American, 0.4% increase for Asian, 0.3% increase for American Indian or Alaskan Native, and no change for two or more races.

For Year 2020, 5.8% of workforce reduced comparing to year 2019.  
Race/Ethnic categories changes can be summarized as: 1.2% increase for Hispanic/Latino, 1.5% decrease for White, 0.2% decrease for Black/African American, 0.1% increase for Asian, 0.1% increase for American Indian or Alaskan Native, and 0.3% increase for two or more races.

IV. **FINANCIAL IMPACT:** None

COMPID = R540456  
 UNITID = R540456

**EQUAL EMPLOYMENT OPPORTUNITY**  
 2019 EMPLOYER INFORMATION REPORT EEO-1  
 Consolidated Report

**SECTION B – COMPANY IDENTIFICATION**

1. COMM. ACTION PARTN. OF MADERA CNTY  
 1225 GILL AVENUE  
 MADERA, CA 93637

2.a. COMM. ACTION PARTN. OF MADERA CNTY  
 1225 GILL AVENUE  
 MADERA, CA 93637

c. EIN= 941612823

**SECTION C – TEST FOR FILING REQUIREMENT**

1-Y 2-N 3-Y DUNS=034241133

**SECTION E – ESTABLISHMENT INFORMATION**

NAICS: 624410 - Child Day Care Services

**SECTION D – EMPLOYMENT DATA**

JOB CATEGORIES	Hispanic or Latino		Non-Hispanic or Latino											Overall Totals	
	Male	Female	***** Male *****						***** Female *****						
			White	Black or African American	Native Hawaiian Or Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian Or Pacific Islander	Asian	American Indian or Alaska Native		Two or More Races
Exec/Sr. Officials & Mgrs	0	3	0	0	0	0	0	0	2	0	0	1	0	0	6
First/Mid Officials & Mgrs	1	13	0	0	0	2	0	0	0	1	0	0	0	0	17
Professionals	5	117	1	0	0	0	0	0	9	1	0	1	0	2	136
Technicians	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	4	56	0	0	0	0	0	0	8	1	0	1	0	0	70
Craft Workers	5	0	0	0	0	0	1	1	0	0	0	0	0	0	7
Operatives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers & Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	3	60	1	0	0	0	0	0	8	3	0	0	1	0	76
Total	19	249	2	0	0	2	1	1	27	6	0	3	1	2	313
Previous Year Total	20	250	4	0	0	1	1	0	36	5	0	3	0	3	323

**SECTION F – REMARKS**

Salary compensation is a factor to retention.

DATES OF PAYROLL PERIOD: 10/6/2019 THRU 10/19/2019

**SECTION G – CERTIFICATION:** CERTIFIED DATE: 7/9/2021 6:38 PM

CERTIFYING OFFICIAL: IRENE YANG  
 EMAIL: IYANG@MADERACAP.ORG  
 EEO-1 REPORT CONTACT PERSON: IRENE YANG  
 EMAIL: IYANG@MADERACAP.ORG

TITLE: HUMAN RESOURCES DIRECTOR  
 PHONE: 5596755766  
 TITLE: HUMAN RESOURCES DIRECTOR  
 PHONE: 5596755766

COMPID = R540456  
 UNITID = R540456

**EQUAL EMPLOYMENT OPPORTUNITY**  
**2020 EMPLOYER INFORMATION REPORT EEO-1**  
 Consolidated Report

**SECTION B – COMPANY IDENTIFICATION**

1. COMM. ACTION PARTN. OF MADERA CNTY  
 1225 GILL AVENUE  
 MADERA, CA 93637

2.a. COMM. ACTION PARTN. OF MADERA CNTY  
 1225 GILL AVENUE  
 MADERA, CA 93637

c. EIN= 941612823

**SECTION C – TEST FOR FILING REQUIREMENT**

1-Y 2-N 3-Y DUNS=034241133

**SECTION E – ESTABLISHMENT INFORMATION**

NAICS: 624410 - Child Day Care Services

**SECTION D – EMPLOYMENT DATA**

JOB CATEGORIES	Hispanic or Latino		Non-Hispanic or Latino											Overall Totals		
	Male	Female	***** Male *****						***** Female *****							
			White	Black or African American	Native Hawaiian Or Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian Or Pacific Islander	Asian	American Indian or Alaska Native		Two or More Races	
Exec/Sr. Officials & Mgrs	0	3	0	0	0	0	0	0	0	2	0	0	1	0	0	6
First/Mid Officials & Mgrs	1	11	0	0	0	2	0	0	0	0	1	0	0	0	0	15
Professionals	6	110	0	0	0	0	0	0	8	1	0	1	0	2	128	
Technicians	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Administrative Support	6	53	0	0	0	0	0	0	5	1	0	1	0	1	67	
Craft Workers	5	0	0	0	0	0	1	1	0	0	0	0	0	0	7	
Operatives	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Laborers & Helpers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Service Workers	3	57	1	0	0	0	0	0	7	2	0	0	1	0	71	
Total	22	234	1	0	0	2	1	1	22	5	0	3	1	3	295	
Previous Year Total	19	249	2	0	0	2	1	1	27	6	0	3	1	2	313	

**SECTION F – REMARKS**

COVID-19 pandemic caused many employees to quit due to personal health concerns, attended to their children's educational needs or lacked of childcare supports.

DATES OF PAYROLL PERIOD: 10/4/2020 THRU 10/17/2020

**SECTION G – CERTIFICATION:** CERTIFIED DATE: 7/9/2021 7:05 PM

CERTIFYING OFFICIAL: IRENE YANG  
 EMAIL: iyang@maderacap.org

TITLE: HUMAN RESOURCES DIRECTOR  
 PHONE: 559-675-5766

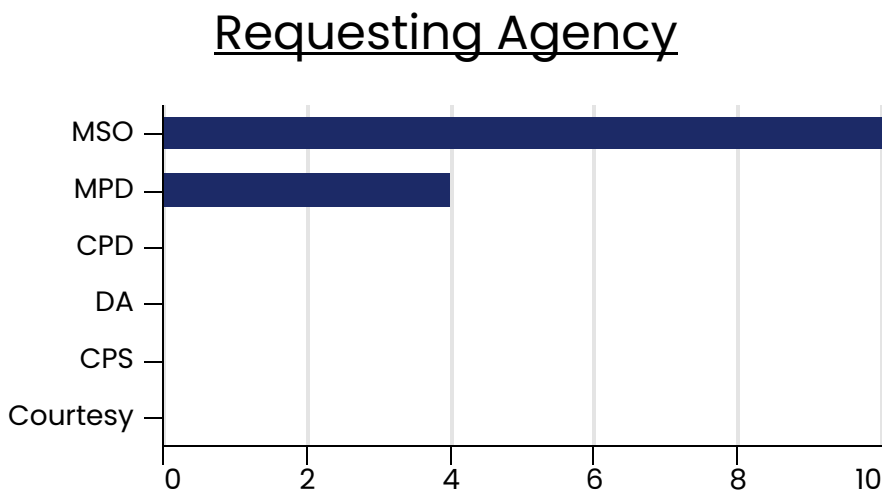
EEO-1 REPORT CONTACT PERSON: IRENE YANG  
 EMAIL: IYANG@MADERACAP.ORG

TITLE: HUMAN RESOURCES DIRECTOR  
 PHONE: 5596755766

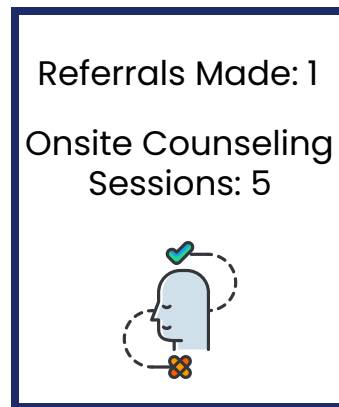


# Madera County Child Advocacy Center (CAC)

July 2021



**Counseling Services**



**Child Forensic Interviews Year to Date**

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2021	7	13	26	36	55	68	82					
2020	9	19	30	43	54	66	79	85	88	96	104	110



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM  
MONTHLY REPORTING – [July 2021](#)**

**NUMBER OF CHILDREN ENROLLED IN EACH PROGRAM FOR THE ALTERNATIVE PAYMENT PROGRAM**

General Contract - CAPP	430
CalWORKs Stage 2 – C2AP	210
CalWORKs Stage 3 – C3AP	115
Bridge Program - BP	17
<b>Total Children Enrolled</b>	<b>772</b>

**NUMBER OF IN-HOME LICENSE CHILD CARE PROVIDERS AND LICENSE-EXEMPT CHILD CARE PROVIDERS  
FOR ALTERNATIVE PAYMENT PROGRAM**

IN - HOME LICENSE CHILD CARE PROVIDERS – SMALL	47
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	37
LICENSE-EXEMPT CHILD CARE PROVIDERS	51
<b>Total Providers Enrolled</b>	<b>135</b>

**RESOURCE & REFERRAL LICENSED PROVIDERS**

ACTIVE - LICENSED CHILD CARE PROVIDERS	122
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

**CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS**

**CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:**

- No workshops were administered due to planning for our fiscal year. Workshops will resume via Zoom in August 2021.

**Family, Friend and Neighbor Activity:**

- No workshops were administered due to planning for our fiscal year. Workshops will resume via Zoom in August 2021.

**Emergency COVID-19 Supplies/Funds:**

- No workshops were administered due to planning for our fiscal year. Workshops will resume via Zoom in August 2021.



## Community Services Monthly Report to the Board of Directors

### July 2021

#### LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	Fiscal YTD Totals
2021 Non-Emergency	35	1517
2021 Emergency	40	1309
2021 Wood/Propane/Oil	0	115

#### HOMELESS PROGRAMS

Program	Residents	Vacancy
Shunammite Place	34	4
Madera Mental Health Service Act	12	0

#### EMERGENCY WATER PROGRAM

Program	HH on Program	July Additions	Total
CAL OES Emergency Drinking Water Program	100	-0-	100

Please note: the drinking water program will end as of July 30, 2021. The program will transition to Self-Help Enterprises.

#### HOME DELIVERED MEALS TO SENIORS IN MADERA COUNTY

Program	Seniors on Program	Vacancy
Home Delivered Meals	80	0

This contract has been extended through June 30, 2022 to accommodate 80 seniors.

## July 2021 Homeless Prevention Assistance

Homeless Housing Assistance	5
FEMA CARES	6
CDBG CARES	2
Kaiser	13
Total	26

## Kaiser Permanente Grant January 1, 2021 through December 31, 2021

**Numbers below reflect July 2021**

	Award	YTD Expenses	Budget Balance	% Spent
Funding	\$90,000	\$86,924	\$3,605	96%
Objectives	Goal	YTD Achieved	Balance	% Achieved
Objective 1 Households assisted with Rapid Rehousing or Homeless Prevention	30	36	0	120%
Objective 2 Homeless individuals will receive a personal care kit	200	535	(335)	268%
Objective 3 Homeless individuals will be connected to at least one supportive service provided by Community Partners	100	TBD	100	0%

## Emergency Rental Assistance Program

- Door to door flyer distribution to census tracts with the highest poverty rate = 896
- Flyers distributed in the community = 200
- Social media views Facebook = 1,902, 4 likes, 10 shares.
- Instagram = 11 likes
- Twitter = 0 likes
- Number of residents assisted with an on-line application = 20



# HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP) CENTER SERVICES REPORT June 2021

Outreach and Case Management was conducted both in the City and in the County of Madera.

Below are the number of unsheltered contacts that were made for the period of 6/1/21-6/30/21

Location	Madera City & Surrounding Area	Oakhurst	Nipinnawasee	Coarsegold	Northfork	Chowchilla	Total Contact
Previous Month YTD	785	68	1	13	2	111	980
June 2021	61	6	0	0	0	5	72
YTD Total 7/1/20-6/30/21	846	74	1	13	2	116	1052

OUTCOMES - SERVICES OFFERED			
TREATMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ENTERED DRUG PROGRAM	2	12	14
REFERRED TO MADERA BHS FOR ASSESSMENT	29	280	309
SUICIDE PREVENTION	1	9	10
HOUSING SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
WENT INTO SHELTER	7	84	91
WENT INTO TRANSITIONAL HOUSING	0	0	0
REUNITED WITH FAMILY VIA BUS OR AIRPLANE	0	15	15
ASSISTED WITH COLLECTING PAPERWORK TO HELP GET HOUSED	69	416	485
REFERRED TO PERMANENT SUPPORTIVE HOUSING	2	38	40
MOVED INTO PERMANENT SUPPORTIVE HOUSING	0	30	30
REFERRED TO RAPID REHOUSING	3	42	45
MATCHED TO RAPID REHOUSING	3	6	9
HOUSED WITH RAPID REHOUSING	0	0	0
EMPLOYMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED AND CONNECTED WITH WORKFORCE	8	21	29
ASSISTED WITH JOB INTERVIEW PROCESS	1	12	13
EMPLOYED AS A RESULT OF ASSISTANCE	1	7	8
ASSISTED IN OBTAINING BYCYCLE FOR TRANSPORTATION FOR WORK	0	4	4
OTHER NON-EMPLOYMENT INCOME	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	0	9	9
OTHER NON-CASH BENEFITS & SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	9	25	34
ASSISTED IN OBTAINING CASH AID / TANF	1	4	5
ASSISTED IN OBTAINING CALFRESH BENEFITS	7	61	68
ASSISTED IN OBTAINING HEALTH INSURANCE	5	25	30
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE (MEDICAL, DENTAL, EYE CARE)	3	48	51
ASSISTED IN OBTAINING A GOVT. PHONE	2	7	9
ASSISTED IN OBTAINING PET DOCUMENTATION	1	12	13
ASSISTED IN OBTAINING BIRTH CERTIFICATE	18	21	39
ASSISTED IN OBTAINING DRIVER'S LICENSE	0	3	3
REFFERALS MADE TO THE VA	1	19	20
REFFERALS MADE TO CPS	1	12	13
REFFERALS MADE TO VICTIM SERVICES	0	17	17
PROVIDED SHOES OR CLOTHES TO CLIENT	9	22	31
PROVIDED DMV VOUCHER FOR ID	16	95	111
DELIVERED COMMODITIES	33	108	141
ARRANGED TRANSPORTATION	4	31	35
CONNECTED TO VOLUNTEER WORK	0	2	2
ADVOCACY WITH LEGAL MATTER	0	13	13

REFERRAL TO FOSTER CARE SERVICES	0	3	3
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<b>OTHER HELP CENTER SERVICES</b>	
LIHEAP REFERRALS	3
HOUSING GUIDE PROVIDED	14
RENTAL ASSISTANCE APPLICATION PROVIDED	20
ONGOING HOUSEHOLDS WITH RAPID REHOUSING	5
HOUSEHOLDS IN CAPMC'S EMERGENCY SHELTER - HOTEL PROGRAM	14



# HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP) CENTER SERVICES REPORT July 2021

Outreach and Case Management was conducted both in the City and in the County of Madera.  
Below are the number of unsheltered contacts that were made for the period of 7/1/2021 - 7/30/2021.

Location	Madera City & Surrounding Area	Oakhurst	Nipinnawasee	Coarsegold	Northfork	Chowchilla	Total Contact
Previous Month YTD	0	0	0	0	0	0	0
July 2021	81	7	0	4	1	12	105
YTD Total 7/1/21-6/30/22	81	7	0	4	1	12	105

OUTCOMES - SERVICES OFFERED			
TREATMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ENTERED DRUG PROGRAM	3	0	3
REFERRED TO MADERA BHS FOR ASSESSMENT	21	0	21
OBTAINED BHS DUE TO REFERRAL	12	0	12
SUICIDE PREVENTION	1	0	1
HOUSING SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
WENT INTO SHELTER	12	0	12
WENT INTO TRANSITIONAL / BRIDGE HOUSING	0	0	0
REUNITED WITH FAMILY VIA BUS OR AIRPLANE	1	0	1
ASSISTED WITH COLLECTING PAPERWORK TO HELP GET HOUSED	76	0	76
REFERRED TO PERMANENT SUPPORTIVE HOUSING	7	0	7
MOVED INTO PERMANENT SUPPORTIVE HOUSING	0	0	0
MOVED INTO PERMANENT HOUSING	1	0	1
EMPLOYMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED AND CONNECTED WITH WORKFORCE	5	0	5
ASSISTED WITH JOB INTERVIEW PROCESS	2	0	2
EMPLOYED AS A RESULT OF ASSISTANCE	1	0	1
ASSISTED IN OBTAINING BYCYCLE FOR TRANSPORTATION FOR WORK	0	0	0
OTHER NON-EMPLOYMENT INCOME	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	1	0	1
OTHER NON-CASH BENEFITS & SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	17	0	17
ASSISTED IN OBTAINING CASH AID / TANF	1	0	1
ASSISTED IN OBTAINING CALFRESH BENEFITS	9	0	9
ASSISTED IN OBTAINING HEALTH INSURANCE	7	0	7
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE APPOINTMENTS (MEDICAL, DENTAL, EYE CARE)	9	0	9
ASSISTED IN OBTAINING A GOVT. PHONE	3	0	3
ASSISTED IN OBTAINING PET DOCUMENTATION	1	0	1
ASSISTED IN OBTAINING BIRTH CERTIFICATE	6	0	6
ASSISTED IN OBTAINING DRIVER'S LICENSE	0	0	0
REFERRALS MADE TO DSS HSP	13	0	13
REFERRALS MADE TO THE VA	4	0	4
REFERRALS MADE TO CPS	3	0	3
REFERRALS MADE TO VICTIM SERVICES	4	0	4
REFERRAL TO FOSTER CARE SERVICES	0	0	0
PROVIDED SHOES OR CLOTHES TO CLIENT	6	0	6
PROVIDED DMV VOUCHER FOR ID	20	0	20
DELIVERED COMMODITIES	30	0	30
ARRANGED TRANSPORTATION	12	0	12

CONNECTED TO VOLUNTEER WORK	0	0	0
ADVOCACY WITH LEGAL MATTER	7	0	7
TRANSITIONAL AGE YOUTH CLIENTS	7	0	7

**OTHER HELP CENTER SERVICES**

LIHEAP REFERRALS	5
HOUSING GUIDE PROVIDED	8
RENTAL ASSISTANCE APPLICATION PROVIDED	19
ONGOING RAPID REHOUSING	4
HOUSEHOLDS IN EMERGENCY SHELTER	14





# Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: August 12, 2021

Author: Sandra Ramirez

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DATE: July 16, 2021

TO: Board of Directors

FROM: Sandra Ramirez, Accountant Program Manager

SUBJECT: 2021-2022 State Based CMIG Migrant Part Year, Start-up/Close-down, Specialized Services (CMSS) and Covid Funding budget submission.

**I. RECOMMENDATION:**

Review and consider ratifying the submission of the 2021-2022 State Migrant Head Start Budgets to Stanislaus County Office of Education.

- ✓ CMIG Budget
- ✓ CMSS Budget
- ✓ Start-Up/Close-Down Budget
- ✓ Covid Fund Budget

**II. SUMMARY:**

We have prepared out budgets based on funding guidance and amounts received from Stanislaus County Office of Education. Budgets submitted June 25, 2022.

**III. DISCUSSION:**

The State Based Migrant Part Year Program will serve a total of 92 infants, toddlers, and Pre-K at Sierra Vista Migrant Head Start Center. This program will operate as a blended program with the Madera Migrant and Seasonal Head Start program.

- 17,801 Child Days of Enrollment.
- Funds to cover administrative and indirect costs is 9.5%.
- CAPMC proposing a 1.22% Cola increase to align with Head Start Cola and \$500 one-time only stipend based on agency policy 703.00.00 Supplemental Pay for Covid-19. In response to the ongoing Covid-19 safety measures, CAPMC is proposing a \$500 stipend to compensate each employee for the extra duties of cleaning and disinfecting to prevent and protect the health and safety of children, parents/families, and staff.
- Related fringe benefits costs (FICA taxes, worker's compensation insurance, and retirement benefits) have been increased accordingly.
- Covid Fund to cover \$500 one-time only stipend, related fringe benefits, health/safety materials and 5% indirect costs.

**IV. FINANCING: Total 1,046,269**

Total CMIG Budget \$750,881  
Total CMSS Budget \$134,765  
Total Start-up/Close-down Budget \$132,509  
Total Covid Fund Budget \$28,114

May 19, 2021

Mattie Mendez, Executive Director  
Community Action Partnership of  
Madera County  
1225 Gill Avenue  
Madera, CA 93637

Dear Mattie:

We are beginning our preparations for the 2021-22 California Department of Education – Early Education and Support Division (EESD) subcontracts. We received your proposed calendars last November. It is now time for your agency's proposed budgets to be submitted for approval and inclusion with the subcontracts.

Your agency's funding allocations for the 2021-22 contract year is as indicated below:

	CMIG-PY	CSPP
Child Days of Enrollment (CDE)	17,081.0	16,976.25
CDE Reimbursement Rate	\$43.96	\$44.87
Basic Funding	\$750,881	\$761,724
Start-up/Close-down Funding	\$132,509	n/a
Specialized Services Funding	\$134,765	n/a
Minimum Days of Operation	185	178
Maximum Administrative Cost	9.5%	9.5%

	CMIG	CSPP
COVID Funding	\$28,114	\$54,023
Maximum Administrative Cost	5.0%	5.0%

Please submit your budgets utilizing the template provided for the Migrant Head Start refunding application. There should be one budget per type of funding per contract. If funding is being blended with RHS or MHS, please provide a blended basic budget, non-blended basic budget, and any other budgets for the type of contract being blended (i.e. specialized services). In addition, please submit an enrollment plan. This year, please provide a separate One-Time COVID budget per program as well.

Please find attached Assembly Bill 82 COVID Stipend Guidance for further information on proper uses of the COVID funding amounts stated in the chart above.

All documents should be sent via e-mail to [bemery@stancoe.org](mailto:bemery@stancoe.org). Documentation of Governing Board approval is not required, however a letter indicating the Executive Director's approval of the submitted budgets should be included.

This data is being provided for planning purposes only and should not be interpreted as the offer of a contract. Available funding is dependent upon appropriations set by CDD. The amounts included in this letter indicate the most accurate information available as of the date above.

**Please submit budgets by June 18, 2021 to [bemery@stancoe.org](mailto:bemery@stancoe.org):**

Breanna Emery  
Child/Family Services  
Stanislaus County Office of Education  
1100 H Street  
Modesto, CA 95354

Should you have any questions regarding the enclosed information, please contact Jewelee Lemus for program questions and Breanna Emery for fiscal inquiries, both at (209) 238-1800.

Thank you for your continued efforts to serve children and their families.

Sincerely,

*Ramona Trejo*

Ramona Trejo  
Director of CFS Financial Services

CC: Breanna Emery, Financial Services Manager  
Jewelée Lemus, Director II







# Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: August 12, 2021

Author: Elizabeth Wisener

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DATE: August 2, 2021

TO: Board of Directors

FROM: Elizabeth Wisener, Community Services Program Manager

SUBJECT: Kaiser Permanente Community Benefit Grant Opportunity

**I. RECOMMENDATION:**

Consider approving the submission of the application for the Kaiser Permanente Community 2021 Benefit Program.

**II. SUMMARY:**

Kaiser Permanente has invited CAPMC to submit a grant proposal of \$25,000 under their Housing for Health Common Area of Focus with a priority on Transform Care: Whole Person Approaches for strategies that strengthen the connectivity and provision of care within health care and social services safety net for people experiencing homelessness or formerly homelessness.

**III. DISCUSSION:**

A. Mattie Mendez and Elizabeth Wisener were contacted by Harkiran Sandhu the Community Health Manager with Kaiser Permanente. CAPMC received an award of \$90,000 in 2021 from Kaiser, and Ms. Sandhu reached out to notify CAPMC that Kaiser Permanente wanted to award CAPMC an additional \$25,000 for the next funding cycle.

B. Community Action Partnership of Madera County plans to use the funds for the following:

- \$20,000 for Rental Assistance. Funds will serve approximately 10 households at \$2,000 each.
- \$2,915 for incidentals on behalf of homeless clients. This would include things such as: transportation, laundry, food supplies, over the counter medication, birth certificates and clothing.
- \$2,085 for indirect cost.
- \$25,000 is the total.

C. The term of this funding is November 1, 2021 to June 30, 2022.

D. Applications are due by electronic submission on August 16, 2021.

**IV. FINANCING:  
**\$25,000****



# Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: August 12, 2021

Author: Irene Yang

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**DATE:** August 2, 2021  
**TO:** Board of Directors  
**FROM:** Irene Yang, Human Resources Director  
**SUBJECT:** Supplemental Pay for COVID-19

**I. RECOMMENDATION:**

Review and consider approving supplemental pay in response to COVID-19.

**II. SUMMARY:**

On-going preventive measures require essential workers to adopt and perform, additional duties to ensure the safety for clients and peers; funds from The Coronavirus Aide, Relief, and Economic Security (CARES) Act, the 2021 American Rescue Plan Act (ARPA), and the California Assembly Bill 82 provide some financial assistance to recognize employees for doing their parts during the response to the COVID-19 pandemic.

**III. DISCUSSION:**

- A. The Agency will make a one-time payment to eligible employees after the approval of the Board of Director. An addendum will be issued to Service Employees International Union (SEIU), Local 521 for the represented employees.
- B. Eligibilities of the supplemental pay are: 1) to work under designated funds programs, and 2) must be under approved protective leaves or remain employed with the Agency up to October 1, 2021.
- C. The supplemental pay is \$500, and it will be processed through payroll with applicable taxes deduction. The one-time supplemental pay will be issued and end on October 22, 2021.

**IV. FINANCIAL IMPACT: Supplemental pays will be covered by the named funds to address the impact of the COVID-19 pandemic.**

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Applies to: Employees under the designated fund (Madera/Mariposa Regional and Madera Migrant/Seasonal Head Start collective bargaining members, refer to Collective Bargaining Agreements or Memoranda of Understanding with Union such as SEIU)

Effective: October 1, 2021

Supersedes: October 1, 2020

## POLICY

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In response to the shelter in place orders placed on the State of California by Governor Gavin Newsom in 2020, employees under the designated fund have been deemed as essential workers and are required to perform additional duties and precautionary measures in order to prevent, protect and ensure the health and safety of children, families and staff. This policy allows for implementing temporary supplemental pay for those additional duties.

Funds from The Coronavirus Aide, Relief, and Economic Security (CARES) Act, the 2021 American Rescue Plan Act (ARPA), and the California Assembly Bill 82 address the impact of the COVID-19 pandemic on childcare and essential service providers by providing some financial assistance to essential workers during the response to the pandemic.

## POLICY GUIDELINES

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703.01.00 ADDITIONAL DUTIES FOR HEAD START MANAGEMENT STAFF. Positions include and not limit to Head Start Director, Deputy Directors, Support Services Manager, Area Managers, Program Specialists, Data Entry staff, Administrative / Human Resources Assistants.

- Inventory and purchase of cleaning/disinfecting supplies
- Researching and purchasing smock, jackets, etc. that provide protection for staff when handling children, gloves, facemasks, shoe coverings, gloves, etc. and appropriate chemicals that were effective in killing the virus.
- Inventorying supplies to ensure center staff have enough masks (cloth or disposable), smocks in the event that they need to be replaced
- Distribution of supplies and equipment to all staff
- Development of safety procedures
- Development of safety trainings
- On-going communication with health officials and community care licensing
- extensive communication and support to center staff when issues due to COVID arise
- Developing information/newsletters for parents providing resources and information on COVID safety and community resources
- Identification and distribution of food and financial resources
- Processing COVID related leaves



- Following up with staff on leave due to COVID exposures
- Providing guidance to staff regarding leaves and eligibility related to COVID
- Processing HR appropriate documentation
- Maintain communication with Center Director to ensure all safety procedures are followed. Obtain information regarding daily staff, parent, and child health checks
- Identifying professional development trainings to support physical distancing.
- Support in re-arranging classrooms to support physical distancing
- Researching “distant learning” options, activities, materials
- Monitoring and supporting staff providing distance learning option
- Outreach to recruit more families, prepare facilities for in-person comprehensive services, and create support systems for employees

703.02.00 ADDITIONAL DUTIES FOR HEAD START CENTER STAFF. Positions include and not limit to Center Director, Advocates, Teaching Personnel, Instructional Aides, and Food Service Personnel.

