



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

Revised Agenda

**Thursday, April 11, 2024
CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

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, Inc., 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 for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Cristal Sanchez

PLEDGE OF ALLEGIANCE – Eric LiCalsi, *Chairperson*

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

- C- 1 *Conscious Discipline*
Julie Doll, Disabilities/Mental Health Content Area Specialist

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 – February 8, 2024.

D-2 Review and consider approving the Minutes for:

- Fresno Migrant and Seasonal Executive Policy Committee – December 13, 2023
- Fresno Migrant and Seasonal Policy Committee – March 19, 2024
- Madera Migrant and Seasonal Head Start Policy Committee – February 6, 2024
- Madera Mariposa Regional Head Start – February 1, 2024

D-3 Review and consider accepting the Bank of America Credit Card Statements:

- February 2024
- March 2024

D-4 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – January & February 2024
- In-Kind Report – February 2024
- CACFP Program Report – February 2024
- Program Information Report – February 2024

D-5 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:

- Monthly Enrollment Report – January & February 2024
- In-Kind Report – January & February 2024
- CACFP Program Report – January & February 2024

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

- Monthly Enrollment Report – January & February 2024
- In-Kind Report – January & February 2024

D-7 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – January 2024
- In-Kind Report – February 2024

- CACFP Program Report – January & February 2024

- D-8 Review Fresno Migrant and Seasonal Head Start's 2022-2023 Annual Report.
- D-9 Review and consider approving the *Fresno Migrant and Seasonal Head Start* Recruitment and Selection Procedures for the 2024 – 2025 program year.
- D-10 Review and consider approving the Fresno Migrant and Seasonal Head Start Quality Improvement Plan with Community Action Partnership of San Luis Obispo (CAPSLO).
- D-11 Review and consider approving the results of the 2023-2024 Head Start Programs Fiscal Self-Assessment.
- D-12 Review and consider approving the 2021-2025 Community Needs Assessment Final Report for Fresno Migrant and Seasonal Head Start.
- D-13 Review the CSBG Closeout Report for Contract 23F-4023. (Informational Only)
- D-14 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2024-2025 program year for *Madera Migrant and Seasonal Head Start*.
- D-15 Review the Madera County Child Advocacy Center Report for March 2024. (Informational Only)
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for February & March 2024. (Informational Only)
- D-17 Review the Community Services Program Report for February & March 2024. (Informational Only)
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for February & March 2024. (Informational Only)
- D-19 Review the Victim Services Report for March 2024. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider authorizing the renewal of a line of credit with West America Bank.
- E-2 Review and consider ratifying the submission of the Kaiser Permanente Housing for Health II Grant 2024 application.
- E-3 Review and consider approving the Underenrollment Plan with Community Action Partnership of San Luis Obispo (CAPSLO) for the 2023-2024 and 2024-2025 Program Year.
- E-4 Review and consider approving the submission of the Fresno Migrant Seasonal Head Start Refunding application for the 2024-2025 Program Year.

- E-5 Review and consider authorizing the Executive Director to renew the lease agreements with Kings Canyon Unified School District for the Orange Cove and Inez C. Rodriguez Migrant Head Start centers.
- E-6 Review and consider approving the 2023 Impact Report.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
F-2 Personnel Committee Report – None
F-3 Executive Director Monthly Report – February & March 2024
F-4 Financial Statements – February & March 2024
F-5 Head Start Policy Council/Committee Reports
F-6 Work Related Injury Report – February & March 2024
F-7 CAPMC Board of Directors Attendance Report – February 2024
F-8 Staffing Changes Report for February 3 – April 2, 2024

G. CLOSED SESSION

Closed Session – Public Employee Performance Evaluation & Compensation Review
Title: Executive Director
(Pursuant to Government Code 54957)

H. CORRESPONDENCE

- H-1 Correspondence from the Office of Head Start regarding the 2024 monitoring review.
H-2 Victim Services – Denim Day Flyer
H-3 Victim Services – National Crime Victim’s Rights Week Flyer
H-4 Victim Services – Advocate Training Flyer

I. ADJOURN

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 March 11, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on March 5, 2024.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director

Social Emotional Learning With Conscious Discipline & Pyramid Model

Julie Doll-Disabilities/Mental Health Content Area Specialist

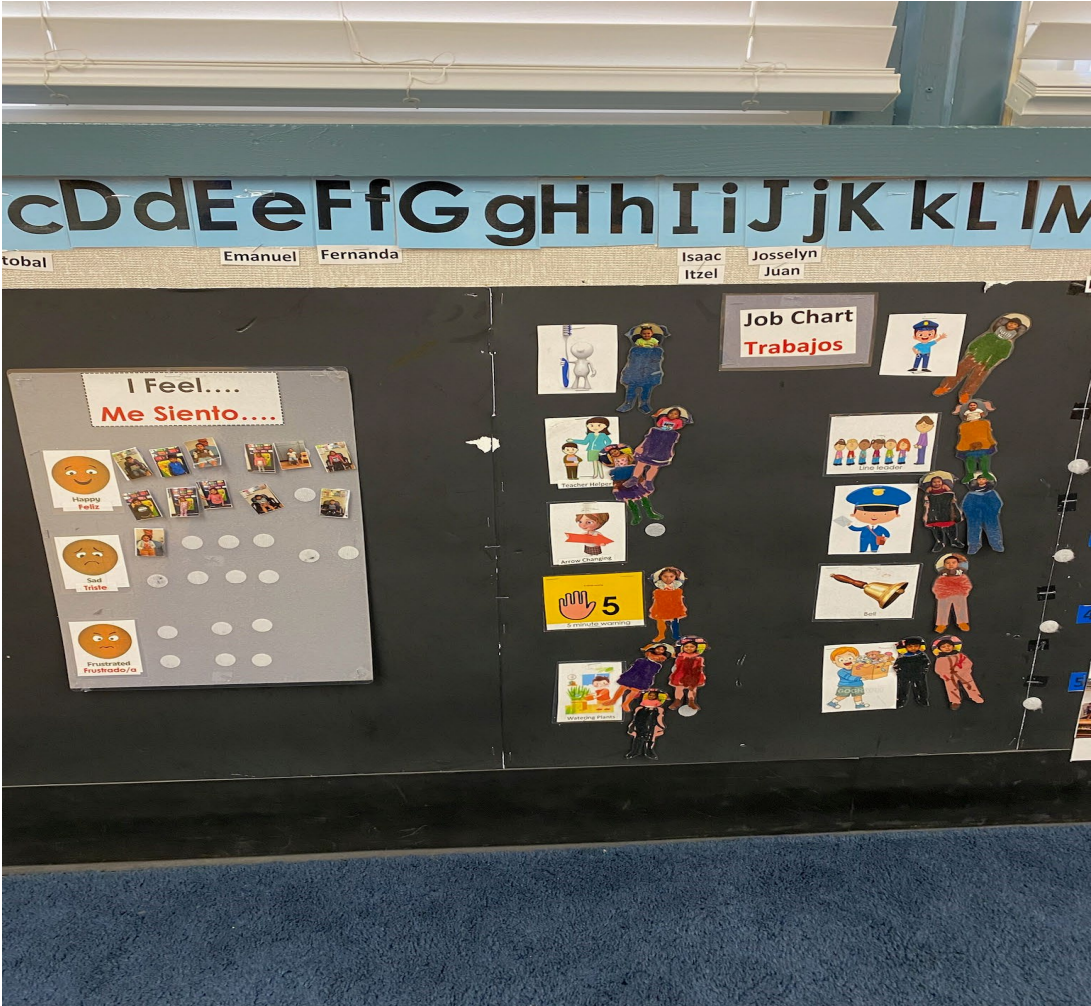
The Teaching Pyramid Model is a framework that helps support children's social and emotional development. It emphasizes positive relationships, proactive strategies, and individualized approaches to help children thrive socially and emotionally. It's a valuable framework for educators and parents alike.



Practices that create a sense of belonging



Acquiring skills to identify feelings and to regulate the strong ones in a Safe Place



Calm Breathing



S.T.A.R.



Balloon



Pretzel



Drain

Social Stories

Tucker Turtle Takes Time to Tuck and Think

A scripted story to assist with teaching the "Turtle Technique"

By Rachelle Lenfoni, Lindsay N. Groux and Mary Louise Hemmeter

ChallengingBehavior.org
The reproduction of this document is encouraged. Permission to copy, distribute, or modify is granted. However, please do not use this document for commercial purposes. All rights reserved. © 2011 ChallengingBehavior.org. All other trademarks and registered trademarks are the property of their respective owners.

IDEAS that Work
IDEAS that Work is a registered trademark of the University of North Florida.

UNIVERSITY OF NORTH FLORIDA

NCPMI

Visual Schedule



Overall Program Expectations



Head Start Overall Program Expectations

- **Be Caring** – caring for the classroom and others, caring for myself by learning to speak up for myself, practicing calming strategies such as deep breathing, or asking for help when needed
- **Be Fair** – sharing, taking turns, or waiting until it's my turn
- **Be Respectful** – using kind words, waiting for others to finish talking before responding, using materials and toys appropriately, keeping my hands to myself, and how to express my emotions appropriately
- **Be Responsible** – being safe in the classroom, picking up my toys and materials when finished, and following classroom routines

Use QR Codes below for additional information and access to free resources

Conscious Discipline



Teaching Pyramid



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

February 8, 2024

1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

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

Members Present

Eric LiCalsi, Chair
David Hernandez, Vice-Chair
Sherrif Tyson Pogue, Secretary/Treasurer
Supervisor Leticia Gonzales
Council Member Steve Montes
Otilia Vasquez
Donald Holley
Debi Bray
Richard Gutierrez
Deborah Martinez
Diana Palmer

Members Absent

Council Member Jeff Troost
Molly Hernandez
Martha Garcia
Aurora Flores

Personnel Present

Mattie Mendez
Cristal Sanchez
Nancy Contreras-Bautista
Maritza Gomez-Zaragoza
Leticia Murillo
Norma Blanco
Daniel Seeto
Jennifer Coronado

Public – Other Present

None

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: APPROVED AS PRESENTED.

Moved by David Hernandez, Seconded by Otilia Vasquez

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

C- 1 *Head Start School Readiness Goals*
 Noma Blanco, Deputy Director of Education Services

C-2 *Victims of Crime Act (VOCA) Funding Update*
 Jennifer Coronado, Victim Services Program Manager

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.

- E-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – January 11, 2024.
- E-2 Review and consider approving the Minutes for the Madera Mariposa Regional and Early Head Start Policy Council Committee Meeting – January 4, 2024.
- E-3 Review and consider accepting the Bank of America Credit Card Statements:
 - December 2023
 - January 2024
- E-4 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
 - Monthly Enrollment Report – December 2023
 - In-Kind Report – December 2023
 - CACFP Program Report – December 2023
 - Program Information Report – December 2023
- E-5 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
 - Monthly Enrollment Report – December 2023
 - In-Kind Report – December 2023
 - CACFP Program Report – December 2023
- E-6 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:
 - Monthly Enrollment Report – December 2023
- E-7 Review and consider approving the Migrant and Seasonal/Migrant Early Head Start Program Goals and Objectives Update.
- E-8 Review and consider approving the Head Start Enrollment Selection Criteria and the Recruitment Procedure for the 2024-2025 program year.
- E-9 Review the 2022-2023 Madera/Mariposa Regional and Early Head Start Annual Report. (Informational Only)
- E-10 Review and consider approving the CSBG National Performance Indicators Annual report for the year 2023.
- E-11 Review and consider increasing the 2024 Low Income Home Energy Assistance Program (LIHEAP) eligibility point system from 20 points to 22 points for eligible customers.
- E-12 Recommend that the CAPMC Board of Directors confirm and acknowledge receipt of the updated and revised Notification of the Federal Interest in its Head Start and Migrant Head Start modular units.
- E-13 Review and consider ratifying the submission of the application requesting continued funding from the California Department of Social Services – Child Care and Development Division (CCDD) for Fiscal Year 2024-2025.

- E-14 Review and complete the Annual Conflict of Interest Certification Form and Form 700 Statement of Economic Interest.
- E-15 Review the Madera County Child Advocacy Center Report for January 2024. (Informational Only)
- E-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for January 2024. (Informational Only)
- E-17 Review the Community Services Program Report for January 2024. (Informational Only)
- E-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for January 2024. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Steve Montes

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPAs.

Daniel Seeto, Chief Financial Officer, presented regarding the filings of the tax and information returns of Community Action Partnership of Madera County, Inc. prepared by Brown Armstrong CPAs. Daniel noted that the returns are prepared from information obtained from the audited financial statements for the year ended June 30, 2023.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Debi Bray

Vote: Carried Unanimously

E-2 Review and consider approving a slot reduction and conversion of Head Start slots to Early Head Start slots beginning this 2024-2025 program year.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding a slot reduction and conversion of Head Start slots to Early Head Start slots beginning this 2024-2025 program year. Maritza discussed the conversion of 32 slots that were designated to Mariposa (30) and North Fork (2) to remedy underenrollment due to difficulties in being able to fill the centers with all the efforts from staff with the recruitment of children and staffing; the proposal is to move forward with the reduction and conversion of slots. 8 of the 32 slots will be converted to Early Head Start slots. This will increase the slots from 42 to 50 Early Head Start slots to serve Madera County. The program provides as a home base option and provides services year-round – June to May of each year. The additional slots will require CAPMC to hire an additional EHS Family Facilitator, which will be open as soon as this proposal is approved by all applicable parties.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-3 Review and consider approving the submission of the 2024-2025 (June 1, 2024 – May 31, 2025) Madera/Mariposa Regional & Early Head Start Refunding Application.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2024-2025 (June 1, 2024 – May 31, 2025) Madera/Mariposa Regional & Early Head Start Refunding Application. Maritza highlighted that the budget being presented is based on the proposed changes for a slot reduction and conversion. It was noted that CAPMC is proposing to reduce its funded enrollment by 32 slots. The current enrollment is 228 preschool slots, which will reduce to 196 preschool slots. The reduction is being proposed due to the program's inability to reach full enrollment, specifically at the Mariposa Head Start Center. Maritza also discussed the removal of all expenses for the Mariposa center, which will allow for the program to implement a 5% salary increase for all Head Start staff (Head Start Program Director position has been excluded). The increase will continue to support CAPMC's goal of providing competitive salaries for employees. Lastly, Maritza discussed the proposal of a conversion of Head Start slots to Early Head Start, which will increase enrollment for Early Head Start from 42 to 50 slots. An additional EHS Facilitator will be hired to support the increase in enrollment. The cost/expense has been allocated to the budget.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E-4 Review and consider approving the 2023-2024 Madera Migrant Head Start Comparison Budget Amendment #3 One-time Only funds to Stanislaus County Office of Education.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2023-2024 Madera Migrant Head Start Comparison Budget Amendment #3 One-time Only funds to Stanislaus County Office of Education. Maritza noted that the one-time funds will be utilized to replace the preschool-age play structure including resurfacing the ground at the Sierra Vista center.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-5 Review and consider approving the 2023-2024 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2023-2024 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education. Maritza highlighted the changes in multiple categories and the transfer of funds between program budgets to purchase supplies, equipment, and repairs at the centers.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by 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 – January 2024
- F-4 Financial Statements – January 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – January 2024
- F-7 CAPMC Board of Directors Attendance Report – January 2024
- F-8 Staffing Changes Report for January 5 – February 2, 2024

G. CLOSED SESSION

None

H. CORRESPONDENCE

Correspondence from the Office of Head Start dates January 9, 2024, regarding the Federal Reporting Standard Forms 425 and 428.

Volunteer Income Tax Assistance (VITA) 2024 Flyer

I. ADJOURN

Chairperson Eric LiCalsi adjourned the Board of Directors Meeting at 6:20 p.m.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, seconded by David Hernandez

Vote: Carried Unanimously

Community Action Partnership of Madera County
 Fresno Migrant/Seasonal Head Start Policy Council Executive Meeting
 Wednesday, December 13, 2023

Minutes

The Fresno Migrant/Seasonal Executive Policy Committee called to order at 5:42 p.m. by Fabiola Hernandez

Committee Members Present

Fabiola Hernández
 Jhoana Casillas Reynosa
 Juana Gallegos

Committee Members Absent

Marlim Contreras
 Ignacio De Loera
 Rosalia Ceja
 Aurora Flores

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
 Maribel Aguirre, Parent and Governance Specialist
 Jissel Rodriguez, Executive Administrative Assistant

Others

None

A. Public Comment

None.

B. Training

None.

C. Adoption of the Agenda

C-1 Fabiola Hernandez asked for a motion to approve the agenda as presented. Motion made by Jhoana Casillas Reynosa, seconded motion by Juana Gallegos to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Fabiola Hernandez requested a motion to approve the minutes of the meeting on October 11, 2023. Motion made by Jhoana Casillas Reynosa, seconded motion by Juana Gallegos to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 CAP of San Luis Obispo (CAPSLO) – Grant Recipient, was notified that a deficiency was given after monitoring/reviewing of two incidents that took place at the CAPMC Fresno Migrant Head Start facility – Ms. Gomez-Zaragoza reviewed the letter from the Office of Head Start. The letter was sent after the incidents at Selma. The program is implementing new procedures and providing more support. Informational only.

F-2 Fresno Migrant & Seasonal Head Start 2022-2023 Program Information Report – Ms. Gomez-Zaragoza reviewed the PIR. Informational only.

G. Administrative Reports

G-1 Staff Changes (November 2023) – Ms. Aguirre went over the staffing changes for August and September.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (October & November 2023) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (October 2023) – Ms. Aguirre reviewed the budget.

G-4 In-kind Report (October 2023) – Ms. Aguirre reviewed the In-kind percentage.

G-5 Report of enrollment in the program and attendance report (September & October 2023) – Ms. Aguirre went over the enrollment for the FMHS programs and the attendance.

G-6 CACFP Monthly Report (September & October 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of September was \$21,220.62 for 7,826 meals. The reimbursement for the month of October was \$21,187.59 for 7,809 meals.

H. Policy Committee Members Reports

H-1 Center Reports – None.

H-2 Board of Directors Report – None.

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

I. Correspondence

Program Instruction from the Office of Head Start regarding *Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period*, Issuance Date; 11/20/2023

J. Future Agenda Items

None

K. Adjournment

Fabiola Hernandez requested a motion to adjourn the session. Motion made by Jhoana Casillas Reynosa to adjourn the meeting at 6:14 p.m., in the afternoon, seconded by Juana Gallegos. Motion approved unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, March 19, 2024

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:43 p.m. by Jhoana Casillas Reynosa.

Committee Members Present

Marlim Contreras
Jhoana Casillas Reynosa
Rosalia Ceja
Aurora Flores

Committee Members Absent

Fabiola Hernández
Juana Gallegos

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Maribel Aguirre, Parent and Governance Specialist
Jissel Rodriguez, Executive Administrative Assistant
Maru Sanchez, Deputy Director Family Services

Others

None

A. Public Comment

None.

B. Training

Family Engagement Data Report – Ms. Maru Sanchez reviewed the data report. She explained how the information collected during the family assessment/goals is broken down in different ways. The information is then used to show the growth from the beginning of the program to the end of the program.

C. Adoption of the Agenda

C-1 Jhoana Casillas Reynosa asked for a motion to approve the agenda as presented. Motion made by Rosalia Ceja, seconded motion by Aurora Flores to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Jhoana Casillas Reynosa requested a motion to approve the minutes of the meeting on December 13, 2023. Motion made by Aurora Flores, seconded motion by Rosalia Ceja to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and approve the 2021-2025 Community Needs Assessment Final Report for Community Action Partnership of Madera County – Fresno Migrant/Seasonal Head Start – Ms. Gomez-Zaragoza went over the Community Needs Assessment report and the information collected.

Jhoana Casillas Reynosa requested a motion to approve 2021-2025 Community Needs Assessment Final Report for Community Action Partnership of Madera County. Aurora Flores made the first motion, seconded by Rosalia Ceja.

F-2 Review and approve the Community Action Partnership of San Luis Obispo (CAPSLO) and Community Action Partnership of Madera County Underenrollment Plan for the 2023-2024 and 2024-2025 Program year – Ms. Gomez-Zaragoza mentioned CAPSLO has been identify underenrolled. The program now needs to implement an underenrollment plan. Jhoana Casillas Reynosa requested a motion to the Community Action Partnership of San Luis Obispo (CAPSLO) and Community Action Partnership of Madera County Underenrollment Plan for the 2023-2024 and 2024-2025 Program year. Rosalia Ceja made the first motion, seconded by Aurora Flores.

F-3 Review and approve the Community Action Partnership of San Luis Obispo (CAPSLO) and Community Action Partnership of Madera County Quality Improvement Plan – Ms. Gomez-Zaragoza went over the improvement plan and the trainings/support that will be proved to staff. The plan will be implemented beginning May 2024.

Jhoana Casillas Reynosa requested a motion to approve the Community Action Partnership of San Luis Obispo (CAPSLO) and Community Action Partnership of Madera County Quality Improvement Plan. Aurora Flores made the first motion, seconded by Rosalia Ceja.

F-4 Review and approve the results of the 2024-2025 Head Start Programs Fiscal Self-Assessment – Ms. Gomez-Zaragoza mentioned in December Fiscal did a self-assessment. She reviewed the program strengths and recommendations.

Jhoana Casillas Reynosa requested a motion to approve the Community Action Partnership of San Luis Obispo (CAPSLO) and Community Action Partnership of Madera County Quality Improvement Plan. Rosalia Ceja made the first motion, seconded by Aurora Flores.

G. Administrative Reports

G-1 Staff Changes (October & November 2023) – Ms. Aguirre went over the staffing changes for August and September.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (October – December 2023 & January 2024) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (January 2024) – Ms. Aguirre reviewed the budget.

G-4 In-kind Report (January 2024) – Ms. Aguirre reviewed the In-kind percentage.

G-5 Report of enrollment in the program and attendance report (January 2024) – Ms. Aguirre went over the enrollment for the FMHS programs and the attendance.

G-6 CACFP Monthly Report (November - December 2023 & January 2024) – Ms. Aguirre reviewed CACFPs.

H. Policy Committee Members Reports

H-1 Center Reports – None.

H-2 Board of Directors Report – None.