- All center staff are responsible for ongoing cleaning and disinfecting through the day. Before children arrive, disinfecting of all common areas, and work areas.
- Conducting health and temperature checks for staff at time of arrival and ensure staff are healthy and free from COVID symptoms
- Conduct health and temperature checks for parents and children at arrival time.
- Clean and disinfect checking-in area
- Ongoing inventorying of cleaning and sanitizing supplies to ensure enough supplies are available daily
- Cleaning and disinfecting outdoor area before and after children’s use
- Frequently doing laundry of sheets and blankets used by children, small toys used by infants,
- On-going communication with parents/families providing guidance and resources available to meet their current needs and COVID information on testing and care
- Attend trainings to develop/implement strategies to promote physical distancing.
- Re-arranging classrooms adding/removing materials and furniture to promote physical distancing.
- Identifying need for classroom materials, generate purchase orders, and submit to main office.
- Adjusting classroom activities/lesson plans to ensure children’s safety and wellbeing are priority
- Distance learning teachers developing activities and collecting materials to provide to families.
- Documentation of all contacts with families, child screenings, and assessments making necessary adjustments for the collection of data.

- Attend trainings to support children and family's health and wellness.
- Develop information newsletters for parents and staff to maintain communication regarding program activities and community events.
- Implementation of on-line curriculum materials and resources to support distance learning environment.
- Completing reports and data regarding COVID-19 cases and reporting all required information to Community Care Licensing, local Department of Public Health, Grantee, or Region IX.
- Conducting follow-up on identified COVID cases in order to report to appropriate agencies outcome and any other potential exposures.
- Providing appropriate exposure notices to families, clients, and vendors.

703.03.00 ADDITIONAL DUTIES FOR HEAD START MAINTENANCE STAFF. Positions include and not limit to Maintenance Workers II and Maintenance Workers I.

- Weekly disinfecting of playgrounds
- Purchasing and providing disinfecting chemicals for staff
- Provide training on proper use of chemicals for proper disinfecting
- Inventory of cleaning supplies and replenishing needed supplies
- Secure service to maintain and replace air units to ensure clean air flow
- Identification
- As needed, staff conduct intensive disinfecting of classrooms/centers when a positive COVID case has been identified

703.04.00 ADDITIONAL DUTIES FOR FISCAL AND INFORMATION TECHNOLOGY (IT) STAFF. Positions include and not limit to Chief Financial Officer, Accountants-Program Managers, Accounting Supervisor, Accounting Technicians, IT Manager, IT Specialist, IT/Help Desk Support Technicians.

- ARPA, CARES and supplemental budget applications for not only Head Start but LIHEAP, FEMA, Housing Programs and CSBG
- Monitoring additional budgets and spending
- New leaves and payroll credits for payroll processing
- Additional processing of purchase orders for personal protective equipment for all of the agency's departments
- New programming for payroll and payroll tax credits for accounting software
- Additional accounts payable processing for all the new funding
- Purchase and set up equipment and technologies for communication needs for successful tele/remote work
- Modify the facility equipment to meet the alternative work arrangements
- Install more security monitors at worksites to monitor workplaces
- Handle more job orders to ensue applicable technologies and equipment are meeting demands

703.05.00 ADDITIONAL DUTIES FOR ADMINISTRATION AND HUMAN RESOURCES STAFF. Positions include and not limit to Human Resources Director, Human Resources Generalist, Strategic Plan Coordinator/Assistant to Executive Director, Human Resources Assistants.

- Collaborating closely with departments to develop, adopt, or improved protocols on applicable tele/remote work policies and procedures
- Compiling the need-to-know resources regarding coronavirus (COVID-19) and keeping employees informed of workplace changes
- Guide employees on implemented changes in dealing with COVID-19 crisis.
- Developing preventive and screening policy and procedures to monitor and practice safety measures during pandemic
- Modifying recruitment and retention practices to ensure essential work duties can be performed with extra care of health and safety practices
- Help managers and directors on how to implement existing work policies and procedures to meet the COVID 19 crisis
- Engage with employees on their wellness by reminding them of the Employee Assistance Program (EAP) and the tele health option with their medical providers.
- Train employees on the health screening policies and procedures, remind employees' proper use of personal protective equipment (PPE) and the importance on social distancing and hygiene practices, to reduce risks and stay compliant
- Work with employees on their COVID-19 related accommodations and compliance matters in the areas of ADA, FMLA, Title VII, and state regulations. Process and track Families First Coronavirus Response Act (FFCRA) leaves
- Explain and engage with employees on their circumstances and requests that are related to FFCRA expansion of FMLA benefit. Work with employees on their qualified events, follow up with employees on their progression, and transition them return to work, when possible
- Coordinate with managers and directors on their employees' FFCRA FMLA leaves requirements and updates
- Provide relevant FFCRA FMLA leave information to Fiscal Department for payroll tax credit purpose
- Process Paid Sick Leave and work with COBRA Administrator on COBRA subsidy extension

703.06.00 ADDITIONAL DUTIES FOR APP/R&R MANAGEMENT & STAFF. Positions include, without limitation, the APP/R&R Program Manager, R&R CCIP Coordinator, Provider Services Associates and Program Assistant/Clerk Typist II (RR/APP).

- Inventory and purchase of cleaning/disinfecting supplies.

- Researching and purchasing lab coats, gloves, facemasks, cleaning supplies for staff.
- Researching and purchasing gloves, facemasks, hand sanitizers, disinfecting sprays as well as appropriate chemicals that are effective in killing the virus for staff and child care providers.
- Inventorying supplies to ensure staff/child care providers have enough personal protective equipment (masks (cloth or disposable), hand sanitizers, etc.) in the event that they need to be replaced.
- Distribution of supplies and equipment to all staff and child care providers.
- Development of safety procedures.
- Development of safety trainings.
- On-going communication with health officials and community care licensing.
- Extensive communication and support to staff when issues due to COVID-19 arise.
- Developing information/newsletters for parents and child care providers in providing resources and information on COVID-19 safety and community resources.
- Identification and distribution of cleaning supplies and resources.
- Processing COVID-19 related leaves.
- Following up with staff on leave due to COVID-19 exposures.
- Providing guidance to staff regarding leaves and eligibility – COVID-19.
- Processing HR appropriate documentation.
- Maintain communication with staff in regards to safety procedures are followed and obtain information regarding daily staff check-in.
- Identifying professional development trainings to support physical distancing.
- Monitoring and supporting staff providing distance learning options.

703.07.00 ADDITIONAL DUTIES FOR APP/R&R STAFF. Positions include, without limitation, Family Services Quality Assurance Associate, Family Services Associates I/II/III and Child Care Navigator.

- Ongoing cleaning and disinfecting through the day and disinfecting of all common and work areas.
- Conducting health and temperature checks for staff at time of arrival and ensure staff are healthy and free from COVID-19 symptoms.
- Ongoing inventorying of cleaning and sanitizing supplies on a daily basis to ensure enough supplies are available.
- Disinfecting incoming mail on a daily basis.
- Ongoing communication with parents and child care providers providing guidance and resources available to meet their current needs and COVID-19 information on testing and care.
- Attend trainings to develop/implement strategies to promote physical distancing.
- Documentation of all contacts with families, child care providers and making necessary adjustments for the collection of data.

- Promote and process enrollments for families under Essential Workers and At-Risk Populations.

703.08.00 ADDITIONAL DUTIES FOR VICTIM SERVICES STAFF. Positions include, Program Manager, Coordinator, and Administrative Aide.

- Increased meetings and modification of services to comply with both service requirements and social distancing.
- Inventory and purchase of cleaning/disinfecting supplies.
- Researching and purchasing gloves, facemasks, shoe coverings, etc. that provide protection for staff when handling children, as well as appropriate chemicals that effective in killing the virus.
- Inventorying supplies to ensure shelter staff have enough personal protective equipment (masks (cloth or disposable), smocks, etc.) in the event that they need to be replaced.
- Distribution of supplies and equipment to all staff.
- Development of safety procedures.
- Development of safety trainings.
- On-going communication with health officials, law enforcement, and social services.
- Extensive communication and support to shelter staff when issues due to COVID arise.
- Identification of legal, medical, and financial resources.
- Processing COVID related leaves.
- Following up with staff on leave due to COVID exposures.
- Adjusting crisis response calendar after leaves.
- Providing guidance to staff regarding leaves and eligibility – COVID.
- Processing HR appropriate documentation.
- Maintain communication with the Madera County District Attorney's Office and Madera County Courthouse to ensure all safety procedures are followed.
- Obtain information regarding daily staff, crisis walk-ins Covid-19 screening.
- Identifying trainings to support direct services while physical distancing.
- Support in rotating in office staff to support physical distancing.
- Provide virtual staff meetings for case updates.
- Identify service delivery options for open cases.

703.09.00 ADDITIONAL DUTIES FOR VICTIMS SERVICES DOMESTIC VIOLENCE, RAPE CRISIS, VICTIM VITNESS, TRANSITIONAL HOUSING PROGRAM STAFF. Positions include, without limitation to Case Worker, Specialty Advocates, Advocates, and Shelter Aides.

- Ongoing cleaning and disinfecting through the day of shelter office, vehicles for transporting shelter clients, disinfecting of all common and work areas.
- Conducting health screening and temperature checks for shelter clients at time of arrival, when providing child care, court accompaniment, and transportation.
- Disinfecting household items.

- Ongoing inventorying of cleaning and sanitizing supplies on a daily basis to ensure
- enough supplies are available.
- Cleaning and disinfecting Martha Diaz playground area before and after children's use.
- Frequently doing laundry of donated clothing, sheets, and blankets used by families.
- Frequent cleaning of small toys used by infants, car seats, and furniture used by families.
- Ongoing communication with shelter families providing guidance and resources available to meet their current needs and COVID information on testing and care.
- Attending trainings to develop/implement strategies to promote physical distancing.
- Re-arranging staff schedules to promote physical distancing.
- Identifying materials for victim safety while social distancing.
- Arranging virtual participation for cases.
- Identifying hotels willing to house victims.
- Arranging off site visits for delivering documents, purchasing of food, medication, and necessities. Screening for Covid-19 prior to transportation, shelter placement, courtroom and accompaniment.

703.10.00 ADDITIONAL DUTIES FOR COMMUNITY SERVICES MANAGEMENT STAFF. Positions include, without limitation, the Community Services Program Manager, Coordinators, Shunammite Place Resident Manager, Executive Administrative Assistant.

- Inventory and purchase of cleaning/disinfecting supplies.
- Researching and purchasing smocks, jackets, gloves, facemasks, shoe coverings, etc. that provide protection for staff when handling children, as well as appropriate chemicals that effective in killing the virus.
- Inventorying supplies to ensure center staff have enough personal protective equipment (masks (cloth or disposable), smocks, etc.) in the event that they need to be replaced.
- Distribution of supplies and equipment to all staff.
- Development of safety procedures.
- Extensive communication and support to Community Services staff when issues due to COVID arise.
- Identification and distribution of food and financial resources.
- Processing HR appropriate documentation related to COVID related leaves.
- Maintain communication with Community Services Staff to ensure all safety procedures are followed. Obtain information regarding daily staff, and program participant health checks.
- Identifying professional development trainings to support physical distancing.
- Support in re-arranging offices to support physical distancing.
- Monitoring and supporting staff providing who were working remotely.

- Prepare and submit ARPA, CARES applications for Community Services Block Grant, LIHEAP, FEMA, and Community Services Block Grant.
- Develop procedures for COVID19 related contracts.
- Additional processing of purchase order requests and check requests for all the new funding.

703.11.00 ADDITIONAL DUTIES FOR COMMUNITY SERVICES ADMINISTRATIVE STAFF. Positions include, without limitation, Receptionist, Housing Case Workers, Program Assistant Clerk/Typist II, Homeless Outreach Workers, Customer Assistant Technicians.

- Ongoing cleaning and disinfecting through the day of all common and work areas.
- Conducting health and temperature checks for staff at time of arrival and ensure staff are healthy and free from COVID symptoms.
- Special processing of mail and mailed in applications to ensure protection staff and office areas
- Ongoing inventorying of cleaning and sanitizing supplies on a daily basis to ensure enough supplies are available.
- Ongoing communication with clients providing guidance and resources available to meet their current needs and COVID information on testing and care.
- Attend trainings to develop/implement strategies to promote physical distancing.
- Re-arranging office areas to promote physical distancing.
- Identifying need for materials, generate purchase orders, and submit to the Community Services Program Manager.

703.12.00 PAYMENT DISTRIBUTION. The Agency will make a one-time payment to employees working under the designated fund after the CAPMC Board of Director's approval. Employees under the designated fund must be under approved protective leaves or remain employed with CAPMC up to October 1, 2021. Qualified employees will receive a \$500 (minus applicable taxes) by October 22, 2021 as a one-time supplemental pay for the additional duties described above during the COVID-19 pandemic. The supplemental pay will end on October 22, 2021.



# Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors' Meeting for: August 12, 2021

Author: Tina Gomez

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DATE: August 2, 2021  
TO: Board of Directors  
FROM: Tina Gomez, Accounting Supervisor  
SUBJECT: Compensation Schedules and Salary Schedules

I. **RECOMMENDATION:**

Review and consider approving the updated employee compensation schedules and salary schedule.

II. **SUMMARY:**

The updated compensation and salary schedules for all programs reflect a 1.22% cost of living adjustment (COLA) increase retroactively effective for the 2021/2022 program years. The compensation schedules are being updated to reflect the permanent COLA increase for Head Start staff (both union and non-union) and all other agency staff.

III. **DISCUSSION:**

- A. The Board of Directors has previously approved the 1.22% COLA applications for all of the Head Start programs, including Fresno which is not represented by the bargaining unit (SEIU Local 521). The Office of Head Start provided additional funding for these "across the board" salary adjustments.
- B. The schedules were last updated September 16, 2020 to reflect a 2% COLA increase and approved by the Board of Directors on October 8, 2020.
- C. Any new positions and job descriptions that have been approved by the Board of Directors have been included in the appropriate compensation schedules at the approved rate of pay.
- D. The attached Compensation Schedules and Salary Schedule reflects the 1.22% COLA effective as follows: March 1, 2021 for Madera Migrant Head Start; June 1, 2021 for Regional Head Start; July 1, 2021 for all Non Head Start programs and September 1, 2021 for Fresno Migrant Head Start. These dates correspond with the program and fiscal years for the Head Start programs and July 1<sup>st</sup> is the beginning of the agency's fiscal year.

IV. **FINANCING:** All applicable salary and fringe benefit increases have been included in the current year budgets in the appropriate programs.



**Community Action Partnership of Madera County, Inc.**  
**Non-Represented Non-Head Start Employee Compensation Schedule**  
**Includes 1.22% COLA Effective 7/1/2021**

REVISED 07/22/2021

P

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<b><u>Administration</u></b>					
Accountant - Program Manager	32.0	33.67	41.03	5,837	7,112
Chief Financial Officer	40.5	51.24	62.43	8,882	10,821
Child Care Alternative Payment and Resource & Referral Program Manager	33.0	35.38	43.11	6,132	7,472
Community Services Program Manager	33.0	35.38	43.11	6,132	7,472
Human Resources Director	37.5	44.18	53.83	7,659	9,331
Information Technology Manager	33.0	35.38	43.11	6,132	7,472
Victim Services Program Manager	33.0	35.38	43.11	6,132	7,472
<b><u>Mid-Management Series</u></b>					
Accounting Supervisor	24.5	23.25	28.33	4,030	4,910
Community Services Coordinator	24.5	23.25	28.33	4,030	4,910
Housing Coordinator	24.5	23.25	28.33	4,030	4,910
Human Resources Generalist	24.5	23.25	28.33	4,030	4,910
IT Communication Specialist	26.5	25.66	31.27	4,449	5,420
IT Network Specialist	26.5	25.66	31.27	4,449	5,420
R&R Child Care Initiative Project (CCIP) Coordinator	24.5	23.25	28.33	4,030	4,910
Strategic Plan Coordinator/Assistant to Executive Director	25.0	23.83	29.04	4,131	5,033
Victim Services Coordinator	24.5	23.25	28.33	4,030	4,910

Longevity Steps: 5% - 10 years; 5% - 15 years; 5% - 20 years

**Community Action Partnership of Madera County, Inc.**  
**Non-Represented Non-Head Start Employee Compensation Schedule**  
**Includes 1.22% COLA Effective 7/1/2021**

REVISED 07/22/2021

P

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<b>Clerical &amp; Technical Series</b>					
Accounting Technician	21.0	19.56	23.83	3,390	4,131
Administrative Aide	18.5	17.29	21.06	2,997	3,651
Advocate II/Victim Services	20.0	18.62	22.68	3,227	3,932
Advocate III/Victim Services	21.0	19.56	23.83	3,390	4,131
Child Advocacy Center (CAC) Case Worker	23.0	21.59	26.31	3,742	4,560
Child Care Navigator	22.5	21.06	25.66	3,651	4,449
Customer Assistance Technician	18.5	17.29	21.06	2,997	3,651
Data Entry Technician	16.5	15.66	19.08	2,715	3,308
Executive Administrative Aide	20.0	18.62	22.68	3,227	3,932
Family Services Associate I (APP)	18.5	17.29	21.06	2,997	3,651
Family Services Associate II (APP)	19.5	18.16	22.13	3,148	3,836
Family Service Associate III (R&R/APP)	21.0	19.56	23.83	3,390	4,131
Family Services Quality Assurance Associate	22.0	20.55	25.04	3,562	4,340
Human Resources Assistant I	20.0	18.62	22.68	3,227	3,932
Human Resources Assistant II	21.0	19.56	23.83	3,390	4,131
Homeless Outreach Worker	18.5	17.29	21.06	2,997	3,651
Housing Case Worker	23.0	21.59	26.31	3,742	4,560
Internet Technology (IT)/Help Desk Support Technician	21.0	19.56	23.83	3,390	4,131
Maintenance Worker I	16.5	15.66	19.08	2,715	3,308
Homeless Outreach Worker	18.5	17.29	21.06	2,997	3,651
Prevention Advocate	21.0	19.56	23.83	3,390	4,131
Program Assistant/Clerk Typist II	16.5	15.66	19.08	2,715	3,308
Program Assistant/Clerk Typist II-(R&R/APP)	16.5	15.66	19.08	2,715	3,308
Provider Services Associate	18.5	17.29	21.06	2,997	3,651
Receptionist	16.0	15.28	18.62	2,649	3,227
Senior Food Program Food Service Worker		14.73		2,553	
Senior Food Program Home Delivered-Meal Client Intake Worker		14.73		2,553	
Shelter/Resident Support Aide	15.5	14.91	18.16	2,584	3,148
Shunammite Place Resident Manager	23.5	22.13	26.96	3,836	4,674
Specialty Advocate (VS)	23.0	21.59	26.31	3,742	4,560
Transitional Housing Case Worker	23.0	21.59	26.31	3,742	4,560

Longevity Steps: 5% - 10 years; 5% - 15 years; 5% - 20 years

**Community Action Partnership of Madera County, Inc.  
Non-Represented Head Start Employee Compensation Schedule  
Including 1.22% COLA**

**For Madera Migrant/Seasonal/CMIG effective 03/01/2021 and Regional/Early/CSPP  
effective 06/01/2021 and Fresno Migrant/Seasonal/Early  
1.22% COLA effective 09/01/2021  
REVISED 07/22/2021**

B

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<b><u>Administration</u></b>					
Head Start Director	37.0	43.11	52.52	7,472	9,104
Deputy Head Start Director - Child Development and Facilities	31.5	32.85	40.03	5,695	6,938
Deputy Head Start Director - Direct Services	31.5	32.85	40.03	5,695	6,938
Support Services Manager	29.5	29.76	36.26	5,159	6,286
<b><u>Mid-Management Series</u></b>					
Administrative Analyst	24.5	23.25	28.33	4,030	4,910
Area Manager	28.0	27.64	33.67	4,791	5,837
Area Manager - Fresno Migrant Head Start	28.0	27.64	33.67	4,791	5,837
Center Director I	23.0	21.59	26.31	3,742	4,560
Center Director II	23.5	22.13	26.96	3,836	4,674
Center Director/Teacher	23.0	21.59	26.31	3,742	4,560
Disabilities/Mental Health Services Content Specialist	26.5	25.66	31.27	4,449	5,420
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Services Content Specialist	26.5	25.66	31.27	4,449	5,420
Family Child Care Development/Quality Assurance Specialist	24.5	23.25	28.33	4,030	4,910
Head Start Professional Development Coach	23.0	21.59	26.31	3,742	4,560
Health Services Content Specialist	26.5	25.66	31.27	4,449	5,420
Maintenance Worker II	23.0	21.59	26.31	3,742	4,560
Nutrition Services Content Specialist	26.5	25.66	31.27	4,449	5,420
Parent and Governance Specialist	26.5	25.66	31.27	4,449	5,420
Site Supervisor/Teacher	23.0	21.59	26.31	3,742	4,560

Longevity Steps: 5% - 10 years; 5% - 15 years; 5% - 20 years

**Community Action Partnership of Madera County, Inc.  
Non-Represented Head Start Employee Compensation Schedule  
Including 1.22% COLA**

**For Madera Migrant/Seasonal/CMIG effective 03/01/2021 and Regional/Early/CSPP  
effective 06/01/2021 and Fresno Migrant/Seasonal/Early**

**1.22% COLA effective 09/01/2021**

**REVISED 07/22/2021**

B

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<b><u>Clerical &amp; Technical Series</u></b>					
Administrative Aide	18.5	17.29	21.06	2,997	3,651
Advocate II	20.0	18.62	22.68	3,227	3,932
Advocate III	21.0	19.56	23.83	3,390	4,131
Associate Teacher	18.5	17.29	21.06	2,997	3,651
Associate Teacher-Infants/Toddlers	18.5	17.29	21.06	2,997	3,651
Associate Teacher-Preschool	18.5	17.29	21.06	2,997	3,651
Child Care Assistant (SFP)	15.5	14.91	18.16	2,584	3,148
Data Entry Technician	16.5	15.66	19.08	2,715	3,308
Executive Administrative Aide	20.0	18.62	22.68	3,227	3,932
Family Skills Instructor (SFP)	22.5	21.06	25.66	3,651	4,449
Food Service Worker I	15.5	14.91	18.16	2,584	3,148
Food Service/Cook (40 meals or less)	16.5	15.66	19.08	2,715	3,308
Food Service/Head Cook (40+ meals)	17.0	16.05	19.56	2,783	3,390
Human Resources Assistant I	20.0	18.62	22.68	3,227	3,932
Human Resources Assistant II	21.0	19.56	23.83	3,390	4,131
Instructional Aide I/Janitor	15.5	14.91	18.16	2,584	3,148
Instructional Aide II/Janitor	16.0	15.28	18.62	2,649	3,227
Instructional Aide III	16.5	15.66	19.08	2,715	3,308
Janitor <b>**FRESNO ONLY**</b>	15.5	14.91	18.16	2,584	3,148
Maintenance Worker I	16.5	15.66	19.08	2,715	3,308
Master Teacher	21.0	19.56	23.83	3,390	4,131
Program Technician	18.5	17.29	21.06	2,997	3,651
Teacher	20.0	18.62	22.68	3,227	3,932

Longevity Steps: 5% - 10 years; 5% - 15 years; 5% - 20 years

**Community Action Partnership of Madera County, Inc.  
 Union (SEIU Local 521) Employee Compensation Schedule  
 Including 1.22% COLA  
 For Madera Migrant/Seasonal effective 03/01/2021 and  
 Regional/Early Head Start effective 06/01/2021  
 REVISED 07/22/2021**

Y

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<b>Clerical &amp; Technical Series</b>					
Advocate II	20.0	18.62	22.68	3,227	3,932
Associate Teacher	18.5	17.29	21.06	2,997	3,651
Associate Teacher-Infants/Toddlers	18.5	17.29	21.06	2,997	3,651
Associate Teacher-Preschool	18.5	17.29	21.06	2,997	3,651
Data Entry Technician	16.5	15.66	19.08	2,715	3,308
Early Head Start Family Facilitator	21.0	19.56	23.83	3,390	4,131
Food Service Worker I	15.5	14.91	18.16	2,584	3,148
Food Service/Cook (40 meals or less)	16.5	15.66	19.08	2,715	3,308
Food Service/Head Cook (40+ meals)	17.0	16.05	19.56	2,783	3,390
Instructional Aide I/Janitor	15.5	14.91	18.16	2,584	3,148
Instructional Aide II/Janitor	16.0	15.28	18.62	2,649	3,227
Instructional Aide III	16.5	15.66	19.08	2,715	3,308
Maintenance Worker I	16.5	15.66	19.08	2,715	3,308
Master Teacher	21.0	19.56	23.83	3,390	4,131
Program Technician	18.5	17.29	21.06	2,997	3,651
Program Technician-CSPP and CMIG	18.5	17.29	21.06	2,997	3,651
Program Technician-In-kind and White Fleet	18.5	17.29	21.06	2,997	3,651
Program Technician-Purchase	18.5	17.29	21.06	2,997	3,651
Teacher	20.0	18.62	22.68	3,227	3,932

Longevity Steps: 5% - 10 years; 5% - 15 years; 5% - 20 years

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**SALARY SCHEDULE FOR ALL PROGRAMS, INCLUDING HEAD START AND NON-HEAD START**  
**Including 1.22% COLA**  
**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START**  
**FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS**  
**REVISED 07/22/2021**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
15.0 HOURLY	2521 14.54	2584 14.91	2649 15.28	2715 15.66	2783 16.05	2852 16.46	2924 16.87	2997 17.29	3072 17.72	3227 18.62	3390 19.56	3562 20.55
15.5 HOURLY	2584 14.91	2649 15.28	2715 15.66	2783 16.05	2852 16.46	2924 16.87	2997 17.29	3072 17.72	3148 18.16	3308 19.08	3475 20.05	3651 21.06
16.0 HOURLY	2649 15.28	2715 15.66	2783 16.05	2852 16.46	2924 16.87	2997 17.29	3072 17.72	3148 18.16	3227 18.62	3390 19.56	3562 20.55	3742 21.59
16.5 HOURLY	2715 15.66	2783 16.05	2852 16.46	2924 16.87	2997 17.29	3072 17.72	3148 18.16	3227 18.62	3308 19.08	3475 20.05	3651 21.06	3836 22.13
17.0 HOURLY	2783 16.05	2852 16.46	2924 16.87	2997 17.29	3072 17.72	3148 18.16	3227 18.62	3308 19.08	3390 19.56	3562 20.55	3742 21.59	3932 22.68
17.5 HOURLY	2852 16.46	2924 16.87	2997 17.29	3072 17.72	3148 18.16	3227 18.62	3308 19.08	3390 19.56	3475 20.05	3651 21.06	3836 22.13	4030 23.25
18.0 HOURLY	2924 16.87	2997 17.29	3072 17.72	3148 18.16	3227 18.62	3308 19.08	3390 19.56	3475 20.05	3562 20.55	3742 21.59	3932 22.68	4131 23.83
18.5 HOURLY	2997 17.29	3072 17.72	3148 18.16	3227 18.62	3308 19.08	3390 19.56	3475 20.05	3562 20.55	3651 21.06	3836 22.13	4030 23.25	4234 24.43

**Including 1.22% COLA**  
**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START**  
**FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS**  
**REVISED 07/22/2021**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
19.0 HOURLY	3072 17.72	3148 18.16	3227 18.62	3308 19.08	3390 19.56	3475 20.05	3562 20.55	3651 21.06	3742 21.59	3932 22.68	4131 23.83	4340 25.04
19.5 HOURLY	3148 18.16	3227 18.62	3308 19.08	3390 19.56	3475 20.05	3562 20.55	3651 21.06	3742 21.59	3836 22.13	4030 23.25	4234 24.43	4449 25.66
20.0 HOURLY	3227 18.62	3308 19.08	3390 19.56	3475 20.05	3562 20.55	3651 21.06	3742 21.59	3836 22.13	3932 22.68	4131 23.83	4340 25.04	4560 26.31
20.5 HOURLY	3308 19.08	3390 19.56	3475 20.05	3562 20.55	3651 21.06	3742 21.59	3836 22.13	3932 22.68	4030 23.25	4234 24.43	4449 25.66	4674 26.96
21.0 HOURLY	3390 19.56	3475 20.05	3562 20.55	3651 21.06	3742 21.59	3836 22.13	3932 22.68	4030 23.25	4131 23.83	4340 25.04	4560 26.31	4791 27.64
21.5 HOURLY	3475 20.05	3562 20.55	3651 21.06	3742 21.59	3836 22.13	3932 22.68	4030 23.25	4131 23.83	4234 24.43	4449 25.66	4674 26.96	4910 28.33
22.0 HOURLY	3562 20.55	3651 21.06	3742 21.59	3836 22.13	3932 22.68	4030 23.25	4131 23.83	4234 24.43	4340 25.04	4560 26.31	4791 27.64	5033 29.04
22.5 HOURLY	3651 21.06	3742 21.59	3836 22.13	3932 22.68	4030 23.25	4131 23.83	4234 24.43	4340 25.04	4449 25.66	4674 26.96	4910 28.33	5159 29.76

**Including 1.22% COLA**  
**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START**  
**FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS**  
**REVISED 07/22/2021**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
23.0 HOURLY	3742 21.59	3836 22.13	3932 22.68	4030 23.25	4131 23.83	4234 24.43	4340 25.04	4449 25.66	4560 26.31	4791 27.64	5033 29.04	5288 30.51
23.5 HOURLY	3836 22.13	3932 22.68	4030 23.25	4131 23.83	4234 24.43	4340 25.04	4449 25.66	4560 26.31	4674 26.96	4910 28.33	5159 29.76	5420 31.27
24.0 HOURLY	3932 22.68	4030 23.25	4131 23.83	4234 24.43	4340 25.04	4449 25.66	4560 26.31	4674 26.96	4791 27.64	5033 29.04	5288 30.51	5556 32.05
24.5 HOURLY	4030 23.25	4131 23.83	4234 24.43	4340 25.04	4449 25.66	4560 26.31	4674 26.96	4791 27.64	4910 28.33	5159 29.76	5420 31.27	5695 32.85
25.0 HOURLY	4131 23.83	4234 24.43	4340 25.04	4449 25.66	4560 26.31	4674 26.96	4791 27.64	4910 28.33	5033 29.04	5288 30.51	5556 32.05	5837 33.67
25.5 HOURLY	4234 24.43	4340 25.04	4449 25.66	4560 26.31	4674 26.96	4791 27.64	4910 28.33	5033 29.04	5159 29.76	5420 31.27	5695 32.85	5983 34.52
26.0 HOURLY	4340 25.04	4449 25.66	4560 26.31	4674 26.96	4791 27.64	4910 28.33	5033 29.04	5159 29.76	5288 30.51	5556 32.05	5837 33.67	6132 35.38
26.5 HOURLY	4449 25.66	4560 26.31	4674 26.96	4791 27.64	4910 28.33	5033 29.04	5159 29.76	5288 30.51	5420 31.27	5695 32.85	5983 34.52	6286 36.26



**Including 1.22% COLA**  
**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START**  
**FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS**  
**REVISED 07/22/2021**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
27.0 HOURLY	4560 26.31	4674 26.96	4791 27.64	4910 28.33	5033 29.04	5159 29.76	5288 30.51	5420 31.27	5556 32.05	5837 33.67	6132 35.38	6443 37.17
27.5 HOURLY	4674 26.96	4791 27.64	4910 28.33	5033 29.04	5159 29.76	5288 30.51	5420 31.27	5556 32.05	5695 32.85	5983 34.52	6286 36.26	6604 38.10
28.0 HOURLY	4791 27.64	4910 28.33	5033 29.04	5159 29.76	5288 30.51	5420 31.27	5556 32.05	5695 32.85	5837 33.67	6132 35.38	6443 37.17	6769 39.05
28.5 HOURLY	4910 28.33	5033 29.04	5159 29.76	5288 30.51	5420 31.27	5556 32.05	5695 32.85	5837 33.67	5983 34.52	6286 36.26	6604 38.10	6938 40.03
29.0 HOURLY	5033 29.04	5159 29.76	5288 30.51	5420 31.27	5556 32.05	5695 32.85	5837 33.67	5983 34.52	6132 35.38	6443 37.17	6769 39.05	7112 41.03
29.5 HOURLY	5159 29.76	5288 30.51	5420 31.27	5556 32.05	5695 32.85	5837 33.67	5983 34.52	6132 35.38	6286 36.26	6604 38.10	6938 40.03	7289 42.05
30.0 HOURLY	5288 30.51	5420 31.27	5556 32.05	5695 32.85	5837 33.67	5983 34.52	6132 35.38	6286 36.26	6443 37.17	6769 39.05	7112 41.03	7472 43.11
30.5 HOURLY	5420 31.27	5556 32.05	5695 32.85	5837 33.67	5983 34.52	6132 35.38	6286 36.26	6443 37.17	6604 38.10	6938 40.03	7289 42.05	7659 44.18

**Including 1.22% COLA**  
**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START**  
**FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS**  
**REVISED 07/22/2021**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
31.0 HOURLY	5556 32.05	5695 32.85	5837 33.67	5983 34.52	6132 35.38	6286 36.26	6443 37.17	6604 38.10	6769 39.05	7112 41.03	7472 43.11	7850 45.29
31.5 HOURLY	5695 32.85	5837 33.67	5983 34.52	6132 35.38	6286 36.26	6443 37.17	6604 38.10	6769 39.05	6938 40.03	7289 42.05	7659 44.18	8046 46.42
32.0 HOURLY	5837 33.67	5983 34.52	6132 35.38	6286 36.26	6443 37.17	6604 38.10	6769 39.05	6938 40.03	7112 41.03	7472 43.11	7850 45.29	8247 47.58
32.5 HOURLY	5983 34.52	6132 35.38	6286 36.26	6443 37.17	6604 38.10	6769 39.05	6938 40.03	7112 41.03	7289 42.05	7659 44.18	8046 46.42	8454 48.77
33.0 HOURLY	6132 35.38	6286 36.26	6443 37.17	6604 38.10	6769 39.05	6938 40.03	7112 41.03	7289 42.05	7472 43.11	7850 45.29	8247 47.58	8665 49.99
33.5 HOURLY	6286 36.26	6443 37.17	6604 38.10	6769 39.05	6938 40.03	7112 41.03	7289 42.05	7472 43.11	7659 44.18	8046 46.42	8454 48.77	8882 51.24
34.0 HOURLY	6443 37.17	6604 38.10	6769 39.05	6938 40.03	7112 41.03	7289 42.05	7472 43.11	7659 44.18	7850 45.29	8247 47.58	8665 49.99	9104 52.52
34.5 HOURLY	6604 38.10	6769 39.05	6938 40.03	7112 41.03	7289 42.05	7472 43.11	7659 44.18	7850 45.29	8046 46.42	8454 48.77	8882 51.24	9331 53.83

**Including 1.22% COLA**  
**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START**  
**FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS**  
**REVISED 07/22/2021**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
35.0 HOURLY	6769 39.05	6938 40.03	7112 41.03	7289 42.05	7472 43.11	7659 44.18	7850 45.29	8046 46.42	8247 47.58	8665 49.99	9104 52.52	9564 55.18
35.5 HOURLY	6938 40.03	7112 41.03	7289 42.05	7472 43.11	7659 44.18	7850 45.29	8046 46.42	8247 47.58	8454 48.77	8882 51.24	9331 53.83	9804 56.56
36.0 HOURLY	7112 41.03	7289 42.05	7472 43.11	7659 44.18	7850 45.29	8046 46.42	8247 47.58	8454 48.77	8665 49.99	9104 52.52	9564 55.18	10049 57.97
36.5 HOURLY	7289 42.05	7472 43.11	7659 44.18	7850 45.29	8046 46.42	8247 47.58	8454 48.77	8665 49.99	8882 51.24	9331 53.83	9804 56.56	10300 59.42
37.0 HOURLY	7472 43.11	7659 44.18	7850 45.29	8046 46.42	8247 47.58	8454 48.77	8665 49.99	8882 51.24	9104 52.52	9564 55.18	10049 57.97	10557 60.91
37.5 HOURLY	7659 44.18	7850 45.29	8046 46.42	8247 47.58	8454 48.77	8665 49.99	8882 51.24	9104 52.52	9331 53.83	9804 56.56	10300 59.42	10821 62.43
38.0 HOURLY	7850 45.29	8046 46.42	8247 47.58	8454 48.77	8665 49.99	8882 51.24	9104 52.52	9331 53.83	9564 55.18	10049 57.97	10557 60.91	11092 63.99
38.5 HOURLY	8046 46.42	8247 47.58	8454 48.77	8665 49.99	8882 51.24	9104 52.52	9331 53.83	9564 55.18	9804 56.56	10300 59.42	10821 62.43	11369 65.59

**Including 1.22% COLA**  
**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START**  
**FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS**  
**REVISED 07/22/2021**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
39.0 HOURLY	8247 47.58	8454 48.77	8665 49.99	8882 51.24	9104 52.52	9331 53.83	9564 55.18	9804 56.56	10049 57.97	10557 60.91	11092 63.99	11653 67.23
39.5 HOURLY	8454 48.77	8665 49.99	8882 51.24	9104 52.52	9331 53.83	9564 55.18	9804 56.56	10049 57.97	10300 59.42	10821 62.43	11369 65.59	11945 68.91
40.0 HOURLY	8665 49.99	8882 51.24	9104 52.52	9331 53.83	9564 55.18	9804 56.56	10049 57.97	10300 59.42	10557 60.91	11092 63.99	11653 67.23	12243 70.63
40.5 HOURLY	8882 51.24	9104 52.52	9331 53.83	9564 55.18	9804 56.56	10049 57.97	10300 59.42	10557 60.91	10821 62.43	11369 65.59	11945 68.91	12549 72.40



# Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: August 12, 2021

Author: Jennifer Coronado

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DATE: July 29, 2021

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Rape Crisis Program

I. **RECOMMENDATION:**

Review and consider approving the Executive Director to sign and submit the request for application to operate the Rape Crisis (RC) Program for funding period 2021 – 2022 including any amendments or extensions.

II. **SUMMARY:**

Board of Directors to authorize the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Rape Crisis (RC) Program from October 1, 2021 through September 30, 2022 including any extensions and/or amendments during the funding period.

III. **DISCUSSION:**

The purpose of the RC Program is to reduce the level of trauma experienced by sexual assault survivors through the provision of comprehensive and supportive services, to improve coordination of multi-disciplinary response systems, and to expand public awareness concerning sexual assault and its impact.

IV. **FINANCING:**

The total project costs are \$322,174, comprised of the following:

2020 VOCA: \$181,829

2021 VGCF: \$134,725

2021 RCP5: \$15,620



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera</b>		<b>Grant Subaward #: RC21 35 1245</b>		
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>20VOCA</b>	<b>21VCGF</b>	<b>21RCP5</b>	<b>Total Amount Allocated</b>
<p><b>Victim Services Program Manager FTE 43%</b> The victim services program manager is responsible for the daily project operations and supervises the program staff. The program manager also assures compliance with state requirements and assists with direct client services.</p> <p>Salary (\$76,302 annually x 43% = \$32,810) 50% Funded by 20VOCA (10/1/21-3/31/22)</p> <p>50% Funded by 21VCGF (4/1/22-9/30/22)</p> <p>Benefits (\$32,810 x 13.404% benefit rate = \$4,398) 50% Funded by 20VOCA (10/1/21-3/31/22)</p> <p>50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$16,405	\$16,405		\$32,810
	\$2,199	\$2,199		\$4,398
<p><b>Administrative Aide FTE 5%</b> The Administrative Aide position is responsible for serving as an aide to the Program Manager and as secretarial back up to the administrative staff and various other duties.</p> <p>Salary (\$40,990 annually x 5% = \$2,050) 50% Funded by 20VOCA (10/1/21-3/31/22)</p> <p>50% Funded by 21VCGF (4/1/22-9/30/22)</p> <p>Benefits (\$2,050 x 29.336% benefit rate = \$601) 50% Funded by 20VOCA (10/1/21-3/31/22)</p> <p>50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$1,025	\$1,025		\$2,050
	\$300	\$301		\$601



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera</b>		<b>Grant Subaward #: RC21 35 1245</b>		
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>20VOCA</b>	<b>21VCGF</b>	<b>21RCP5</b>	<b>Total Amount Allocated</b>
<p><b>Victim Services Coordinator FTE 13%</b> The Victim Services Coordinator supervises daily operations, including collecting data, enforcing program policies, and supervising staff. Other duties include monitoring grant goals and objectives, providing office support and assisting the Program Manager.</p> <p>Salary (\$68,603 annually x 13% = \$8,918) 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22) Benefits (\$8,918 x 22.370% benefit rate = \$1,995) 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$4,459	\$4,459		\$8,918
	\$997	\$998		\$1,995
<p><b>Advocates</b> Advocates provide direct services to clients, including crisis intervention, counseling, advocacy, accompaniment, information and referrals, and community education. Advocates maintain records of service delivery.</p>				
<p><b>Advocate II FTE 100%</b> Salary (\$49,772 annually x 100% = \$49,772) 58% Funded by 20VOCA (10/1/21-3/31/22) 42% Funded by 21VCGF (4/1/22-9/30/22) Benefits (\$49,772 x 31.309% benefit rate = \$15,583) 58% Funded by 20VOCA (10/1/21-3/31/22) 42% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$28,868	\$20,904		\$49,772
	\$9,038	\$6,545		\$15,583



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera</b>		<b>Grant Subaward #: RC21 35 1245</b>		
<b>A. Personnel Costs</b> - Line-item description and calculation	<b>20VOCA</b>	<b>21VCGF</b>	<b>21RCP5</b>	<b>Total Amount Allocated</b>
<p><b>Advocate II FTE 100%</b> Salary (\$41,466 annually x 100% = \$41,466) 33% Funded by 20VOCA (10/1/21-3/31/22) 42% Funded by 21VCGF (4/1/22-9/30/22) 25% Funded by 21RCP5 (4/1/22-9/30/22) Benefits (\$41,466 x 25.672% benefit rate = \$12,168) 33% Funded by 20VOCA (10/1/21-3/31/22) 42% Funded by 21VCGF (4/1/22-9/30/22) 25% Funded by 21RCP5 (4/1/22-9/30/22)</p>	\$13,683	\$17,416	\$10,367	\$41,466
<p><b>Specialty Advocate FTE 100%</b> Salary (\$53,606 annually x 100% = \$53,606) 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22) Benefits (\$53,606 x 25.467% benefit rate = \$13,652) 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p> <p>(Benefits include FICA/SUI, Health/Dental/Vision, Worker's Comp, and 4% retirement contribution.)</p>	\$26,803	\$26,803		\$53,606
	\$6,826	\$6,826	\$3,042	\$13,652
<b>Personnel Costs Fund Source Totals</b>	<b>\$114,618</b>	<b>\$108,992</b>	<b>\$13,409</b>	<b>\$237,019</b>
<b>PERSONNEL COSTS CATEGORY TOTAL</b>				<b>\$237,019</b>





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: RC21 35 1245		
B. Operating Costs - Line-item description and calculation	20VOCA	21VCGF	21RCP5	Total Amount Allocated
<p><b>Office Supplies:</b> Pens, paper, printer cartridges &amp; supplies needed for client meetings, shredder, chairs, records and documents. \$150/mo x 12 = \$1,800 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$900	\$900		\$1,800
<p><b>Data Processing Supplies:</b> To support collection of program objectives, track and monitor progress and provide client services. Includes purchases of office phones, 3 new computers, new components and parts for 3 previously purchased computers, desktop supplies, toner, and software. Annual warranty computer/phone switch and firewall security \$185 and annual back-up \$415.  50% Funded by 20VOCA (10/1/21-6/30/22) 50% Funded by 21VCGF (7/1/22-9/30/22)</p>	\$6,750	\$2,250		\$9,000
<p><b>Program Supplies:</b> Supplies used to promote rape awareness and support program. \$330.92/mo x 12mo = \$3,401 57.15% Funded by 20VOCA (10/1/21-3/31/22) 42.85% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$2,453	\$1,839		\$4,292



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: RC21 35 1245		
B. Operating Costs - Line-item description and calculation	20VOCA	21VCGF	21RCP5	Total Amount Allocated
<p><b>Postage and Shipping:</b> 100% of postage based on actual usage. \$14 x 12 = \$168 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$84	\$84		\$168
<p><b>Equipment Rental:</b> \$150/mo x 12 = \$1,800 for postage meter, photo copier rentals. 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$900	\$900		\$1,800
<p><b>Printing &amp; Publishing:</b> \$12/mo x 12 = \$144 for printing and publishing information for clients, including agency and resource information. 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$72	\$72		\$144
<p><b>Advertising and Promotion:</b> Madera Tribune advertising for volunteers, employee recruitment, Sexual Assault Month, and general outreach. 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$240	\$240		\$480



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: RC21 35 1245		
B. Operating Costs - Line-item description and calculation	20VOCA	21VCGF	21RCP5	Total Amount Allocated
<p><b>Telephone/Communication:</b> Telephone service, long distance, and voicemail, Verizon staff cell phones, Comcast FAX and internet. \$312/mo x 12 = \$3,744</p> <p>50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$1,872	\$1,872		\$3,744
<p><b>Rent:</b> Yosemite St. location is 3,264 Sqft. in total. Rent = \$3,394.51/mo x 12 = \$40,734.12. Rape Crisis share is as follows: Direct Staff: 3.61 FTE x 125 Sqft. = 451.25 x 1.04/Sqft. x 12mo = \$5,632 Training/Interview/Waiting Areas: 1554 Sqft x 31.2602% for RC = 485.78 Sqft x 1.04/Sqft x 12mo = \$6,063</p> <p>Intake Areas: 210 Sqft x 39.6667% for RC = 83.3 Sqft. x 1.04/Sqft x 12mo = \$1,040 72.38% Funded by 20VOCA (10/1/21-6/30/22) 10.26% Funded by 21VCGF (7/1/22-9/30/22) 17.36% Funded by 21RCP5 (2/1/22-9/30/22)</p>	\$10,524		\$2,211	\$12,735



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: RC21 35 1245		
B. Operating Costs - Line-item description and calculation	20VOCA	21VCGF	21RCP5	Total Amount Allocated
<p><b>Utilities:</b> Water, Sewer, Disposal, Natural Gas and Electricity services. \$240/mo x 12mo = \$2,880 17.56% Funded by 20VOCA (10/1/21-11/30/22) 82.44% Funded by 21VCGF (11/1/21-9/30/22)</p>	\$506	\$2,374		\$2,880
<p><b>Building Repairs &amp; Maintenance:</b> Building repairs and maintenance at sites. \$45/mo x 12 = \$540 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$270	\$270		\$540
<p><b>Burglar Alarm:</b> Alarm at Madera location. \$25/mo x 12 = \$300 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$150	\$150		\$300
<p><b>Property Insurance:</b> \$24/mo x 12 = \$288 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$144	\$144		\$288



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: RC21 35 1245		
B. Operating Costs - Line-item description and calculation	20VOCA	21VCGF	21RCP5	Total Amount Allocated
<p><b>Consultants:</b> To bring in a victim services agency from southern California to consult on: establishing a task force to address sexual assault and human trafficking, establish partnerships with local law enforcement, work with prosecutors. 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$5,000	\$5,000		\$10,000
<p><b>Custodial Services:</b> Maintenance/Janitorial service. \$216/mo x 12 = \$2,592 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$1,296	\$1,296		\$2,592
<p><b>Medical Screening/SEAT/Staff:</b> Medical screenings for new staff. \$10/mo x 12 = \$120 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$60	\$60		\$120
<p><b>Gas and Oil:</b> Fuel for agency auto based on actual purchases. \$27.50/mo x 12 = \$380, \$50/Oil change x 3 = \$150 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$240	\$240		\$480



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: RC21 35 1245		
B. Operating Costs - Line-item description and calculation	20VOCA	21VCGF	21RCP5	Total Amount Allocated
<p><b>Vehicle Insurance:</b>            Vehicle insurance at \$56/mo x 12 = \$672            50% Funded by 20VOCA (10/1/21-3/31/22)            50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$336	\$336		\$672
<p><b>Vehicle Repair and Maintenance:</b>            Monthly vehicle maintenance \$10/mo x 12 = \$120            50% Funded by 20VOCA (10/1/21-3/31/22)            50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$60	\$60		\$120
<p><b>Staff Travel-Local:</b>            For staff traveling locally to sites, courthouse, or any other site required in victim assistance \$10/mo x 12 = \$120            50% Funded by 20VOCA (10/1/21-3/31/22)            50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$60	\$60		\$120
<p><b>Training - Staff:</b>            Training to certify staff in evidence-based support groups and empowerment groups, ACEs Overcomers training, and facilitator certification in Adverse Child-Experiences.            50% Funded by 20VOCA            50% Funded by 21VCGF</p>	\$2,400	\$2,400		\$4,800



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: RC21 35 1245		
B. Operating Costs - Line-item description and calculation	20VOCA	21VCGF	21RCP5	Total Amount Allocated
<p><b>Liability Insurance:</b> General liability and insurance for volunteers, \$58/mo x 12 = \$696 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$348	\$348		\$696
<p><b>Property Taxes:</b> 60% Funded by 20VOCA (10/1/21-3/31/22) 40% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$3	\$2		\$5
<p><b>Fees and Licenses:</b> To pay for various fees and licenses that are required and incurred within the year \$75/mo x 12 = \$900 Retirement Plan Administration \$200 California Crime Victims Assistance Association \$100  50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$600	\$600		\$1,200
<p><b>Fingerprinting:</b> Fingerprint at \$12 x 6 new/existing prints = \$72 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$36	\$36		\$72



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: RC21 35 1245		
B. Operating Costs - Line-item description and calculation	20VOCA	21VCGF	21RCP5	Total Amount Allocated
<p><b>Direct Benefits:</b> Emergency housing or hotel for sexual assault victims and rent assistance \$700/mo x 12 = \$8,400 50% Funded by 20VOCA (10/1/21-3/31/22) 50% Funded by 21VCGF (4/1/22-9/30/22)</p>	\$4,200	\$4,200		\$8,400
<p><b>Indirect Costs:</b> 9.1% of direct project costs - excluding equipment @ \$304,467. CAPMC has an indirect cost rate agreement. See attached. Cognizant Agency is Dept. of Health and Human Services. Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers associated indirect administrative operating expenses such as rent, telephone, audit, supplies etc.</p>	\$27,707			\$27,707
Operating Costs Fund Source Totals	\$67,211	\$25,733	\$2,211	\$95,155
<b>OPERATING COSTS CATEGORY TOTAL</b>				<b>\$95,155</b>





**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: Community Action Partnership of Madera</b>		<b>Grant Subaward #: RC21 35 1245</b>		
<b>C. Equipment Costs</b> - Line-item description and calculation	<b>20VOCA</b>	<b>21VCGF</b>	<b>21RCP5</b>	<b>Total Amount Allocated</b>
Equipment Costs Fund Source Totals				
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>				

<b>Grant Subaward Totals</b> - Totals must match the Grant Subaward Face Sheet	<b>20VOCA</b>	<b>21VCGF</b>	<b>21RCP5</b>	<b>Total Project Cost</b>
<b>Fund Source Totals</b>	<b>\$181,829</b>	<b>\$134,725</b>	<b>\$15,620</b>	<b>\$332,174</b>



# Report to the Board of Directors

Agenda Item Number: E-6

Board of Directors Meeting for: August 12, 2021

Author: Jennifer Coronado

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DATE: August 3, 2021

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Domestic Violence Program

**I. RECOMMENDATION:**

Review and consider approving the Executive Director to sign and submit the request for application to operate the Domestic Violence (DV) Program for funding period 2021 – 2022 including any amendments or extensions.

**II. SUMMARY:**

Board of Directors to authorize the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Domestic Violence (DV) Program from October 1, 2021 through September 30, 2022 including any extensions and/or amendments during the funding period.

**III. DISCUSSION:**

The DV Program will be extending the Fiscal Year (FY) 2020/21 Grant Subaward performance period end date from 9/30/2021 to 09/30/2022.

Ongoing funding that would have been allocated through the FY 2021/22 DV Program RFA will also be augmented through this amendment.

**IV. FINANCING:**

The total project costs are \$1,140,174, comprised of the following:

18VOCA: \$177,657

19VOCA: \$157,950

20DVP0: \$201,980

20VOCA: \$247,250

20FVPA: \$65,000

21VCGF: \$88,357

21DVP0: \$201,980

The 18VOCA, 19VOCA, and 20DVP0 components above totaling \$537,587 were previously approved during the September 10, 2020 Board of Director's meeting. This budget amendment addresses the 20VOCA, 20FVPA, 21VCGF, and 21DVP0 components, which represent new funding and total \$602,587

The accompanying budget for this is being presented using our internal format for tracking rather than the Cal OES budget pages so it is easier to distinguish between costs and line items per year.

The increase in funding is being utilized mostly to increase staffing coverage so that the shelter can be staffed 24/7. There is also an increase to the amount of emergency lodging and shelter CAPMC can provide to clients in the case that the shelter is already at full capacity.

**533 DV Shelter**

	Budget 21	Budget 22
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**Revenues**

4110- GRANT INCOME-FEDERAL	335,607.00	312,250.00
4120- GRANT INCOME-STATE	201,980.00	290,337.00
4220- IN KIND CONTRIBUTIONS		
<b>Total Revenues</b>	537,587.00	602,587.00

**Expenses**

**Personal Services**

5010- SALARIES & WAGES	338,016.00	369,149.00
5020- ACCRUED VACATION PAY		
5112- HEALTH INSURANCE	29,902.00	33,108.00
5114- WORKER'S COMPENSATION	8,465.00	6,120.00
5116- PENSION	15,427.00	15,473.00
5122- FICA	26,053.00	28,434.00
5124- SUI	3,641.00	4,183.00
5130- ACCRUED VACATION FICA		
<b>Total Personal Services</b>	421,504.00	456,467.00

**Operating**

6110- OFFICE SUPPLIES	420.00	2,700.00
6112- DATA PROCESSING SUPPLIES	780.00	1,200.00
6130- PROGRAM SUPPLIES	6,045.00	5,400.00
6140- CUSTODIAL SUPPLIES	360.00	360.00
6170- POSTAGE & SHIPPING	360.00	180.00
6180- EQUIPMENT RENTAL	960.00	1,440.00
6181- EQUIPMENT MAINTENANCE	480.00	240.00
6310- PRINTING & PUBLICATIONS	239.00	80.00
6312- ADVERTISING & PROMOTION	480.00	480.00
6320- TELEPHONE	8,040.00	10,800.00
6410- RENT	13,457.00	11,622.00
6420- UTILITIES/ DISPOSAL	10,680.00	14,400.00
6432- BUILDING REPAIRS/ MAINTENANCE	1,200.00	3,600.00
6433- GROUNDS MAINTENANCE	2,880.00	5,400.00
6436- PEST CONTROL	1,560.00	1,440.00
6437- BURGLAR & FIRE ALARM	2,160.00	1,800.00
6440- PROPERTY INSURANCE	2,640.00	2,640.00
6520- CONSULTANTS	5,000.00	-
6540- CUSTODIAL SERVICES	1,200.00	4,200.00
6610- GAS & OIL	600.00	1,800.00
6620- VEHICLE INSURANCE	2,760.00	2,400.00
6640- VEHICLE REPAIR & MAINTENANCE	360.00	960.00
6712- STAFF TRAVEL-LOCAL	230.00	60.00
6830- INSURANCE & BONDING	720.00	-
6832- LIABILITY INSURANCE	72.00	900.00
6840- PROPERTY TAXES	840.00	36.00
6850- FEES & LICENSES	720.00	1,200.00
7226- CLIENT LODGING/SHELTER	5,600.00	20,120.00
7240- DIRECT BENEFITS	400.00	400.00
9010- INDIRECT COST ALLOCATION	44,840.00	50,262.00
<b>Total Operating</b>	116,083.00	146,120.00

8110- IN KIND SALARIES

8120- IN KIND RENT

**Total Expenses**

	537,587.00	602,587.00
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# Report to the Board of Directors

Agenda Item Number: E-7

Board of Directors Meeting for: August 12, 2021

Author: Jennifer Coronado

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DATE: July 29, 2021

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Transitional Housing Program

**I. RECOMMENDATION:**

Review and consider approving the Executive Director to sign and submit the request for application to operate the Transitional Housing (XH) Program for funding period 2022 including any amendments or extensions.