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

I. Correspondence

I-1 Program Instruction from the Office of Head Start regarding *Federal Reporting of Standard Forms 425 and 428*, Issuance Date: 01/09/2024

J. Future Agenda Items

J-1 2024-2025 ERSEA Criteria

J-2 Fresno Migrant Head Seasonal Head Start Basic Grant Application

J-3 Training-School Readiness Goals

K. Adjournment

Jhoana Casillas Reynosa requested a motion to adjourn the session. Motion made by Aurora Flores to adjourn the meeting at 6:55 p.m., in the afternoon, seconded by Rosalia Ceja. Motion approved unanimously.

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, February 6, 2024

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:54 p.m. by Yuritsi Ortiz.

Committee Members Present

Yuritsi Ortiz
Lidia Tinajero
Delldi Fuentes
Ramon Garcia
Irene Juarez

Committee Members Absent

Luis Pinacho
Catalina Venegas
Luxceli Eufrazio
Fabiola Rendon

Personnel Present

Maritza Gomez-Zaragoza, Program Director
Maribel Aguirre, Parent and Governance Specialist
Jissel Rodriguez, Executive Administrative Assistant

Others

None

A. Public Comment

Ms. Aguirre mentioned items in front are for PC parents.

B. Training

None.

C. Adoption of the Agenda

C-2 Yuritsi Ortiz asked for a motion to approve the agenda as presented. Motion made by Irene Juarez, seconded motion by Delldi Fuentes to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Yuritsi Ortiz requested a motion to approve the minutes of the meeting on November 7, 2023. Motion made by Ramon Garcia, seconded motion by Lidia Tinajero to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and approve Community Action Partnership of Madera County 2023-2024 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education – Ms. Gomez-Zaragoza mentioned there were savings in certain areas in the budget. She reviewed the blended and basic budget and where the funding would be allocated.

Yuritsi Ortiz requested a motion to approve the Community Action Partnership of Madera County 2023-2024 Basic and Blended Comparison Budget Revisions to Stanislaus County Office of Education. Irene Juarez made the first motion, seconded by Lidia Tinajero. Motion carried unanimously.

F-2 Review the 2022-2023 CAPMC Madera Migrant/Seasonal Annual Report – Ms. Gomez-Zaragoza reviewed the projected budget for new program year. Informational only.

F-3 Review and consider approving the Program Goals and Objectives Update – Ms. Gomez-Zaragoza went over the program goals and objectives. No questions asked.

Yuritsi Ortiz requested a motion to approve the Program Goals and Objectives Update. Irene Juarez made the first motion, seconded by Delldi Fuentes. Motion carried unanimously.

F-4 Review and approve Community Action Partnership of Madera County 2023-2024 Basic Madera Migrant Head Start Comparison Budget Amendment #3 One-time only funds to Stanislaus County Office of Education – Ms. Gomez-Zaragoza mentioned the program had applied for one-time funds 2 years ago the funding was approved. She reviewed the projects that the funding will be used for. Yuritsi Ortiz requested a motion to approve the Community Action Partnership of Madera County 2023-2024 Basic Madera Migrant Head Start Comparison Budget Amendment #3 One-time only funds to Stanislaus County Office of Education. Irene Juarez made the first motion, seconded by Ramon Garcia. Motion carried unanimously.

G. Administrative Reports

G-1 Staff Changes (October & November) – Ms. Aguirre went over the staffing changes.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (Oct.-Dec. 2023 & January 2024) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (December 2023) – Ms. Aguirre reviewed the budget. No questions asked.

G-4 In-kind Report (December 2023) – Ms. Aguirre reviewed the In-kind percentage.

G-5 Report of enrollment in the program and attendance report (November-December 2023) – Ms. Aguirre went over the enrollment for the MHS programs and the attendance.

G-6 CACFP Monthly Report (October – December 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the months October – December. There were no questions.

G-7 PIR Program Information Monthly Report (December 2023) – 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 – **none**.

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

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza asked if there were any concerns. There were none.

I. Correspondence

I-1 Program Instruction Notice from the Office of Head Start Regarding *Federal Reporting of Standard Forms 425 and 428*, Issuance Date: 1/09/2024

J. Future Agenda Items

J-1 2024-2025 ERSEA Criteria

J-2 CAPMC Audit

K. Adjournment

Yuritsi Ortiz requested a motion to adjourn the session. Motion made by Irene Juarez to adjourn the meeting at 6:43 p.m., in the afternoon, seconded by Dellhi Fuentes. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting
Thursday, February 1, 2024
MINUTES

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by Otilia Vasquez at 5:39 p.m.

Committee Members Present

Maria Guerrero
Lisbeth Lopez
Marisa Vega
Otilia Vasquez
Lorena Gonzales
Maria Delgado
Amber Pickett

Committee Members Absent

Monica Juarez
Liliana Serna
Melinda DeSantiago
John Martinez
Irene Gomez
Martha Garcia

Personnel Present

Maritza Gomez-Zaragoza, Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist
Angela Martinez, Area Manager

ROLL CALL

A. PUBLIC COMMENT –

B. TRAINING – School Readiness Goals – Ms. Martinez went over the school readiness goals. She explained how the teachers collect the data and how the data is used for setting school readiness goals.

C. ADOPTION OF THE AGENDA

C-2 Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Amber Pickett, seconded by Lisbeth Lopez to approve the agenda as presented. Motion carried unanimously.

D. ADJOURN TO CLOSED SESSION – None

E. APPROVAL OF MINUTES

E-1 Minutes Madera/Mariposa Regular Regional Head Start Policy Council Meeting – January 4, 2024. Motion made by Amber Pickett, seconded motion by Lisbeth Lopez. Motion carried unanimously.

F. DISCUSSION / ACTION ITEMS

F-1 Review and consider staff's request for the slot reduction and conversion of Head Start slots to Early Head Start slots beginning this 2024-2025 program year – Ms. Gomez-Zaragoza explained how the program received an underenrollment letter from the Office of Head Start. There has been difficulty with recruitment of staff for the mountain sites and enrollment of children. The center of Mariposa has especially struggled with enrollment and staffing. The proposal is to reduce and convert 32 slots: 30 from Mariposa and 2 from North Fork. 8 of the slots will be converted to Early Head Start making their new funded enrollment 50. The

community of Mariposa will no longer have a Head Start, however families will have access to other childcare facilities.

Otilia Vasquez requested a motion to approve the staff's request for the slot reduction and conversion of Head Start slots to Early Head Start slots beginning this 2024-2025 program year. Amber Pickett made the first motion, seconded by Lisbeth Lopez.

F-2 2024-2025 Madera/Mariposa Regional and Early Head Start Refunding Application – Ms. Gomez-Zaragoza reviewed Regional and Early Head Start budget, administrative budget, T&TA budget, and the in-kind budget. She also reviewed the calendar for days of operation for Regional and Early Head Start. Otilia Vasquez requested a motion to approve the 2024-2025 Madera/Mariposa Regional and Early Head Start Refunding Application. Amber Pickett made the first motion, seconded by Lisbeth Lopez.

F-3 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2024-2025 program year - Ms. Gomez-Zaragoza reviewed the enrollment selection criteria. She reviewed the policies and procedures for Regional and Early. Otilia Vasquez requested the Enrollment Selection Criteria and the Recruitment Procedure for the 2024-2025 program year. Maria Delgado made the first motion, seconded by Amber Pickett.

F-4 Review the 2022-2023 CAPMC Madera Annual Report – Ms. Gomez-Zaragoza reviewed the annual report - informational.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (December 2023 & January 2024) – Ms. Aguirre reviewed the staffing changes.

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (January 2024) – Ms. Aguirre reviewed the credit card expenses. No questions were asked.

G-3 Budget Status Reports (December 2023) – Ms. Aguirre mentioned report will be reviewed next month.

G-4 In-Kind Report (December 2023) – Ms. Aguirre reviewed the in-kind percentages for the Regional and Early programs.

G-5 Program Enrollment & Attendance Report (December 2023) – Ms. Aguirre went over the enrollment and attendance report.

G-6 CACFP Monthly Report (December 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of August was \$14,767.29 for 4,371 meals. There were no questions asked.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – Otilia (MT) – The study this year is music.

H-2- BOD report – Items approved today will be presented at next week's meeting.

H-3 Active Supervision – Ms. Gomez-Zaragoza asked parents if there are any health and safety concerns to notify the director immediately.

I. CORRESPONDENCE

I-1 Program Instruction Notice from the Office of Head Start Regarding *Federal Reporting of Standard Forms 425 and 428*, Issuance Date: 01/09/2024

J. FUTURE AGENDA ITEMS

J-1 2023-2024 CAPMC Audit Report

K. ADJOURNMENT

Otilia Vasquez asked for a motion to adjourn the meeting at 6:53 p.m. Motion made by Maria Delgado, seconded by Amber Pickett. Motion carried unanimously.

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

February 2024 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
01/09/2024	MAILCHIMP	No	Mass Communication Software (IT)	\$60.00	200.0-6130-2.0-000-90	Yes
01/10/2024	DOORDASH OISHIIEXPRESS	No	Board of Directors Meeting	\$365.73	200.0-6121-2.0-000-90	Yes
01/11/2024	ETSY.COM	25841	Rug for the Madera County Child Advocacy Center (CAC) Mental Health Room	\$538.41	535.0-6130-5.0-000-00	Yes
01/12/2024	SUPERSHUTTLE	No	Roundtrip shuttle from San Diego Airport (SAN) to Lodging (Kings Inn San Diego) Trip for the 39 th Annual SD International Conference on Child & Family Maltreatment for Nancy Contreras-Bautista & 3 MDT Members	\$171.25	536.0-6714-5.0-000-00	Yes
01/13/2024	SUNCOAST HOTEL	No	Credit Card Hold – Lodging for 2024 NCAP Management and Leadership Training Conference February 2024 Las Vegas, NV Board Member David Hernandez	\$108.48	200.0-6730-2.0-000-90	No
01/13/2024	SUNCOAST HOTEL	No	Credit Card Hold – Lodging for 2024 NCAP Management and Leadership Training Conference February 2024 Las Vegas, NV Board Member Richard Gutierrez	\$108.48	200.0-6730-2.0-000-90	No
01/17/2024	TEZ* EXCHANGE HOTEL	No	Parking Fee for Mattie Mendez	\$14.65	200.0-6714-2.0-000-90	Yes
01/18/2024	SPRING HILL SUITES	No	Lodging for 2024 NASCSP CSBG Annual Report Training January 2024 Sacramento, CA Mattie Mendez	\$391.88	200.0-6714-2.0-000-90	Yes
01/18/2024	SPRING HILL SUITES	No	Lodging for 2024 NASCSP CSBG Annual Report Training January 2024 Sacramento, CA Ana Ibanez	\$391.88	200.0-6714-2.0-000-90	Yes
01/18/2024	SPRING HILL SUITES	No	Lodging for 2024 NASCSP CSBG Annual Report Training January 2024 Sacramento, CA Maria Velasquez	\$435.55	200.0-6714-2.0-000-90	Yes
01/22/2024	ZOOM	No	User License for Administration - Cristal Sanchez	\$159.90	200.0-6130-2.0-000-90	Yes
01/22/2024	ZOOM	No	User License for Administration – Mattie Mendez	\$159.90	200.0-6130-2.0-000-90	Yes

01/22/2024	UBER	No	Transportation for the 39 th Annual SD International Conference on Child & Family Maltreatment (<i>From Conference to Lodging</i>) for Nancy Contreras-Bautista & 3 MDT Members	\$8.98	536.0-6714-5.0-000-00	Yes
01/23/2024	UBER	No	Transportation for the 39 th Annual SD International Conference on Child & Family Maltreatment (<i>From Lodging to Conference</i>) for Nancy Contreras-Bautista & 3 MDT Members	\$16.95	536.0-6714-5.0-000-00	Yes
01/23/2024	UBER	No	Transportation for the 39 th Annual SD International Conference on Child & Family Maltreatment (<i>From Conference to Lodging</i>) for Nancy Contreras-Bautista & 3 MDT Members	\$8.91	536.0-6714-5.0-000-00	Yes
01/24/2024	UBER	No	Transportation for the 39 th Annual SD International Conference on Child & Family Maltreatment (<i>From Lodging to Conference</i>) for Nancy Contreras-Bautista & 3 MDT Members	\$7.90	536.0-6714-5.0-000-00	Yes
01/24/2024	UBER	No	Transportation for the 39 th Annual SD International Conference on Child & Family Maltreatment (<i>From Conference to Lodging</i>) for Nancy Contreras-Bautista & 3 MDT Members	\$8.11	536.0-6714-5.0-000-00	Yes
01/25/2024	UBER	No	Transportation for the 39 th Annual SD International Conference on Child & Family Maltreatment (<i>From Lodging to Conference</i>) for Nancy Contreras-Bautista & 3 MDT Members	\$8.23	536.0-6714-5.0-000-00	Yes
01/25/2024	UBER	No	Transportation for the 39 th Annual SD International Conference on Child & Family Maltreatment (<i>From Conference to Lodging</i>) for Nancy Contreras-Bautista & 3 MDT Members	\$8.50	536.0-6714-5.0-000-00	Yes
			Total	\$2,973.58		

I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attached (if available).

Mattie Mendez, Executive Director

Date: February 5, 2024

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

MARCH 2024 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
02/07/2024	DOORDASH COMPAFRANK	No	Housing Our Homeless Committee Meeting	\$287.31	200.0-6121-2.0-000-90	Yes
02/07/2024	AMAZON		Yard Games for Outreach and Program Supplies	\$598.21	200.0-6130-2.0-000-90	Yes
02/08/2024	AMAZON		Yard Games for Outreach and Program Supplies	\$385.93	200.0-6130-2.0-000-90	Yes
02/09/2024	EZ CATER	No	Board of Directors Meeting	\$319.75	200.0-6121-2.0-000-90	Yes
02/09/2024	MAILCHIMP	No	IT Communication Software	\$60.00	200.0-6130-2.0-000-90	Yes
02/12/2024	WHITTLESEABLU	No	Transportation for Mattie Mendez – 2024 NCAP Management and Leadership Training Conference February 2024 Las Vegas, NV	\$88.98	200.0-6714-2.0-000-90	No
02/13/2024	SUNCOAST HOTEL	No	Lodging for Board Member Richard Gutierrez – 2024 NCAP Management and Leadership Training Conference February 2024 Las Vegas, NV	\$138.41	200.0-6730-2.0-000-90	Yes
02/14/2024	SUNCOAST HOTEL	No	Lodging for Board Members David Hernandez – 2024 NCAP Management and Leadership Training Conference February 2024 Las Vegas, NV	\$138.41	200.0-6730-2.0-000-90	Yes
02/16/2024	CITY OF FRESNO AIRPORT	No	Airport Parking Fee for Mattie Mendez – 2024 NCAP Management and Leadership Training Conference February 2024 Las Vegas, NV	\$75.00	200.0-6714-2.0-000-90	Yes
02/16/2024	SOUTHWEST AIRLINES	No	Baggage Fee for Mattie Mendez – 2024 NCAP Management and Leadership Training Conference February 2024 Las Vegas, NV	\$100.00	200.0-6714-2.0-000-90	Yes
02/16/2024	JW MARRIOTT LAS VEGAS	No	Lodging for Mattie Mendez 2024 NCAP Management and Leadership Training Conference February 2024 Las Vegas, NV	\$944.68	200.0-6714-2.0-000-90	Yes
02/26/2024	DICICCOS	No	Victim Services Department Debriefing – Mattie and Jennifer	\$44.81	200.0-6121-2.0-000-90	Yes
Total				\$3,181.49		

I certify that the items and charges above are true and correct and that the charges incurred have been for business purposes only. Receipts are attached (if available).

Date: March 15, 2024

Mattie Mendez, Executive Director

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

FEBRUARY 2024 Statement

Leticia Murillo/Child Care Alternative Payment and Resource & Referral Program

Date of Transaction	Name of Vendor	Description	P. O. Number	Amount	Account Charged	Receipt
01/23/2024	4MPRINT, INC.	PROGRAM SUPPLIES		\$187.73	401.0-6130-4.0-000-00	YES
				\$422.40	426.0-6130-4.0-000-00	
				\$86.04	427.0-6130-4.0-000-00	
				\$86.04	428.0-6130-4.0-000-00	
TOTAL				\$782.21		

Comments:

Bank of America Business Card
Credit Card Charges

February 2024 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
1/10/2024	Biometrics4all, Inc.	No	Livescan relay fees	0.75 0.75	207.0-6852-0.0-000-00 401.0-6852-0.0-000-00	Yes
1/22/2024	IDVille	No	ID machine ink	399.70	200.0-6112-2.0-000-90	Yes
2/1/2024	Indeed	No	Job posting	24.37 24.37 24.38	426.0-6312-0.0-000-00 427.0-6312-0.0-000-00 428.0-6312-0.0-000-00	Yes
TOTAL:				474.32		

Bank of America Business Card
Credit Card Charges

March 2024 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
2/10/2024	Biometrics4all, Inc.	No	Livescan relay fees	0.75 0.75 0.75	200.0-6852-2.0-000-90 311.0-6852-3.1-000-00 426.0-6852-0.0-000-00	Yes
3/1/2024	Indeed	No	Job posting	70.04 70.04	321.0-6312-0.0-000-00 331.0-6312-0.0-000-00	Yes
TOTAL:				142.33		

**Bank of America Business Card ending 8462
Credit Card Charges**

**February 2024 Statement
Ana Ibanez / Community Services**

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
1/18/2024	Springhill Suites Sacramento	No	CSBG Hotel charges – reversal	-391.89	218.0-6714-2.0-000-00	Yes
1/18/2024	Springhill Suites Sacramento	No	CSBG Hotel charges – reversal	-391.89	218.0-6714-2.0-000-00	Yes
1/10/2024	Springhill Suites Sacramento	No	CSBG Hotel Ana Ibanez	391.89	218.0-6714-2.0-000-00	Yes
1/10/2024	Springhill Suites	No	CSBG Hotel Maria Velazquez	391.89	218.0-6714-2.0-000-00	Yes
1/17/2024	Sacramento Holiday Inn	No	CSBG – Parking	30.00	218.0-6714-2.0-000-00	Yes
1/18/2024	Sacramento Holiday Inn	No	CSBG – Parking	60.00	218.0-6714-2.0-000-00	Yes
1/31/2024	City of Fresno	No	Community Economic Resilience Fund Training – Parking Attempt made for receipt with no response	.89	280.0-6712-2.0-000-00	No
1/31/2024	City of Fresno	No	Community Economic Resilience Fund Training – Parking Attempt made for receipt with no response	3.39	280.0-6712-2.0-000-00	No
1/31/2024	City of Fresno	No	Community Economic Resilience Fund Training – Parking Attempt made for receipt with no response	3.39	280.0-6712-2.0-000-00	No
2/1/2024	Business Card Wal-Mart	No	Community Economic Resilience Fund focus group gift cards	750.00	280.0-6130-2.0-000-00	Yes
			Total	\$847.67		

I certify that the items and charges above are true and correct, and that the charges incurred have been for business purposes only. Receipts are attached (if available)

February 14, 2024

Ana Ibanez, Program Manager
Community Services

**Bank of America Business Card ending 8462
Credit Card Charges**

March 2024 Statement
Ana Ibanez / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
2/2/2024	Grocery Outlet	No	Emergency Food for homeless customer	37.73	221.0-7230-2.0-000-00	Yes
2/5/2024	Wal-Mart	No	Focus Groups – United Way Fresno Madera	1,000.00	280.0-6130-2.0-000-00	Yes
2/29/2024	Ferrell Gas	No	Emergency propane for LIHEAP customer	150.00	221.0-7240-2.0-000-00	Yes
2/29/2024	Ferrell Gas	No	Emergency propane for LIHEAP customer	768.20	221.0-7240-2.0-000-00	Yes
			Total	\$1,955.93		

I certify that the items and charges above are true and correct, and that the charges incurred have been for business purposes only. Receipts are attached (if available)

March 13, 2024

Ana Ibanez, Program Manager
Community Services

MBNA America Business Card
Credit Card Charges
February / febrero 2024 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
01/04/2024	NA	Round Table	RHS PC Meal	\$87.59	311.0-7116-3.1-000-00	Yes
01/08/2024	NA	Round Table	Rebate	-\$3.50	311.0-7116-3.1-000-00	Yes
01/09/2024	NA	Teachstone Training	CLASS recertification	\$125.00	310.0-6742-3.1-000-00 48% (\$60.00) 320.0-6742-3.2-000-00 52% (\$65.00)	Yes
01/10/2024	NA	Teachstone Training	CLASS recertification	\$125.00	310.0-6742-3.1-000-00	Yes
01/10/2024	NA	Long Beach Hilton	Head Start Annual conf. hotel reservation	\$278.20	310.0-6714-3.1-000-00 42% (\$116.84) 320.0-6714-3.2-000-00 37% (\$102.93) 330.0-6742-3.3-000-00 21% (\$58.42)	No
01/10/2024	NA	Long Beach Hilton	Head Start Annual conf. hotel reservation	\$278.20	310.0-6714-3.1-000-00 42% (\$116.84) 320.0-6714-3.2-000-00 37% (\$102.93) 330.0-6742-3.3-000-00 21% (\$58.42)	No
01/16/2024	NA	HOVRS3	HOVRS3 in coaching training	\$175.00	309.0-6742-3.1-012-00	Yes
01/16/2024	NA	Baby Shop Nutrition	Infant formula for migrant sites	\$195.50	390.2-6121-3.9-053-00	Yes
01/19/2024	NA	Zoom	Video Conferencing system	\$15.99	311.0-6130-3.1-000-00 48% (\$7.68) 321.0-6130-3.2-000-00 52% (\$8.31)	No
01/18/2024	NA	Office Depot	Desk calendars	\$21.97	311.0-6130-3.1-000-00 48% (\$10.55) 321.0-6130-3.2-000-00 52% (\$11.42)	Yes
01/21/2024	NA	Zoom	Video Conferencing system	\$15.99	331.0-6130-3.3-031-00	Yes
01/22/2024	25857	Beckers School Supplies	Program supplies for Eastside	\$579.10	311.0-6134-3.1-004-00	Yes
01/24/2024	NA	Walmart.com	Infant formula for migrant sites	\$99.96	390.2-6121-3.9-053-00	Yes
01/26/2024	25882	HOVR3	HOVRS3 in Supporting high quality training	\$700.00	309.0-6742-3.1-012-00	Yes
01/26/2024	NA	Learning Genie Center	DRDP Training	\$395.00	310.0-6742-3.1-000-00 (\$146.15) 309.0-6742-3.1-000-00 (\$19.75) 320.0-6742-3.2-000-00 (\$146.15) 330.0-6742-3.3-000-00 (\$82.95)	Yes
01/26/2024	NA	Learning Genie Center	DRDP Training	\$79.00	310.0-6742-3.1-000-00 48% (\$41.08) 320.0-6742-3.2-000-00 52% (\$37.92)	Yes
TOTAL				\$3,168.00		

Comments: I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attached (if available).