**II. SUMMARY:**

Board of Directors to authorize the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Transitional Housing Program from January 1, 2022 through December 31, 2022 including any extensions and/or amendments during the funding period.

**III. DISCUSSION:**

The purpose of the Transitional Housing Program is to create and/or enhance transitional housing for victims of crime. The program will support transitional housing, short-term housing assistance, and supportive services, including follow-up services that move victims of crime into permanent housing. Successful transitional housing programs provide a range of optional supportive services and let victims choose the course that best fits their needs.

**IV. FINANCING:**

The total project costs are \$126,807, comprised of the following:

2019 VOCA: \$63,345

2020 VOCA: \$63,462

**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: XH21 04 1245		
A. Personnel Costs - Salaries/Employee Benefits	19VOCA	20VOCA		Total Amount Allocated
<b>Victim Services Program Manager FTE 2%</b>				
The Victim Services Program Manager is responsible for the daily project operations and supervises the program staff. The program manager also assures compliance with state requirements and directly assists with clients.				
Salary (\$79,850 annually x 2% = \$1,597)				\$1,597
50% Funded by 19VOCA (10/1/21-3/31/22)	\$798			
50% Funded by 20VOCA (4/1/22-9/30/22)		\$799		
Benefits (\$1,597 x 13.341% benefit rate = \$213)				\$213
50% Funded by 19VOCA (10/1/21-3/31/22)	\$106			
50% Funded by 20VOCA (4/1/22-9/30/22)		\$107		
<b>Victim Services Coordinator FTE 5%</b>				
The Victim Services Coordinator supervises daily operations, including collecting data, enforcing program policies, and supervising staff. Other duties include monitoring grant goals and objectives, providing office support and assisting the Program Manager.				
Salary (\$ 70,975 annually x 5% = \$3,549)				\$3,549
50% Funded by 19VOCA (10/1/21-3/31/22)	\$1,774			
50% Funded by 20VOCA (4/1/22-9/30/22)		\$1,775		
Benefits (\$3,549 x 22.021% benefit rate = \$782)				\$782
50% Funded by 19VOCA (10/1/21-3/31/22)	\$391			
50% Funded by 20VOCA (4/1/22-9/30/22)		\$391		



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: XH21 04 1245		
A. Personnel Costs - Salaries/Employee Benefits	19VOCA	20VOCA		Total Amount Allocated
<b>Transitional Housing Case Worker FTE 100%</b> The Transitional Housing Case Worker establishes case plans with families, follow-up with and ensure clients meet requirements to obtain permanent housing, helps as a general advocate with clients and utility, housing, and governmental vendors.  Salary (\$56,667 annually x 100% = \$56,667) 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22) Benefits (\$56,667 x 28.907% benefit rate = \$16,381) 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)	\$28,333	\$28,334		\$56,667
	\$8,190	\$8,191		\$16,381
<b>Administrative Aide FTE 2%</b> The Administrative Aide position is responsible for serving as an aide to the Program Manager and as secretarial back up to the administrative staff and various other duties.  Salary (\$43,000 annually x 2% = \$860) 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22) Benefits (\$860 x 28.520% benefit rate = \$245) 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)	\$430	\$430		\$860
	\$122	\$123		\$245
(Benefits include FICA/SUI, Health/Dental/Vision, Worker's Comp, and 4% retirement contribution.)				
<b>Personnel Costs Fund Source Totals</b>	\$40,144	\$40,150		\$80,294
<b>PERSONNEL COSTS CATEGORY TOTAL</b>				\$80,294



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: XH21 04 1245		
B. Operating Costs - Line-item description and calculation	19VOCA	20VOCA		Total Amount Allocated
<p><b>Office Supplies:</b> Pens, paper, printer cartridges &amp; supplies needed for client meetings, shredder, chairs, records and documents. \$20/mo x 12 = \$240 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)</p>	\$120	\$120		\$240
<p><b>Data Processing Supplies:</b> To support collection of program objectives, track and monitor progress and provide client services. Includes desktop supplies, toner, and software. \$40/mo x 12 = \$480 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)</p>	\$240	\$240		\$480
<p><b>Program Supplies:</b> Supplies to promote outreach and support programs \$354. 41.8% Funded by 19VOCA (10/1/21-3/31/22) 58.2% Funded by 20VOCA (4/1/22-9/30/22)</p>	\$148	\$206		\$354
<p><b>Postage and Shipping:</b> 100% of postage based on actual usage. \$5/mo x 12 = \$60 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)</p>	\$30	\$30		\$60





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: XH21 04 1245		
B. Operating Costs - Line-item description and calculation	19VOCA	20VOCA		Total Amount Allocated
<p><b>Telephone/Communication:</b> Telephone service, long distance, and voicemail, Verizon staff cell phones, Comcast FAX and internet. \$10/mo x 12 = \$120 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)</p>	\$60	\$60		\$120
<p><b>Rent:</b> Yosemite St. location is 3,264 Sqft. in total. Rent = \$3,394.51/mo x 12 = \$40,734.12. Transitional Housing share is as follows: Direct Staff: 0.09 FTE x 125 Sqft. = 11.25 x 1.04/Sqft. x 12mo = \$140. Training/Interview/Waiting Areas: 14.70 Sqft for TH = 14.70 Sqft x 1.04/Sqft x 12mo = \$183 Intake Areas: 4.93 Sqft for TH = 4.93 Sqft. x 1.04/Sqft x 12mo = \$62  Rent of 2 Units for Transitional Housing Victims to provide temporary housing to victims of domestic violence. For 2 Units at (\$850 + \$750)/mo x 12 = \$19,200 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)</p>	\$9,796	\$9,789		\$19,585
<p><b>Utilities:</b> Water, Sewer, Disposal, Natural Gas and Electricity services, since moving \$15/mo x 12mo = \$180 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)</p>	\$90	\$90		\$180



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: XH21 04 1245		
B. Operating Costs - Line-item description and calculation	19VOCA	20VOCA		Total Amount Allocated
<p><b>Burglar Alarm:</b> Alarm at Madera location \$3/mo x 12 = \$36 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)</p>	\$18	\$18		\$36
<p><b>Property Insurance:</b> \$24/mo x 12 = \$288 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)</p>	\$144	\$144		\$288
<p><b>Custodial Services:</b> Maintenance/Janitorial service \$8/mo x 12 = \$96 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)</p>	\$48	\$48		\$96
<p><b>Medical Screening/SEAT/Staff:</b> Medical screenings for new staff \$5/mo x 12 = \$60</p>		\$60		\$60
<p><b>Gas and Oil:</b> Fuel for agency auto based on actual purchases. 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)</p>	\$30	\$30		\$60



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: XH21 04 1245		
B. Operating Costs - Line-item description and calculation	19VOCA	20VOCA		Total Amount Allocated
<b>Vehicle Insurance:</b> Vehicle insurance at \$56/mo x 12 = \$672 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)	\$336	\$336		\$672
<b>Staff Travel-Local:</b> For staff traveling locally to sites, courthouse, or any other site required in victim assistance \$5/mo x 12 = \$60 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)	\$30	\$30		\$60
<b>Liability Insurance:</b> General liability and insurance for volunteers, \$18/mo x 12 = \$216 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)	\$108	\$108		\$216
<b>Client Lodging/Shelter:</b> Household establishment assistance and temporary or emergency housing. 50% Funded by 19VOCA (10/1/21-3/31/22) 50% Funded by 20VOCA (4/1/22-9/30/22)	\$6,714	\$6,715		\$13,429



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: XH21 04 1245		
B. Operating Costs - Line-item description and calculation	19VOCA	20VOCA		Total Amount Allocated
<p><b>Indirect Costs:</b> 9.1% of direct project costs - excluding equipment @ \$116,230. CAPMC has an indirect cost rate agreement. See attached. Cognizant Agency is Dept. of Health and Human Services. Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers associated indirect administrative operating expenses such as rent, telephone, audit, supplies etc.</p>	\$5,289	\$5,288		\$10,577
Operating Costs Fund Source Totals	\$23,201	\$23,312		\$46,513
<b>OPERATING COSTS CATEGORY TOTAL</b>				<b>\$46,513</b>



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera		Grant Subaward #: XH21 04 1245		
C. Equipment Costs - Line-item description and calculation	19VOCA	20VOCA		Total Amount Allocated
Equipment Costs Fund Source Totals				
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>				

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	19VOCA	20VOCA		Total Project Cost
Fund Source Totals	\$63,345	\$63,462		\$126,807



# Report to the Board of Directors

Agenda Item Number: E-8

Board of Directors Meeting for: August 12, 2021

Author: Maritza Gomez-Zaragoza

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DATE: August 10, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Approve CAPMC Executive Director to Relinquish the Fresno Migrant Early Head Start Family Child Care Partnership Contract.

**I. RECOMMENDATION:**

Consider approving the relinquishment of the Fresno Migrant Early Head Start Family Child Care Partnership Contract effective September 1, 2021.

**II. SUMMARY:**

Program staff have been monitoring grant compliance, enrollment, and number of Family Child Care providers to serve children in Fresno County. After reviewing all data, information was shared with Executive Director and determined that the recommendation to relinquish the grant/contract would be presented to the Board of Directors and Parent Policy Committee for consideration.

**III. DISCUSSION:**

A. In order to provide an informed decision, the following program data was reviewed:

- In the 2018-2019 program year – the total cumulative enrollment was 30 children. Although the required enrollment was met, it was cumulative. Children/families were not all served at one time. The number was reached based on turn-over. Unspent funds were identified.
- In the 2019-2020 program year – CAPMC was unable to meet its funded enrollment of serving 30 children. The cumulative enrollment was 17 children. Again, the 17 children were not all served at one time. Unspent funds were identified
- In the current year 2020-2021 – CAPMC has only been able to serve 18 children. Additionally, the agency has lost Family Child Care providers which in turns affects the ability to serve children. At the start of the program, the agency had 7 providers that could potentially serve a total of 21 children. As of June 2021, the program only has 3 remaining contracted providers with only 2 serving 4 children total. Once again, the inability to serve children has cause unspent funds of over \$100,000.

B. The following information was shared by the Family Child Care Development Specialist that oversees the program:

- Providers are not meeting the education requirements set forth by Head Start. Two of the contracted providers did not want to return to school to earn child

development units and permit or obtain their CDA (CDA is the equivalent of obtaining child development units).

- Providers do not want to work with Head Start because of all the requirements that are part of contracting with the program – curriculum implementation, child screening and assessments.
- Providers are being recruited by other Fresno County programs that are paying the same FCC rate and do not have the same requirements as Head Start.

C. In addition to the challenges described above, the program is also challenged by only having one staff member to oversee the program. The program requires that the Specialist not only recruit children and providers, but also has to ensure that all Head Start components are met and provided to the children and families. Additionally, the Program Specialist needs to ensure that the provider adheres to Head Start and Community Care Licensing regulations. The majority of the funding is allocated to pay for the child care services and can only afford one staff member for the program. Although a small percentage is allocated for other program staff to provide support as needed – i.e. Health Specialist, Nutrition, Specialist, Support Services Manager/ERSEA, and Data Entry Staff.

D. The Family Child Care Development Specialist is interested in another positing within the CAPMC Head Start programs. Therefore, the staff member will not be impacted by the decision to relinquish the funds.

E. One of the greatest impacts for the ability to meet contract/program enrollment has to do with competition from other Family Child Care agencies including CAP of San Luis Obispo, Grantee. The completion with other agencies/programs makes it difficult for the Program Specialist to be able to recruit and contract with providers. As previously stated, many are hesitant to contract with CAPMC due to the many requirements that come along with serving Head Start children.

F. CAP of San Luis Obispo has an established program structure for an Early Head Start Family Child Care Program. Returning the funding to CAPSLO will enhance their program and be able to expand services to children and families in Fresno County.

#### **IV. FINANCIAL IMPACT:**

Migrant Early Head Start-FCC Grant \$330,420

Migrant Early Head Start – T&TA \$6,949

Total Financial Impact: \$337,369

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**FISCAL EXPENDITURE REPORT**  
**FOR THE PERIOD ENDED JULY 28, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG (01/01/21 - 12/31/21) 218	287,694.00	173,325.01	58.33%	60.25%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY 2021 (06/01/21 - 5/31/22) 217	28,250.00	0.00	16.67%	0.00%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 (03/27/20 - 5/31/22) 219	390,168.00	175,451.65	61.54%	44.97%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
CSBG CARES DISCRETIONARY (03/27/20 - 5/31/22) 251	40,370.00	24,333.51	61.54%	60.28%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
<b>HEAD START &amp; CHILD DEVELOPMENT</b>					
HEAD START REGIONAL (06/1/21 - 05/31/22) 311/380	4,060,640.00	303,293.14	16.67%	7.47%	Provide HS services to 246 low income preschool children and families
HEAD START T/TA (06/01/21 - 05/31/22) 310	46,025.00	1,104.80	16.67%	2.40%	Provide training for staff and parents
EARLY HEAD START REGIONAL (06/01/21 - 05/31/22) 312	601,117.00	78,429.50	16.67%	13.05%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA (06/01/21 - 05/31/22) 309	13,373.00	0.00	16.67%	0.00%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED (07/01/20 - 06/30/21) 319	761,724.00	0.00	8.33%	0.00%	Provide child care services to HS preschool children and families
REGIONAL HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 814	344,592.00	294,502.47	16.67%	85.46%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MADERA STATE CSPP/RHS - AB82 07/01/2021 - 06/30/2022 815	54,023.00	0.00	8.33%	0.00%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
REGIONAL HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 818	86,679.00	0.00	16.67%	0.00%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
CHILD & ADULT CARE FOOD PROGRAM (10/01/20 - 09/30/21) 390	528,085.00	125,096.92	83.33%	23.69%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START (03/01/21 - 02/28/22) 321/362	5,159,852.00	1,979,340.58	41.67%	38.36%	Provide HS services to 458 migrant and 121 seasonal children and families
MADERA MIGRANT HS TRAINING (03/01/21 - 02/28/22) 320	31,845.00	21,056.44	41.67%	66.12%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR (07/01/21 - 06/30/22) 322/324	883,339.00	787,038.70	8.33%	89.10%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV (07/01/20 - 06/30/21) 325	134,765.00	9,146.91	8.33%	6.79%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
MADERA MIGRANT HEAD START - CARES 03/01/2021 - 02/28/2022 821	189,396.00	28,074.99	41.67%	14.82%	Provide funds to prevent, prepare for and respond to COVID-19 in the Madera Migrant Head Start
MADERA MIGRANT CHILD CARE - PART YEAR COVID FUND - CMIG AB82 07/01/2021 - 06/30/22 822	28,114.00	0.00	8.33%	0.00%	Provide funds to prevent, prepare for and respond to COVID-19 in the Madera Migrant Child Care program



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JULY 28, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
MADERA MIGRANT HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 826	163,857.00	0.00	16.67%	0.00%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MIGRANT HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 827	535,575.00	15,224.61	16.67%	2.84%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
FRESNO MIGRANT HEAD START (09/01/20 - 08/31/21) 331	4,806,650.00	3,812,188.30	91.67%	79.31%	Provide HS services to to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING (09/01/20 - 08/31/21) 330	89,638.00	49,542.58	91.67%	55.27%	Provide training for staff and parents
FRESNO MIGRANT EARLY HEAD START (09/01/20 - 08/31/21) 337	310,267.00	153,525.55	91.67%	49.48%	Provide early HS services to 30 low income infant, toddlers and pregnant women
FRESNO MIGRANT EARLY HS -TRAINING (09/01/20 - 08/31/21) 338	6,949.00	653.51	91.67%	9.40%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES (09/01/20 - 08/31/21) 831	454,125.00	267,398.84	91.67%	58.88%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
FRESNO MIGRANT EARLY HEAD START CARES (09/01/20 - 08/31/21) 837	26,250.00	22,458.17	91.67%	85.55%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Early Head Start
DSS STRENGTHENING FAMILIES (07/01/2021 - 06/30/2022) 371	189,600.00	11,840.19	8.33%	6.24%	Provides training and education to parents to strengthen family relationships
<b>RESOURCE &amp; REFERRAL:</b>					
CCDF-HEALTH & SAFETY (07/01/21 - 06/30/22) CONTRACT PENDING 411	4,702.00	0.00	8.33%	0.00%	Training and supplies for child care providers
R & R GENERAL (07/01/21 - 06/30/22) CONTRACT PENDING 401	196,708.00	18,107.22	8.33%	9.21%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM (07/01/21 - 06/30/23) CONTRACT PENDING 407	394,276.00	4,340.50	8.33%	1.10%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT (07/01/21 - 06/30/22) CONTRACT PENDING 424	33,509.00	40.08	8.33%	0.12%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT (07/01/20 - 06/30/22) 426/432	6,544,277.00	3,485,353.41	54.17%	53.26%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 (07/01/21 - 06/30/22) CONTRACT PENDING 427	2,659,629.00	8,695.91	8.33%	0.33%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 (07/01/21 - 06/30/22) CONTRACT PENDING 428	1,317,464.00	6,695.61	8.33%	0.51%	Provide subsidized child care for eligible families
CRRSA ONE TIME ONLY PROVIDER STIPENDS (04/01/20 - 06/30/22) 440	433,833.75	431,628.75	59.26%	99.49%	Provide supplies and one-time stipend to child care providers through the Coronavirus Response and Relief Supplemental Appropriations Act.
<b>VICTIM SERVICES:</b>					
RSVP/CALOES (10/01/20 - 09/30/21) 500	331,285.00	238,648.73	83.33%	72.04%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/20 - 09/30/21) 501	363,566.00	299,261.74	83.33%	82.31%	Assist victims of crime

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JULY 28, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
DOM. VIO. MARRIAGE LICENSE (07/01/21 - 06/30/22) 502	57,200.00	0.00	8.33%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/21 - 06/30/22) 504	5,000.00	0.00	8.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/21 - 06/30/22) DONATIONS ONLY 507/525	2,000.00	156.14	8.33%	7.81%	Assist victims of domestic violence
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/21 - 12/31/21) 508	162,896.00	90,016.38	58.33%	55.26%	Assist unserved/underserved, primarily Hispanic, victims of crime
VICTIM SERVICES CENTER FUND (07/01/21 - 06/30/22) DONATIONS ONLY 510	2,500.00	0.00	8.33%	0.00%	Assist with program operations for all Victim Services clients
SHELTER-BASED DOMESTIC VIOLENCE (10/01/20 - 09/30/21) 533	537,587.00	482,811.88	83.33%	89.81%	Provide shelter services for domestic violence victims
TRANSITIONAL HOUSING (01/01/21 - 12/31/21) 531	126,808.00	66,393.50	58.33%	52.36%	Provide long-term shelter services for domestic violence and human trafficking victims
<b>YOUTH AND SPECIALIZED SERVICES:</b>					
MENTAL HEALTH FULL SERVICES (07/01/21 - 6/30/22) 607	5,000.00	0.00	8.33%	0.00%	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/21 - 6/30/22) 516	1,000.00	0.00	8.33%	0.00%	Provide child sexual assault interviews
<b>COMMUNITY SERVICES - EMERGENCY &amp; OTHER SERVICES:</b>					
E.C.I.P./LIHEAP (10/01/19 - 10/31/21) 203	754,299.00	655,724.87	88.00%	86.93%	Assistance for low income clients for energy bills and weatherization services
FEMA (01/01/20 - 10/31/21) 205	1,826.00	1,826.00	86.36%	100.00%	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/20 - 06/30/22) 207	684,900.00	174,932.79	45.00%	25.54%	Assistance for low income clients for energy bills and weatherization services
FEMA (01/01/20 - 10/31/21) 235	1,587.00	452.34	86.36%	28.50%	Administration of the FEMA program
LIHEAP CARES (07/01/20 - 09/30/21) 234	155,591.00	128,192.51	86.67%	82.39%	Assistance for low income clients for energy bills impacted by COVID-19
SENIOR MEAL - MADERA COUNTY (07/01/21 - 06/30/22) 237	43,734.00	1,981.14	8.33%	4.53%	Provides lunch meal program for seniors in eastern Madera County & Ranchos
MADERA CO. SENIOR MEAL HOME DELIVERY (08/17/20 - 12/31/21) 247	350,000.00	347,256.27	72.73%	99.22%	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions
DRINKING WATER - STATE WATER RESOURCES (07/01/19 - 02/28/22) 252	115,500.00	61,749.52	78.13%	53.46%	Provides bottled water for continuation of drought water assistance
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/21 - 06/30/22) 216	50,000.00	316.16	8.33%	0.63%	Provides property management services for the County of Madera Behavioral Health

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JULY 28, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - HOMELESS PROGRAMS:</b>					
FEMA CARES (01/27/20 - 10/31/21) 210	32,603.00	30,690.49	80.95%	94.13%	Housing assistance for clients impacted by COVID-19 and administration of FEMA CARES
SHUNAMMITE PLACE (11/01/20 - 10/31/21) 224	541,520.00	343,976.77	75.00%	63.52%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG (07/01/21 - 06/30/22) CONTRACT PENDING 231	20,000.00	888.35	8.33%	4.44%	Provides funding for Fresno-Madera Continuum of Care and homeless support
CITY OF MADERA - CDBG CARES (09/17/20 - 06/30/21) CONTRACT EXTENDED 244	90,000.00	87,163.91	87.50%	96.85%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	298,196.54	28.57%	72.48%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
KAISER RAPID REHOUSING (12/01/2020 - 12/31/2021) 249	90,000.00	85,584.67	61.54%	95.09%	Provides rental assistance to clients
BEHAVIORAL HEALTH PATH PROGRAM (07/01/2021 - 06/30/2022) CONTRACT PENDING 259	39,136.00	0.00	8.33%	0.00%	Provides rental assistance to clients
EMERGENCY RENTAL ASSISTANCE PROGRAM MADERA COUNTY (05/17/21 - 12/31/21) 261	61,745.00	7,598.92	33.33%	12.31%	Provides promotion, advertising, and outreach activities to deliver information and technical assistance for rental program related to Covid 19
EMERGENCY SOLUTIONS GRANT (01/01/21 - 12/31/21) 268	110,000.00	0.00	58.33%	0.00%	Provides funds for hotel emergency housing, rapid rehousing, homeless prevention, HMIS and outreach
ESG CARES (01/01/21 - 12/31/21) CONTRACT PENDING 269	396,000.00	140,832.37	58.33%	35.56%	Provides emergency shelter and rapid rehousing to homeless
HOMELESS OUTREACH CCP AB109 (07/01/21 - 06/30/22) CONTRACT PENDING 272	231,000.00	14,715.22	8.33%	6.37%	Provides outreach workers to offer case management and resources to homeless or at-risk
CITY OF MADERA - CDBG CARES ROUND 2 (07/01/21 - 06/30/22) CONTRACT PENDING	122,322.19	0.00	8.33%	0.00%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CAPITAL PROJECT FUND (07/01/21 - 06/30/22) CONTRACT PENDING	345,000.00	0.00	8.33%	0.00%	Provides housing, supportive services, and landlord engagement activities

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Consolidated Balance Sheet by Object**  
**June 30, 2021**

	<b>This Year</b>
<b>Assets</b>	
1113- CASH IN WESTAMERICA PAYROLL CK	5,826.34
1115- CASH IN WESTAMERICA MENTAL HEALTH	9,319.75
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,514.45
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	24,647.24
1122- SAVINGS - WESTAMERICA	2,800,950.78
1130- PETTY CASH	810.00
1310- GRANTS RECEIVABLE	2,425,830.97
1320- ACCOUNTS RECEIVABLE	22,893.58
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	764.06
1327- A/R-OTHER	25.00
1329- ADVANCE CLEARING	8,431.13
1410- PREPAID EXPENSES	59,797.43
1420- SECURITY DEPOSITS	29,366.04
1421- WORKERS' COMP DEPOSIT	112,276.86
1450- INVENTORY	12,544.24
1512- EQUIPMENT	1,194,731.87
1513- VEHICLES	842,974.24
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	180,369.83
1516- BUILDING IMPROVEMENTS	72,459.76
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(889,832.07)
1523- ACC DEPR - VEHICLES	(740,258.13)
1524- ACC DEPR - BUILDINGS	(3,317,018.45)
1525- ACC DEPR - LAND IMPROVE.	(123,189.99)
1526- ACC DEPR - BUILDING IMPROVE.	<u>(71,202.78)</u>
<b>Total Assets</b>	<u><u>7,088,147.60</u></u>
<b>Liabilities and Net Assets</b>	
2101- ACCOUNTS PAYABLE	1,121,391.05
2111- ACCOUNTS PAYABLE - MANUAL	158,502.88
2112- ACCOUNTS PAY-FUNDING SOURCE	445.57
2115- A/P OTHERS	1,266.05
2121- ACCRUED PAYROLL	874,576.38
2122- ACCRUED VACATION	1,160,503.56
2123- ACCRUED PAYROLL - MANUAL	(43,268.85)
2211- FICA PAYABLE	(241.33)
2212- FICA-MED PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	65,963.60
2231- RETIREMENT PAYABLE-ER CONTRIB	676,345.12
2232- W/H RETIREMENT	105.04
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	2,827.75
2245- KAISER HIGH15	6,007.41
2248- KAISER LOW30	3,526.11
2252- SELF INSURANCE - LIFE & ADD	27.55
2253- VISION INSURANCE PAYABLE	563.41
2254- SELF INSURANCE - DENTAL	73,749.83
2258- TELEMEDICINE	(4.00)

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Consolidated Balance Sheet by Object**  
**June 30, 2021**

	<b>This Year</b>
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	6,205.21
2410- DEFERRED GRANT REVENUE	608,141.16
2415- RESERVE ACCOUNT	39,974.00
2420- OTHER DEFERRED REVENUE	<u>10,206.17</u>
 Total Liabilities	 4,771,414.49
3000- NET ASSETS W/O DONOR RESTRICTIONS	389,324.33
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,480,328.32
Change in Net Assets	<u>(112,919.54)</u>
 Total Net Assets	 <u>2,316,733.11</u>
Total Liabilities and Net Assets	<u><u>7,088,147.60</u></u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Consolidated Revenue and Expense**  
**June 30, 2021**

**Year-To-Date**

**Revenues**

4110- GRANT INCOME-FEDERAL	23,164,001.43
4120- GRANT INCOME-STATE	7,079,465.89
4130- GRANT INCOME-AREA	303,221.47
4210- DONATIONS	117,603.04
4220- IN KIND CONTRIBUTIONS	1,458,399.27
4315- CHILD CRE REVENUE-STATE	304,447.00
4320- INTEREST INCOME	1,575.73
4350- RENTAL INCOME	41,795.75
4370- MERCHANDISE SALES	1,066.64
4390- MISCELLANEOUS INCOME	68,959.73
4900- INDIRECT COST REIMBURSEMENT	<u>2,388,118.93</u>
Total Revenues	34,928,654.88

**Expenses**

5010- SALARIES & WAGES	12,254,659.63
5012- DIRECTOR'S SALARY	151,280.37
5019- SALARIES & WAGES C19	1,217.41
5020- ACCRUED VACATION PAY	752,599.56
5112- HEALTH INSURANCE	1,109,386.74
5114- WORKER'S COMPENSATION	365,964.69
5115- Worker's Compensation C19	91.02
5116- PENSION	618,753.37
5117- Pension C19	82.57
5121- FICA C19	145.54
5122- FICA	966,729.13
5124- SUI	148,996.14
5125- DIRECTOR'S FRINGE	83,760.59
5130- ACCRUED VACATION FRINGE	48,590.67
6110- OFFICE SUPPLIES	168,425.82
6112- DATA PROCESSING SUPPLIES	737,869.09
6121- FOOD	188,128.45
6122- KITCHEN SUPPLIES	58,540.36
6130- PROGRAM SUPPLIES	1,510,785.73
6132- MEDICAL & DENTAL SUPPLIES	73,497.22
6134- INSTRUCTIONAL SUPPLIES	98,000.82
6140- CUSTODIAL SUPPLIES	115,714.55
6142- LINEN/LAUNDRY	32.16
6143- FURNISHINGS	56,311.20
6150- UNIFORM RENTAL/PURCHASE	750.00
6160- RESALE ITEMS	1,036.08
6170- POSTAGE & SHIPPING	27,791.38
6180- EQUIPMENT RENTAL	139,830.07
6181- EQUIPMENT MAINTENANCE	41,569.85
6221- EQUIPMENT OVER > \$5000	255,671.67
6310- PRINTING & PUBLICATIONS	23,048.59
6312- ADVERTISING & PROMOTION	16,064.83
6320- TELEPHONE	404,495.40
6410- RENT	898,890.07
6420- UTILITIES/ DISPOSAL	376,267.57
6432- BUILDING REPAIRS/ MAINTENANCE	665,680.75
6433- GROUNDS MAINTENANCE	123,233.11
6436- PEST CONTROL	19,589.16
6437- BURGLAR & FIRE ALARM	26,813.90
6440- PROPERTY INSURANCE	59,071.30
6510- AUDIT	81,797.50
6520- CONSULTANTS	96,372.59
6522- CONSULTANT EXPENSES	3,396.20
6524- CONTRACTS	643,290.31
6530- LEGAL	123,077.74

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Consolidated Revenue and Expense**  
**June 30, 2021**

	<b>Year-To-Date</b>
6540- CUSTODIAL SERVICES	85,882.58
6555- MEDICAL SCREENING/DEAT/STAFF	8,665.00
6562- MEDICAL EXAM	566.00
6610- GAS & OIL	21,243.42
6620- VEHICLE INSURANCE	65,167.52
6640- VEHICLE REPAIR & MAINTENANCE	33,696.60
6712- STAFF TRAVEL-LOCAL	17,142.23
6714- STAFF TRAVEL-OUT OF AREA	4,207.48
6730- VOLUNTEER TRAVEL	(30.00)
6742- TRAINING - STAFF	174,910.38
6744- TRAINING - VOLUNTEER	250.00
6745- TRAINING - PARTICIPANT/CLIENTS	8,858.04
6746- TRAINING - PARENT	1,312.50
6748- EDUCATION REIMBURSEMENT	138.00
6810- BANK CHARGES	6,224.11
6832- LIABILITY INSURANCE	35,097.79
6834- STUDENT ACTIVITY INSURANCE	6,424.09
6840- PROPERTY TAXES	13,714.58
6850- FEES & LICENSES	85,558.19
6851- CPR FEES	4,430.35
6852- FINGERPRINT	3,922.29
6875- EMPLOYEE HEALTH & WELFARE COSTS	39,365.89
7111- PARENT MILEAGE	382.09
7114- PC ALLOWANCE	5,835.04
7210- TRANSPORTATION VOUCHERS	2,229.31
7222- MOTEL VOUCHERS	24,695.00
7224- CLIENT RENT	522,057.45
7226- CLIENT LODGING/SHELTER	253,568.79
7230- CLIENT FOOD	1,047.29
7234- FOOD - INDIVIDUAL	36.00
7236- FOOD BOX/MASS	20,000.00
7240- DIRECT BENEFITS	5,877,282.68
7245- DIRECT BENEFITS - STATE	304,447.00
7250- FURNACE REPAIRS/REPLACEMENT	29,427.63
8110- IN KIND SALARIES	984,002.06
8120- IN KIND RENT	419,086.39
8130- IN KIND - OTHER	55,310.82
9010- INDIRECT COST ALLOCATION	<u>2,388,118.93</u>
Total Expenses	<u>35,041,574.42</u>
Excess Revenue Over (Under) Expenditures	<u>(112,919.54)</u>

**State of California Department of Community Services and Development**  
**LIHEAP 20B-2019 Grant Period October 2019 to December 2021 Revenue and Expense with Encumbrances and Net Assets**  
**June 30, 2021**

<u>203 0 HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual June 30, 2021</u>	<u>YTD Budget June 30, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	\$754,299.00	\$0.00	\$654,967.87	\$754,299.00	(0.87)	\$0.00	\$654,967.87	\$99,331.13
Total Revenues	\$754,299.00	\$0.00	\$654,967.87	\$754,299.00	(0.87)	\$0.00	\$654,967.87	\$99,331.13
<u>Expenses</u>								
5010- SALARIES & WAGES	\$203,621.00	\$0.00	\$182,351.16	\$203,621.00	0.90	\$0.00	\$182,351.16	\$21,269.84
5019- SALARIES & WAGES C19	0.00	0.00	7,500.45	0.00	0.00	0.00	7,500.45	(7,500.45)
5020- ACCRUED VACATION PAY	0.00	0.00	13,986.18	0.00	0.00	0.00	13,986.18	(13,986.18)
5112- HEALTH INSURANCE	22,592.00	0.00	16,324.74	22,592.00	0.72	0.00	16,324.74	6,267.26
5114- WORKER'S COMPENSATION	1,254.00	0.00	1,132.78	1,254.00	0.90	0.00	1,132.78	121.22
5115- Worker's Compensation C19	0.00	0.00	39.90	0.00	0.00	0.00	39.90	(39.90)
5116- PENSION	11,529.00	0.00	8,063.74	11,529.00	0.70	0.00	8,063.74	3,465.26
5117- Pension C19	0.00	0.00	223.01	0.00	0.00	0.00	223.01	(223.01)
5121- FICA C19	0.00	0.00	559.00	0.00	0.00	0.00	559.00	(559.00)
5122- FICA	16,131.00	0.00	14,721.93	16,131.00	0.91	0.00	14,721.93	1,409.07
5124- SUI	2,356.00	0.00	2,867.57	2,356.00	1.22	0.00	2,867.57	(511.57)
5130- ACCRUED VACATION FICA	0.00	0.00	306.39	0.00	0.00	0.00	306.39	(306.39)
6110- OFFICE SUPPLIES	3,747.00	0.00	3,272.88	3,747.00	0.87	0.00	3,272.88	474.12
6112- DATA PROCESSING SUPPLIES	16,335.00	0.00	18,523.67	16,335.00	1.13	0.00	18,523.67	(2,188.67)
6130- PROGRAM SUPPLIES	650.00	0.00	673.47	650.00	1.04	0.00	673.47	(23.47)
6142- LINEN/LAUNDRY	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6170- POSTAGE & SHIPPING	2,360.00	0.00	2,225.39	2,360.00	0.94	0.00	2,225.39	134.61
6180- EQUIPMENT RENTAL	3,030.00	0.00	2,487.68	3,030.00	0.82	0.00	2,487.68	542.32
6181- EQUIPMENT MAINTENANCE	4,505.00	0.00	3,190.74	4,505.00	0.71	0.00	3,190.74	1,314.26
6310- PRINTING & PUBLICATIONS	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6312- ADVERTISING & PROMOTION	30.00	0.00	5,155.14	30.00	171.84	0.00	5,155.14	(5,125.14)
6320- TELEPHONE	7,050.00	0.00	8,594.54	7,050.00	1.22	0.00	8,594.54	(1,544.54)
6410- RENT	16,400.00	0.00	17,231.61	16,400.00	1.05	0.00	17,231.61	(831.61)
6420- UTILITIES/ DISPOSAL	3,160.00	0.00	3,680.91	3,160.00	1.16	0.00	3,680.91	(520.91)
6432- BUILDING REPAIRS/ MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6440- PROPERTY INSURANCE	770.00	0.00	576.03	770.00	0.75	0.00	576.03	193.97
6520- CONSULTANTS	0.00	0.00	2,540.00	0.00	0.00	0.00	2,540.00	(2,540.00)
6524- CONTRACTS	375,419.00	0.00	276,111.23	375,419.00	0.74	0.00	276,111.23	99,307.77
6530- LEGAL	100.00	0.00	87.50	100.00	0.88	0.00	87.50	12.50
6555- MEDICAL SCREENING/DEAT/STAFF	150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00
6610- GAS & OIL	80.00	0.00	64.23	80.00	0.80	0.00	64.23	15.77
6640- VEHICLE REPAIR & MAINTENANCE	20.00	0.00	0.00	20.00	0.00	0.00	0.00	20.00
6712- STAFF TRAVEL-LOCAL	50.00	0.00	257.30	50.00	5.15	0.00	257.30	(207.30)



**State of California Department of Community Services and Development**  
**LIHEAP 20B-2019 Grant Period October 2019 to December 2021 Revenue and Expense with Encumbrances and Net Assets**  
**June 30, 2021**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>June 30,</u>	<u>June 30,</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
<u>203 0 HOME ENERGY ASSISTANCE PROGRAM</u>		<u>Actual</u>	<u>2021</u>	<u>2021</u>				
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	192.48	0.00	0.00	0.00	192.48	(192.48)
6742- TRAINING - STAFF	833.00	0.00	316.54	833.00	0.38	0.00	316.54	516.46
6840- PROPERTY TAXES	30.00	0.00	22.29	30.00	0.74	0.00	22.29	7.71
6850- FEES & LICENSES	1,266.00	0.00	1,037.68	1,266.00	0.82	0.00	1,037.68	228.32
6852- FINGERPRINT	32.00	0.00	32.25	32.00	1.01	0.00	32.25	(0.25)
6875- EMPLOYEE HEALTH & WELFARE	500.00	0.00	119.50	500.00	0.24	0.00	119.50	380.50
7240- DIRECT BENEFITS	19,000.00	0.00	19,190.00	19,000.00	1.01	0.00	19,190.00	(190.00)
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	10,062.32	10,000.00	1.01	0.00	10,062.32	(62.32)
9010- INDIRECT COST ALLOCATION	31,269.00	0.00	31,245.64	31,269.00	1.00	0.00	31,245.64	23.36
Total Expenses	<u>\$754,299.00</u>	<u>\$0.00</u>	<u>\$654,967.87</u>	<u>\$754,299.00</u>	<u>0.87</u>	<u>\$0.00</u>	<u>\$654,967.87</u>	<u>\$99,331.13</u>
Excess Revenue Over (Under) Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

**State of California Department of Community Services and Development**  
**LIHEAP 21B-5019 Grant Period November 2020 to June 2022 Revenue and Expense with Encumbrances and Net Assets**  
**June 2021**

<u>207 0 HOME ENERGY ASSIST. PROG.</u>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>June 30,</u> <u>2021</u>	<u>YTD</u> <u>Budget</u> <u>June 30,</u> <u>2021</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	407,634.00	22,099.41	160,504.25	271,760.00	(0.39)	0.00	160,504.25	247,129.75
Total Revenues	407,634.00	22,099.41	160,504.25	271,760.00	(0.39)	0.00	160,504.25	247,129.75
<u>Expenses</u>								
5010- SALARIES & WAGES	106,857.00	12,524.44	76,298.80	71,240.00	0.71	0.00	76,298.80	30,558.20
5020- ACCRUED VACATION PAY	0.00	783.76	4,627.37	0.00	0.00	0.00	4,627.37	(4,627.37)
5112- HEALTH INSURANCE	13,156.00	1,726.09	9,486.19	8,768.00	0.72	0.00	9,486.19	3,669.81
5114- WORKER'S COMPENSATION	581.00	58.09	380.56	384.00	0.66	0.00	380.56	200.44
5116- PENSION	5,592.00	741.08	3,843.29	3,728.00	0.69	0.00	3,843.29	1,748.71
5122- FICA	8,353.00	1,000.64	6,076.11	5,568.00	0.73	0.00	6,076.11	2,276.89
5124- SUI	1,108.00	0.00	769.57	736.00	0.69	0.00	769.57	338.43
5130- ACCRUED VACATION FICA	0.00	8.12	63.87	0.00	0.00	0.00	63.87	(63.87)
6110- OFFICE SUPPLIES	2,500.00	220.72	3,535.51	1,664.00	1.41	0.00	3,535.51	(1,035.51)
6112- DATA PROCESSING SUPPLIES	15,264.00	1,314.70	9,955.27	10,176.00	0.65	0.00	9,955.27	5,308.73
6130- PROGRAM SUPPLIES	10.00	0.00	11.84	8.00	1.18	0.00	11.84	(1.84)
6142- LINEN/LAUNDRY	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
6170- POSTAGE & SHIPPING	1,200.00	119.17	3,564.32	800.00	2.97	0.00	3,564.32	(2,364.32)
6180- EQUIPMENT RENTAL	1,500.00	798.25	4,175.02	1,000.00	2.78	0.00	4,175.02	(2,675.02)
6181- EQUIPMENT MAINTENANCE	1,800.00	118.98	501.87	1,200.00	0.28	0.00	501.87	1,298.13
6310- PRINTING & PUBLICATIONS	25.00	0.00	27.06	16.00	1.08	0.00	27.06	(2.06)
6312- ADVERTISING & PROMOTION	2,990.00	0.00	0.00	1,992.00	0.00	0.00	0.00	2,990.00
6320- TELEPHONE	8,200.00	111.62	3,440.33	5,464.00	0.42	0.00	3,440.33	4,759.67
6410- RENT	16,900.00	1,034.47	9,233.11	11,264.00	0.55	0.00	9,233.11	7,666.89
6420- UTILITIES/ DISPOSAL	3,566.00	189.02	1,129.59	2,376.00	0.32	0.00	1,129.59	2,436.41
6432- BUILDING REPAIRS/ MAINTENANCE	20.00	0.00	0.00	16.00	0.00	0.00	0.00	20.00
6440- PROPERTY INSURANCE	575.00	69.86	698.60	384.00	1.21	0.00	698.60	(123.60)
6524- CONTRACTS	180,864.00	0.00	1,679.50	120,576.00	0.01	0.00	1,679.50	179,184.50
6530- LEGAL	88.00	0.00	0.00	56.00	0.00	0.00	0.00	88.00
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	255.50	0.00	0.00	0.00	255.50	(255.50)
6610- GAS & OIL	30.00	63.09	80.84	24.00	2.69	0.00	80.84	(50.84)
6640- VEHICLE REPAIR & MAINTENANCE	10.00	0.00	0.00	8.00	0.00	0.00	0.00	10.00
6712- STAFF TRAVEL-LOCAL	125.00	0.00	0.00	80.00	0.00	0.00	0.00	125.00
6742- TRAINING - STAFF	428.00	0.00	0.00	288.00	0.00	0.00	0.00	428.00
6810- BANK CHARGES	0.00	0.00	25.00	0.00	0.00	0.00	25.00	(25.00)
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	10.00	0.00	39.65	8.00	3.97	0.00	39.65	(29.65)
6850- FEES & LICENSES	150.00	1,125.00	1,318.53	104.00	8.79	0.00	1,318.53	(1,168.53)

**State of California Department of Community Services and Development**  
**LIHEAP 21B-5019 Grant Period November 2020 to June 2022 Revenue and Expense with Encumbrances and Net Assets**  
**June 2021**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>June 30,</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
<u>207 0 HOME ENERGY ASSIST. PROG.</u>		<u>Actual</u>	<u>2021</u>	<u>2021</u>				
6852- FINGERPRINT	0.00	0.00	17.75	0.00	0.00	0.00	17.75	(17.75)
6875- EMPLOYEE HEALTH & WELFARE	60.00	8.83	38.37	40.00	0.64	0.00	38.37	21.63
7240- DIRECT BENEFITS	6,000.00	0.00	8,386.00	4,000.00	1.40	0.00	8,386.00	(2,386.00)
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	0.00	6,664.00	0.00	0.00	0.00	10,000.00
9010- INDIRECT COST ALLOCATION	19,666.00	0.00	10,844.83	13,112.00	0.55	0.00	10,844.83	8,821.17
Total Expenses	<u>407,634.00</u>	<u>22,015.93</u>	<u>160,504.25</u>	<u>271,744.00</u>	<u>0.39</u>	<u>0.00</u>	<u>160,504.25</u>	<u>247,129.75</u>
Excess Revenue Over (Under) Expenditures	0.00	83.48	0.00	16.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>83.48</u>	<u>0.00</u>	<u>16.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**U.S Department of Housing and Urban Development Shunammite Place Grant Period November 2020 through October 2021 Revenue and Expense with Encumbrance and Net Assets June 2021**

<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual June 30, 2021</u>	<u>YTD Budget June 30, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	\$541,520.00	\$44,528.45	\$316,318.99	\$0.00	(0.58)	\$0.00	\$316,318.99	\$225,201.01
4220- IN KIND CONTRIBUTIONS	0.00	0.00	7,153.00	0.00	0.00	0.00	7,153.00	(7,153.00)
4350- RENTAL INCOME	0.00	3,435.20	28,011.61	0.00	0.00	0.00	28,011.61	(28,011.61)
Total Revenues	\$541,520.00	\$47,963.65	\$351,483.60	\$0.00	(0.65)	\$0.00	\$351,483.60	\$190,036.40
<u>Expenses</u>								
5010- SALARIES & WAGES	\$157,808.00	\$12,608.30	\$98,039.81	\$0.00	0.62	\$0.00	\$98,039.81	\$59,768.19
5020- ACCRUED VACATION PAY	0.00	637.04	4,420.02	0.00	0.00	0.00	4,420.02	(4,420.02)
5112- HEALTH INSURANCE	22,695.00	1,170.01	9,180.13	0.00	0.40	0.00	9,180.13	13,514.87
5114- WORKER'S COMPENSATION	9,123.00	639.19	4,911.32	0.00	0.54	0.00	4,911.32	4,211.68
5116- PENSION	6,312.00	678.42	3,919.56	0.00	0.62	0.00	3,919.56	2,392.44
5122- FICA	12,072.00	1,277.05	8,115.26	0.00	0.67	0.00	8,115.26	3,956.74
5124- SUI	1,517.00	188.00	1,689.53	0.00	1.11	0.00	1,689.53	(172.53)
5130- ACCRUED VACATION FICA	0.00	(11.51)	2.48	0.00	0.00	0.00	2.48	(2.48)
6110- OFFICE SUPPLIES	2,900.00	0.00	1,951.04	0.00	0.67	0.00	1,951.04	948.96
6112- DATA PROCESSING SUPPLIES	7,402.00	213.34	5,663.84	0.00	0.77	0.00	5,663.84	1,738.16
6122- KITCHEN SUPPLIES	0.00	0.00	2,064.40	0.00	0.00	0.00	2,064.40	(2,064.40)
6130- PROGRAM SUPPLIES	8,230.00	229.17	7,568.32	0.00	0.92	0.00	7,568.32	661.68
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	404.00	0.00	0.00	0.00	404.00	(404.00)
6140- CUSTODIAL SUPPLIES	1,250.00	0.00	922.92	0.00	0.74	0.00	922.92	327.08
6143- FURNISHINGS	25,272.00	7,255.73	31,490.51	0.00	1.25	0.00	31,490.51	(6,218.51)
6170- POSTAGE & SHIPPING	150.00	0.00	41.15	0.00	0.27	0.00	41.15	108.85
6180- EQUIPMENT RENTAL	1,350.00	61.93	518.59	0.00	0.38	0.00	518.59	831.41
6181- EQUIPMENT MAINTENANCE	2,065.00	163.79	558.05	0.00	0.27	0.00	558.05	1,506.95
6310- PRINTING & PUBLICATIONS	150.00	0.00	108.25	0.00	0.72	0.00	108.25	41.75
6312- ADVERTISING & PROMOTION	0.00	150.00	150.00	0.00	0.00	0.00	150.00	(150.00)
6320- TELEPHONE	4,945.00	407.92	3,566.57	0.00	0.72	0.00	3,566.57	1,378.43
6410- RENT	197,157.00	16,143.04	108,737.56	0.00	0.55	0.00	108,737.56	88,419.44
6420- UTILITIES/ DISPOSAL	28,048.00	2,925.99	14,547.69	0.00	0.52	0.00	14,547.69	13,500.31
6432- BUILDING REPAIRS/ MAINTENANCE	7,700.00	484.50	4,595.32	0.00	0.60	0.00	4,595.32	3,104.68
6433- GROUNDS MAINTENANCE	1,860.00	510.00	2,130.00	0.00	1.15	0.00	2,130.00	(270.00)
6440- PROPERTY INSURANCE	1,880.00	94.79	1,712.90	0.00	0.91	0.00	1,712.90	167.10
6530- LEGAL	6,569.00	3,784.50	4,572.00	0.00	0.70	0.00	4,572.00	1,997.00
6540- CUSTODIAL SERVICES	0.00	1,595.00	5,891.82	0.00	0.00	0.00	5,891.82	(5,891.82)
6562- MEDICAL EXAM	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6566- DENTAL EXAM	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6610- GAS & OIL	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6640- VEHICLE REPAIR & MAINTENANCE	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6712- STAFF TRAVEL-LOCAL	682.00	128.80	282.24	0.00	0.41	0.00	282.24	399.76

**U.S Department of Housing and Urban Development Shunammite Place Grant Period November 2020 through October 2021 Revenue and Expense with Encumbrance and Net Assets June 2021**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>June 30, 2021</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
<u>224 0 HUD SHUNAMMITE PLACE</u>		<u>Actual</u>		<u>June 30,</u>				
				<u>2021</u>				
6742- TRAINING - STAFF	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6745- TRAINING - PARTICIPANT/CLIENTS	47.00	0.00	0.00	0.00	0.00	0.00	0.00	47.00
6832- LIABILITY INSURANCE	25.00	1.31	15.67	0.00	0.63	0.00	15.67	9.33
6850- FEES & LICENSES	5,241.00	0.00	733.00	0.00	0.14	0.00	733.00	4,508.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	4.85	4.85	0.00	0.00	0.00	4.85	(4.85)
7210- TRANSPORTATION VOUCHERS	320.00	8.00	274.35	0.00	0.86	0.00	274.35	45.65
7226- CLIENT LODGING/SHELTER	0.00	0.00	675.00	0.00	0.00	0.00	675.00	(675.00)
7230- CLIENT FOOD	575.00	0.00	169.65	0.00	0.30	0.00	169.65	405.35
8130- IN KIND - OTHER	0.00	0.00	7,153.00	0.00	0.00	0.00	7,153.00	(7,153.00)
9010- INDIRECT COST ALLOCATION	26,445.00	2,419.81	18,431.64	0.00	0.70	0.00	18,431.64	8,013.36
Total Expenses	541,520.00	53,768.97	355,212.44	0.00	0.66	0.00	355,212.44	186,307.56
Excess Revenue Over (Under) Expenditures	\$0.00	(\$5,805.32)	(\$3,728.84)	\$0.00	0.00	\$0.00	(\$3,728.84)	\$3,728.84
Beginning Net Assets - Unrestricted	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	\$0.00	(\$5,805.32)	(\$3,728.84)	\$0.00	0.00	\$0.00	(\$3,728.84)	\$3,728.84

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
June 30, 2021**

<u>246 0 HOMELESS HOUSING ASSIST. &amp; PREVENTION (HHAP) - MADERA CO BEHAVIORAL HEALTH</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual June 30, 2021</u>	<u>YTD Budget June 30, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4120- GRANT INCOME-STATE	\$411,434.00	\$18,041.19	\$289,979.41	\$0.00	(0.70)	\$0.00	\$289,979.41	\$121,454.59
Total Revenues	\$411,434.00	\$18,041.19	\$289,979.41	\$0.00	(0.70)	\$0.00	\$289,979.41	\$121,454.59
<u>Expenses</u>								
5010- SALARIES & WAGES	\$55,865.00	\$1,485.25	\$13,855.77	\$0.00	0.25	\$0.00	\$13,855.77	\$42,009.23
5020- ACCRUED VACATION PAY	0.00	91.92	2,113.94	0.00	0.00	0.00	2,113.94	(2,113.94)
5112- HEALTH INSURANCE	3,455.00	187.37	1,535.81	0.00	0.44	0.00	1,535.81	1,919.19
5114- WORKER'S COMPENSATION	303.00	6.36	109.11	0.00	0.36	0.00	109.11	193.89
5116- PENSION	2,344.00	77.49	628.60	0.00	0.27	0.00	628.60	1,715.40
5122- FICA	4,483.00	118.56	1,083.46	0.00	0.24	0.00	1,083.46	3,399.54
5124- SUI	445.00	0.00	203.29	0.00	0.46	0.00	203.29	241.71
5130- ACCRUED VACATION FICA	0.00	(6.74)	93.04	0.00	0.00	0.00	93.04	(93.04)
6110- OFFICE SUPPLIES	0.00	0.00	17.77	0.00	0.00	0.00	17.77	(17.77)
6112- DATA PROCESSING SUPPLIES	500.00	0.00	125.23	0.00	0.25	0.00	125.23	374.77
6130- PROGRAM SUPPLIES	1,379.00	0.00	0.00	0.00	0.00	0.00	0.00	1,379.00
6180- EQUIPMENT RENTAL	300.00	18.85	120.96	0.00	0.40	0.00	120.96	179.04
6181- EQUIPMENT MAINTENANCE	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6320- TELEPHONE	600.00	29.70	331.34	0.00	0.55	0.00	331.34	268.66
6410- RENT	1,300.00	90.16	776.22	0.00	0.60	0.00	776.22	523.78
6420- UTILITIES/ DISPOSAL	400.00	16.48	110.16	0.00	0.28	0.00	110.16	289.84
6610- GAS & OIL	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
6640- VEHICLE REPAIR & MAINTENANCE	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6712- STAFF TRAVEL-LOCAL	3,242.00	0.00	0.00	0.00	0.00	0.00	0.00	3,242.00
7210- TRANSPORTATION VOUCHERS	3,750.00	0.00	51.00	0.00	0.01	0.00	51.00	3,699.00
7224- CLIENT RENT	297,420.00	14,337.50	244,636.61	0.00	0.82	0.00	244,636.61	52,783.39
7230- CLIENT FOOD	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
9010- INDIRECT COST ALLOCATION	34,318.00	1,504.81	24,187.10	0.00	0.70	0.00	24,187.10	10,130.90
Total Expenses	\$411,434.00	\$17,957.71	\$289,979.41	\$0.00	0.70	\$0.00	\$289,979.41	\$121,454.59
Excess Revenue Over (Under) Expenditures	\$0.00	\$83.48	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	\$0.00	\$83.48	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
June 30, 2021**