Maritza Gomez, Head Start Director

Date

**MBNA America Business Card
Credit Card Charges
March / marzo 2024 Statement
Maritza Gomez / Regional & Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
02/05/2024	NA	Venngage.com	Monthly subscription for flyer software	\$24.50	311.0-6130-3.1-000-00 37% (\$9.07) 312.0-6130-3.1-000-00 5% (\$1.23) 321.0-6130-3.2-000-00 37% (\$9.06) 331.0-6130-3.3-000-00 21% (\$5.14)	Yes
02/06/2024	25842	Walmart.com	Parent Engagement	\$383.05	321.0-6130-3.2-054-00	Yes
02/07/2024	NA	Compa Franks	MHS PC Meal	\$147.90	321.0-7116-3.2-000-00	Yes
02/14/2024	NA	Nothing Bundt Cakes	MHS end of the year treats	\$270.00	321.0-6121-3.2-000-00	Yes
02/15/2024	NA	Nothing Bundt Cakes	FA2 recognition treats	\$198.00	311.0-6121-3.1-000-00	Yes
02/19/2024	NA	PPG Paints	Paint for Los Ninos shed	\$190.57	321.0-6432-3.2-055-00	No
02/20/2024	NA	Zoom	Video Conferencing system	\$15.99	311.0-6130-3.1-000-00 48%(\$7.68) 321.0-6130-3.2-000-00 52%(\$8.31)	Yes
02/21/2024	NA	Long Beach Hilton	Hotel hold removed – Parent conf.	-\$278.20	310.0-6714-3.1-000-00 42% (\$116.84) 320.0-6714-3.2-000-00 37% (\$102.93) 330.0-6742-3.3-000-00 21% (\$58.42)	Yes
02/21/2024	NA	Long Beach Hilton	Hotel hold removed – Parent conf.	-\$278.16	310.0-6714-3.1-000-00 42% (\$116.83) 320.0-6714-3.2-000-00 37% (\$102.92) 330.0-6742-3.3-000-00 21% (\$58.41)	No
02/22/2024	NA	Zoom	Video Conferencing system	\$15.99	331.0-6130-3.3-031-00	Yes
02/23/2024	NA	Edible Arrangements	Recognition treats for FA2 review for centers	\$395.92	311.0-6121-3.1-000-00	Yes
02/23/2024	NA	Edible Arrangements	Recognition treats for FA2 review for centers	\$395.72	311.0-6121-3.1-000-00	Yes
02/26/2024	NA	Nothing Bundt Cakes	Recognition treats for FA2 review for centers	\$91.00	311.0-6121-3.1-000-00	Yes
02/26/2024	NA	Nothing Bundt Cakes	Recognition treats for FA2 review for centers	\$161.25	311.0-6121-3.1-000-00	Yes
03/04/2024	NA	Long Beach Hilton	Parking charges for Parent/Education conference	\$75.00	310.0-6130-3.1-000-00 42% (\$31.50) 320.0-6130-3.2-000-00 37% (\$27.75) 330.0-6130-3.3-000-00 21% (\$15.75)	Yes
03/04/2024	26102	The US Grant A Luxury	Hotel res. For Interact Summit conference	\$886.44	330.0-6714-3.3-000-00	No
03/04/2024	NA	Venngage.com	Monthly subscription for flyer software	\$24.50	311.0-6130-3.1-000-00 37% (\$9.07) 312.0-6130-3.1-000-00 5% (\$1.23) 321.0-6130-3.2-000-00 37% (\$9.06) 331.0-6130-3.3-000-00 21% (\$5.14)	Yes
TOTAL				\$2,719.47		

Comments: I certify that the items and charges above are true and correct and that the charges incurred have been for business purposes only. Receipts are attached (if available).

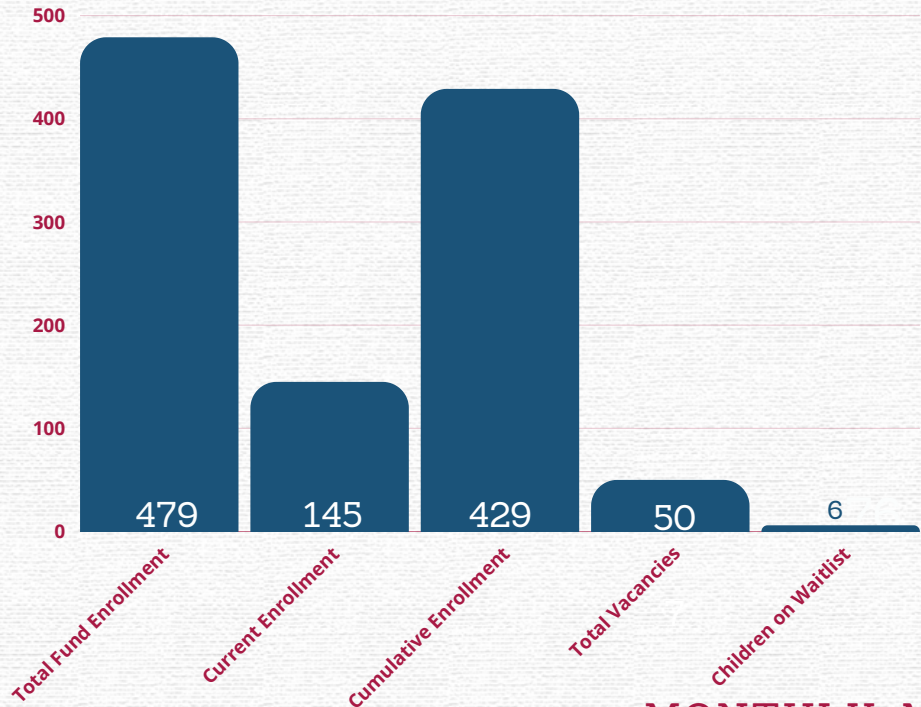
Maritza Gomez, Head Start Director

Date

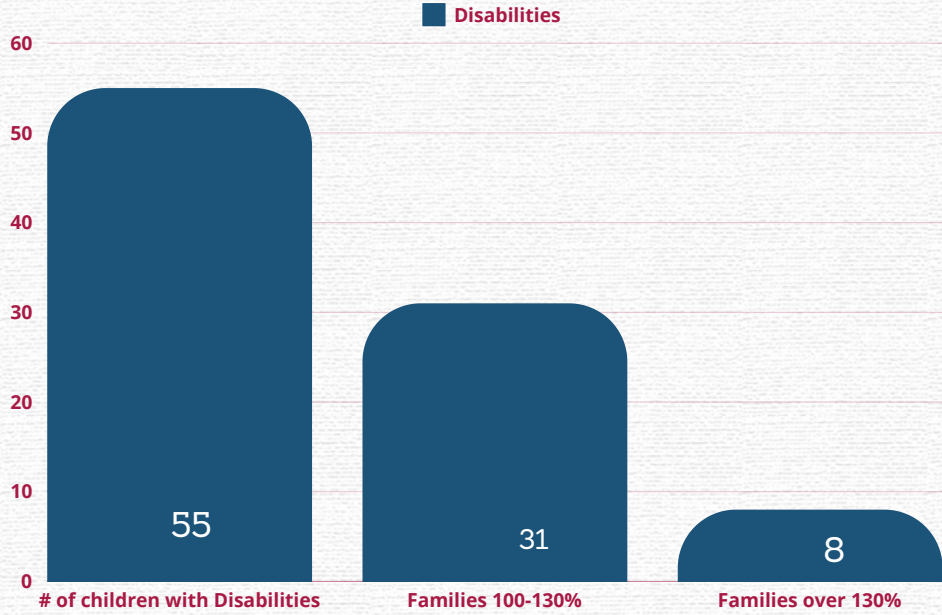


Migrant Seasonal Head Start Monthly Enrollment Report January 2024

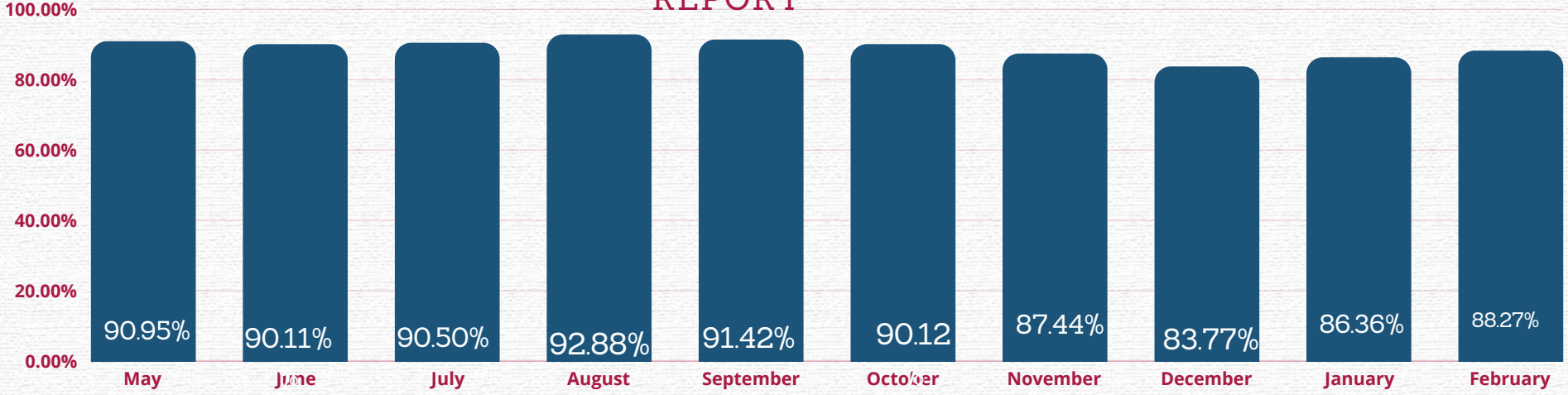
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



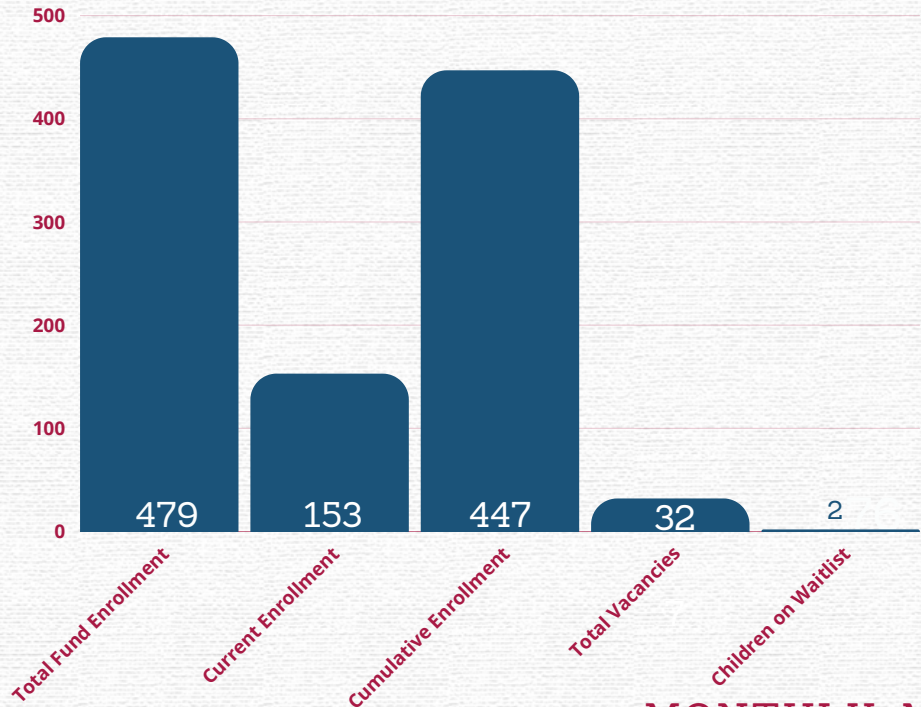
MONTHLY ATTENDANCE REPORT



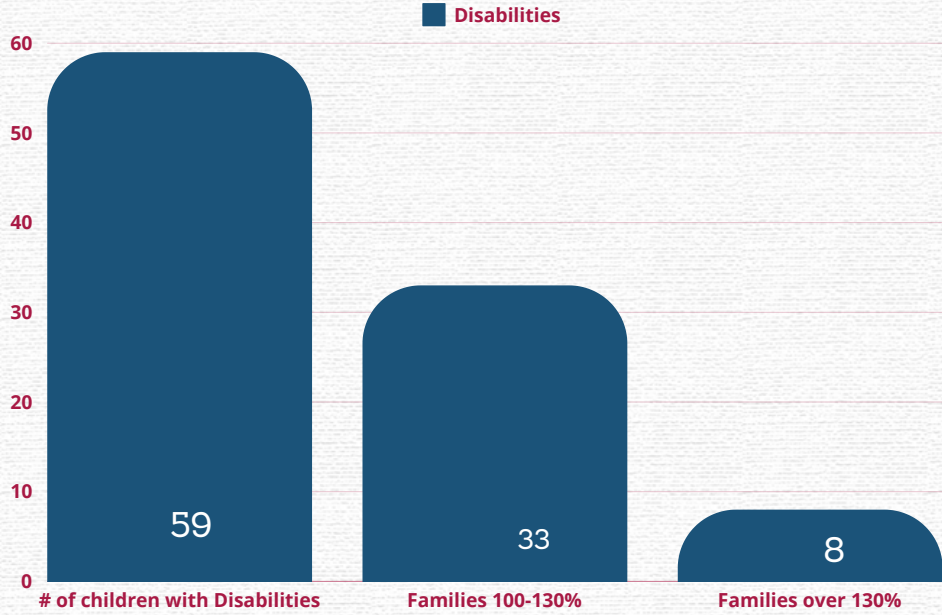


Migrant Seasonal Head Start Monthly Enrollment Report February 2024

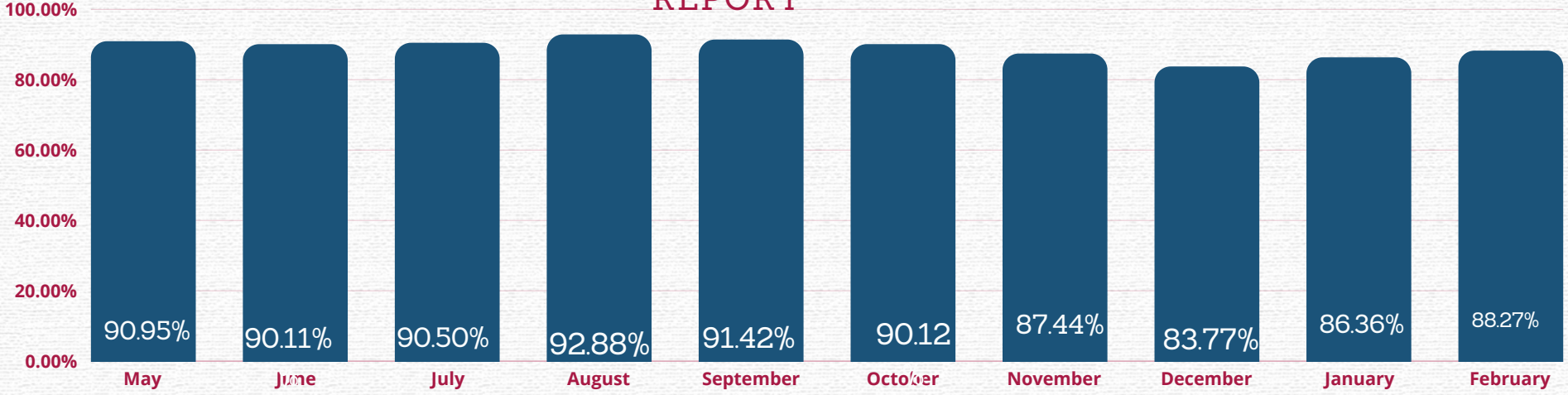
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



MONTHLY ATTENDANCE REPORT



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

IN-KIND MONTHLY SUMMARY REPORT 2023-2024 / REPORTE SUMARIO MENSUAL DE IN KIND 2023-2024

MIGRANT AND SEASONAL HEAD START 2023-2024 MIGRANTE/TEMPORAL HEAD START 2023-2024
Month-Year FEBRUARY 2024/ Mes-Año FEBRERO 2024

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	297,519.00	601,419.66	19,212.09	620,631.75	(323,112.75)
A. Professional Services/Servicios Profesionales	0.00	2,105.00	1,000.00	3,105.00	(3,105.00)
B. Center Volunteers/Voluntarios en el Centro	297,519.00	599,314.66	18,212.09	617,526.75	(320,007.75)
Other/Policy Council/Otro/Comité de Póliza	0.00	3,859.75	285.12	4,144.87	(4,144.87)
State Collaboration/Colaboracion de Estado	1,006,468.00	785,909.37	89,909.04	875,818.41	130,649.59
Donated Supplies/Materiales Donanos	0.00	400.00	150.00	550.00	(550.00)
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	112,210.00	101,761.00	9,249.00	111,010.00	1,200.00
Transportation/Transportacion	0.00	0.00		0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,416,197.00	1,493,349.78	118,805.25	1,612,155.03	(195,958.03)

A. Y-T-D In-Kind / In-Kind asta ahora	1,612,155.03
B. Contracted In-Kind/ In-kind Contratado	1,416,197.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	113.84%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
February-2024

FREE MEALS	164		63
REDUCED	0		0
BASE	0		0
TOTAL	164		63

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	1,970	X	100.0000%	X	\$2.2800	=	\$4,491.60
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00
LUNCH:	1,131 837	X	100.0000%	X	\$4.2500	=	\$4,806.75
		X	100.0000%	X	\$4.2500	=	\$3,557.25
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00
SUPPLEMENTS:	754 530	X	100.0000%	X	\$1.1700	=	\$882.18
		X	100.0000%	X	\$1.1700	=	\$620.10
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00

5,222
TOTAL FEDERAL REIMBURSEMENT \$14,357.88

CASH IN LIEU: LUNCHES X \$0.2950 \$580.56

TOTAL REIMBURSEMENT **\$14,938.44**

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	837	530	1,367
MMHS-MADERA MIGRANT HEAD START	1,970	1,131	754	3,855
	1,970	1,968	1,284	5,222

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$10,180.53	\$4,177.35	\$14,357.88
CASH IN LIEU:	<u>\$333.65</u>	<u>\$246.92</u>	<u>\$580.57</u>
	\$10,514.18	\$4,424.27	\$14,938.45

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

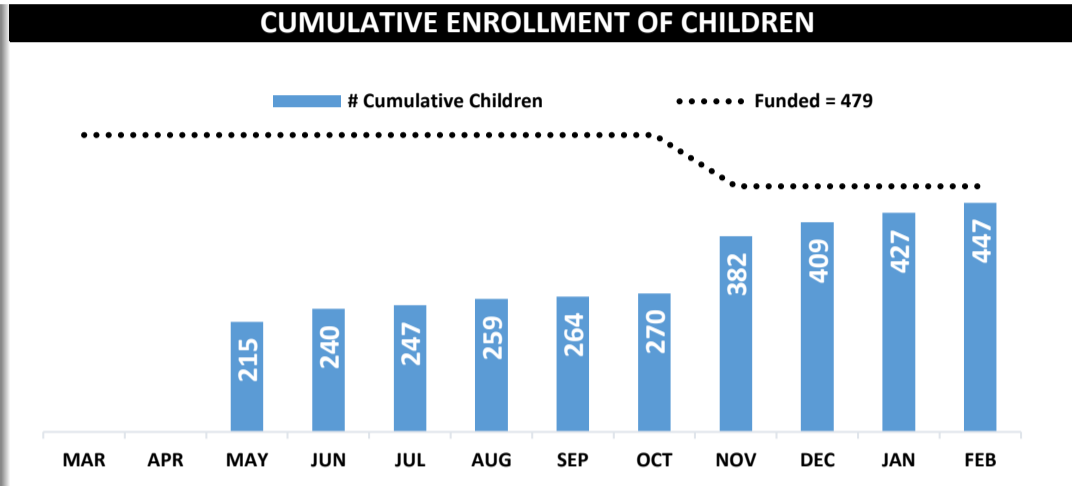
Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

February 2024

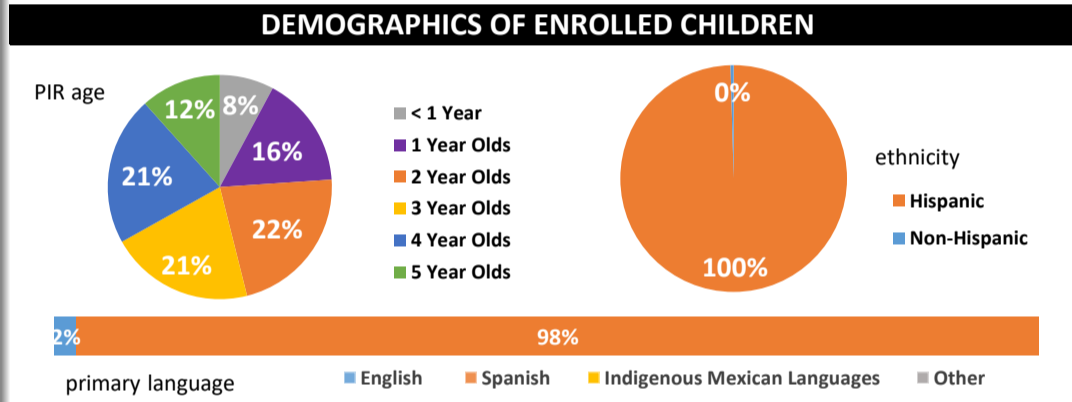
447 cumulative children
 360 cumulative families
 31 teaching staff

PRIMARY TYPE OF ELIGIBILITY		
(#)		(%)
2	Homeless Children	0%
	Foster Children	0%
237	Receives Public Assistance	53%
172	Income Below Federal Poverty	38%
	Near Low Income (waiver required)	0%
37	Over Income (maximum 10%)	8%

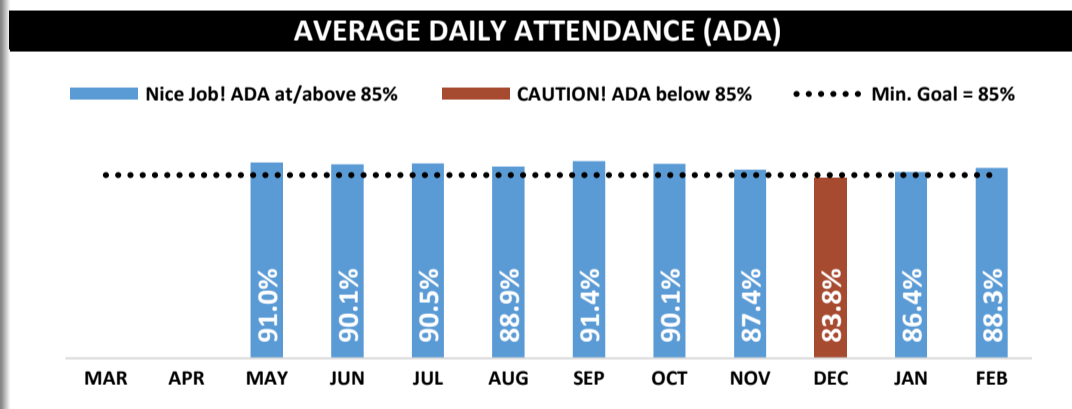


CHILDREN WITH DISABILITIES		
(#)		(%)
61	Disabilities	13%
	(% of funded; minimum 10%)	

DEVELOPMENTAL SCREENING OF NEW ENROLLEES		
(#)		(%)
186	New Enrollees (cumulative)	42%
149	Received Screening <45 Days (Of new enrollees)	80%



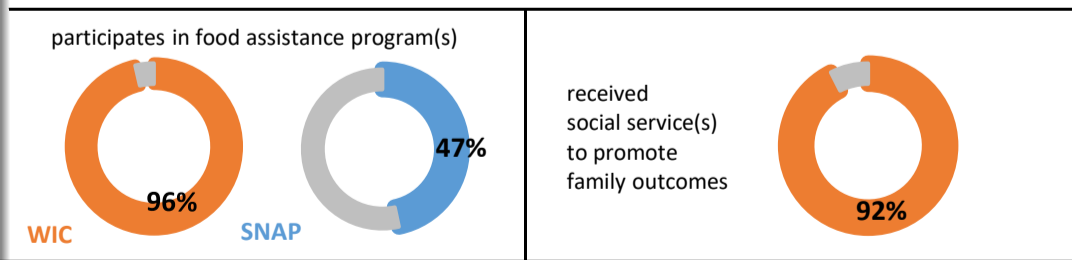
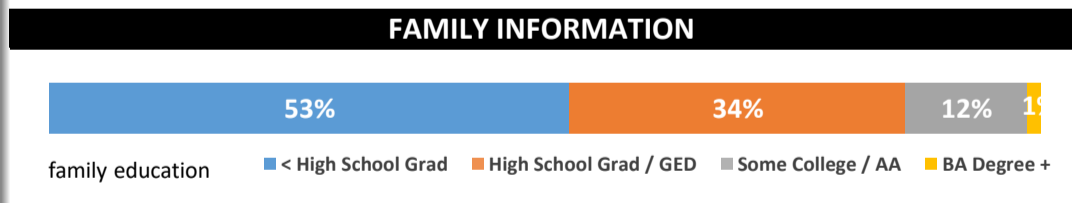
CHILDREN'S HEALTH		
(#)		(%)
444	Has Health Insurance	99%
404	EPSDT Up-to-Date	90%
26	Chronic Health Condition	6%
26	Received Medical Treatment (Of children with diagnosed chronic health conditions)	100%
447	Immunizations Up-to-Date (Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)	100%
443	Access to Dental Care	99%
205	Completed Dental Exam	85%
28	Received Dental Treatment (Of children who needed dental treatment other)	100%
201	Healthy BMI (Children under 3 years are excluded)	71%



STAFF EDUCATION		
# Staff		% Meet Minimum Education Requirements
8	Preschool Teacher: BA+	25%
	Preschool Teacher: AA+	100%
	(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).	
9	Preschool Assistant: CDA+	89%
14	Infant/Toddler Teacher: CDA+	100%
	(Includes those who are currently enrolled in a CDA/equivalent program)	

All staff should meet minimum education requirements for their position.

% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): **49%**



symbol key:

★ = Nice job!
Meets or exceeds Head Start regulations or expectations

⚠ = Caution!
Results lower than expected

✖ = Take Action!
Does not meet Head Start regulations

Sources: (1) Program Information Report, (2) COPA #201 (Attendance), (3) COPA #241S (Chronic Attendance).
All data is cumulative as of report month, unless otherwise indicated.

Resumen Mensual del Informe de Datos Actualizados del Programa (PIR, sigla en ingles) para el Consejo de Políticas y Mesa Directiva

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

febrero 2024

447
Niños Acumulados

360
Familias Acumuladas

31
Maestras

Tipo de Elegibilidad

(#)	(%)
2	0%
	Niños Sin Hogar
	Niños en Adopción Temporal
237	53%
	Recibe Asistencia Pública
172	38%
	Ingresos por Debajo de la Pobreza Federal
	Ingresos Cerca de Bajos (requiere una exención)
37	8%
	Ingresos Sobre las Pautas (maximo 10%)

Niños con Discapacidades

(#)	(%)
61	13%
	Discapacidades
	(% de la matrícula contratada; mínimo 10%)

Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos

(#)	(%)
186	42%
	Nuevos Niños(as) Inscritos (acumulados)
149	80%
	Recibió Evaluación <45 días de los Nuevos Niños(as) Inscritos

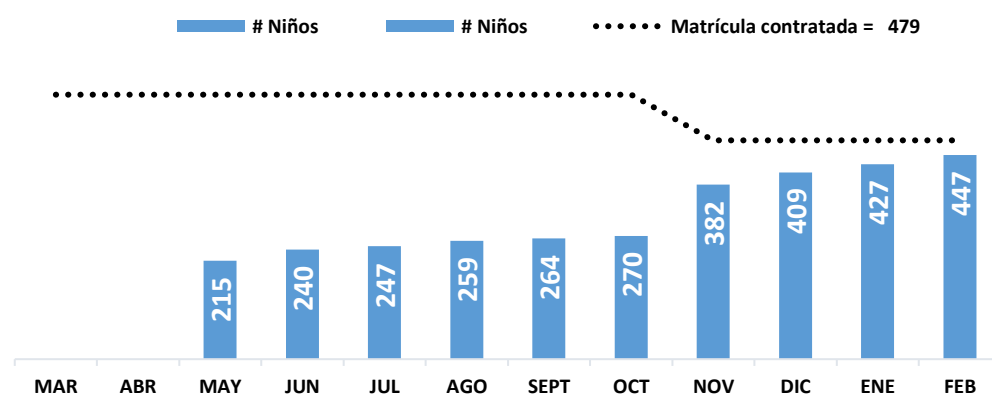
Salud de los Niños

(#)	(%)
444	99%
	Tiene Seguro Médico
404	90%
	al Día Con el Cuidado de Salud Preventivo
26	6%
	Condición de Salud Crónica
26	100%
	Recibieron Tratamiento Médico de niños con enfermedades crónicas diagnosticadas
447	100%
	al Día con las Vecunas (También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad)
443	99%
	Acceso a Servicios Dentales
205	85%
	Completaron Exámenes Dentales Profesional
28	100%
	Recibió Tratamiento Dental (de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)
201	71%
	BMI Saludable (los niños menores de 3 años están excluidos)

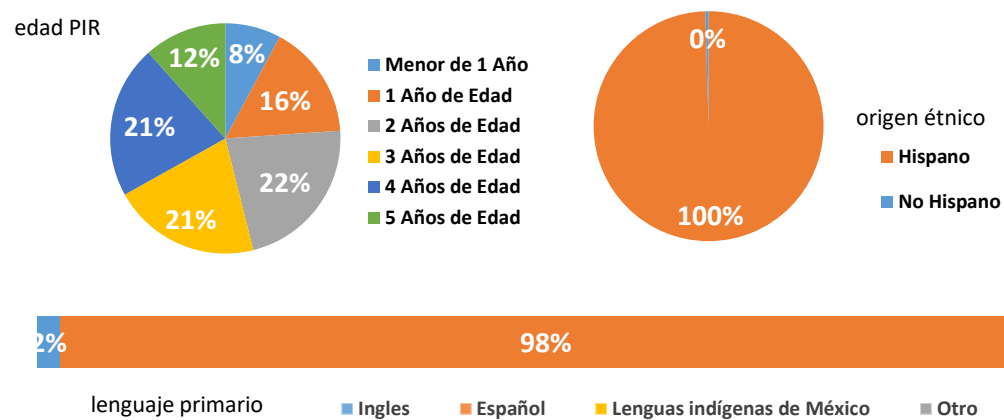
Educación del Personal

# Personal	% llenan los requisitos mínimo de educación
8	25%
	Maestras de la Clase Preescolar: BA+
	Maestras de la Clase Preescolar: AA+
	(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)
9	89%
	Asistentes de Maestra de la Clase Preescolar: CDA+
14	100%
	Maestras de la Clase de Infantes / Niños Pequeños: CDA+
	(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en ingles)
	(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto).

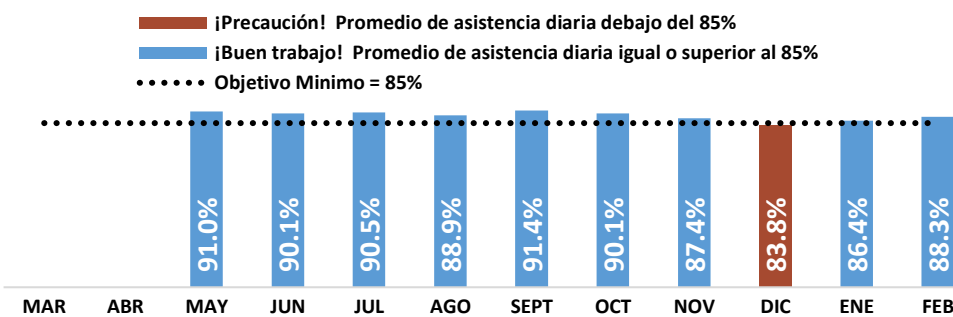
Matrícula Cumulativa de Niños



Demografía de los Niños Matriculados

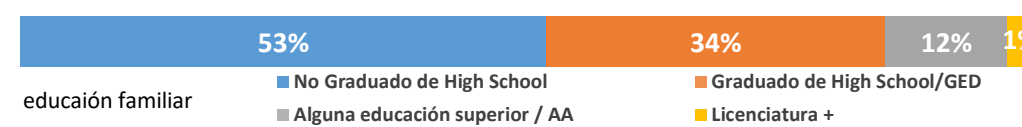


Promedio de Asistencia Diaria

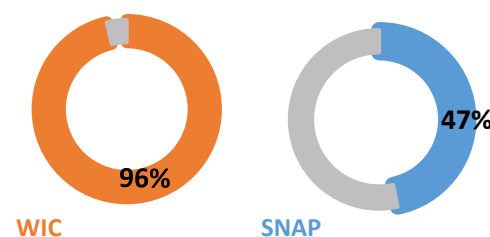


% de niños crónicamente ausentes (ausente más del 10% de los días de clase): 49%

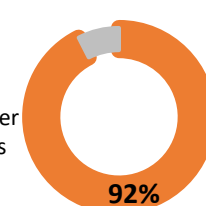
Información Familiar



participa en programas de asistencia alimentaria



recibió servicios sociales para promover resultados familiares



simbolo clave:

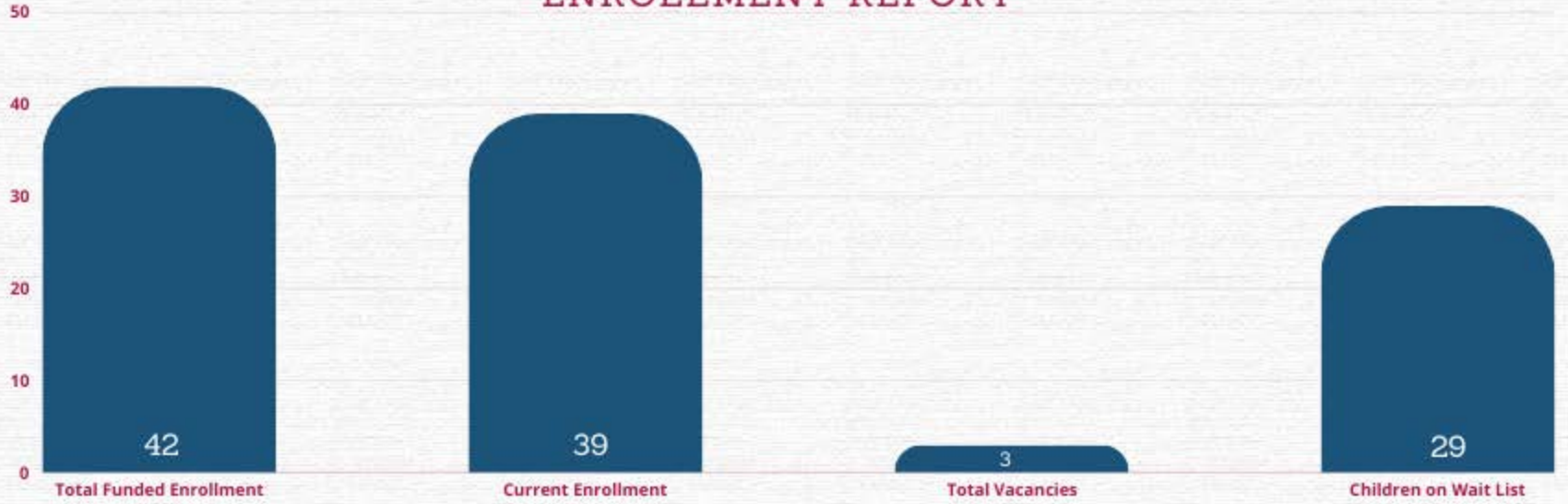
★ = ¡Buen trabajo!
Cumple o excede las regulaciones o expectativas de Head Start

⚠ = ¡Precaución!
Resultados más bajos de lo esperado

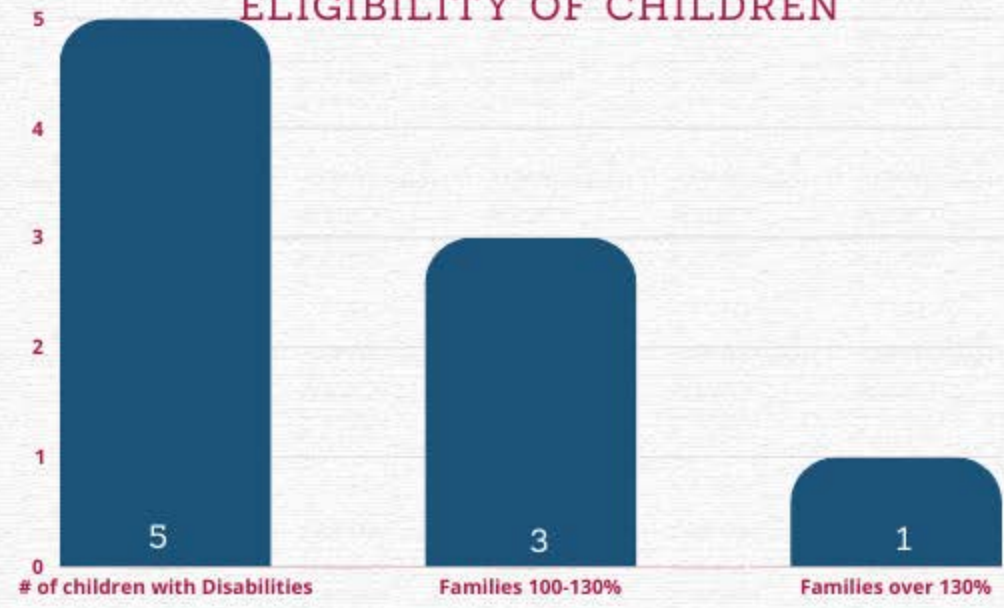
✘ = ¡Tomar acción!
No cumple con las regulaciones de Head Start

Madera Early Head Start Monthly Enrollment Report January 2024

ENROLLMENT REPORT



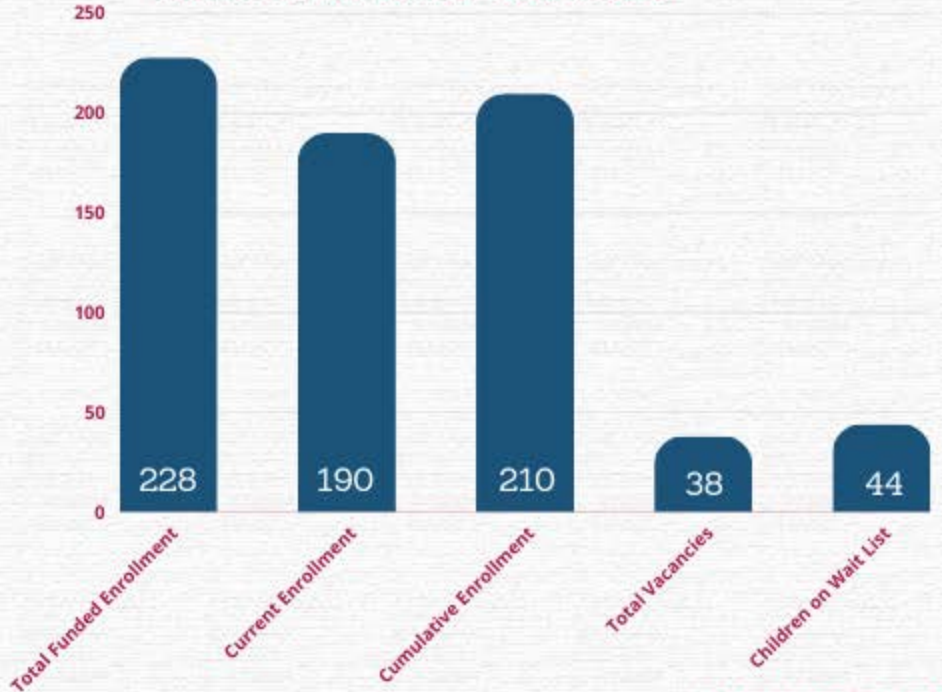
DISABILITIES & ELIGIBILITY OF CHILDREN



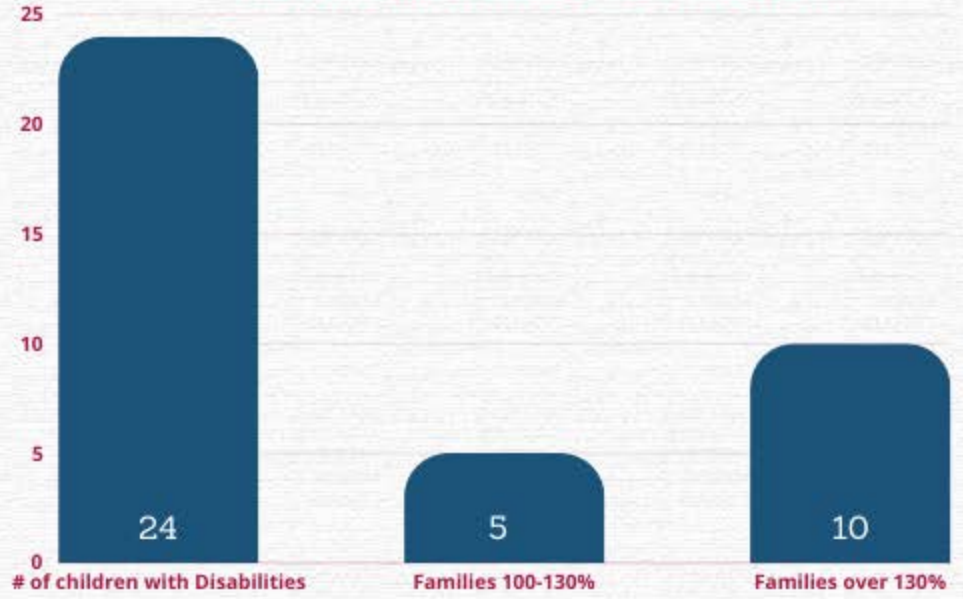


Madera Regional Head Start Monthly Enrollment Report January 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