<u>247 0 SENIOR MEAL HOME DELIVERY PROG - MADERA COUNTY</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual June 30, 2021</u>	<u>YTD Budget June 30, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	\$350,000.00	\$24,613.88	\$347,011.57	\$0.00	(0.99)	\$0.00	\$347,011.57	\$2,988.43
Total Revenues	<u>\$350,000.00</u>	<u>\$24,613.88</u>	<u>\$347,011.57</u>	<u>\$0.00</u>	<u>(0.99)</u>	<u>\$0.00</u>	<u>\$347,011.57</u>	<u>\$2,988.43</u>
<u>Expenses</u>								
5010- SALARIES & WAGES	\$14,192.00	\$317.93	\$9,337.44	\$0.00	0.66	\$0.00	\$9,337.44	\$4,854.56
5020- ACCRUED VACATION PAY	0.00	22.34	2,947.96	0.00	0.00	0.00	2,947.96	(2,947.96)
5112- HEALTH INSURANCE	858.00	3.97	194.66	0.00	0.23	0.00	194.66	663.34
5114- WORKER'S COMPENSATION	78.00	1.71	50.09	0.00	0.64	0.00	50.09	27.91
5116- PENSION	591.00	32.86	985.76	0.00	1.67	0.00	985.76	(394.76)
5122- FICA	1,146.00	26.91	798.62	0.00	0.70	0.00	798.62	347.38
5124- SUI	255.00	0.00	102.72	0.00	0.40	0.00	102.72	152.28
5130- ACCRUED VACATION FICA	0.00	0.34	191.25	0.00	0.00	0.00	191.25	(191.25)
6110- OFFICE SUPPLIES	25.00	0.00	10.73	0.00	0.43	0.00	10.73	14.27
6120- FOOD/KITCHEN SUPPLIES	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
6130- PROGRAM SUPPLIES	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6140- CUSTODIAL SUPPLIES	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
6170- POSTAGE & SHIPPING	100.00	0.00	0.55	0.00	0.01	0.00	0.55	99.45
6180- EQUIPMENT RENTAL	335.00	8.19	87.92	0.00	0.26	0.00	87.92	247.08
6181- EQUIPMENT MAINTENANCE	477.00	2.03	2.12	0.00	0.00	0.00	2.12	474.88
6312- ADVERTISING & PROMOTION	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
6410- RENT	8,100.00	0.00	0.00	0.00	0.00	0.00	0.00	8,100.00
6420- UTILITIES/ DISPOSAL	105.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00
6524- CONTRACTS	318,826.00	24,197.60	328,726.04	0.00	1.03	0.00	328,726.04	(9,900.04)
6610- GAS & OIL	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6712- STAFF TRAVEL-LOCAL	65.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
9010- INDIRECT COST ALLOCATION	4,685.00	0.00	3,575.71	0.00	0.76	0.00	3,575.71	1,109.29
Total Expenses	<u>\$350,000.00</u>	<u>\$24,613.88</u>	<u>\$347,011.57</u>	<u>\$0.00</u>	<u>0.99</u>	<u>\$0.00</u>	<u>\$347,011.57</u>	<u>\$2,988.43</u>
Excess Revenue Over (Under) Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>









Madera Migrant Head Start  
Budget to Actual

For the Period Ending **6/30/2021**

Start Date 3/1/2021  
Current Mnth 4.00  
31%

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-	<b>5,159,852</b>	432,803.83	1,612,364.56	1,179,560.73	1,719,950.64	31%	<b>31,407.29</b>	1,643,771.85	3,516,080.15
4220	IN KIND CONTRIBUTIONS	<b>364,695</b>	10,848.66	93,110.24	82,261.58	121,565.00	26%	-	93,110.24	271,584.76
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS	-	-	54,901.33	54,901.33	-	-	-	54,901.33	(54,901.33)
	<b>TOTAL REVENUES</b>	<b>5,524,547</b>	<b>443,652.49</b>	<b>1,760,376.13</b>	<b>1,316,723.64</b>	<b>1,841,515.64</b>	<b>32%</b>	<b>31,407.29</b>	<b>1,791,783.42</b>	<b>3,732,763.58</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	<b>2,801,103</b>	230,681.41	<b>878,394.21</b>	<b>647,712.80</b>	933,701.00	31%	-	878,394.21	1,922,708.79
5020	Accrued Vacation Pay	<b>159,000</b>	11,470.13	<b>54,005.67</b>	<b>42,535.54</b>	53,000.00	34%	-	54,005.67	104,994.33
5112	Health Insurance	<b>294,354</b>	25,241.58	<b>103,623.14</b>	<b>78,381.56</b>	98,118.00	35%	-	103,623.14	190,730.86
5114	Worker's Compensation	<b>107,790</b>	7,739.53	<b>33,361.27</b>	<b>25,621.74</b>	35,930.00	31%	-	33,361.27	74,428.73
5116	Pension	<b>112,072</b>	12,344.14	<b>52,364.67</b>	<b>40,020.53</b>	37,357.33	47%	-	52,364.67	59,707.33
5122	FICA	<b>210,448</b>	17,604.90	<b>71,238.07</b>	<b>53,633.17</b>	70,149.33	34%	-	71,238.07	139,209.93
5124	SUI	<b>37,910</b>	1,047.57	<b>3,674.60</b>	<b>2,627.03</b>	12,636.67	10%	-	3,674.60	34,235.40
5130	Accrued Vacation Fringe	<b>16,000</b>	876.89	<b>4,130.94</b>	<b>3,254.05</b>	5,333.33	26%	-	4,130.94	11,869.06
6110	Office supplies	<b>41,003</b>	92.33	<b>5,267.09</b>	<b>5,174.76</b>	13,667.67	13%	<b>4,050.93</b>	9,318.02	31,684.98
6112	Data Processing Supplies	<b>40,000</b>	11,359.57	<b>52,319.03</b>	<b>40,959.46</b>	13,333.33	131%	<b>7,429.43</b>	59,748.46	(19,748.46)
6121	Food	<b>3,000</b>	-	<b>128.97</b>	<b>128.97</b>	1,000.00	4%	-	128.97	2,871.03
6122	Kitchen Supplies	<b>1,200</b>	-	-	-	400.00	0%	-	-	1,200.00
6130	Program Supplies	<b>197,124</b>	7,456.22	<b>35,716.38</b>	<b>28,260.16</b>	65,708.00	18%	<b>10,749.16</b>	46,465.54	150,658.46
6132	Medical & Dental Supplies	<b>25,000</b>	3,914.40	<b>5,303.97</b>	<b>1,389.57</b>	8,333.33	21%	<b>103.46</b>	5,407.43	19,592.57
6134	Instructional Supplies	<b>25,000</b>	-	<b>254.33</b>	<b>254.33</b>	8,333.33	1%	<b>4,387.09</b>	4,641.42	20,358.58
6140	Custodial Supplies	<b>45,000</b>	4,573.29	<b>8,422.96</b>	<b>3,849.67</b>	15,000.00	19%	-	8,422.96	36,577.04
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	-	2,506.99	<b>11,928.61</b>	<b>9,421.62</b>	-	-	-	11,928.61	(11,928.61)
6150	Uniform Rental / Purchases	<b>300</b>	-	<b>150.00</b>	<b>150.00</b>	100.00	50%	-	150.00	150.00
6170	Postage & Shipping	<b>500</b>	-	<b>46.88</b>	<b>46.88</b>	166.67	9%	-	46.88	453.12
6221	Equipment Over > \$5,000	<b>52,844</b>	(2,589.78)	-	<b>2,589.78</b>	17,614.67	0%	-	-	52,844.00
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	<b>30,000</b>	938.00	<b>5,766.88</b>	<b>4,828.88</b>	10,000.00	19%	-	5,766.88	24,233.12
6181	Equipment Maintenance	<b>6,100</b>	643.59	<b>2,387.64</b>	<b>1,744.05</b>	2,033.33	39%	-	2,387.64	3,712.36
6310	Printing & Publications	<b>4,000</b>	-	<b>4,784.22</b>	<b>4,784.22</b>	1,333.33	120%	-	4,784.22	(784.22)
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	<b>38,017</b>	10,152.79	<b>47,982.27</b>	<b>37,829.48</b>	12,672.33	126%	-	47,982.27	(9,965.27)
6410	Rent	<b>97,780</b>	17,967.77	<b>46,918.70</b>	<b>28,950.93</b>	32,593.33	48%	-	46,918.70	50,861.30
6420	Utilities / Disposal	<b>110,400</b>	2,524.48	<b>18,087.03</b>	<b>15,562.55</b>	36,800.00	16%	-	18,087.03	92,312.97
6432	Building Repairs / Maintenan	<b>50,000</b>	2,471.41	<b>18,012.56</b>	<b>15,541.15</b>	16,666.67	36%	<b>1,462.75</b>	19,475.31	30,524.69
6433	Grounds Maintenance	<b>15,000</b>	12,143.90	<b>22,840.93</b>	<b>10,697.03</b>	5,000.00	152%	-	22,840.93	(7,840.93)
6436	Pest Control	<b>2,700</b>	202.55	<b>833.24</b>	<b>630.69</b>	900.00	31%	-	833.24	1,866.76
6437	Burglar & Fire Alarm	<b>1,200</b>	1,141.73	<b>1,208.42</b>	<b>66.69</b>	400.00	101%	-	1,208.42	(8.42)
6440	Property Insurance	<b>16,300</b>	1,399.30	<b>5,597.20</b>	<b>4,197.90</b>	5,433.33	34%	-	5,597.20	10,702.80
6521 / 6520	Consultants	<b>45,000</b>	-	-	-	15,000.00	0%	-	-	45,000.00
6522	Consultants Expense	<b>100</b>	-	-	-	33.33	0%	-	-	100.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	<b>10,000</b>	87.50	<b>262.50</b>	<b>175.00</b>	3,333.33	3%	-	262.50	9,737.50
6540	Custodial Services	<b>46,800</b>	8,374.50	<b>14,803.00</b>	<b>6,428.50</b>	15,600.00	32%	-	14,803.00	31,997.00
6555	Medical Screening / DEAT / Staff	<b>5,000</b>	935.00	<b>1,623.31</b>	<b>688.31</b>	1,666.67	32%	-	1,623.31	3,376.69
6562	Medical Exam	<b>100</b>	-	-	-	33.33	0%	-	-	100.00
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	<b>100</b>	-	-	-	33.33	0%	-	-	100.00
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
6610	Gas & Oil	8,000	401.78	2,127.29	1,725.51	2,666.67	27%	-	2,127.29	5,872.71
6620	Vehicle Insurance	18,000	809.34	3,964.58	3,155.24	6,000.00	22%	-	3,964.58	14,035.42
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenan	8,000	540.95	5,275.41	4,734.46	2,666.67	66%	604.80	5,880.21	2,119.79
6712	Staff Travel-Local	1,300	8.96	8.96	-	433.33	1%	-	8.96	1,291.04
6714	Staff Travel-Out of Area	463	-	-	-	154.33	0%	-	-	463.00
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	7,775	640.00	2,905.24	2,265.24	2,591.67	37%	-	2,905.24	4,869.76
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	600	32.66	130.58	97.92	200.00	22%	-	130.58	469.42
6834	Student Activity Insurance	2,300	225.91	451.82	225.91	766.67	20%	-	451.82	1,848.18
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	10,000	-	273.63	273.63	3,333.33	3%	-	273.63	9,726.37
6852	Finger Printing	3,000	-	523.25	523.25	1,000.00	17%	-	523.25	2,476.75
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	9,095	207.42	625.01	417.59	3,031.67	7%	-	625.01	8,469.99
7110	Parent Activities	10,000	-	-	-	3,333.33	0%	-	-	10,000.00
7111	Parent Mileage	500	19.07	25.26	6.19	166.67	5%	-	25.26	474.74
7112	Parent Involvement	2,600	-	-	-	866.67	0%	-	-	2,600.00
7114	PPC Allowance	2,800	300.00	450.00	150.00	933.33	16%	-	450.00	2,350.00
7116	PPC Food Allowance	1,200	-	-	-	400.00	0%	-	-	1,200.00
8110	In-Kind Salaries	238,563	421.00	51,109.45	50,688.45	79,521.00	21%	-	51,109.45	187,453.55
8120	In-Kind Rent	125,132	10,427.66	41,710.64	31,282.98	41,710.67	33%	-	41,710.64	83,421.36
8130	In-Kind Other	1,000	-	290.15	290.15	333.33	29%	-	290.15	709.85
9010	In-Direct Cost Allocation	425,974	36,316.05	139,066.17	102,750.12	141,991.33	33%	2,619.67	141,685.84	284,288.16
<b>Total Expenses</b>		<b>5,524,547</b>	<b>443,652.49</b>	<b>1,760,376.13</b>	<b>1,316,723.64</b>	<b>1,841,515.64</b>	<b>32%</b>	<b>31,407.29</b>	<b>1,791,783.42</b>	<b>3,732,763.58</b>
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses w/o In Kind</b>		<b>5,159,852</b>	<b>432,803.83</b>	<b>1,667,265.89</b>	<b>1,234,462.06</b>				<b>1,698,673.18</b>	<b>3,461,178.82</b>
<b>In-Kind</b>		<b>364,695</b>	<b>10,848.66</b>						<b>32.92%</b>	

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$616,514</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$189,354</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>2.95%</b>
<b>ADMINIISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	139,066.17
	<b>139,066.17</b>

July 1, 2020 to June 30, 2021

State Migrant Full-Day Program - Basic Program

Budget to Actual

For the Period Ending

6/30/2021

Start Date 7/1/2020

Current Mnth 12

100%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4120	GRANT INCOME-STATE	750,881	96,351.30	750,881.00	654,529.70	750,881	100.00%	-	750,881.00	-
4220	IN KIND CONTRIBUTIONS		-					-	-	-
4315	CHILD CRE REVENUE-STATE		-					-	-	-
4350	RENTAL INCOME		-					-	-	-
	<b>TOTAL REVENUES</b>	<b>750,881</b>	<b>96,351.30</b>	<b>750,881.00</b>	<b>654,529.70</b>	<b>750,881</b>	<b>100.00%</b>	<b>-</b>	<b>750,881.00</b>	<b>-</b>
<b>EXPENDITURES</b>										
5010	SALARIES & WAGES	500,256	62,215.81	487,764.43	425,548.62	500,256	97.50%	-	487,764.43	12,491.57
5020	ACCRUED VACATION PAY	31,100	3,665.58	30,705.96	27,040.38	31,100	98.73%	-	30,705.96	394.04
5112	HEALTH INSURANCE	54,352	6,375.72	54,377.39	48,001.67	54,352	100.05%	-	54,377.39	(25.39)
5114	WORKER'S COMPENSATION	24,821	2,512.73	23,177.90	20,665.17	24,821	93.38%	-	23,177.90	1,643.10
5116	PENSION	22,258	3,562.67	25,438.59	21,875.92	22,258	114.29%	-	25,438.59	(3,180.59)
5122	FICA	35,002	4,755.35	37,537.99	32,782.64	35,002	107.25%	-	37,537.99	(2,535.99)
5124	SUI	6,198	290.91	7,769.98	7,479.07	6,198	125.36%	-	7,769.98	(1,571.98)
5130	ACCRUED VACATION FRINGE	2,500	280.35	2,349.05	2,068.70	2,500	93.96%	-	2,349.05	150.95
6110	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	3,014	-	-	-	3,014	-	-	-	3,014.00
6132	MEDICAL & DENTAL SUPPLIES	-	-	-	-	-	-	-	-	-
6134	INSTRUCTIONAL SUPPLIES	-	-	-	-	-	-	-	-	-
6140	CUSTODIAL SUPPLIES	-	-	1,532.87	1,532.87	-	-	-	1,532.87	(1,532.87)
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6180	EQUIPMENT RENTAL	-	356.34	356.34	-	-	-	-	356.34	(356.34)
6181	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-
6221	EQUIPMENT OVER > \$5000	9,545	-	9,596.07	9,596.07	9,545	-	-	9,596.07	(51.07)
6310	PRINTING & PUBLICATIONS	-	-	-	-	-	-	-	-	-
6312	ADVERTISING & PROMOTION	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	1,270.96	2,675.06	1,404.10	-	-	-	2,675.06	(2,675.06)
6410	RENT	-	103.32	103.32	-	-	-	-	103.32	(103.32)
6420	UTILITIES/ DISPOSAL	-	159.78	159.78	-	-	-	-	159.78	(159.78)
6432	BUILDING REPAIRS/ MAINTENANCE	-	94.97	528.72	433.75	-	-	-	528.72	(528.72)
6433	GROUNDS MAINTENANCE	-	716.81	716.81	-	-	-	-	716.81	(716.81)
6540	CUSTODIAL SERVICES	-	1,401.92	2,885.42	1,483.50	-	-	-	2,885.42	(2,885.42)
6610	GAS & OIL	-	87.63	228.53	140.90	-	-	-	228.53	(228.53)
6620	VEHICLE INSURANCE	-	363.61	962.36	598.75	-	-	-	962.36	(962.36)
6630	VEHICLE LICENSE & FEES	-	-	-	-	-	-	-	-	-
6640	VEHICLE REPAIR & MAINTENANCE	-	100.21	184.07	83.86	-	-	-	184.07	(184.07)
6742	TRAINING - STAFF	-	-	-	-	-	-	-	-	-
6834	STUDENT ACTIVITY INSURANCE	-	-	-	-	-	-	-	-	-
6850	FEES & LICENSES	-	-	-	-	-	-	-	-	-
6852	FINGER PRINTING	-	-	-	-	-	-	-	-	-
6875	EE HEALTH & WELFARE COSTS	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	61,835	8,036.63	61,830.36	53,793.73	61,835	99.99%	-	61,830.36	4.64
	Total Expenses	750,881	96,351.30	750,881.00	654,529.70	750,881	100.00%	-	750,881.00	-
									100.0%	

In Direct Calc. @ 9.1%	
61,830.36	
61,830.36	Total

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Revenue & Expense with Encumbrances**

**From 9/01/2020 to 6/30/2021**

	Grant Budget	Current Month Actual	YTD Actual June 30, 2021	YTD Budget June 30, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>330 0 HEAD START-FRESNO MIGRANT T&amp;TA</b>								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	82,690.00	337.90	49,200.98	71,048.00	(0.60)	0.00	49,200.98	33,489.02
Total Revenues	<u>82,690.00</u>	<u>337.90</u>	<u>49,200.98</u>	<u>71,048.00</u>	<u>(0.60)</u>	<u>0.00</u>	<u>49,200.98</u>	<u>33,489.02</u>
<b>Expenses</b>								
6130- PROGRAM SUPPLIES	8,871.00	0.00	0.00	1,200.00	0.00	0.00	0.00	8,871.00
6310- PRINTING & PUBLICATIONS	0.00	0.00	332.02	0.00	0.00	0.00	332.02	(332.02)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	0.00	0.00	0.00	200.00	200.00	(200.00)
6520- CONSULTANTS	17,500.00	0.00	0.00	17,500.00	0.00	0.00	0.00	17,500.00
6714- STAFF TRAVEL-OUT OF AREA	25,047.00	0.00	156.33	25,047.00	0.01	0.00	156.33	24,890.67
6722- PER DIEM - STAFF	1,712.00	0.00	0.00	1,712.00	0.00	0.00	0.00	1,712.00
6724- PER DIEM - PARENT	2,050.00	0.00	0.00	2,050.00	0.00	0.00	0.00	2,050.00
6742- TRAINING - STAFF	17,613.00	89.00	41,487.50	17,613.00	2.36	0.00	41,487.50	(23,874.50)
6746- TRAINING - PARENT	3,000.00	0.00	525.00	0.00	0.18	0.00	525.00	2,475.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	220.72	2,596.29	0.00	0.00	0.00	2,596.29	(2,596.29)
9010- INDIRECT COST ALLOCATION	6,897.00	28.18	4,103.84	5,926.00	0.60	0.00	4,103.84	2,793.16
Total Expenses	<u>82,690.00</u>	<u>337.90</u>	<u>49,200.98</u>	<u>71,048.00</u>	<u>0.60</u>	<u>200.00</u>	<u>49,400.98</u>	<u>33,289.02</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(200.00)</u>	<u>(200.00)</u>	<u>200.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(200.00)</u>	<u>(200.00)</u>	<u>200.00</u>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2020 to 6/30/2021

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual June 30, 2021	YTD Budget June 30, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	4,806,650.00	614,579.00	3,341,913.79	3,464,416.03	(0.70)	0.00	3,341,913.79	1,464,736.21
4220- IN KIND CONTRIBUTIONS	<u>666,728.00</u>	<u>37,059.22</u>	<u>226,613.68</u>	<u>491,156.30</u>	<u>(0.34)</u>	<u>0.00</u>	<u>226,613.68</u>	<u>440,114.32</u>
Total Revenues	<u>5,473,378.00</u>	<u>651,638.22</u>	<u>3,568,527.47</u>	<u>3,955,572.33</u>	<u>(0.65)</u>	<u>0.00</u>	<u>3,568,527.47</u>	<u>1,904,850.53</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	2,544,511.00	362,752.48	1,660,217.99	1,744,887.00	0.65	0.00	1,660,217.99	884,293.01
5020- ACCRUED VACATION PAY	152,718.00	22,600.36	102,385.99	104,753.00	0.67	0.00	102,385.99	50,332.01
5112- HEALTH INSURANCE	193,684.00	22,602.49	121,432.08	161,400.00	0.63	0.00	121,432.08	72,251.92
5114- WORKER'S COMPENSATION	107,775.00	12,097.06	60,058.81	73,899.00	0.56	0.00	60,058.81	47,716.19
5116- PENSION	140,699.00	21,812.31	76,756.03	95,653.00	0.55	0.00	76,756.03	63,942.97
5122- FICA	227,802.00	28,091.98	136,581.05	156,213.00	0.60	0.00	136,581.05	91,220.95
5124- SUI	46,571.00	14,590.53	34,939.06	31,056.00	0.75	0.00	34,939.06	11,631.94
5130- ACCRUED VACATION FICA	13,667.00	1,728.82	7,832.11	9,374.53	0.57	0.00	7,832.11	5,834.89
6110- OFFICE SUPPLIES	27,200.00	73.80	7,466.56	19,100.00	0.27	1,125.06	8,591.62	18,608.38
6112- DATA PROCESSING SUPPLIES	90,000.00	23,911.86	65,937.46	75,000.00	0.73	3,468.70	69,406.16	20,593.84
6121- FOOD	12,000.00	117.95	13,390.37	9,718.00	1.12	0.00	13,390.37	(1,390.37)
6122- KITCHEN SUPPLIES	5,000.00	0.00	1,075.13	5,000.00	0.22	1,872.00	2,947.13	2,052.87
6130- PROGRAM SUPPLIES	107,433.00	9,363.84	32,017.62	82,583.00	0.30	20,837.13	52,854.75	54,578.25
6132- MEDICAL & DENTAL SUPPLIES	160.00	75.61	1,423.62	160.00	8.90	1,732.97	3,156.59	(2,996.59)
6134- INSTRUCTIONAL SUPPLIES	30,000.00	0.00	64.66	18,000.00	0.00	0.00	64.66	29,935.34
6140- CUSTODIAL SUPPLIES	29,450.00	3,884.46	11,121.39	18,650.00	0.38	0.00	11,121.39	18,328.61
6170- POSTAGE & SHIPPING	2,040.00	27.75	951.62	1,740.00	0.47	55.00	1,006.62	1,033.38
6180- EQUIPMENT RENTAL	26,184.00	1,828.74	28,749.12	21,820.00	1.10	0.00	28,749.12	(2,565.12)
6181- EQUIPMENT MAINTENANCE	21,850.00	2,448.36	11,814.77	18,210.00	0.54	1.00	11,815.77	10,034.23
6221- EQUIPMENT OVER > \$5000	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	5,908.20	7,000.00	0.84	0.00	5,908.20	1,091.80
6312- ADVERTISING & PROMOTION	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00
6320- TELEPHONE	48,996.00	12,732.30	59,921.46	40,830.00	1.22	0.00	59,921.46	(10,925.46)
6410- RENT	87,032.00	7,176.38	71,948.80	72,527.50	0.83	0.00	71,948.80	15,083.20
6420- UTILITIES/ DISPOSAL	84,396.00	2,148.00	52,453.05	70,330.00	0.62	0.00	52,453.05	31,942.95
6432- BUILDING REPAIRS/ MAINTENANCE	176,462.00	4,528.88	364,495.62	170,780.00	2.07	0.00	364,495.62	(188,033.62)
6433- GROUNDS MAINTENANCE	31,284.00	1,890.01	22,178.27	26,070.00	0.71	140.00	22,318.27	8,965.73
6436- PEST CONTROL	7,260.00	602.00	6,236.00	6,050.00	0.86	0.00	6,236.00	1,024.00
6437- BURGLAR & FIRE ALARM	5,328.00	122.50	2,407.83	4,440.00	0.45	0.00	2,407.83	2,920.17
6440- PROPERTY INSURANCE	13,013.00	1,075.84	10,758.40	10,845.00	0.83	0.00	10,758.40	2,254.60
6520- CONSULTANTS	10,000.00	0.00	13,910.80	10,000.00	1.39	10,000.00	23,910.80	(13,910.80)
6522- CONSULTANT EXPENSES	900.00	0.00	0.00	540.00	0.00	0.00	0.00	900.00
6530- LEGAL	2,004.00	0.00	10,710.84	1,670.00	5.34	0.00	10,710.84	(8,706.84)
6540- CUSTODIAL SERVICES	4,776.00	398.00	3,980.00	3,980.00	0.83	0.00	3,980.00	796.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	195.00	875.00	800.00	0.88	0.00	875.00	125.00
6610- GAS & OIL	10,008.00	772.85	6,233.44	8,340.00	0.62	0.00	6,233.44	3,774.56
6620- VEHICLE INSURANCE	15,660.00	1,365.84	13,658.40	13,050.00	0.87	0.00	13,658.40	2,001.60
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	1,586.60	7,746.31	16,600.00	0.39	280.00	8,026.31	11,973.69
6712- STAFF TRAVEL-LOCAL	5,000.00	36.40	2,152.93	3,000.00	0.43	0.00	2,152.93	2,847.07

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Revenue & Expense with Encumbrances**

**From 9/01/2020 to 6/30/2021**

	Grant Budget	Current Month Actual	YTD Actual June 30, 2021	YTD Budget June 30, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6714- STAFF TRAVEL-OUT OF AREA	1,750.00	0.00	1,150.00	1,750.00	0.66	0.00	1,150.00	600.00
6722- PER DIEM - STAFF	250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
6742- TRAINING - STAFF	34,834.00	15.00	3,623.21	18,517.00	0.10	4,100.00	7,723.21	27,110.79
6746- TRAINING - PARENT	16,277.00	0.00	0.00	8,138.00	0.00	0.00	0.00	16,277.00
6832- LIABILITY INSURANCE	504.00	32.66	326.42	420.00	0.65	0.00	326.42	177.58
6834- STUDENT ACTIVITY INSURANCE	1,260.00	205.97	823.88	756.00	0.65	0.00	823.88	436.12
6840- PROPERTY TAXES	1,600.00	0.00	7,626.34	1,600.00	4.77	0.00	7,626.34	(6,026.34)
6850- FEES & LICENSES	18,000.00	29.00	15,606.29	16,680.00	0.87	0.00	15,606.29	2,393.71
6851- CPR FEES	0.00	0.00	240.00	0.00	0.00	0.00	240.00	(240.00)
6852- FINGERPRINT	0.00	74.00	472.75	0.00	0.00	0.00	472.75	(472.75)
6875- EMPLOYEE HEALTH & WELFARE	7,650.00	0.00	2,381.00	300.00	0.31	0.00	2,381.00	5,269.00
7110- PARENT ACTIVITIES	2,800.00	0.00	0.00	1,800.00	0.00	0.00	0.00	2,800.00
7111- PARENT MILEAGE	675.00	30.00	105.03	405.00	0.16	0.00	105.03	569.97
7114- PC ALLOWANCE	1,000.00	60.00	1,020.00	600.00	1.02	0.00	1,020.00	(20.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	500.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	566,743.00	22,151.47	124,238.99	408,069.00	0.22	0.00	124,238.99	442,504.01
8120- IN KIND RENT	97,936.00	14,907.75	102,374.69	81,613.30	1.05	0.00	102,374.69	(4,438.69)
8130- IN KIND - OTHER	2,049.00	0.00	0.00	1,474.00	0.00	0.00	0.00	2,049.00
9010- INDIRECT COST ALLOCATION	400,087.00	51,261.86	278,748.08	288,131.00	0.70	0.00	278,748.08	121,338.92
Total Expenses	<u>5,473,378.00</u>	<u>651,406.71</u>	<u>3,568,527.47</u>	<u>3,955,572.33</u>	<u>0.65</u>	<u>43,611.86</u>	<u>3,612,139.33</u>	<u>1,861,238.67</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>231.51</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(43,611.86)</u></b>	<b><u>(43,611.86)</u></b>	<b><u>43,611.86</u></b>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>231.51</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(43,611.86)</u></b>	<b><u>(43,611.86)</u></b>	<b><u>43,611.86</u></b>



# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2020 to 6/30/2021

337 0 FRESNO MIGRANT - EARLY HEAD START	Grant Budget	Current Month Actual	YTD Actual June 30, 2021	YTD Budget June 30, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	310,267.00	10,511.91	138,265.80	247,366.00	(0.45)	0.00	138,265.80	172,001.20
4220- IN KIND CONTRIBUTIONS	35,246.00	0.00	3,552.66	28,058.00	(0.10)	0.00	3,552.66	31,693.34
<b>Total Revenues</b>	<b>345,513.00</b>	<b>10,511.91</b>	<b>141,818.46</b>	<b>275,424.00</b>	<b>(0.41)</b>	<b>0.00</b>	<b>141,818.46</b>	<b>203,694.54</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	51,840.00	6,882.12	59,277.77	42,306.00	1.14	0.00	59,277.77	(7,437.77)
5020- ACCRUED VACATION PAY	2,850.00	431.29	3,650.45	2,323.00	1.28	0.00	3,650.45	(800.45)
5112- HEALTH INSURANCE	6,534.00	736.68	6,530.03	5,445.00	1.00	0.00	6,530.03	3.97
5114- WORKER'S COMPENSATION	3,680.00	188.58	1,974.38	3,003.00	0.54	0.00	1,974.38	1,705.62
5116- PENSION	3,030.00	329.65	2,967.18	2,471.00	0.98	0.00	2,967.18	62.82
5122- FICA	4,882.00	523.86	4,722.26	3,983.00	0.97	0.00	4,722.26	159.74
5124- SUI	450.00	0.00	479.71	450.00	1.07	0.00	479.71	(29.71)
5130- ACCRUED VACATION FICA	269.00	32.98	279.23	223.00	1.04	0.00	279.23	(10.23)
6110- OFFICE SUPPLIES	1,500.00	0.00	0.07	1,350.00	0.00	0.00	0.07	1,499.93
6112- DATA PROCESSING SUPPLIES	2,000.00	6.02	738.11	1,000.00	0.37	0.00	738.11	1,261.89
6121- FOOD	386.00	0.00	0.00	306.00	0.00	0.00	0.00	386.00
6130- PROGRAM SUPPLIES	4,500.00	0.00	(25.58)	3,500.00	(0.01)	0.00	(25.58)	4,525.58
6134- INSTRUCTIONAL SUPPLIES	1,800.00	0.00	0.00	1,800.00	0.00	0.00	0.00	1,800.00
6180- EQUIPMENT RENTAL	0.00	0.27	113.32	0.00	0.00	0.00	113.32	(113.32)
6181- EQUIPMENT MAINTENANCE	0.00	0.04	0.20	0.00	0.00	0.00	0.20	(0.20)
6310- PRINTING & PUBLICATIONS	360.00	0.00	161.29	360.00	0.45	0.00	161.29	198.71
6312- ADVERTISING & PROMOTION	120.00	0.00	0.00	120.00	0.00	0.00	0.00	120.00
6320- TELEPHONE	648.00	51.04	510.01	540.00	0.79	0.00	510.01	137.99
6410- RENT	2,160.00	180.00	1,800.00	2,160.00	0.83	0.00	1,800.00	360.00
6520- CONSULTANTS	2,500.00	0.00	0.00	2,100.00	0.00	6,000.00	6,000.00	(3,500.00)
6522- CONSULTANT EXPENSES	300.00	0.00	195.00	260.00	0.65	0.00	195.00	105.00
6524- CONTRACTS	181,200.00	0.00	35,000.00	139,900.00	0.19	0.00	35,000.00	146,200.00
6610- GAS & OIL	804.00	84.98	916.14	694.00	1.14	0.00	916.14	(112.14)
6620- VEHICLE INSURANCE	0.00	162.69	1,645.66	0.00	0.00	0.00	1,645.66	(1,645.66)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	67.38	0.00	0.00	0.00	67.38	(67.38)
6712- STAFF TRAVEL-LOCAL	9,000.00	0.00	0.00	9,000.00	0.00	0.00	0.00	9,000.00
6742- TRAINING - STAFF	0.00	0.00	5,450.00	0.00	0.00	975.00	6,425.00	(6,425.00)
6746- TRAINING - PARENT	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
6834- STUDENT ACTIVITY INSURANCE	0.00	24.92	199.36	0.00	0.00	0.00	199.36	(199.36)
6850- FEES & LICENSES	20.00	0.00	21.12	20.00	1.06	0.00	21.12	(1.12)
7111- PARENT MILEAGE	315.00	0.00	0.00	240.00	0.00	0.00	0.00	315.00
7114- PC ALLOWANCE	240.00	0.00	60.00	180.00	0.25	0.00	60.00	180.00
8110- IN KIND SALARIES	33,403.00	0.00	3,552.66	26,590.00	0.11	0.00	3,552.66	29,850.34
8130- IN KIND - OTHER	1,843.00	0.00	0.00	1,468.00	0.00	0.00	0.00	1,843.00
9010- INDIRECT COST ALLOCATION	25,879.00	876.79	11,532.71	20,632.00	0.45	0.00	11,532.71	14,346.29
<b>Total Expenses</b>	<b>345,513.00</b>	<b>10,511.91</b>	<b>141,818.46</b>	<b>275,424.00</b>	<b>0.41</b>	<b>6,975.00</b>	<b>148,793.46</b>	<b>196,719.54</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,975.00)</b>	<b>(6,975.00)</b>	<b>6,975.00</b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Revenue & Expense with Encumbrances**

**From 9/01/2020 to 6/30/2021**

337 0 FRESNO MIGRANT - EARLY HEAD START	Grant Budget	Current Month Actual	YTD Actual June 30, 2021	YTD Budget June 30, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,975.00)</b>	<b>(6,975.00)</b>	<b>6,975.00</b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Revenue & Expense with Encumbrances**

**From 9/01/2020 to 6/30/2021**

	Grant Budget	Current Month Actual	YTD Actual June 30, 2021	YTD Budget June 30, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
338 0 FRESNO EARLY HEAD START - T&TA								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	6,949.00	0.00	653.51	6,612.00	(0.09)	0.00	653.51	6,295.49
Total Revenues	<u>6,949.00</u>	<u>0.00</u>	<u>653.51</u>	<u>6,612.00</u>	<u>(0.09)</u>	<u>0.00</u>	<u>653.51</u>	<u>6,295.49</u>
<b>Expenses</b>								
6121- FOOD	450.00	0.00	0.00	250.00	0.00	0.00	0.00	450.00
6130- PROGRAM SUPPLIES	834.00	0.00	0.00	800.00	0.00	0.00	0.00	834.00
6520- CONSULTANTS	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00
6712- STAFF TRAVEL-LOCAL	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6714- STAFF TRAVEL-OUT OF AREA	2,882.00	0.00	0.00	2,961.00	0.00	0.00	0.00	2,882.00
6722- PER DIEM - STAFF	428.00	0.00	0.00	349.00	0.00	0.00	0.00	428.00
6742- TRAINING - STAFF	1,700.00	0.00	599.00	1,200.00	0.35	0.00	599.00	1,101.00
9010- INDIRECT COST ALLOCATION	580.00	0.00	54.51	552.00	0.09	0.00	54.51	525.49
Total Expenses	<u>6,949.00</u>	<u>0.00</u>	<u>653.51</u>	<u>6,612.00</u>	<u>0.09</u>	<u>0.00</u>	<u>653.51</u>	<u>6,295.49</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Revenue & Expense with Encumbrances**

**From 9/01/2020 to 6/30/2021**

	Grant Budget	Current Month Actual	YTD Actual June 30, 2021	YTD Budget June 30, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
351 0 FRESNO COE 1-TIME FUND								
<b>Revenues</b>								
4120- GRANT INCOME-STATE	0.00	0.00	48,800.00	0.00	0.00	0.00	48,800.00	(48,800.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>48,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48,800.00</u>	<u>(48,800.00)</u>
<b>Expenses</b>								
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>48,800.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>48,800.00</u></b>	<b><u>(48,800.00)</u></b>
Beginning Net Assets - Unrestricted	0.00	56,112.32	56,112.32	0.00	0.00	0.00	56,112.32	(56,112.32)
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>56,112.32</u></b>	<b><u>104,912.32</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>104,912.32</u></b>	<b><u>(104,912.32)</u></b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Revenue & Expense with Encumbrances**

**From 9/01/2020 to 6/30/2021**

	Grant Budget	Current Month Actual	YTD Actual June 30, 2021	YTD Budget June 30, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
831 0 COVID-19 CARES - FRESNO MHS								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	454,125.00	1,003.96	261,968.90	0.00	(0.58)	0.00	261,968.90	192,156.10
Total Revenues	<u>454,125.00</u>	<u>1,003.96</u>	<u>261,968.90</u>	<u>0.00</u>	<u>(0.58)</u>	<u>0.00</u>	<u>261,968.90</u>	<u>192,156.10</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	0.00	0.00	133,130.25	0.00	0.00	0.00	133,130.25	(133,130.25)
5114- WORKER'S COMPENSATION	0.00	57.28	5,196.00	0.00	0.00	0.00	5,196.00	(5,196.00)
5116- PENSION	0.00	0.00	4,549.23	0.00	0.00	0.00	4,549.23	(4,549.23)
5122- FICA	0.00	0.00	10,184.48	0.00	0.00	0.00	10,184.48	(10,184.48)
5124- SUI	0.00	0.00	302.25	0.00	0.00	0.00	302.25	(302.25)
6110- OFFICE SUPPLIES	0.00	0.00	535.22	0.00	0.00	0.00	535.22	(535.22)
6112- DATA PROCESSING SUPPLIES	0.00	504.56	9,633.20	0.00	0.00	0.00	9,633.20	(9,633.20)
6122- KITCHEN SUPPLIES	0.00	0.00	760.95	0.00	0.00	0.00	760.95	(760.95)
6130- PROGRAM SUPPLIES	416,247.00	369.13	22,487.18	0.00	0.05	30,725.83	53,213.01	363,033.99
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	2,591.40	2,591.40	(2,591.40)
6140- CUSTODIAL SUPPLIES	0.00	0.00	7,170.94	0.00	0.00	0.00	7,170.94	(7,170.94)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	43,779.20	0.00	0.00	0.00	43,779.20	(43,779.20)
6742- TRAINING - STAFF	0.00	0.00	2,400.00	0.00	0.00	0.00	2,400.00	(2,400.00)
9010- INDIRECT COST ALLOCATION	37,878.00	72.99	21,840.00	0.00	0.58	0.00	21,840.00	16,038.00
Total Expenses	<u>454,125.00</u>	<u>1,003.96</u>	<u>261,968.90</u>	<u>0.00</u>	<u>0.58</u>	<u>33,317.23</u>	<u>295,286.13</u>	<u>158,838.87</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(33,317.23)</b>	<b>(33,317.23)</b>	<b>33,317.23</b>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(33,317.23)</b>	<b>(33,317.23)</b>	<b>33,317.23</b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Revenue & Expense with Encumbrances**

**From 9/01/2020 to 6/30/2021**

837 0 COVID-19 CARES - FRESNO EHS	Grant Budget	Current Month Actual	YTD Actual June 30, 2021	YTD Budget June 30, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	26,250.00	10,910.81	20,211.96	0.00	(0.77)	0.00	20,211.96	6,038.04
Total Revenues	<u>26,250.00</u>	<u>10,910.81</u>	<u>20,211.96</u>	<u>0.00</u>	<u>(0.77)</u>	<u>0.00</u>	<u>20,211.96</u>	<u>6,038.04</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	0.00	0.00	1,764.00	0.00	0.00	0.00	1,764.00	(1,764.00)
5114- WORKER'S COMPENSATION	0.00	0.75	68.14	0.00	0.00	0.00	68.14	(68.14)
5116- PENSION	0.00	0.00	69.00	0.00	0.00	0.00	69.00	(69.00)
5122- FICA	0.00	0.00	134.94	0.00	0.00	0.00	134.94	(134.94)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	1,825.73	0.00	0.00	0.00	1,825.73	(1,825.73)
6130- PROGRAM SUPPLIES	24,060.00	0.00	3,964.28	0.00	0.16	6,563.73	10,528.01	13,531.99
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	756.15	756.15	(756.15)
6140- CUSTODIAL SUPPLIES	0.00	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	(10,000.00)
6742- TRAINING - STAFF	0.00	0.00	700.00	0.00	0.00	0.00	700.00	(700.00)
9010- INDIRECT COST ALLOCATION	2,190.00	910.06	1,685.87	0.00	0.77	0.00	1,685.87	504.13
Total Expenses	<u>26,250.00</u>	<u>10,910.81</u>	<u>20,211.96</u>	<u>0.00</u>	<u>0.77</u>	<u>7,319.88</u>	<u>27,531.84</u>	<u>(1,281.84)</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(7,319.88)</b></u>	<u><b>(7,319.88)</b></u>	<u><b>7,319.88</b></u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(7,319.88)</b></u>	<u><b>(7,319.88)</b></u>	<u><b>7,319.88</b></u>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2020 to 6/30/2021

Report Recap	Grant Budget	Current Month Actual	YTD Actual June 30, 2021	YTD Budget June 30, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	5,686,931.00	637,343.58	3,812,214.94	3,789,442.03	(0.67)	0.00	3,812,214.94	1,874,716.06
4120- GRANT INCOME-STATE	0.00	0.00	48,800.00	0.00	0.00	0.00	48,800.00	(48,800.00)
4220- IN KIND CONTRIBUTIONS	<u>701,974.00</u>	<u>37,059.22</u>	<u>230,166.34</u>	<u>519,214.30</u>	<u>(0.33)</u>	<u>0.00</u>	<u>230,166.34</u>	<u>471,807.66</u>
Total Revenues	<u>6,388,905.00</u>	<u>674,402.80</u>	<u>4,091,181.28</u>	<u>4,308,656.33</u>	<u>(0.64)</u>	<u>0.00</u>	<u>4,091,181.28</u>	<u>2,297,723.72</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	2,596,351.00	369,634.60	1,854,390.01	1,787,193.00	0.71	0.00	1,854,390.01	741,960.99
5020- ACCRUED VACATION PAY	155,568.00	23,031.65	106,036.44	107,076.00	0.68	0.00	106,036.44	49,531.56
5112- HEALTH INSURANCE	200,218.00	23,339.17	127,962.11	166,845.00	0.64	0.00	127,962.11	72,255.89
5114- WORKER'S COMPENSATION	111,455.00	12,343.67	67,297.33	76,902.00	0.60	0.00	67,297.33	44,157.67
5116- PENSION	143,729.00	22,141.96	84,341.44	98,124.00	0.59	0.00	84,341.44	59,387.56
5122- FICA	232,684.00	28,615.84	151,622.73	160,196.00	0.65	0.00	151,622.73	81,061.27
5124- SUI	47,021.00	14,590.53	35,721.02	31,506.00	0.76	0.00	35,721.02	11,299.98
5130- ACCRUED VACATION FICA	13,936.00	1,761.80	8,111.34	9,597.53	0.58	0.00	8,111.34	5,824.66
6110- OFFICE SUPPLIES	28,700.00	73.80	8,001.85	20,450.00	0.28	1,125.06	9,126.91	19,573.09
6112- DATA PROCESSING SUPPLIES	92,000.00	24,422.44	78,134.50	76,000.00	0.85	3,468.70	81,603.20	10,396.80
6121- FOOD	12,836.00	117.95	13,390.37	10,274.00	1.04	0.00	13,390.37	(554.37)
6122- KITCHEN SUPPLIES	5,000.00	0.00	1,836.08	5,000.00	0.37	1,872.00	3,708.08	1,291.92
6130- PROGRAM SUPPLIES	561,945.00	9,732.97	58,443.50	88,083.00	0.10	58,126.69	116,570.19	445,374.81
6132- MEDICAL & DENTAL SUPPLIES	160.00	75.61	1,423.62	160.00	8.90	4,324.37	5,747.99	(5,587.99)
6134- INSTRUCTIONAL SUPPLIES	31,800.00	0.00	64.66	19,800.00	0.00	756.15	820.81	30,979.19
6140- CUSTODIAL SUPPLIES	29,450.00	13,884.46	28,292.33	18,650.00	0.96	0.00	28,292.33	1,157.67
6170- POSTAGE & SHIPPING	2,040.00	27.75	951.62	1,740.00	0.47	55.00	1,006.62	1,033.38
6180- EQUIPMENT RENTAL	26,184.00	1,829.01	28,862.44	21,820.00	1.10	0.00	28,862.44	(2,678.44)
6181- EQUIPMENT MAINTENANCE	21,850.00	2,448.40	11,814.97	18,210.00	0.54	1.00	11,815.97	10,034.03
6221- EQUIPMENT OVER > \$5000	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
6310- PRINTING & PUBLICATIONS	7,360.00	0.00	6,401.51	7,360.00	0.87	0.00	6,401.51	958.49
6312- ADVERTISING & PROMOTION	620.00	0.00	0.00	620.00	0.00	0.00	0.00	620.00
6320- TELEPHONE	49,644.00	12,783.34	60,431.47	41,370.00	1.22	0.00	60,431.47	(10,787.47)
6410- RENT	89,192.00	7,356.38	73,748.80	74,687.50	0.83	0.00	73,748.80	15,443.20
6420- UTILITIES/ DISPOSAL	84,396.00	2,148.00	52,453.05	70,330.00	0.62	0.00	52,453.05	31,942.95
6432- BUILDING REPAIRS/ MAINTENANCE	176,462.00	4,528.88	408,274.82	170,780.00	2.31	200.00	408,474.82	(232,012.82)
6433- GROUNDS MAINTENANCE	31,284.00	1,890.01	22,178.27	26,070.00	0.71	140.00	22,318.27	8,965.73
6436- PEST CONTROL	7,260.00	602.00	6,236.00	6,050.00	0.86	0.00	6,236.00	1,024.00
6437- BURGLAR & FIRE ALARM	5,328.00	122.50	2,407.83	4,440.00	0.45	0.00	2,407.83	2,920.17
6440- PROPERTY INSURANCE	13,013.00	1,075.84	10,758.40	10,845.00	0.83	0.00	10,758.40	2,254.60
6520- CONSULTANTS	30,000.00	0.00	13,910.80	30,100.00	0.46	16,000.00	29,910.80	89.20
6522- CONSULTANT EXPENSES	1,200.00	0.00	195.00	800.00	0.16	0.00	195.00	1,005.00
6524- CONTRACTS	181,200.00	0.00	35,000.00	139,900.00	0.19	0.00	35,000.00	146,200.00
6530- LEGAL	2,004.00	0.00	10,710.84	1,670.00	5.34	0.00	10,710.84	(8,706.84)
6540- CUSTODIAL SERVICES	4,776.00	398.00	3,980.00	3,980.00	0.83	0.00	3,980.00	796.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	195.00	875.00	800.00	0.88	0.00	875.00	125.00
6610- GAS & OIL	10,812.00	857.83	7,149.58	9,034.00	0.66	0.00	7,149.58	3,662.42
6620- VEHICLE INSURANCE	15,660.00	1,528.53	15,304.06	13,050.00	0.98	0.00	15,304.06	355.94

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Revenue & Expense with Encumbrances**

**From 9/01/2020 to 6/30/2021**

Report Recap	Grant Budget	Current Month Actual	YTD Actual June 30, 2021	YTD Budget June 30, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	1,586.60	7,813.69	16,600.00	0.39	280.00	8,093.69	11,906.31
6712- STAFF TRAVEL-LOCAL	14,075.00	36.40	2,152.93	12,000.00	0.15	0.00	2,152.93	11,922.07
6714- STAFF TRAVEL-OUT OF AREA	29,679.00	0.00	1,306.33	29,758.00	0.04	0.00	1,306.33	28,372.67
6722- PER DIEM - STAFF	2,390.00	0.00	0.00	2,311.00	0.00	0.00	0.00	2,390.00
6724- PER DIEM - PARENT	2,050.00	0.00	0.00	2,050.00	0.00	0.00	0.00	2,050.00
6742- TRAINING - STAFF	54,147.00	104.00	54,259.71	37,330.00	1.00	5,075.00	59,334.71	(5,187.71)
6746- TRAINING - PARENT	22,277.00	0.00	525.00	11,138.00	0.02	0.00	525.00	21,752.00
6832- LIABILITY INSURANCE	504.00	32.66	326.42	420.00	0.65	0.00	326.42	177.58
6834- STUDENT ACTIVITY INSURANCE	1,260.00	230.89	1,023.24	756.00	0.81	0.00	1,023.24	236.76
6840- PROPERTY TAXES	1,600.00	0.00	7,626.34	1,600.00	4.77	0.00	7,626.34	(6,026.34)
6850- FEES & LICENSES	18,020.00	29.00	15,627.41	16,700.00	0.87	0.00	15,627.41	2,392.59
6851- CPR FEES	0.00	0.00	240.00	0.00	0.00	0.00	240.00	(240.00)
6852- FINGERPRINT	0.00	74.00	472.75	0.00	0.00	0.00	472.75	(472.75)
6875- EMPLOYEE HEALTH & WELFARE	7,650.00	220.72	4,977.29	300.00	0.65	0.00	4,977.29	2,672.71
7110- PARENT ACTIVITIES	2,800.00	0.00	0.00	1,800.00	0.00	0.00	0.00	2,800.00
7111- PARENT MILEAGE	990.00	30.00	105.03	645.00	0.11	0.00	105.03	884.97
7114- PC ALLOWANCE	1,240.00	60.00	1,080.00	780.00	0.87	0.00	1,080.00	160.00
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	500.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	600,146.00	22,151.47	127,791.65	434,659.00	0.21	0.00	127,791.65	472,354.35
8120- IN KIND RENT	97,936.00	14,907.75	102,374.69	81,613.30	1.05	0.00	102,374.69	(4,438.69)
8130- IN KIND - OTHER	3,892.00	0.00	0.00	2,942.00	0.00	0.00	0.00	3,892.00
9010- INDIRECT COST ALLOCATION	473,511.00	53,149.88	317,965.01	315,241.00	0.67	0.00	317,965.01	155,545.99
<b>Total Expenses</b>	<b>6,388,905.00</b>	<b>674,171.29</b>	<b>4,042,381.28</b>	<b>4,308,656.33</b>	<b>0.63</b>	<b>91,423.97</b>	<b>4,133,805.25</b>	<b>2,255,099.75</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>231.51</b>	<b>48,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(91,423.97)</b>	<b>(42,623.97)</b>	<b>42,623.97</b>
Beginning Net Assets - Unrestricted	0.00	56,112.32	56,112.32	0.00	0.00	0.00	56,112.32	(56,112.32)
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>56,343.83</b>	<b>104,912.32</b>	<b>0.00</b>	<b>0.00</b>	<b>(91,423.97)</b>	<b>13,488.35</b>	<b>(13,488.35)</b>



**Fresno Migrant Early Head Start  
Budget to Actual (Combined)  
Period Ending June-21**

<b>Account Description</b>		<b>Grant Budget</b>	<b>Current Period</b>	<b>Current Mth YTD</b>	<b>Prior Month YTD</b>	<b>YTD Budget</b>	<b>% Spent</b>	<b>Encumbered</b>	<b>YTD Actual + Encumbered</b>	<b>Budget Balance</b>
<b>REVENUES</b>										
4110 GRANT INCOME-FEDERAL		317,216.00	12,782.94	137,708.09	124,925.15	253,378.00	43.41%	7,609.73	145,317.82	(171,898.18)
4130 GRANT INCOME-AREA		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS		35,246.00	0.00	3,552.66	3,552.66	28,058.00	10.08%	0.00	3,552.66	(31,693.34)
4390 MISC INCOME		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
<b>TOTAL REVENUES</b>		<b>352,462.00</b>	<b>12,782.94</b>	<b>141,260.75</b>	<b>128,477.81</b>	<b>281,436.00</b>	<b>40.08%</b>	<b>7,609.73</b>	<b>148,870.48</b>	<b>(203,591.52)</b>
5010 SALARIES & WAGES	6A	51,840.00	6,034.31	58,376.41	52,342.10	42,306.00	112.61%	0.00	58,376.41	6,536.41
5019- SALARIES & WAGES C19	6A		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A	2,850.00	373.91	3,589.36	3,215.45	2,323.00	125.94%	0.00	3,589.36	739.36
5112 HEALTH INSURANCE	6B	6,534.00	736.68	6,530.03	5,793.35	5,445.00	99.94%	0.00	6,530.03	(3.97)
5114 WORKER'S COMPENSATION	6B	3,680.00	164.20	1,949.77	1,785.57	3,003.00	52.98%	0.00	1,949.77	(1,730.23)
5115- Worker's Compensation C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B	3,030.00	286.78	2,921.64	2,634.86	2,471.00	96.42%	0.00	2,921.64	(108.36)
5117- Pension C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	6B	4,882.00	455.05	4,649.35	4,194.30	3,983.00	95.23%	0.00	4,649.35	(232.65)
5124 SUI	6B	450.00	0.00	479.71	479.71	450.00	106.60%	0.00	479.71	29.71
5130 ACCRUED VACATION FRINGE	6B	269.00	28.60	274.55	245.95	223.00	102.06%	0.00	274.55	5.55
6714 STAFF TRAVEL-OUT OF AREA	6C	2,961.00	0.00	0.00	0.00	2,961.00	0.00%	0.00	0.00	(2,961.00)
6722 PER DIEM - STAFF	6C	424.00	0.00	0.00	0.00	349.00	0.00%	0.00	0.00	(424.00)
6221 EQUIPMENT OVER > \$5000	6D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6110 OFFICE SUPPLIES	6E	1,500.00	0.00	0.07	0.07	1,350.00	0.00%	0.00	0.07	(1,499.93)
6112 DATA PROCESSING SUPPLIES	6E	2,000.00	6.02	738.11	732.09	1,000.00	36.91%	0.00	738.11	(1,261.89)
6121 FOOD	6E	836.00	0.00	0.00	0.00	306.00	0.00%	0.00	0.00	(836.00)
6122 KITCHEN SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6130 PROGRAM SUPPLIES	6E	5,334.00	0.00	(25.58)	(25.58)	4,000.00	-0.48%	0.00	(25.58)	(5,359.58)
6134 INSTRUCTIONAL SUPPLIES	6E	1,800.00	0.00	0.00	0.00	1,800.00	0.00%	0.00	0.00	(1,800.00)
6140 CUSTODIAL SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6142 LINEN/LAUNDRY	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6132 MEDICAL & DENTAL SUPPLIES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6150 UNIFORM RENTAL/PURCHASE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6180 EQUIPMENT RENTAL	6H	0.00	0.27	113.32	113.05	0.00	0.00%	0.00	113.32	113.32
6181 EQUIPMENT MAINTENANCE	6H	0.00	0.04	0.20	0.16	0.00	0.00%	0.00	0.20	0.20
6212 EQUIPMENT PURCHASES < \$500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H	360.00	0.00	161.29	161.29	360.00	44.80%	0.00	161.29	(198.71)
6312 ADVERTISING & PROMOTION	6H	120.00	0.00	0.00	0.00	120.00	0.00%	0.00	0.00	(120.00)
6320 TELEPHONE	6H	648.00	51.04	510.01	458.97	540.00	78.71%	0.00	510.01	(137.99)
6410 RENT	6H	2,160.00	180.00	1,800.00	1,620.00	2,160.00	83.33%	0.00	1,800.00	(360.00)
6420 UTILITIES/ DISPOSAL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6432 BUILDING REPAIRS/ MAINTE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6433 GROUNDS MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6437 BURGLAR & FIRE ALARM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6440 PROPERTY INSURANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6520 CONSULTANTS	6H	2,500.00	0.00	0.00	0.00	2,100.00	0.00%	6,000.00	6,000.00	3,500.00
6522 CONSULTANT EXPENSES	6H	300.00	0.00	195.00	195.00	260.00	65.00%	0.00	195.00	(105.00)
6524 CONTRACTS	6H	181,200.00	3,160.00	35,000.00	31,840.00	139,900.00	19.32%	0.00	35,000.00	(146,200.00)