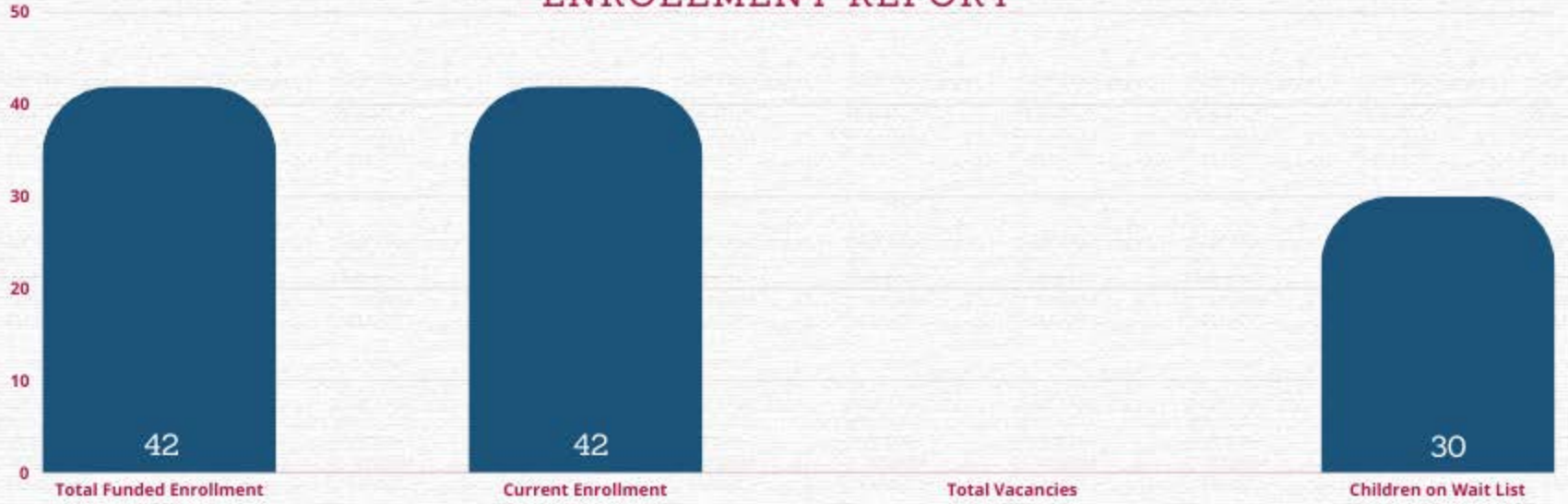
ATTENDANCE REPORT



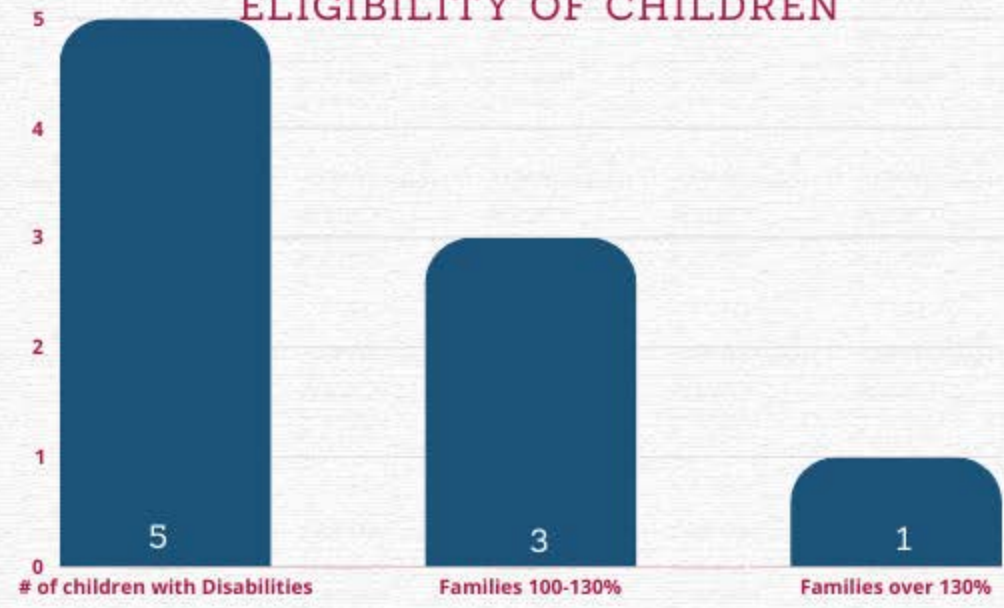


Madera Early Head Start Monthly Enrollment Report February 2024

ENROLLMENT REPORT



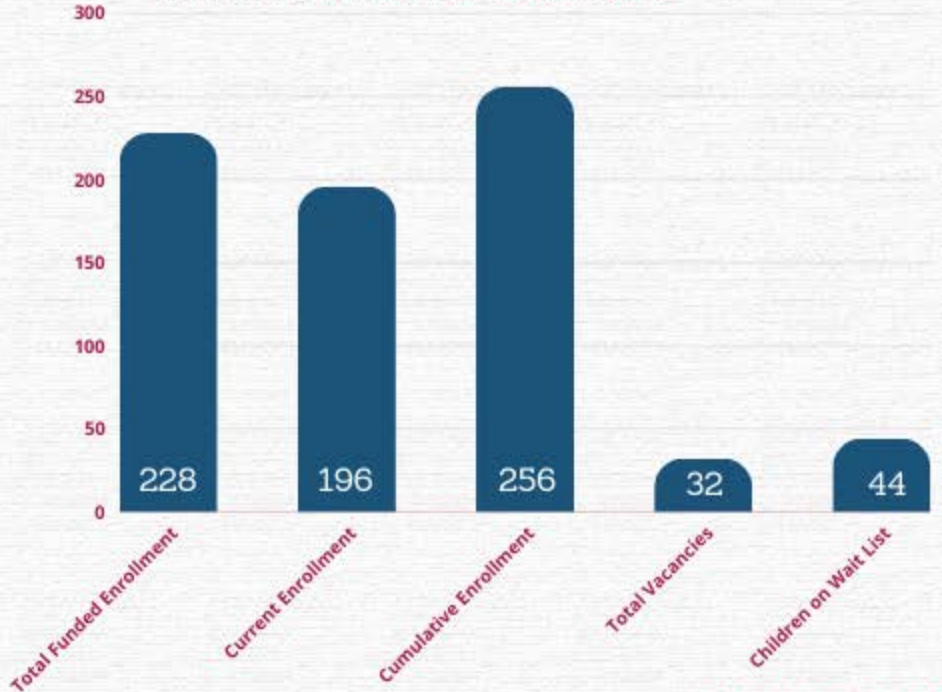
DISABILITIES & ELIGIBILITY OF CHILDREN



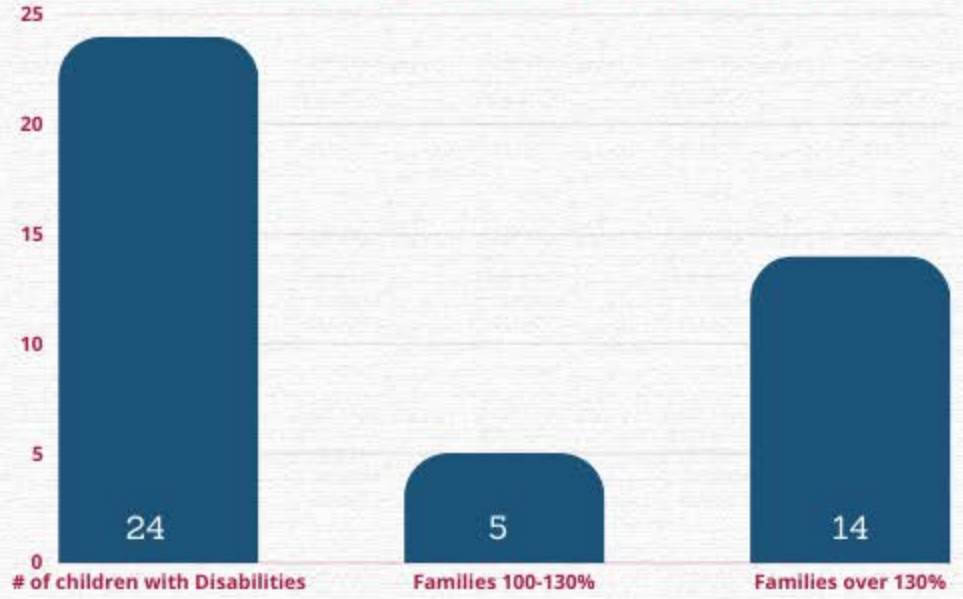


Madera Regional Head Start Monthly Enrollment Report February 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



ATTENDANCE REPORT



IN-KIND MONTHLY SUMMARY REPORT

Month

January

Year

2023-24

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	60,628.00	318,276.58	89,066.10	407,342.68	(346,714.68)
A. Professional Services/Servicios Profesionales	-	7,352.90	765.00	8,117.90	(8,117.90)
B. Center Volunteers/Voluntarios en el Centro	58,203.00	310,084.38	88,301.10	398,385.48	(340,182.48)
C. Other/Policy Council/Otro/Comité de Póliza	2,425.00	839.30		839.30	1,585.70
Donated Food/Comida Donada	-	0.00		0.00	-
Donated Supplies/Materiales Donado	-	0.00		0.00	-
Donated Equipment	-	0.00		0.00	-
Donated Bus Storage	-	0.00		0.00	-
Donated Space/Sitio Donado	318,251.00	137,735.85	19,676.55	157,412.40	160,838.60
Transportation/ Transportación	-	0.00		0.00	-
TOTAL IN-KIND	378,879.00	456,012.43	108,742.65	564,755.08	(185,876.08)
State Fund 319	\$1,091,317	533,115.00	100,351.00	633,466.00	457,851.00
Grand Total	1,470,196.00	989,127.43	209,093.65	1,198,221.08	271,974.92

B. YTD In-Kind \$ 1,198,221.08

C. Percent Y-T-D In-Kind 81.50%

IN-KIND MONTHLY SUMMARY REPORT

Month

January

Year

2024

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	158,104.00	149,027.82	39,914.64	188,942.46	(30,838.46)
A. Professional Services/Servicios Profesionales	-	0.00		0.00	-
B. Center Volunteers/Voluntarios en el Centro	155,652.00	149,027.82	39,914.64	188,942.46	(33,290.46)
C. Other/Policy Council/Otro/Comité de Póliza	2,452.00	0.00		0.00	2,452.00
Donated Food/Comida Donada	-	0.00		0.00	-
Donated Supplies/Materiales Donado	1,655.00	0.00		0.00	1,655.00
Donated Equipment	-	0.00		0.00	-
Donated Bus Storage	-	0.00		0.00	-
Donated Space/Sitio Donado	-	0.00		0.00	-
Transportation/ Transportación	-	0.00		0.00	-
TOTAL IN-KIND	159,759.00	149,027.82	39,914.64	188,942.46	(29,183.46)
		0.00		0.00	-
Grand Total	159,759.00	149,027.82	39,914.64	188,942.46	(29,183.46)

B. YTD In-Kind \$ 188,942.46

C. Percent Y-T-D In-Kind 118.27%

IN-KIND MONTHLY SUMMARY REPORT

Month

FEBRUARY

Year

2024

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	158,104.00	188,956.57	19,749.46	208,706.03	(50,602.03)
A. Professional Services/Servicios Profesionales	-	0.00		-	0.00
B. Center Volunteers/Voluntarios en el Centro	155,652.00	188,956.57	19,749.46	208,706.03	(53,054.03)
C. Other/Policy Council/Otro/Comité de Póliza	2,452.00	0.00		-	2,452.00
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	1,655.00	0.00		-	1,655.00
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	-	0.00		-	0.00
Transportation/ Transportación	-	0.00		-	0.00
TOTAL IN-KIND	159,759.00	188,956.57	19,749.46	208,706.03	(48,947.03)
		0.00		-	0.00
Grand Total	159,759.00	188,956.57	19,749.46	208,706.03	(48,947.03)

B. YTD In-Kind \$ 208,706.03

C. Percent Y-T-D In-Kind 130.64%

IN-KIND MONTHLY SUMMARY REPORT

Month

FEBRUARY

Year

2023-24

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	60,628.00	406,738.58	129,313.23	536,051.81	(475,423.81)
A. Professional Services/Servicios Profesionales	-	7,513.80	2,898.50	10,412.30	(10,412.30)
B. Center Volunteers/Voluntarios en el Centro	58,203.00	398,385.48	126,414.73	524,800.21	(466,597.21)
C. Other/Policy Council/Otro/Comité de Póliza	2,425.00	839.30		839.30	1,585.70
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	-	0.00		-	0.00
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	318,251.00	157,412.40	19,676.55	177,088.95	141,162.05
Transportation/ Transportación	-	0.00		-	0.00
REGIONAL TOTAL IN-KIND	378,879.00	564,150.98	148,989.78	713,140.76	(334,261.76)
CSPP STATE FUND 319	\$1,091,317	633,466.00	119,167.00	752,633.00	338,684.00
Grand Total	1,470,196.00	1,197,616.98	268,156.78	1,465,773.76	4,422.24

B. YTD In-Kind \$ 1,465,773.76

C. Percent Y-T-D In-Kind 99.70%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
January-2024**

FREE MEALS	209		140
REDUCED	0		0
BASE	0		0
TOTAL	209		140

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	2,153	X	100.0000%	X	\$2.2800	=	\$4,908.84
	2,153	X	0.0000%	X	\$0.0000	=	\$0.00
	2,153	X	0.0000%	X	\$0.0000	=	\$0.00
LUNCH:	2,507	X	100.0000%	X	\$4.2500	=	\$10,654.75
	0	X	100.0000%	X	\$4.2500	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
SUPPLEMENTS:	207	X	100.0000%	X	\$1.1700	=	\$242.19
	0	X	100.0000%	X	\$1.1700	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00

	4,867		
		TOTAL FEDERAL REIMBURSEMENT	\$15,805.78

CASH IN LIEU:		LUNCHES X \$0.2950	\$739.57
----------------------	--	--------------------	-----------------

TOTAL REIMBURSEMENT			\$16,545.35
----------------------------	--	--	--------------------

	Breakfast	Lunch	Snack	Total
RHS	363	2,507	207	3,077
CSPP	1,790	-	-	1,790
	2,153	2,507	207	4,867

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$11,724.58	\$4,081.20	\$15,805.78
CASH IN LIEU:	<u>\$739.57</u>	<u>\$0.00</u>	<u>\$739.57</u>
	\$12,464.15	\$4,081.20	\$16,545.35

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
February-2024**

FREE MEALS	203	137
REDUCED	0	0
BASE	0	0
TOTAL	<u>203</u>	<u>137</u>

PERCENTAGES:

FREE	100.0000%	100.0000%
REDUCED	0.0000%	0.0000%
BASE	0.0000%	0.0000%
TOTAL	<u>100.0000%</u>	<u>100.0000%</u>

MEAL	#		%		RATE	=	
BREAKFAST:	2,651	X	100.0000%	X	\$2.2800	=	\$6,044.28
	2,651	X	0.0000%	X	\$0.0000	=	\$0.00
	2,651	X	0.0000%	X	\$0.0000	=	\$0.00
LUNCH:	2,989	X	100.0000%	X	\$4.2500	=	\$12,703.25
	0	X	100.0000%	X	\$4.2500	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
SUPPLEMENTS:	222	X	100.0000%	X	\$1.1700	=	\$259.74
	0	X	100.0000%	X	\$1.1700	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00

5,862
TOTAL FEDERAL REIMBURSEMENT \$19,007.27

CASH IN LIEU: LUNCHES X \$0.2950 \$881.76

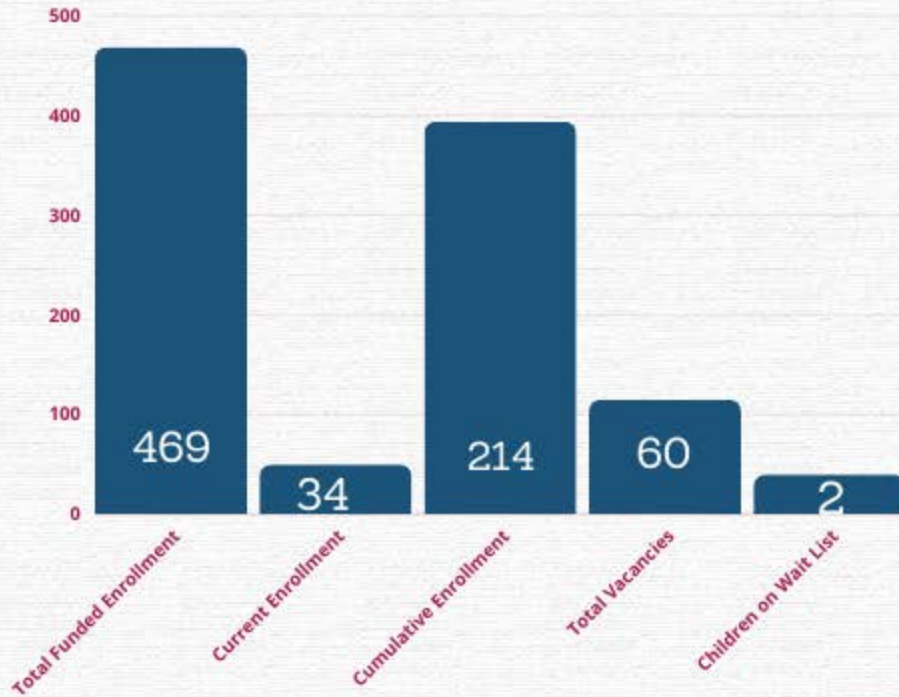
TOTAL REIMBURSEMENT \$19,889.03

	Breakfast	Lunch	Snack	Total
RHS	505	2,989	222	3,716
CSPP	<u>2,146</u>	-	-	<u>2,146</u>
	<u>2,651</u>	<u>2,989</u>	<u>222</u>	<u>5,862</u>

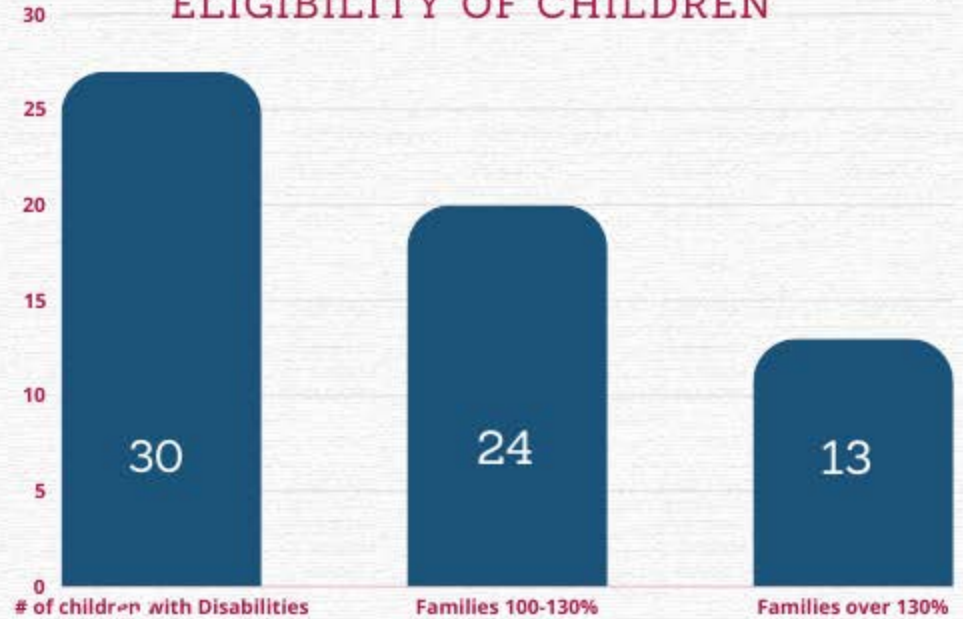
	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$14,114.39	\$4,892.88	\$19,007.27
CASH IN LIEU:	<u>\$881.76</u>	<u>\$0.00</u>	<u>\$881.76</u>
	\$14,996.15	\$4,892.88	\$19,889.03

Fresno Migrant Seasonal Head Start Monthly Enrollment Report January 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



MONTHLY ATTENDANCE REPORT



IN-KIND MONTHLY SUMMARY REPORT

Month

FEBRUARY

Year

2024

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	630,885.00	363,277.82	23,681.45	386,959.27	(243,925.73)
A. Professional Services	0.00	750.00		750.00	750.00
B. Center Volunteers	630,885.00	362,527.82	23,681.45	386,209.27	(244,675.73)
C. Policy Concil/Committee	0.00	0.00		0.00	0.00
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	2,356.00	0.00		0.00	(2,356.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	167,503.00	69,792.90	13,958.58	83,751.48	(83,751.52)
MILEAGE	0.00	0.00		0.00	0.00
TOTAL IN-KIND	800,744.00	433,070.72	37,640.03	470,710.75	(330,033.25)
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
Grand Total	800,744.00	433,070.72	37,640.03	470,710.75	(330,033.25)

A. Y-T-D In-Kind	470,710.75
B. Contracted In-Kind	800,744.00
C. Percent Y-T-D In-Kind	58.78%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
 FRESNO FOOD PROGRAM - MHS
 INCOME CALCULATIONS
 January-2024**

FREE MEALS		35
REDUCED		-
BASE		-
TOTAL		35

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	489	X	100.0000%	X	\$2.2100	=	\$1,080.69
LUNCH:	492	X	100.0000%	X	\$4.0300	=	\$1,982.76
SUPPLEMENTS:	470	X	100.0000%	X	\$1.1800	=	\$554.60
Total Meals	1,451						
TOTAL FEDERAL REIMBURSEMENT							\$3,618.05
CASH IN LIEU:					LUNCHES X \$0.3000		\$147.60
TOTAL REIMBURSEMENT							\$3,765.65

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
 FRESNO MIGRANT HEAD START FOOD PROGRAM
 INCOME CALCULATIONS
 February-2024**

FREE MEALS		39
REDUCED		-
BASE		-
TOTAL		39

PERCENTAGES:

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

	#		%		RATE			
MEAL BREAKFAST:	482	X	100.0000%	X	\$2.2100	=	\$1,065.22	
LUNCH:	474	X	100.0000%	X	\$4.0300	=	\$1,910.22	
SUPPLEMENTS:	446	X	100.0000%	X	\$1.1800	=	\$526.28	
	1,402						\$3,501.72	
	TOTAL FEDERAL REIMBURSEMENT							\$3,501.72
CASH IN LIEU:					LUNCHES X \$0.3000		\$142.20	
TOTAL REIMBURSEMENT							\$3,643.92	



Report to the Board of Directors

Agenda Item Number: D-8

Board of Directors Meeting for: April 11, 2024

Author: Maritza Gomez-Zaragoza

DATE: March 28, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Fresno Migrant Head Start 2022-2023 Annual Report

I. RECOMMENDATION:

Review Fresno Migrant and Seasonal Head Start's 2022-2023 Annual Report

II. SUMMARY:

Per the 2007 Head Start Act, CAPMC Fresno Migrant/Seasonal Head Start shall make available to the public a report that is published at least once each fiscal year. The report presented discloses information from the most recently concluded fiscal year of September 01, 2022 – August 31, 2023.

III. DISCUSSION:

The information will not reveal personally identifiable information about an individual child or parent. Staff have compiled data and information that includes:

(A) The total amount of public and private funds received by the CAPMC agency and the amount from each source.

(B) An explanation of budgetary expenditures and proposed budget for the 2022-2023 fiscal year.

(C) The total number of children and families served in the 2022-2023 Fresno Migrant/Seasonal Head Start program. The total enrollment and the percentage of eligible children served.

(D) The results of the most recent review by the financial auditor.

(E) The percentage of enrolled children that received medical and dental exams.

(F) Information about parent involvement activities.

(G) The agency's efforts to prepare children for kindergarten.

(H) Any other information that may be required by the Secretary of Health and Human Services in Washington, DC.

Staff gathered data collected from Child Plus, the 2022-2023 Program Information Report (PIR) and monitoring reports, Fresno Migrant & Seasonal Head Start is pleased to share their annual report.

- The Fresno Migrant and Seasonal Head Start's 2022-2023 Annual Report will be presented to the Policy Committee on April 10, 2024.

IV. FINANCING:

Minimal

2023
CAPMC
HEAD START



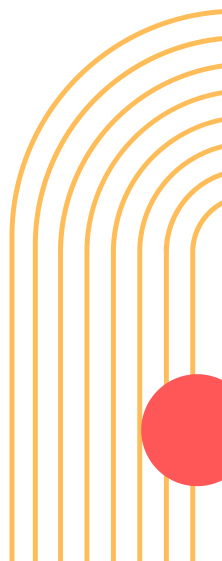
ANNUAL REPORT

FRESNO MIGRANT / SEASONAL HEAD START



TABLE OF CONTENTS

Our Agency.....	3
Head Start Director Message.....	4
Shared Governance.....	5
Agency Budget.....	6
Fresno Migrant / Seasonal Head Start Budget.....	7
Children & Families Served.....	8
Enrollment.....	9
Children with Disabilities Preschool IEP'S.....	9
Medical & Dental Services.....	10
Parent & Family Data.....	11
Program Staff & Qualifications.....	12
School Readiness.....	13
Family Outcomes.....	16
Fresno Migrant / Seasonal Head Start Locations.....	21





OUR AGENCY

Community Action Partnership of Madera County (CAPMC), a 501(c)(3) non-profit organization, has dedicated its programs and services to address the needs of the low-income residents of Madera County for over the past four decades. Although Madera County is our primary focus for serving low-income individuals and families, CAPMC has also been awarded funds to expand Head Start services to Regional families in Mariposa County and Migrant/Seasonal families in Fresno County.



CAPMC was established in 1965 as a result of the Economic Opportunity Act (EOA) of 1964. The EOA was signed into law by President Lyndon B. Johnson to support his declaration of an unconditional “War on Poverty.” The act was established to promote school readiness, enhance children’s social and cognitive development by providing educational, health, nutritional, social, and other services to enrolled children and their families. Each county in the United States designated a community action agency to be responsive to the needs of the low-income individuals and families by providing programs and services that assist them in becoming stable and self-reliant.

CAPMC is a leader in “helping people, changing lives.” We have received local and national recognition for implementing creative, cost-effective programs to serve the low-income residents of Madera, Mariposa, and Fresno counties. As the region continues to grow and change, CAPMC is also transforming itself to best serve those in need. CAPMC continues to examine its current programs to ensure that they meet the highest levels of efficiency and effectiveness. As an agency, leaders regularly seek to initiate innovative programs that complement and broaden our existing ones, and search for the best practices from other agencies in our community action network. CAPMC continues to maintain the financial integrity of its programs to maximize resources to the greatest benefit of CAPMC program participants and other customers and stakeholders. Since its inception in 1965, CAPMC’s mission and vision have remained the same:

Mission: *Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.*

Vision: *CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability...one life at a time.*



HEAD START DIRECTOR MESSAGE

Community Action Partnership of Madera County's Head Start Department would like to share important information regarding the services that the Fresno Migrant / Seasonal Head Start program provides to the children and families in Fresno County. The 2022-2023 Annual Report's data provides an overview of the funding, staffing, enrollment, attendance, school readiness results, and overall services provided by the program. Fresno Migrant/Seasonal Head Start is a Delegate of Community Action Partnership of San Luis Obispo. CAP of Madera County and CAP of San Luis Obispo enter into contract to serve a selected number of migrant/seasonal children. For the 2022-2023 program year, CAPMC was funded to serve 469 children.

Enrolled children and families continue to receive comprehensive services inclusive of education, health, nutrition, mental health, and disabilities. CAPMC's primary goal is to provide families with opportunities to engage with their children, increase their knowledge of their children's development, and ultimately, assist them in becoming their children's lifelong educators.

A big thank you to our center staff; Center Director, Advocate, Teachers, Aides, Food Service, Janitors that are in the front lines providing services to the children and families. Without their dedication and commitment to serving the children and families in their communities; services to the children and families could not be possible.

Thank you to the Policy Committee, and Board of Directors for their continued support, and our community partners that make it possible for the program to provide assistance to families in need. This is truly a "community effort" to help families meet their needs and allow children to be successful in their educational path.

Respectfully,

Maritza Gomez-Zaragoza

Head Start Program Director
Community Action Partnership of Madera County



SHARED GOVERNANCE

BOARD OF DIRECTORS

Deborah Martinez
Department of Social Services

David Hernandez
Madera Unified School District

Leticia Gonzalez
Madera County Board of Supervisors

Steve Montes
Madera City Council

Jeff Troost
City of Chowchilla

Debi Bray
Madera Chamber of Commerce

Otilia Vasquez
Head Start Policy Council

Donald Holley
Community Affairs Expertise

Eric LiCalsi
Criminal Defense and Labor Law

Martha Garcia
Central Madera/Alpha

Tyson Pogue
Eastern Madera County

Richard Gutierrez
Eastside/Parksdale

Molly Hernandez
Fairmead/Chowchilla

Aurora Flores
Monroe/Washington

POLICY COMMITTEE

Firebaugh

Representative: Marlim Contreras
Alternate: Arely Hernandez

Five Points

Representative: Fabiola Hernandez
Alternate: Alejandra Nuno

Mendota

Representative: Rosalia Ceja
Alternate: Liliana Torres

Orange Cove

Representative: Ignacio De Loera
Alternate: Sonia Loera

Selma

Representative: Juana Gallegos
Alternate: Yesenia Estrada

Inez C. Rodriguez

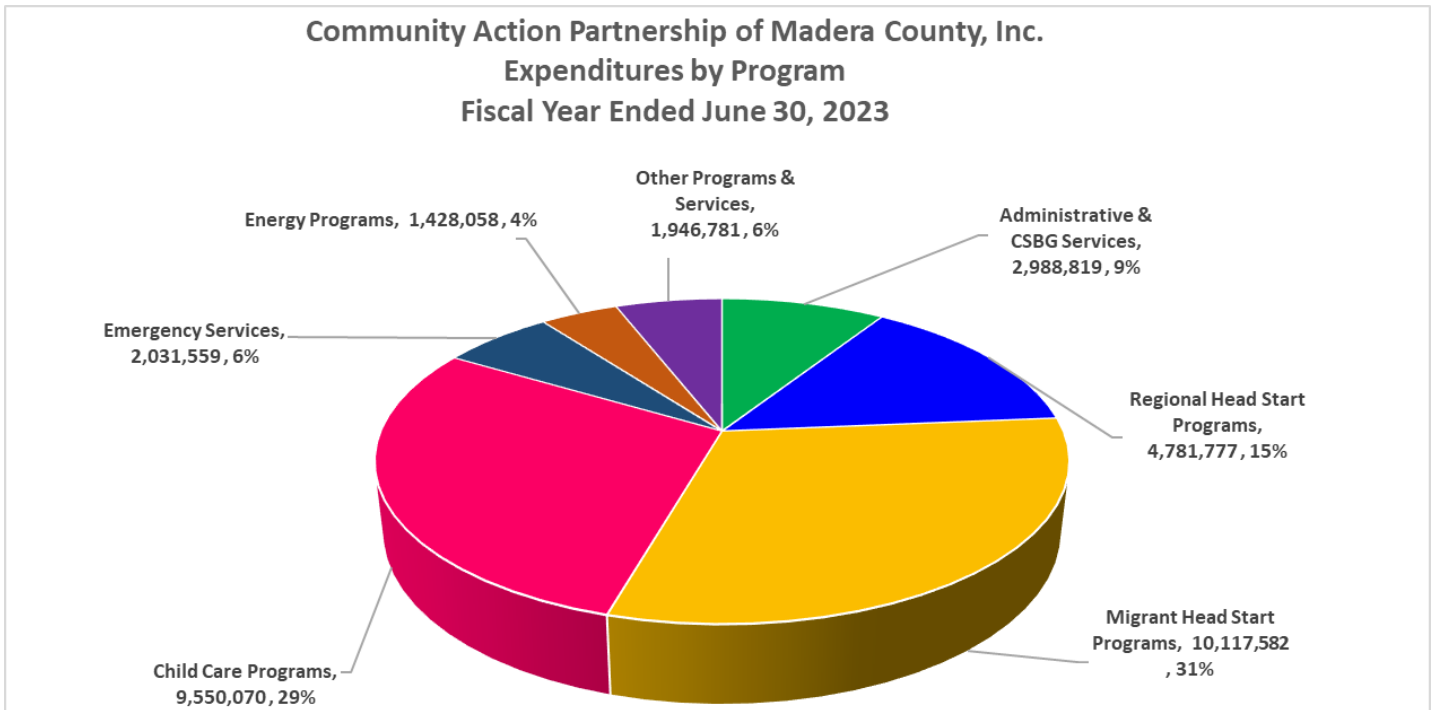
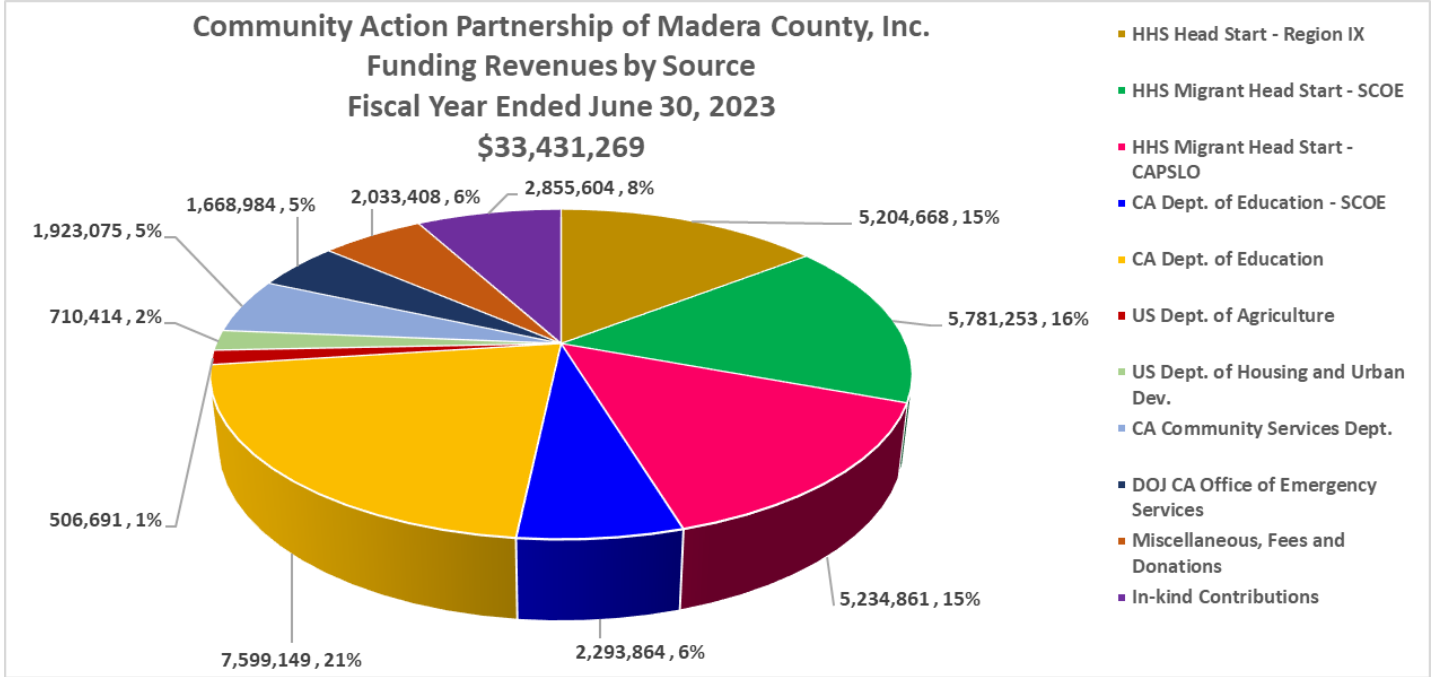
Representative: Jhoana Casillas Reynosa
Alternate: Salvador Vasquez

Board of Directors Representative

Representative: Aurora Flores



AGENCY BUDGET 2022-2023



An audit was conducted by Randolph Scott & Company as of June 30, 2023. In the auditor's judgment, he/she had no reservation as to the fairness of presentation of Community Action Partnership of Madera County financial statements and their conformity with Generally Accepted Accounting Principles (GAAP). A "clean opinion" was given without any reservations of the financial condition. There were no findings or questioned costs or any material or significant internal control weaknesses noted during the audit.

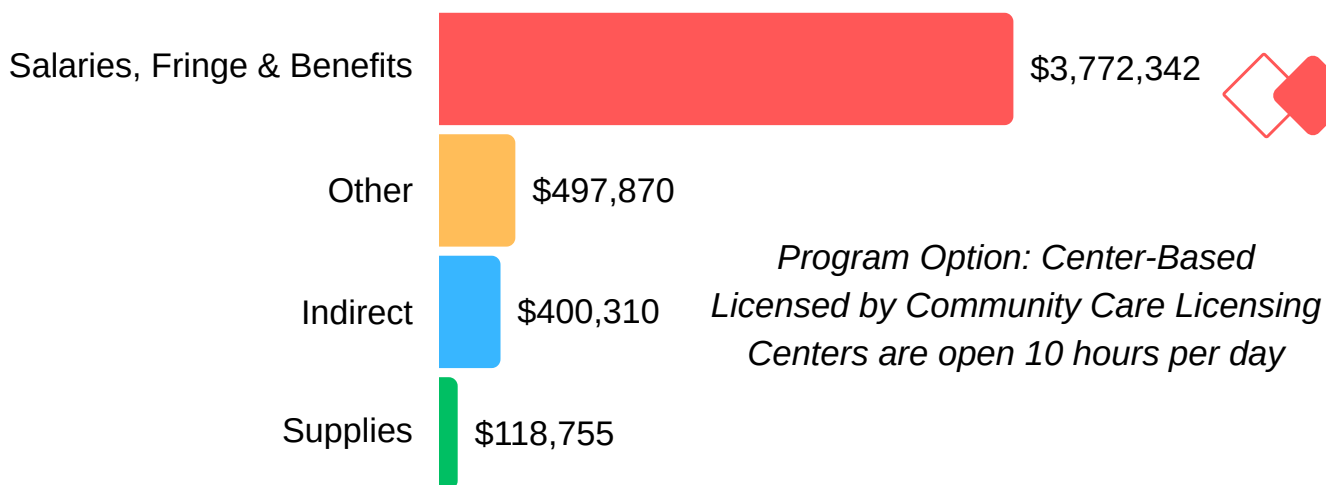


2022-2023 FRESNO MIGRANT / SEASONAL HEAD START BUDGET

Legal Name: Community Action Partnership of Madera County
Grant Number: 90CM9821-05

Number of Eligible Children Served in Fresno County:
0-2 Year Olds 263
3-5 Year Olds 148
Total 411

TOTAL FUNDS AWARDED	
BASIC FUNDS	\$4,803,310
T&TA FUNDS	\$82,690
NON-FEDERAL FUNDS	\$645,704



In 2023 The office of Head Start acknowledge that Community Action Partnership of Madera County was in full compliance with all applicable Head Start Performance Standards, laws, regulations and policy requirements by issuing a letter based on a terminal review to Central California Migrant Head Start.



CHILDREN & FAMILIES SERVED

The Fresno Migrant / Seasonal Head Start Program did not meet the funded enrollment for the 2022-2023 program year due to impacts with workforce. The program has not been able to recruit eligible teaching staff for the program which has caused low enrollment for some of the program sites. The program continues to offer a center-based option, five days per week. The breakdown of the ages of enrolled children is as follows.

469

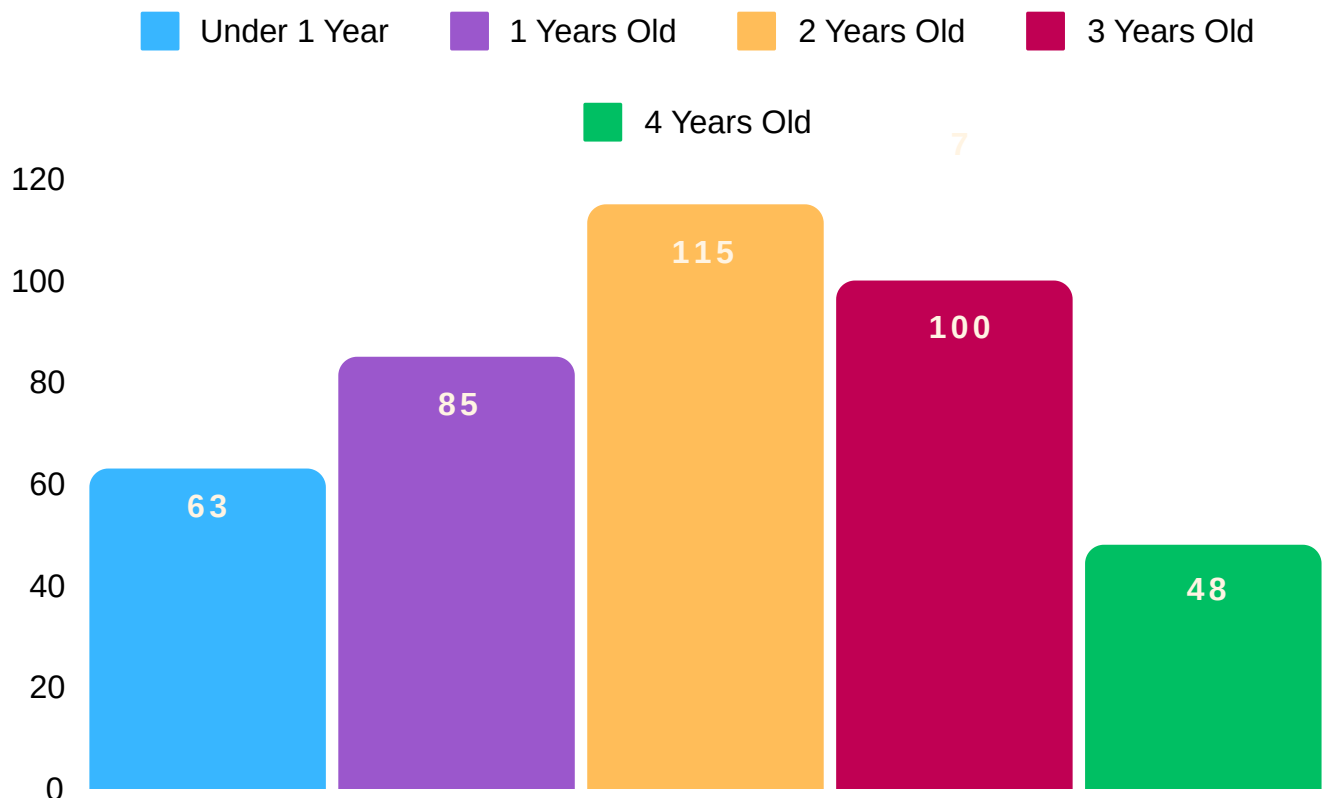
Funded Number of Children to be served in Fresno County

411

Total Number of Children Served in Fresno County

330

Total Number of Families Served



ENROLLMENT



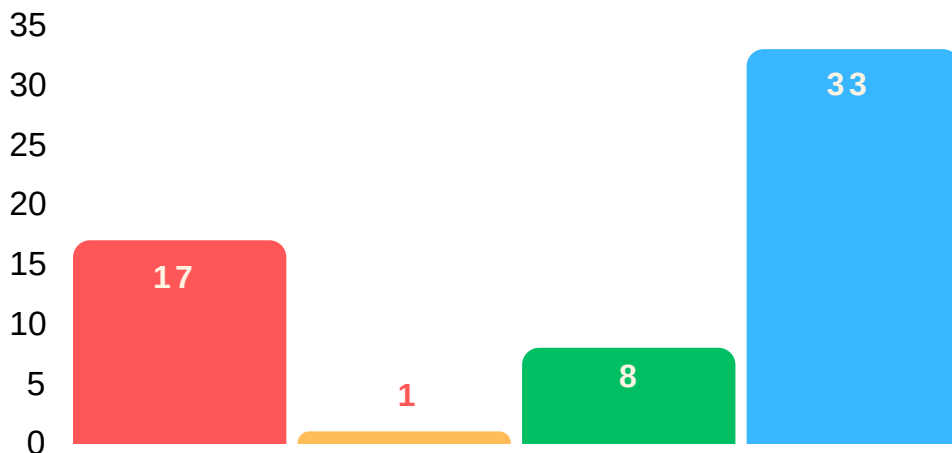
Average Monthly Attendance
80%



Eligibility	Children Enrolled
Income Below 100% of Federal Poverty Line	181
Receipt of Public Assistance	159
Foster Children	0
Homeless	1
Over Income	44

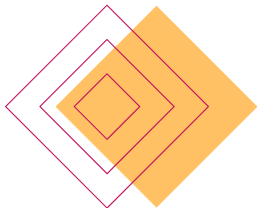
CHILDREN WITH DISABILITIES PRESCHOOL IEP'S

- Speech or Language Impairment
- Intellectual Disabilities
- Autism
- Infant/Toddler IFSP'S



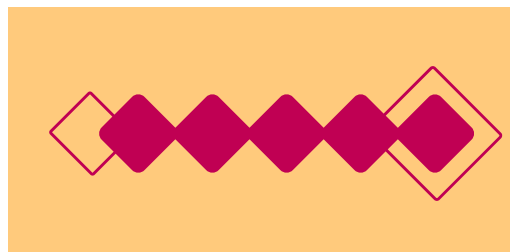
Enrolled Children with Disabilities
14%






MEDICAL & DENTAL SERVICES

The Fresno Migrant / Seasonal Head Start Program aims to provide comprehensive services to all children and families enrolled. Below are the health related services the children and families have received.



Medical Services 	
409	Number of children with health insurance.
95%	Percentage of children with up-to-date scheduled preventative health care.
99%	Percentage of children with up-to-date on all immunizations appropriate for their age.