**Fresno Migrant Early Head Start  
Budget to Actual (Combined)  
Period Ending June-21**

<b>Account Description</b>		<b>Grant Budget</b>	<b>Current Period</b>	<b>Current Mth YTD</b>	<b>Prior Month YTD</b>	<b>YTD Budget</b>	<b>% Spent</b>	<b>Encumbered</b>	<b>YTD Actual + Encumbered</b>	<b>Budget Balance</b>
6530 LEGAL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6540 CUSTODIAL SERVICES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6555 MEDICAL SCREENING/DEAT/S	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	804.00	84.98	916.14	831.16	694.00	113.95%	0.00	916.14	112.14
6620 VEHICLE INSURANCE	6H	0.00	162.69	1,645.66	1,482.97	0.00	0.00%	0.00	1,645.66	1,645.66
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	0.00	0.00	67.38	67.38	0.00	0.00%	0.00	67.38	67.38
6712 STAFF TRAVEL-LOCAL	6H	9,000.00	0.00	0.00	0.00	9,000.00	0.00%	0.00	0.00	(9,000.00)
6724 PER DIEM - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	1,700.00	0.00	6,049.00	6,049.00	1,700.00	355.82%	975.00	7,024.00	5,324.00
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	3,000.00	0.00	0.00	0.00	3,000.00	0.00%	0.00	0.00	(3,000.00)
6748 EDUCATION REIMBURSEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6834 STUDENT ACTIVITY INSURAN	6H	0.00	24.92	199.36	174.44	0.00	0.00%	0.00	199.36	199.36
6840 PROPERTY TAXES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6850 FEES & LICENSES	6H	20.00	0.00	21.12	21.12	20.00	105.60%	0.00	21.12	1.12
6851 CPR FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7111- PARENT MILEAGE	6H	315.00	0.00	0.00	0.00	240.00	0.00%	0.00	0.00	(315.00)
7112 PARENT INVOLVEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7114 PC ALLOWANCE	6H	240.00	0.00	60.00	60.00	180.00	25.00%	0.00	60.00	(180.00)
7116 PC FOOD	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
<b>8110 INKIND SALARIES</b>		33,403.00	0.00	3,552.66	3,552.66	26,590.00	10.64%	0.00	3,552.66	(29,850.34)
<b>8120 INKIND RENT</b>		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
<b>8130 INKIND OTHER</b>		1,843.00	0.00	0.00	0.00	1,468.00	0.00%	0.00	0.00	(1,843.00)
9010 INDIRECT EXPENSE	6J	26,459.00	1,033.45	11,486.19	10,452.74	21,134.00	43.41%	634.73	12,120.92	(14,338.08)
<b>TOTAL EXPENSES</b>		<b>352,462.00</b>	<b>12,782.94</b>	<b>141,260.75</b>	<b>128,477.81</b>	<b>281,436.00</b>	<b>40.08%</b>	<b>7,609.73</b>	<b>148,870.48</b>	<b>(203,591.52)</b>
<b>CHANGE IN NET ASSETS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Fresno Migrant Head Start  
Budget to Actual (Combined)  
Period Ending Jun-21**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
<b>REVENUES</b>										
4110 GRANT INCOME-FEDERAL		4,896,289.00	568,044.55	3,323,793.26	2,755,748.71	3,535,464.03	67.88%	47,798.74	3,371,592.00	(1,524,697.00)
4130 GRANT INCOME-AREA		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS		666,728.00	50,402.88	226,613.68	176,210.80	491,156.30	33.99%	0.00	226,613.68	(440,114.32)
4390 MISC INCOME		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
<b>TOTAL REVENUES</b>		<b>5,563,017.00</b>	<b>618,447.43</b>	<b>3,550,406.94</b>	<b>2,931,959.51</b>	<b>4,026,620.33</b>	<b>63.82%</b>	<b>47,798.74</b>	<b>3,598,205.68</b>	<b>(1,964,811.32)</b>
5010 SALARIES & WAGES	6A	2,544,511.00	314,259.26	1,611,604.29	1,297,345.03	1,744,887.00	63.34%	0.00	1,611,604.29	(932,906.71)
5012- DIRECTOR'S SALARY			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5019- SALARIES & WAGES C19			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A	152,718.00	19,543.20	99,106.20	79,563.00	104,753.00	64.89%	0.00	99,106.20	(53,611.80)
5112 HEALTH INSURANCE	6B	193,684.00	22,602.49	121,432.08	98,829.59	161,400.00	62.70%	0.00	121,432.08	(72,251.92)
5114 WORKER'S COMPENSATION	6B	107,775.00	10,480.73	58,441.95	47,961.22	73,899.00	54.23%	0.00	58,441.95	(49,333.05)
5115- Worker's Compensation C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B	140,699.00	19,542.17	74,479.85	54,937.68	95,653.00	52.94%	0.00	74,479.85	(66,219.15)
5117- Pension C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	6B	227,802.00	24,295.46	132,775.31	108,479.85	156,213.00	58.29%	0.00	132,775.31	(95,026.69)
5124 SUI	6B	46,571.00	12,801.41	33,149.94	20,348.53	31,056.00	71.18%	0.00	33,149.94	(13,421.06)
5125- DIRECTOR'S FRINGE				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B	13,667.00	1,495.00	7,581.26	6,086.26	9,374.53	55.47%	0.00	7,581.26	(6,085.74)
6714 STAFF TRAVEL-OUT OF AREA	6C	29,758.00	0.00	1,306.33	1,306.33	26,797.00	4.39%	0.00	1,306.33	(28,451.67)
6722 PER DIEM - STAFF	6C	2,311.00	0.00	0.00	0.00	1,962.00	0.00%	0.00	0.00	(2,311.00)
6221 EQUIPMENT OVER > \$5000	6D	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	(10,000.00)
6110 OFFICE SUPPLIES	6E	27,200.00	282.00	7,466.56	7,184.56	19,100.00	27.45%	1,125.06	8,591.62	(18,608.38)
6112 DATA PROCESSING SUPPLIES	6E	90,000.00	23,911.86	65,937.46	42,025.60	75,000.00	73.26%	3,468.70	69,406.16	(20,593.84)
6121 FOOD	6E	12,450.00	10,114.43	13,390.37	3,275.94	9,718.00	107.55%	0.00	13,390.37	940.37
6122 KITCHEN SUPPLIES	6E	5,000.00	934.80	1,075.13	140.33	5,000.00	21.50%	1,872.00	2,947.13	(2,052.87)
6130 PROGRAM SUPPLIES	6E	117,138.00	11,590.80	32,349.64	20,758.84	83,783.00	27.62%	21,037.13	53,386.77	(63,751.23)
6134 INSTRUCTIONAL SUPPLIES	6E	30,000.00	0.00	64.66	64.66	18,000.00	0.22%	0.00	64.66	(29,935.34)
6140 CUSTODIAL SUPPLIES	6E	29,450.00	5,021.31	11,121.39	6,100.08	18,650.00	37.76%	0.00	11,121.39	(18,328.61)
6142 LINEN/LAUNDRY	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E	2,040.00	64.15	951.62	887.47	1,740.00	46.65%	55.00	1,006.62	(1,033.38)
6132 MEDICAL & DENTAL SUPPLIES	6H	160.00	75.61	1,423.62	1,348.01	160.00	889.76%	1,732.97	3,156.59	2,996.59
6150 UNIFORM RENTAL/PURCHASE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6180 EQUIPMENT RENTAL	6H	26,184.00	4,348.63	28,749.12	24,400.49	21,820.00	109.80%	0.00	28,749.12	2,565.12
6181 EQUIPMENT MAINTENANCE	6H	21,850.00	2,448.36	11,814.77	9,366.41	18,210.00	54.07%	1.00	11,815.77	(10,034.23)
6212 EQUIPMENT PURCHASES < \$500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H	7,000.00	0.00	5,908.20	5,908.20	7,000.00	84.40%	0.00	5,908.20	(1,091.80)
6312 ADVERTISING & PROMOTION	6H	500.00	0.00	0.00	0.00	500.00	0.00%	0.00	0.00	(500.00)
6320 TELEPHONE	6H	48,996.00	12,732.30	59,921.46	47,189.16	40,830.00	122.30%	0.00	59,921.46	10,925.46
6410 RENT	6H	87,032.00	7,176.38	71,948.80	64,772.42	72,527.50	82.67%	0.00	71,948.80	(15,083.20)
6420 UTILITIES/ DISPOSAL	6H	84,396.00	2,241.30	52,453.05	50,211.75	70,330.00	62.15%	0.00	52,453.05	(31,942.95)
6432 BUILDING REPAIRS/ MAINT	6H	176,462.00	4,528.88	364,495.62	359,966.74	170,780.00	206.56%	0.00	364,495.62	188,033.62
6433 GROUNDS MAINTENANCE	6H	31,284.00	2,274.98	22,178.27	19,903.29	26,070.00	70.89%	140.00	22,318.27	(8,965.73)
6436 PEST CONTROL	6H	7,260.00	602.00	6,236.00	5,634.00	6,050.00	85.90%	0.00	6,236.00	(1,024.00)
6437 BURGLAR & FIRE ALARM	6H	5,328.00	164.69	2,407.83	2,243.14	4,440.00	45.19%	0.00	2,407.83	(2,920.17)
6440 PROPERTY INSURANCE	6H	13,013.00	1,075.84	10,758.40	9,682.56	10,845.00	82.67%	0.00	10,758.40	(2,254.60)
6520 CONSULTANTS	6H	28,000.00	0.00	13,910.80	13,910.80	27,500.00	49.68%	10,000.00	23,910.80	(4,089.20)

**Fresno Migrant Head Start  
Budget to Actual (Combined)  
Period Ending Jun-21**

<b>Account Description</b>		<b>Grant Budget</b>	<b>Current Period</b>	<b>Current Mth YTD</b>	<b>Prior Month YTD</b>	<b>YTD Budget</b>	<b>% Spent</b>	<b>Encumbered</b>	<b>YTD Actual + Encumbered</b>	<b>Budget Balance</b>
6522 CONSULTANT EXPENSES	6H	900.00	0.00	0.00	0.00	540.00	0.00%	0.00	0.00	(900.00)
6524 CONTRACTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6530 LEGAL	6H	2,004.00	0.00	10,710.84	10,710.84	1,670.00	534.47%	0.00	10,710.84	8,706.84
6540 CUSTODIAL SERVICES	6H	4,776.00	398.00	3,980.00	3,582.00	3,980.00	83.33%	0.00	3,980.00	(796.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	195.00	875.00	680.00	800.00	87.50%	0.00	875.00	(125.00)
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	10,008.00	772.85	6,233.44	5,460.59	8,340.00	62.28%	0.00	6,233.44	(3,774.56)
6620 VEHICLE INSURANCE	6H	15,660.00	1,365.84	13,658.40	12,292.56	13,050.00	87.22%	0.00	13,658.40	(2,001.60)
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	20,000.00	1,586.60	7,746.31	6,159.71	16,600.00	38.73%	280.00	8,026.31	(11,973.69)
6712 STAFF TRAVEL-LOCAL	6H	5,000.00	237.44	2,152.93	1,915.49	3,000.00	43.06%	0.00	2,152.93	(2,847.07)
6724 PER DIEM - PARENT	6H	2,125.00	0.00	0.00	0.00	2,050.00	0.00%	0.00	0.00	(2,125.00)
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	53,647.00	906.00	45,110.71	44,204.71	36,130.00	84.09%	4,100.00	49,210.71	(4,436.29)
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	19,277.00	0.00	525.00	525.00	8,138.00	2.72%	0.00	525.00	(18,752.00)
6748 EDUCATION REIMBURSEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	504.00	32.66	326.42	293.76	420.00	64.77%	0.00	326.42	(177.58)
6834 STUDENT ACTIVITY INSURAN	6H	1,260.00	205.97	823.88	617.91	756.00	65.39%	0.00	823.88	(436.12)
6840 PROPERTY TAXES	6H	1,600.00	0.00	7,626.34	7,626.34	1,600.00	476.65%	0.00	7,626.34	6,026.34
6850 FEES & LICENSES	6H	18,000.00	45.00	15,606.29	15,561.29	16,680.00	86.70%	0.00	15,606.29	(2,393.71)
6851 CPR FEES	6H	0.00	0.00	240.00	240.00	0.00	0.00%	0.00	240.00	240.00
6852 FINGER PRINTING	6H	0.00	0.00	398.75	398.75	0.00	0.00%	0.00	398.75	398.75
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	7,650.00	220.72	4,977.29	4,756.57	300.00	65.06%	0.00	4,977.29	(2,672.71)
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	2,800.00	0.00	0.00	0.00	1,800.00	0.00%	0.00	0.00	(2,800.00)
7111- PARENT MILEAGE	6H	675.00	30.00	105.03	75.03	405.00	15.56%	0.00	105.03	(569.97)
7112 PARENT INVOLVEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7114 PC ALLOWANCE	6H	1,000.00	60.00	1,020.00	960.00	600.00	102.00%	0.00	1,020.00	20.00
7116 PC FOOD	6H	600.00	0.00	0.00	0.00	500.00	0.00%	0.00	0.00	(600.00)
<b>8110 INKIND SALARIES</b>		566,743.00	22,151.47	124,238.99	102,087.52	408,069.00	21.92%	0.00	124,238.99	(442,504.01)
<b>8120 INKIND RENT</b>		97,936.00	28,251.41	102,374.69	74,123.28	81,613.30	104.53%	0.00	102,374.69	4,438.69
<b>8130 INKIND OTHER</b>		2,049.00	0.00	0.00	0.00	1,474.00	0.00%	0.00	0.00	(2,049.00)
9010 INDIRECT EXPENSE	6J	407,564.00	47,380.43	277,236.65	229,856.22	294,057.00	68.02%	3,986.88	281,223.53	(126,340.47)
<b>TOTAL EXPENSES</b>		<b>5,563,017.00</b>	<b>618,447.43</b>	<b>3,550,406.94</b>	<b>2,931,959.51</b>	<b>4,026,620.33</b>	<b>63.82%</b>	<b>47,798.74</b>	<b>3,598,205.68</b>	<b>(1,964,811.32)</b>
<b>CHANGE IN NET ASSETS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Contract 65%**

**CAPMC**  
**Work Related Injuries Report - July 2021**  
**BOARD OF DIRECTORS**

**Recordable Injuries**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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**First Aid**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days
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**Claims**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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**Up To Date Injuries: January 2021 to December 2021**

(2) Hand Injuries	(1) Feet Injuries	( ) Chest Injuries					
(1) Back Injuries	( ) Eye Injuries	( ) Neck Injuries	(1) Bottom				
(3) Knee Injuries	(1) Leg Injuries	( ) Head Injuries	( ) Hip				
( ) Arm Injuries	( ) Wrist Injuries	(3) Ankle Injuries					
( ) Elbow Injuries	( ) Burn Injuries	( ) Respiratory Injuries					
( ) Shoulder Injuries	( ) Abdomen Injuries	( ) Face Injuries					

DOI: DATE OF INJURY

TOI: TIME OF INJURY



# BOARD OF DIRECTORS 2021 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
<b>Public Officials</b>													
Deborah Martinez A: Miguel Gonzalez	Department of Social Services	P	X	P	X	P	X	X					
David Hernandez <i>Secretary/Treasurer</i>	Madera Unified School District	P	P	P	P	P	P	P					
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	P	P	P	P	P					
Steve Montes A: Artemio Villegas	Madera City Council	P	P/A	P/A	P	P	A	P					
John Chavez A: Diana Palmer	Chowchilla City Council	P	X	X	P	P	P	P					
<b>Private Sector Officials</b>													
Debi Bray	Madera Chamber of Commerce	P	X	X	P	X	P	X					
Patricia Trevino	Head Start Policy Council	P	X	X	X	P	X	X					
Donald Holley	Community Affairs	P	P	P	P	P	P	P					
Eric LiCalsi <i>Vice-Chairperson</i>	Attorney at Law	P	P	P	P	X	P	P					
Vicki Bandy	Early Childhood Education & Development	P	P	P	X	X	P	X					
<b>Low-Income Target Area Officials</b>													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P	P	P	P	P	P	P					
Tyson Pogue <i>Chairperson</i>	Eastern Madera County	P	X	P	P	P	P	X					
Richard Gutierrez	Eastside/Parksdale	P	P	X	X	X	P	P					
Molly Hernandez	Fairmead/Chowchilla	P	P	P	P	P	P	X					
Aurora Flores A: Octavio Pineda	Monroe/Washington	X	P	P	X	P	X	P					
<i>Total Directors</i>		14/15	10/15	11/15	10/15	11/15	12/15	9/15					

P = Primary Present | A = Alternate Present | X = Absent

**STAFFING CHANGES**  
**June 30, 2021 - August 2, 2021**  
**BOARD OF DIRECTORS**

<b>NON-HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>TERMINATION</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61272	Advocate III	Pomona - Madera Migrant Head Start	7/1/2021	80	Resignation
61265	Instructional Aide II/Janitor	Fairmead - Madera Regional Head Start	7/9/2021	80	Resignation
61166	Instructional Aide II/Janitor	Biola - Fresno Migrant Head Start	7/26/2021	80	Resignation
<b>TERMINATION</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-21-03	2. Issuance Date: 07/27/2021
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2022; CLASS®	

## INFORMATION MEMORANDUM

**TO:** All Head Start and Early Head Start Grantees

**SUBJECT:** Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees

**INFORMATION:** Sec. 641A of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. In FY 2022, OHS will resume on-site monitoring reviews and Classroom Assessment Scoring System (CLASS®) reviews.

On-site reviews will begin in January 2022, as local conditions allow. While on-site, monitors will follow U.S. Centers for Disease Control and Prevention (CDC) health and safety guidelines. Further, OHS is committed to partnering with grantees when preparing for on-site reviews to maintain a safe environment for children, families, and staff within the program. If local conditions do not allow for an on-site review, OHS reserves the right to conduct an off-site review.

Upon request, grantees are required to submit an accurate calendar of availability. The availability information is used to schedule monitoring reviews and visits by Regional Office staff. As changes in program availability occur, grantees must update their calendars. OHS is unable to accommodate requests to reschedule reviews in program year 2021–2022.

In addition to outlining the status of monitoring reviews in FY 2022, this Information Memorandum reiterates updates to the CLASS® condition within the Designation Renewal System (DRS), including the creation of quality thresholds for each domain of the CLASS®.

### FY 2022 Monitoring Reviews

Review Type	FY 2022 Implementation	Start Date
Focus Area 1 (FA1)	FA1 reviews will be conducted, as usual, through a virtual format.	October 2021
Focus Area 2 (FA2)	FA2 reviews will resume in-person for the 2021–2022 program year.	January 2022



<b>Review Type</b>	<b>FY 2022 Implementation</b>	<b>Start Date</b>
CLASS®	CLASS® reviews will resume in-person for the 2021–2022 program year.	January 2022
Follow-up	Follow-up reviews will be conducted either in-person or virtually by your Regional Office.	Start dates will coincide with the end of the corrective action period.
American Indian and Alaska Native (AIAN) Reevaluations	AIAN reevaluation reviews will be conducted either in-person or virtually by the applicable Regional Office.	Start dates will coincide with the Tribal DRS Consultation process and Plan to Improve Quality.
Other	OHS reserves the right to conduct special off-site or on-site reviews	TBD, as needed

Grantees scheduled to receive a monitoring review in FY 2022 will receive a notification letter at least 45 days prior to the start of their review event. Grantees can expect a planning call with their assigned review lead to discuss the review schedule. The FA1 and FA2 reviews will include conversations on the following content areas:

- Program Design and Management
- Education and Child Development
- Health Program Services
- Family and Community Engagement
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
- Fiscal Infrastructure

During the FA1 and FA2 review processes, grantees will be asked questions about the use of funds received from the Coronavirus Aid, Relief, and Economic Security (CARES) and Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Acts, as well from the American Rescue Plan. Grantees will also be asked about changes made to service delivery in the above content areas within the last 12 months. OHS will request information regarding grantee service delivery model (e.g., in-person services, virtual services, or a hybrid of both) with the understanding that, by January 2022, programs will have returned to in-person comprehensive services as local conditions allow. For additional details regarding expectations for Head Start programs in program year 2021–2022, please reference [ACF-PI-HS-21-04](#).

OHS recognizes that the COVID-19 pandemic has exposed persistent inequities within the early childhood education sector and is committed to advancing equity for all eligible individuals to support historically underserved communities. Based on this ongoing priority, grantees are expected to demonstrate how they create a workplace that reflects the diversity of the community served and promotes a culture of belonging. It is critical that programs create an inclusive and accessible environment for all enrolled children, families, and staff.

**CLASS®**

Effective November 2020, OHS published a final rule to update three of the seven conditions under the DRS. For the CLASS® condition, the final rule made three major changes. First, the final rule removed the lowest 10% criterion. Second, it raised the CLASS® competitive thresholds as follows: 5 for Emotional Support, 5 for Classroom Organization, and 2.3 for Instructional Support.<sup>1</sup> Any grant that receives an average score from a CLASS® review below one or more of these thresholds will be required to compete at the end of their current five-year grant period. Last, the final rule established quality thresholds for each domain of the CLASS® as follows: 6 for Emotional Support, 6 for Classroom Organization, and 3 for Instructional Support.

The new CLASS® quality thresholds represent the expectations of OHS for the quality of teacher-child interactions and the learning environment in every Head Start classroom. The CLASS® quality thresholds do not relate to competition, but instead reflect an opportunity for grantees to focus on quality improvement in the area of teacher-child interactions. For any grantee that receives a score below one or more of the CLASS® quality thresholds, OHS will offer support for quality improvement efforts. The establishment of CLASS® quality thresholds is intended to build on existing program quality improvement efforts to enhance classroom interactions beyond any set floor and will include more intentional OHS support for such efforts through training and technical assistance. For additional details on the final rule, please reference [ACF-PI-HS-20-05](#).

If you have any questions or concerns regarding FY 2022 monitoring, please contact your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
Office of Head Start

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<sup>1</sup> The competitive threshold for Instructional Support is 2.3 for CLASS® reviews conducted through July 31, 2025 and raises to 2.5 for CLASS® reviews conducted on and after August 1, 2025.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-21-04	2. Issuance Date: 07/28/2021
	3. Originating Office: Office of Head Start	
	4. Key Words: Terminology Changes; Grants; Funding Opportunity	

**INFORMATION MEMORANDUM**

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies

**SUBJECT:** Terminology Changes

**INFORMATION:**

The Office of Head Start (OHS) is updating terms used in official documents, correspondence, and other communications to align with terminology used in 2 CFR Part 200 and 45 CFR Part 75. These changes are part of a concerted effort encouraging consistency across all U.S. Department of Health and Human Services agencies, where applicable. While the overall process will be gradual, recipients can anticipate seeing new terms immediately. The terminology changes are outlined in the table below.

<b>Terminology Changes</b>	
<b>Previous Term</b>	<b>New Term</b>
Funding Opportunity Announcement (FOA)	Notice of Funding Opportunity (NOFO)
Grantee	Recipient
Subawardee	Subrecipient
Announcement	Opportunity

If you have any questions regarding these terminology changes, please contact your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
Office of Head Start



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](https://eclkc.ohs.acf.hhs.gov)

August 3, 2021

Madera County Board of Supervisors/CAPMC (09CH011519)

Dear Grantee,

This letter is to notify you that the Office of Head Start (OHS) will conduct a Focus Area 1 (FA1) monitoring review of your agency in Program Year 2021-2022.

You will receive additional information regarding your review, including the assigned Review Lead and review date, approximately 45 days prior to the event. Please note: The OHS is closely regulating scheduled reviews and will not authorize changes to review dates.

### **Monitoring Reviews for Program Year 2021-2022\***

<b>09CH011519</b>	<b>Focus Area 1 (FA1)</b>
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\* The OHS may conduct Follow-Up and Special reviews as necessary

\*\* Notice of a monitoring review has no impact on Designation Renewal System recompetition decisions.

Lastly, the OHS will provide monitoring resources for grantees on the Early Childhood Learning and Knowledge Center at <https://eclkc.ohs.acf.hhs.gov/federal-monitoring> and on the Aligned Monitoring System Virtual Expo at <https://onlinexperiences.com/Launch/Event.htm?ShowKey=43448>.

Sincerely,

OHS Monitoring Team

[ohsmonitoring@dlhcorp.com](mailto:ohsmonitoring@dlhcorp.com)

1 800-518-1932 (option 2)



American Heart Association.

Heart and Stroke Walk™

HERE

# 2021 Central Valley HEART AND STROKE

OCTOBER 23, 2021  
TESORO VIEJO



This year, you can **Heart Walk Here**, there or anywhere! Choose our path or yours. The Central Valley Heart and Stroke Walk is back and ready to reinvigorate your heart healthy lifestyle by reuniting our community in better health.

We invite you to walk with us at our event or wherever you feel inspired. No matter where you choose to walk, participating and donating to Central Valley Heart and Stroke Walk will save lives and improve lives.



## Choose our path or yours!

1

**Signature Heart Walk Event.** Our signature event is happening in person and walkers together to celebrate within American Heart Association and community health guidelines.

2

**Heart Walk Campus Event.** Pop-up your own campus Heart and Stroke Walk with your employees during the Week of Wellness or on Heart and Stroke Walk day. We have a guide for you to make hosting your own celebration event easy.

3

**Neighborhood Start Lines.** Participants can Pop-up their own start line in their neighborhood or local park and walk wherever they feel inspired.



#CentralValleyHeartWalk  
#HeartWalkHere



# HEART WALK HERE

## About The Experience



### MOVE MORE.

Kick-off your Heart Walk experience and get moving together with our new activity tracker and challenges located in the **Heart Walk App!**



### GET A STEP AHEAD.

**Heart Walk Wednesdays** are a fun way in the final four weeks before the Heart Walk to give your team a boost towards their fundraising and Move More Challenge goals.



### WEEK OF WELLNESS .

Exercise your mind, body and spirit with this **week of recognition** highlighting the successes and stories as we press on toward our fundraising goals.



### CELEBRATE WITH US ON OCTOBER 23!

**Heart Walk day is a celebration for all of us no matter where you walk!**

**Join the fun on social media!** Don't forget to tag us @AHANorthernCA and use #CentralValleyHeartWalk #HeartWalkHere!

*When you share on Facebook, make sure you're sharing your posts with "Public" so we can interact with you!*



## GET YOUR GROOVE ON!

During your walk, listen to our **EXCLUSIVE Heart Walk On Demand playlist** available on **October 23** on our Heart Walk website!



American Heart Association®

Heart and Stroke Walk™

Thank you to our Sponsors!



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Family Healthcare Network | Fresno Equipment Co.  
Kaiser Permanente | Morton & Pitalo  
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Sun-Maid Growers of California  
United Security Bank





*Papa Murphy's®*

# FUNDRAISER

Please join us in helping to make a difference. Consider donating \$1 or more to your local Domestic Violence Organization.

**August 1 - 31, 2021**



# SHARE YOUR HEART



During the Month of August, enjoy pizza and donate to CAPMC Victim Services. Donations made at the register and online will assist those affected by abuse and violence in Madera County.

Join us **Thursday, August 26th**  
25% of the day's proceeds  
will go to Victim Services  
use Code: **donate**



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