Chronic Health Conditions


Number of children diagnosed with a chronic condition needing medical treatment. **21**

Recipients of treatment for chronic conditions

- Attention deficit hyperactivity disorder (ADHD) **7**
- Life-threatening allergies **3**
- Vision Problems **8**

Body Mass Index

- Underweight **9**
- Healthy Weight **85**
- Overweight BMI **12**
- Obese BMI **40**

Dental Services 	
226	Number of children with continuous, accessible dental care provided by a dentist.
115	Number of children who received preventative care.
222	Number of infant toddlers who are up-to-date with age-appropriate preventative dental care.



PARENT & FAMILY DATA



Parent Education Level

127	Less than high school graduate
171	High school graduate or GED
24	Associate degree or some college
8	Advanced or baccalaureate degree

Two-Parent Families



Single-Parent Families



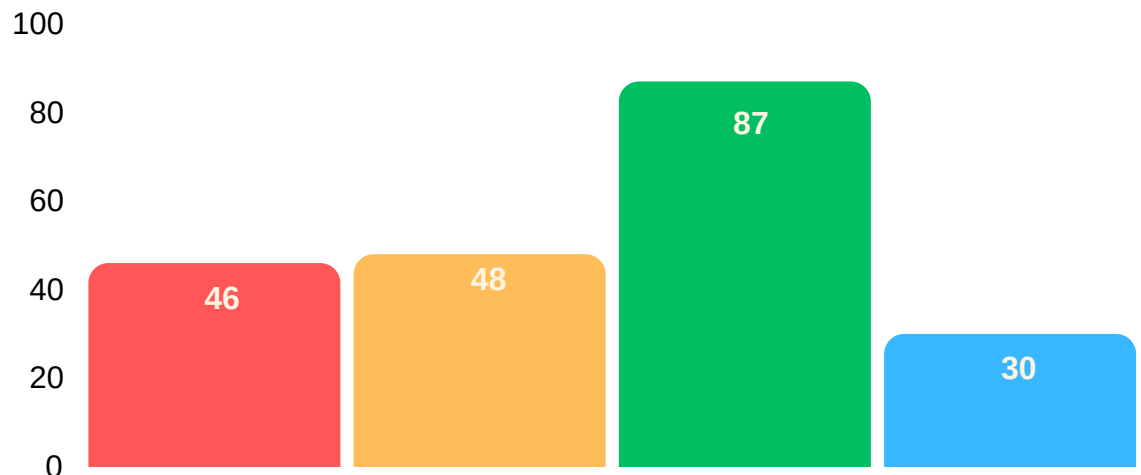
■ Family Assessment ■ Family Goal Setting

■ Involvement in child's Head Start child development experiences

■ Parenting Education Workshops

Father Engagement

Number of fathers / father figures who were engaged during the program year in the activities highlighted in the graph.



PROGRAM STAFF & QUALIFICATIONS



Mid-Management & Management Staff	
1	Graduate Degree
11	Bachelor's Degree

90

Total Number of Staff

18

Staff who are current or former Head Start Parents

	Preschool Classrooms	Infant / Toddler Classrooms
Graduate Degree	0	0
Bachelor's Degree	3	1
Associate Degree	11	18
Child Development Associate Credential	4	10
Total	18	29



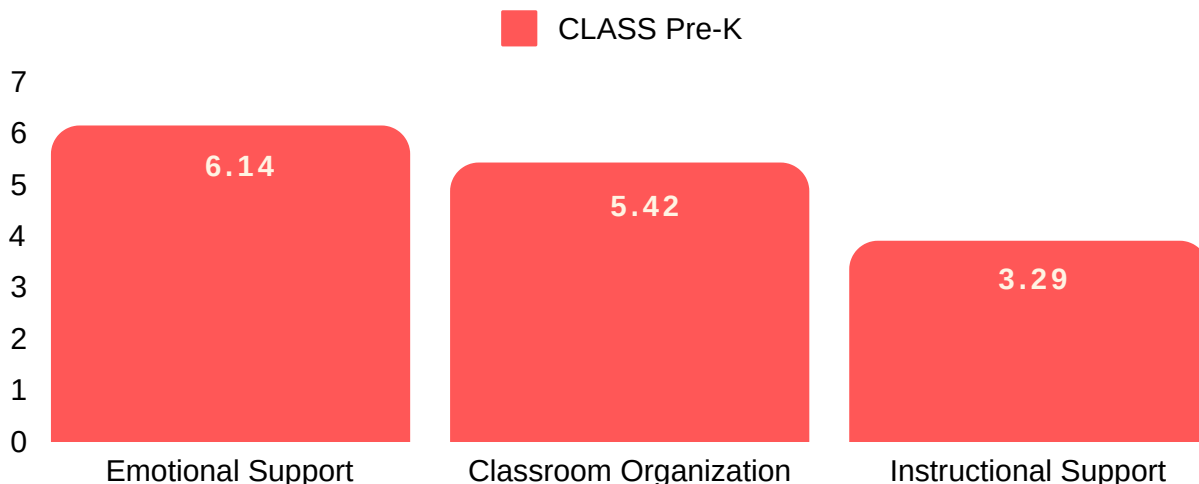
SCHOOL READINESS



The Fresno Migrant / Seasonal Head Start program uses Frog Street Curriculum, a bilingual and multi-cultural research-based curriculum for Infant & Toddlers. Meets children developmental needs, supports school readiness providing individualized activities and strategies to strengthen their physical growth, reading, math, writing, language and thinking skills. Children’s social emotional development is supported through Conscious Discipline, which is embedded in Frog Street curriculum, building classroom communities where safety and caring are foundational and turn everyday situations into learning opportunities.

The FMSHS program uses the Creative Curriculum for preschoolers, which provides long-lasting learning opportunities. It empowers children to be confident, creative, and caring learners through play-based, hands-on investigations—a research-based approach that incorporates language, literacy, and mathematics throughout the day. The program reinforces learning with family-friendly activities designed for home and supports teachers through different resources when needed.

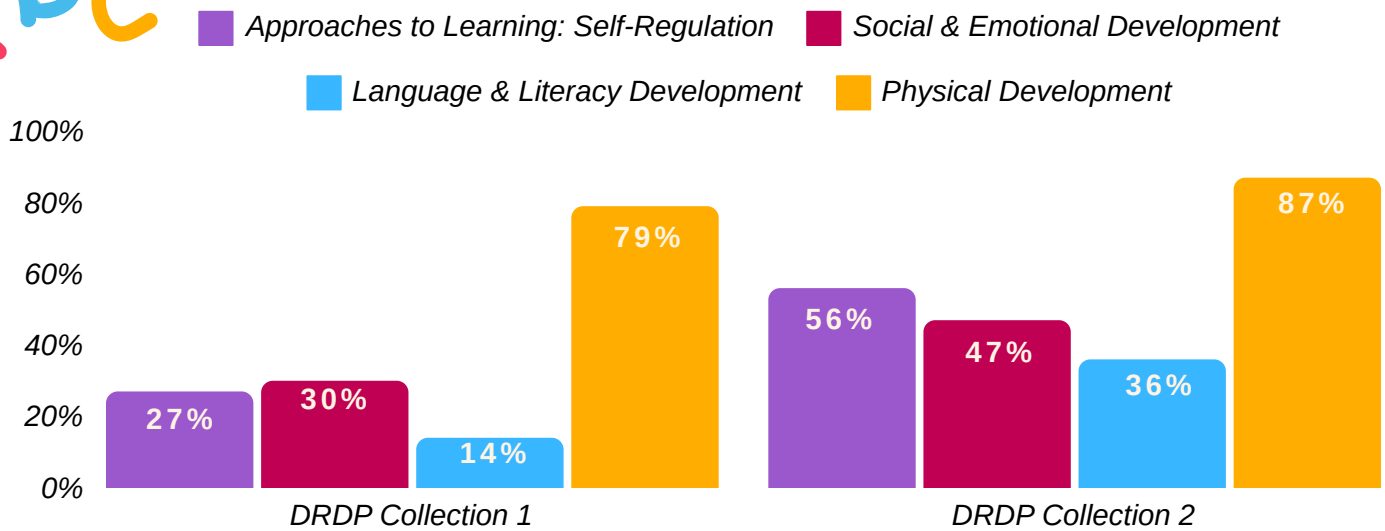
The Classroom Assessment Scoring System (CLASS) is implemented to assess teacher-child interactions in the classroom. Data collected from CLASS is used to provide staff with professional development opportunities to improve teacher-child interactions and teaching practices. The CLASS measure identifies and assesses different dimensions of classroom interactions that make a difference in children’s learning. These dimensions are organized by age level, based on what is developmentally appropriate.



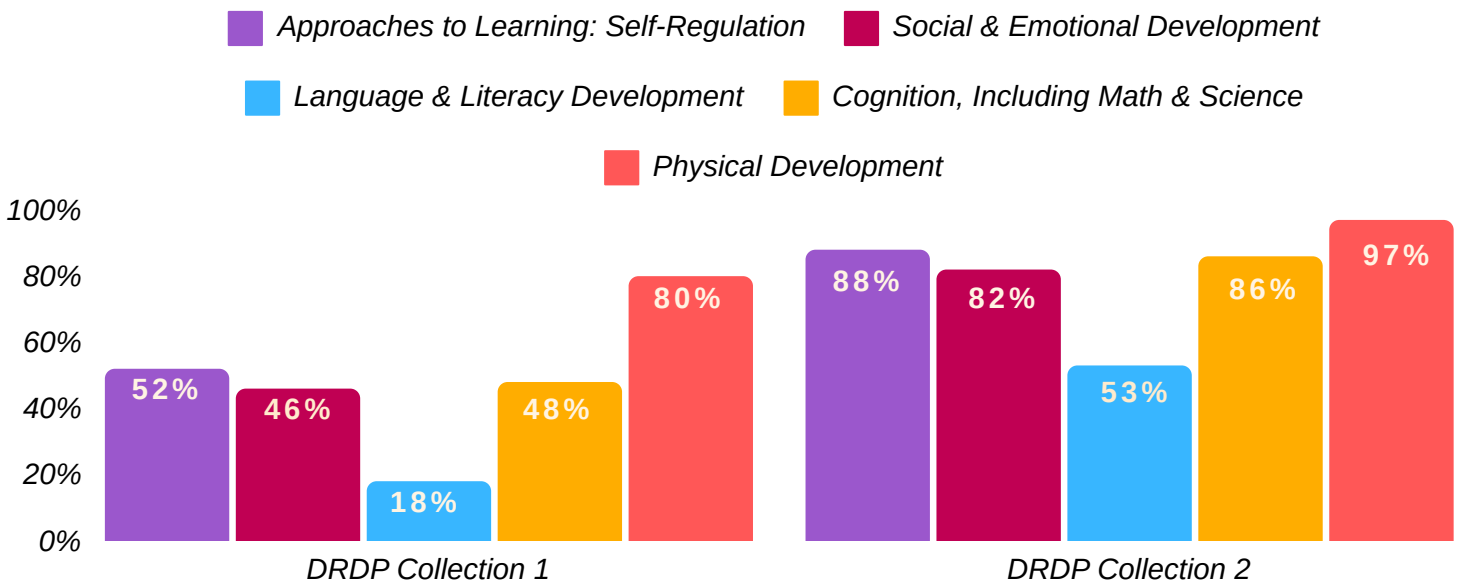
SCHOOL READINESS

The California Department of Education Early Learning and Care Division, Desired Results system is designed to improve the quality of programs and services to all children from birth through 12 years of age who are enrolled in early care and education programs. Desired Results (DRDP) are defined as conditions of wellbeing for children and families. FMSHS analyzes data three times per year. Teaching staff utilize child outcomes data to support children's learning and development in the following domains: Approaches to Learning, Social Emotional Development, Language and Literacy Development, English Language Development, Cognition including math & science and Physical Development. Below are the 2022-2023 DRDP collection results from early and late summer.

2023 DRDP Assessment Preschoolers



2023 DRDP Assessment Infant / Toddlers





SCHOOL READINESS GOALS

The Improving Head Start for School Readiness Act of 2007 and the School Readiness in Programs Serving Preschool Children Program Instruction (ACFPI0HS-11-04) require Head Start programs to adopt school readiness goals for preschool children. The School Readiness Plan describes how Community Action Partnership of Madera County/Fresno Migrant Seasonal Head Start will strategically integrate program services to improve the School Readiness Outcomes of Migrant Head Start children and families. The School Readiness Goals reflect that families are children's first teachers. The goals encompass the five essential domains of early learning and development from birth to 5 years for school and long-term success. The central domains are:



- Approaches to Learning
- Social Emotional Development
- Language and Literacy
- Cognition
- Perceptual, Motor and Physical Development.

Development of School Readiness Goals were developed in alignment with the Head Start Early Learning Outcomes Framework (HSELOF), California Infant/Toddler Learning & Development Foundations and California Preschool Learning Foundations.

FRESNO MIGRANT SEASONAL HEAD START SCHOOL READINESS GOALS:

- 1** Children will demonstrate interest, curiosity and independence to learning including flexibility and behavior.
- 2** Children will show awareness of self and develop personal and playful relationships with other children.
- 3** Children will be able to demonstrate improvement on understanding complex communication, language and literacy skills increasing number of words used in communication with others.
- 4** Children will use math during daily routines and experiences, including sense of number and quantity, spatial awareness, and classification.
- 5** Children will demonstrate control, strength, and coordination of small and large muscles and demonstrate healthy behaviors.



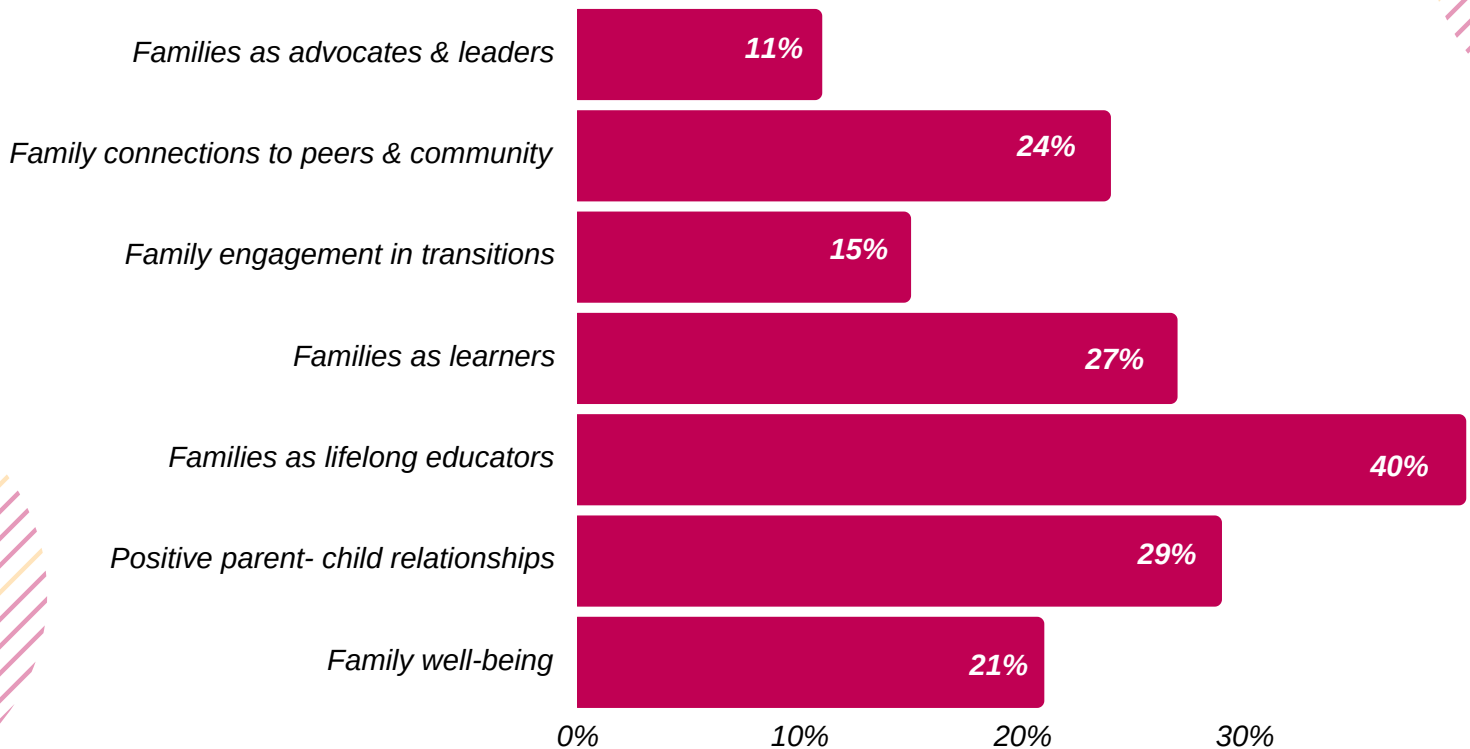
2022-2023 FAMILY OUTCOMES

During the program year, families completed the family assessment to identify family strengths, interests and immediate needs on where the program may support them. The assessment aligns to the Head Start Parent, Family, and Community Engagement Framework (PFCE). The Assessment is composed of 7 outcomes and 25 indicators.

76% of families completed the pre and post family assessments. Overwhelmingly, parents had significant growth under each of the Parent, Family, and Community Engagement Framework Outcomes. These results are a strong testament from the respondents about how much the CAPMC contributes to families' well-being from the beginning to the end of the season.



FAMILY ASSESSMENT GROWTH BY PFCE OUTCOMES



Based on the results from graph above, the top three outcomes having the most growth were Families as Lifelong Educators, Positive Parent-Child Relationships, and Families as Learners.

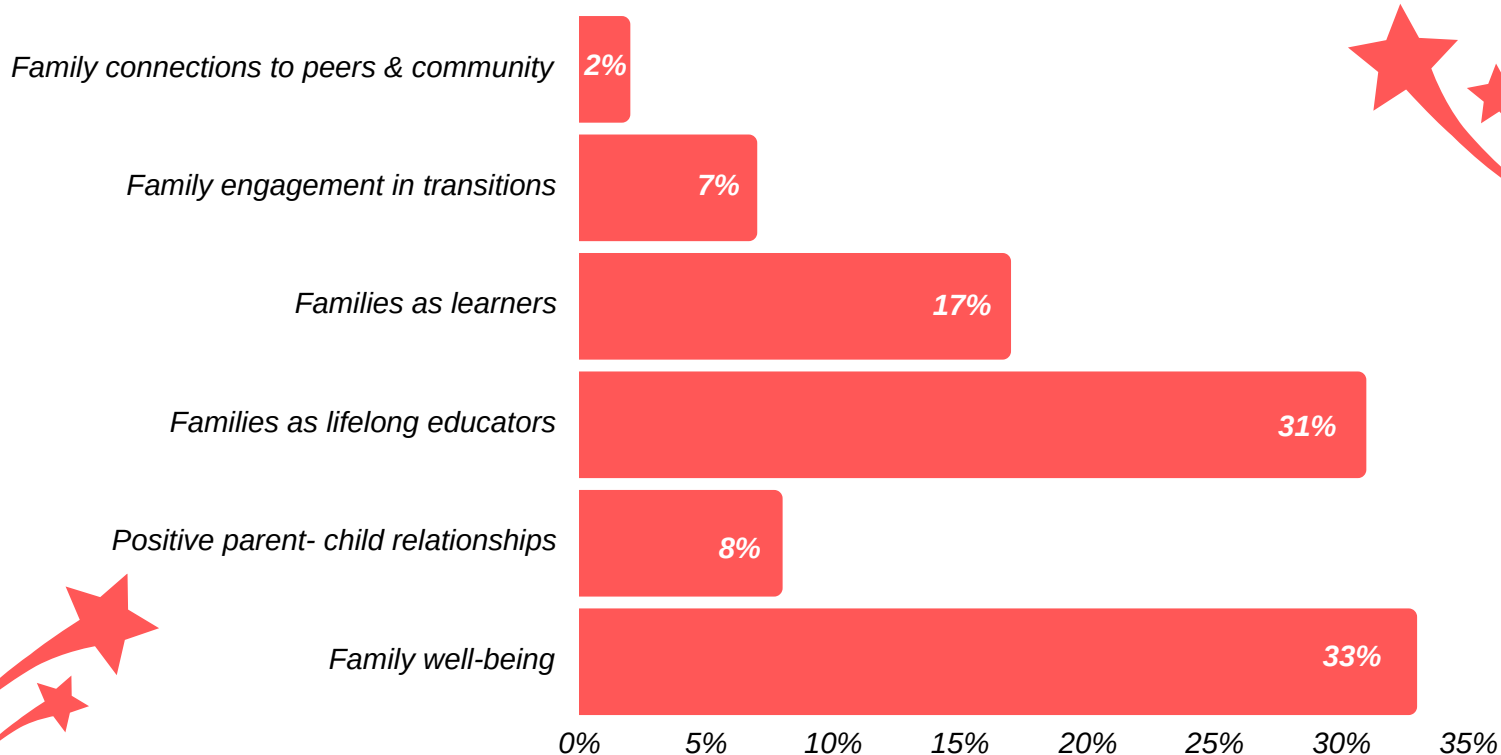


2022-2023 FAMILY OUTCOMES

Families are offered the opportunity to engage in the family partnership process that includes family partnership building and the activities to support family's needs, interests and or aspirations. Staff worked hand-in-hand with families to build trusting relationships that helped them support their children to reach their fullest potential.

94% of families participated in the family partnership process. Below is a summary of total goals established and results. 77% of families met their goal.

GOALS BY PFCE OUTCOMES



PARENT CURRICULUM - READY ROSIE

Head Start adopted Ready Rosie as the parent curriculum for the program. Ready Rosie is a research-based parenting curriculum that builds on parents' knowledge and has positive impacts on family behavior and child outcomes.

Ready Rosie harnesses the power of video and mobile technology to empower families and schools to work together to promote school readiness.

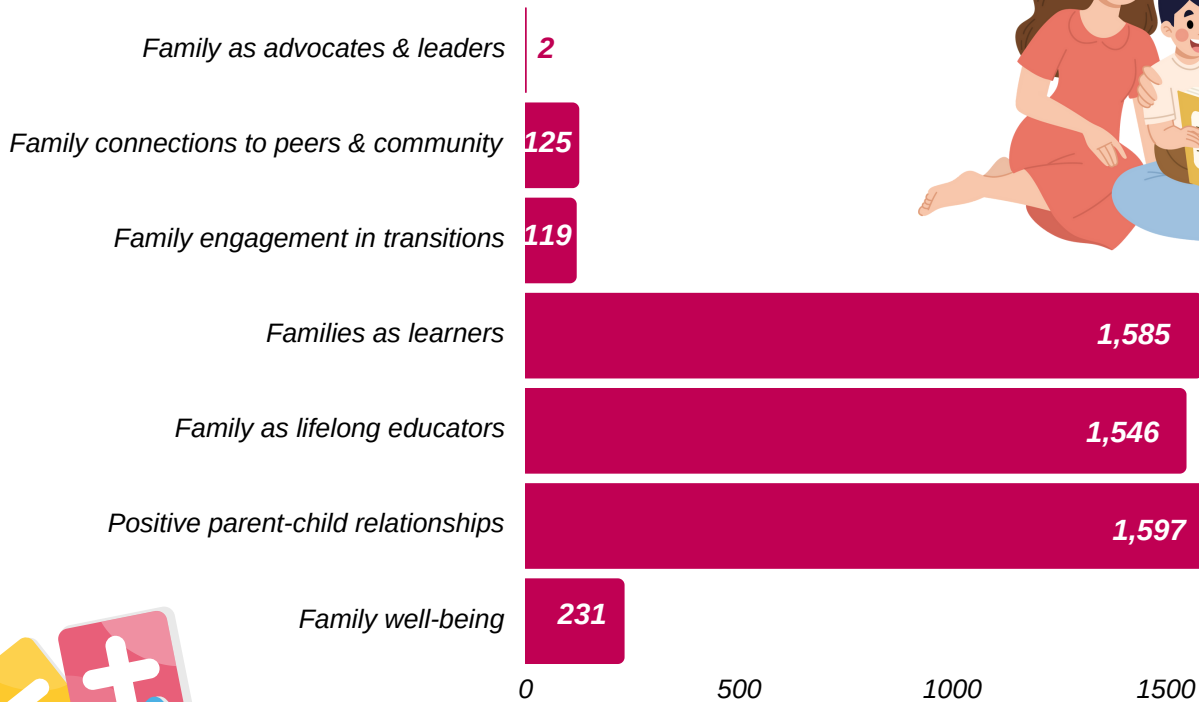
82% of parents were registered to participate in the Ready Rosie platform. Out of the 82% registered users, 53% were connected to a classroom.



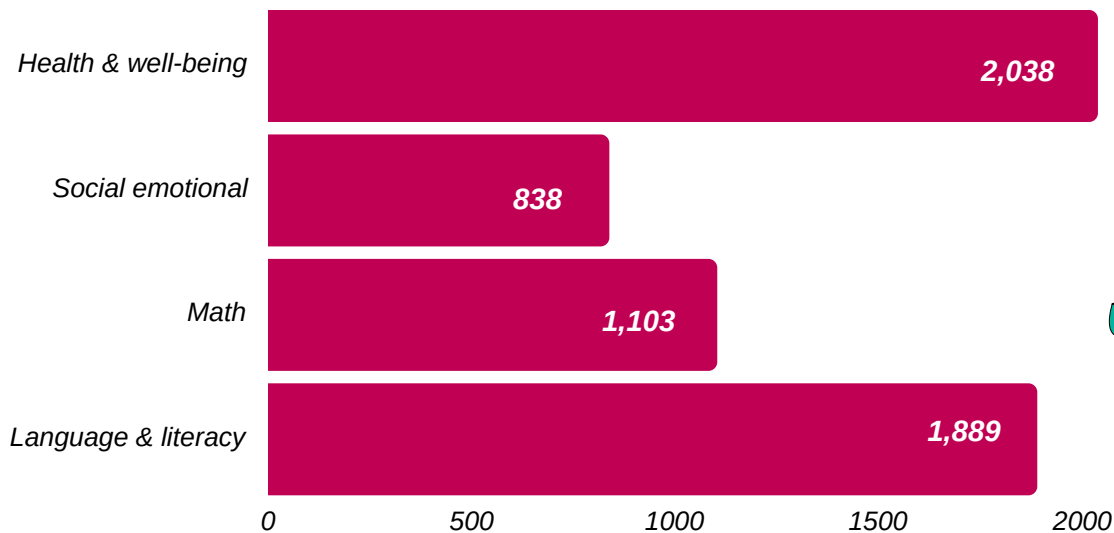
2022-2023 FAMILY OUTCOMES

Based on the platform data, 1,678 videos were viewed by parents. Out of 1,678 videos views, 5,145 views aligned to the Parent, Family, and Community Engagement Framework (PFCE) and 5,868 views to the Early Learning Outcomes Framework (ELOF). Below are the results by domain, indicator, and programs.

PFCE FRAMEWORK



ELOF FRAMEWORK



2022-2023 FAMILY OUTCOMES

Ready Rosie also has a variety of Educational Family Workshops that are offered to families during the parent meetings. Below is a list of topics offered to families:



- Relationships Matter
- Words Matter
- Families as Partners
- Families as Leaders
- Ready for Kindergarten

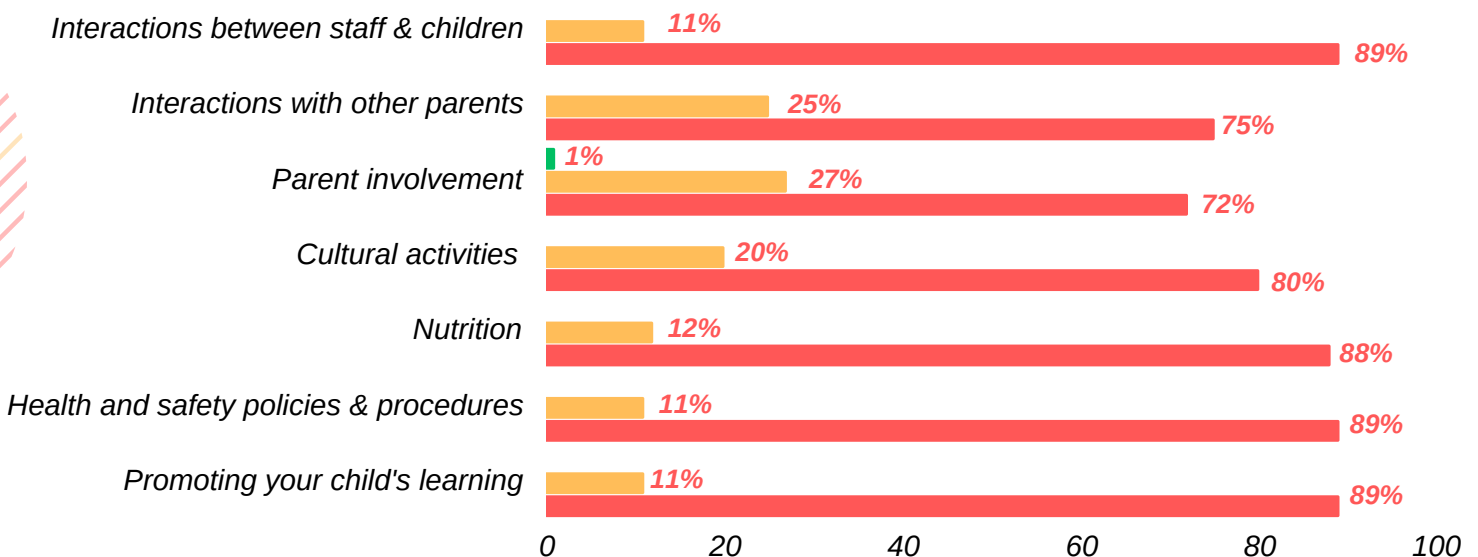
The following additional topics were also provided to families:

- Financial Literacy
- Child Abuse
- Fresno County Library
- Health Literacy
- Tobacco
- Cal-Fresh MyPlate/Sugary Drinks
- Benefits of Bilingualism/Bi-Literacy
- Oral Health
- Keeping your child safe at home and school
- Car Seat safety
- Safety & Injury prevention for young children.

Families completed the end of the year survey to share how the program helped them support their child's learning and development and meet family's needs. Out of 120 surveys received, results showed parents were satisfied in most of the areas. 7% of the parents were satisfied with the program's overall quality, and 93% were very satisfied. Below are the results:

HOW SATISFIED ARE YOU WITH THESE CHARACTERISTICS OF YOUR CHILD'S PROGRAM?

■ Not Satisfied
 ■ Satisfied
 ■ Very Satisfied



2022-2023 FAMILY OUTCOMES



Monthly newsletters were provided to families as a way of communicating and sharing educational topics and resources. The following are educational topics shared with families:

- *The Importance of Attendance*
- *Helpful tips to get your child ready for every morning.*
- *Signs of depression*
- *Financial Literacy*
- *Safety at home and playground*
- *Dual Language*
- *Transition to Kindergarten*
- *Male Figure Engagement*
- *Mental Health Awareness*
- *Signs & Symptoms of childhood trauma*

The newsletter also included the following resources:

- *COVID updates (vaccinations, testing sites, masks, and other information)*
- *Events in the community*
 - *Classes for families*
 - *Food resources*
 - *Parent Conferences*
 - *Job/Training opportunities*



The agency held a virtual 2-day educational workshop in collaboration with Educational Employees Credit Union. The workshop topics consisted of budgeting, credit scores and fraud. There was a total of 6 parents who participated in the workshops.

Out of 26 children enrolling kindergarten for the 2024-2025 program year, 26 were registered to participate in the Upstart Learning Program. Upstart will assist parents prepare children for Kindergarten by helping them develop literacy, math and science skills.

Seven parents participated in Abriendo Puertas / Opening Doors to develop a pilot program, which is Padres Optando por el Desarrollo Enseñanza y Realizacion de la Lectorescritura (P.O.D.E.R.).

Parents actively participated not only in building their skills as their child's first teacher, but also in sharing decision-making responsibility for program planning, goals and objectives, recruitment criteria, selection and enrollment of children, the annual program assessment, and personnel policies during the Policy Council and Center Parent Meetings.



FRESNO MIGRANT/SEASONAL HEAD START LOCATIONS:

FIREBAUGH

1777 Thomas Conboy. Firebaugh, CA 93622
(559) 659-1576

FIVE POINTS

18849 W. Excelsior Road Five Points, CA 93624
(559) 884-2363

MENDOTA

435 Sorenson, Mendota, CA 93640
(559) 655-3087

ORANGE COVE

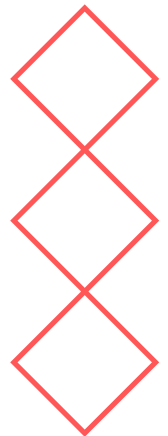
315 Adams Street. Orange Cove, CA 93646
(559) 626-0700

INEZ C. RODRIGUEZ

1501 Del Altair, Reedley, CA 93654
(559) 416-5638

SELMA

12898 S. Fowler Ave, Selma, CA 93662
(559) 896-4479



Fresno Migrant/ Seasonal Head Start is funded by grants from the U.S. Department of Health and Human Services, Administration for Children and Families. Our services are aligned with Head Start Program Performance Standards.





Report to the Board of Directors

Agenda Item Number: D-9

Board of Directors Meeting for: April 11, 2024

Author: Maritza Gomez-Zaragoza

DATE: March 28, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Recruitment & Enrollment Selection Criteria 2024-2025

I. **RECOMMENDATION**

Review and approve Fresno Migrant/Seasonal Head Start's Recruitment and Selection Procedures for the 2024 – 2025 program year.

II. **SUMMARY**

Staff is requesting approval of the Recruitment Procedure and the 2024-2025 Enrollment Selection Criteria. CAPMC's Selection Criteria has been aligned with CAPSLO Migrant/Seasonal Head Start approved Selection Criteria.

III. **DISCUSSION**

- ✓ Staff changed the Selection Criteria to be in alignment with the priorities provided and approved by our grantee CAPSLO Migrant/Seasonal.
 - ✓ Families wishing to participate in the Fresno Migrant/Seasonal Head Start will be selected based on the Selection Criteria.
 - ✓ Points will be assigned to applicants based on the specific eligibility criteria which were developed utilizing the Head Start eligibility standards to assure children with the greatest need receive services.
 - ✓ Recruitment process will continue to focus on enrolling children with disabilities in order to comply with the 10% mandate.
 - ✓ The recruitment procedure/plan will include the participation of all CAPMC employees. Head Start staff will actively recruit throughout the program year developing a plan to participate in community events/functions.
 - ✓ If any policy/procedure updates are made by the Office of Head Start, changes will be made accordingly and brought to the Policy Committee and Board for approval.
- The Fresno Migrant/Seasonal Head Start's Recruitment and Selection Procedures for the 2024 – 2025 program year will be presented to the Policy Committee for approval on April 10, 2024.

IV. **FINANCIAL IMPACT:** None



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

Policy Number: 12	Relates to CFR #: 1302.12	Page #1 of 4
Notes: 645(a)(2) of the Act		

SUBJECT: Determining, Verifying and Documenting Eligibility

PERFORMANCE OBJECTIVE: Children must meet Head Start eligibility requirements to be enrolled in the program. All infants and toddlers served in Migrant/Seasonal Head Start remain eligible for the duration of their enrollment or until they turn 3 years old.

OPERATIONAL PROCEDURE:

1. Applications:

- a. Advocates will complete an in-person interview with each family. If an in-person interview is not possible due to family circumstances, staff may conduct the interview over the phone. All documents used to verify eligibility become part of the child’s eligibility determination record.
- b. All data regarding income, date of birth, immunization status, migratory move, and any special circumstances will be verified by Head Start staff completing the application and designated management staff.
- c. Disabilities must be verified by a current IEP/IFSP document.
- d. During the application process, parents will be informed of their eligibility status and their child’s name will be placed on the electronic waiting list. Parents will be provided information about other childcare programs in the area if they do not meet the Migrant Head Start eligibility requirements. All completed applications will be inputted into the electronic database.
- e. For re-enrollee children who are under three years of age, the family income will not need to be re-verified until the child turns three years old. For re-enrollee children who are three years old and older, income will not need to be re-verified until the third year of services.
- f. For re-enrollees, staff will verify that the family has worked in Agriculture yearly for eligibility purposes only.

2. Age Eligibility: In order to participate in one of the Head Start programs the child must meet the age requirement:

- a. A child will be age eligible if they are between the ages of 6 weeks and five years by the date used to determine eligibility for public school attendance, September 1st of funded year.

- b. A child may be older than 5 (60+ months) if their birthday is after September 1st of the funded year and the child is not eligible for kindergarten.
- c. A child with the age of 6 weeks may be enrolled if they have all of the required immunizations.
- d. To verify the age of a child staff must request at least one of the following documents:
 - Birth Certificate
 - Hospital Certificate of Birth
 - Baptismal Certification
 - Immunization Record
 - Court Documents
 - Social Services Documents

3. **Mobility eligibility:** Children of migrant families that have moved within the previous 24 months, or a seasonal family that has not moved in the previous 24 months, will be eligible. To verify mobility of families, staff must obtain at least one of the following documents, which include name and/or previous address:

- | | |
|--|---|
| <input type="checkbox"/> Income tax report | <input type="checkbox"/> Public School |
| <input type="checkbox"/> W2 form(s) | <input type="checkbox"/> Utilities Bill |
| <input type="checkbox"/> Pay Stubs | <input type="checkbox"/> Bank Statements |
| <input type="checkbox"/> WIC, TANF, SSI, or SNAP | <input type="checkbox"/> Rent Receipt |
| <input type="checkbox"/> Child Support | <input type="checkbox"/> Rental Agreement |
| <input type="checkbox"/> Unemployment Benefit | <input type="checkbox"/> Official written statement from employer |
| <input type="checkbox"/> Disability Documentation | <input type="checkbox"/> Child's Immunizations Records |
| <input type="checkbox"/> Passport with date and location of all family members | |
| <input type="checkbox"/> Travel itinerary or tickets with date and location of all family members. | |
| <input type="checkbox"/> Other (Self Declaration – required approval). | |

4. **Income eligibility:**

Advocates will verify income for the last 12 months or preceding calendar year by examining any of the following documents:

- Individual income tax forms 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, and documentation showing current status as recipients of public assistance (TANF/SSI/SNAP), or self-declarations.
- Self-declaration will be used when a family is unable to provide income due to lost documents, teen parent being supported by parents, cash payments, and when only one parent is reporting income for the household – each case will be reviewed by the Support Services Manager to determine if family is meeting income requirements.
- Income verification from military families will be reviewed and any income/pay for hostile fire/imminent danger and basic housing allowance will not be considered as part of their wages/total income.
- A child whose family's income comes primarily from agriculture work (50%+) will be considered eligible. Income eligible families receive priority of selection first.
- Over income families who meet the selection criteria may be considered for enrollment, if no other eligible families are on the waiting list.

In the instance when the last 12 months or preceding calendar year does not reflect the family's current situation, Advocates will obtain information on the family's current income and provide an explanation on what information was used to determine eligibility. The Support Services Manager will review the information provided and determine if the child/family is eligible to participate in the program.

5. **Homeless:**
 - a. To verify whether a family is homeless staff must obtain documentation from a homeless services provider, school personnel, or other service agency attesting that the child is homeless. Staff may also obtain any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on intake forms, or notes from an interview with staff to establish the child is homeless.
 - b. The family will have to submit proof of employment in agricultural work, or agriculture labor.
6. **Foster child:**
 - a. To verify whether a child is in foster care, staff must obtain documents such as a court order or other legal or government-issued documents, a written statement from a Child Welfare official that demonstrates the child is in foster care, or proof of a foster care payment.
 - b. The foster family will have to submit proof of employment in agricultural work, or agriculture labor.
7. Copies of all documents provided to verify income will be kept with the child's file. Information will be documented on the ChildPlus application. Parent and Advocate will sign the application to verify that the information is true and correct.
8. The ERSEA Specialist will review applications and complete the Eligibility Verification form to assure income and age has been verified. The ERSEA Specialist's signature will certify that the family's documentation is present and valid.
9. The ERSEA Specialist will utilize established criteria to ensure families who are at or below the income guidelines are selected first.
10. Over income families who meet the selection criteria may be considered for enrollment, if no other eligible families are on the waiting list. The ERSEA Specialist will monitor the number of over income families enrolled on a regular basis to assure the number does not exceed 35% of the 130% of the poverty guidelines and 10% of enrollment.
11. The family income is verified by the Advocate and ERSEA Specialist before determining that a child is eligible to participate in the program:
 - a. Children enrolled in the Migrant/Seasonal program will be eligible to remain in the program for a second year without re-establishing income eligibility if the child is not

age-eligible for kindergarten. Families will need to verify income yearly to assure they meet the 50+% agriculture requirement.

- b. Over income families will be offered a one-year placement only. Families will be informed that they will need to update their family size and income or reapply to update priority points, if they would like a second year placement. Second year placement is not guaranteed.

12. If a program determines from the Community Assessment there are families experiencing homelessness or children in foster care that would benefit from services, they may reserve up to 3% of their funded slots for 30 days for this population. If these slots are not filled in the 30 days, they are considered vacant slots and must be filled in 30 days.
13. Programs may allow children enrolled with the criteria of homeless or foster to attend without immunizations or other records for up to 90 days. Advocates must work with families to obtain required documents.
14. All governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures will be trained:
 - ✓ Management and staff members who make eligibility determinations will receive training within 90 days of hiring new staff.
 - ✓ All governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.
15. Staff that intentionally enroll ineligible families into any of the Head Start programs under CAPMC will be held accountable and disciplinary actions will apply. CAPMC does not tolerate:
 - ✓ The willful violation or disregard of any federal, state, and local law by an employee during the course of that person's employment.
 - ✓ The disregard or circumvention of program and/or CAPMC's policy or engagement in unscrupulous dealings.
 - ✓ The manipulation or disregard of policies or provisions to secure a benefit for friends and/or family members.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries that which is directly forbidden, and can result in disciplinary action up to and including termination of employment. Employees are required to comply with The Code of Ethics, applicable laws, regulations and Agency policies.



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

Policy Number: 13	Relates to CFR #: 1302.13	Page #1 of 2
Notes:		

SUBJECT: Recruitment

PERFORMANCE OBJECTIVE: The program reaches out to those most in need of Head Start services.

OPERATIONAL PROCEDURE:

1. The program focuses recruitment efforts to those families most in need of the program's services. The recruitment process is designed to actively inform all families eligible for services within the recruitment area of the availability of services and encourage them to apply for admission to the program. Recruitment is a continuous process and efforts begin prior to the program term start date and occur throughout the program year.
2. General Recruitment
 - a. Staff will maintain a recruitment binder that includes a waitlist, with monthly waitlist updates.
 - b. At the beginning of the year, staff will call waitlisted participants and potential participants to inform them that the program has resumed.
 - c. ERSEA Specialist will distribute list of potential children from the Migrant Student Information Network at the beginning of the year.
 - d. The recruitment team will develop a recruitment plan monthly/weekly (Recruitment Plan form).
 - e. Staff must engage in active recruitment when the number of center vacancies and waitlist does not reflect sufficient waitlisted children to maintain full enrollment in each of the classrooms (See ChildPlus Waitlist).
 - f. Active recruitment involves outreach activities that include but are not limited to calling potential participants, door-to-door recruitment, recruitment events,

contacting local radio stations, or posting flyers at local businesses, presentations at local agencies.

- g. Posting flyers: The program reaches out to families working in agriculture by posting recruitment flyers in community locations where families go to seek services and where they reside. Locations include but are not limited to stores, restaurants, housing complexes, public service offices, medical offices, laundromats, schools, special events, and employers:
 - Staff will ensure they have permission from the owner or manager before posting flyer.
 - Staff will only use flyers approved by central office.
3. Staff will document all recruitment efforts on Recruitment Log and place in recruitment binder.
4. Staff can request additional recruitment materials to ERSEA Specialist using a Request form.
5. The ERSEA Specialist will monitor and evaluate the recruitment process. An individual recruitment plan of action is established when recruitment efforts are lacking.
6. Disabilities Recruitment
 - a. Staff will ensure recruitment takes place at locations where potential participants with disabilities may be located. This includes, but is not limited to, Regional Centers and School Districts.
 - b. Staff will maintain a working relationship with local school districts, Regional Centers, and other programs to ensure referrals. Disabilities Specialist will work with Local Education Agency (LEA) and Regional Centers (RC) through Memorandum of Understandings (MOU) and follows up with letters, phone calls, and in person visits.
 - c. Recruitment material, as applicable, will inform potential participants that children with disabilities are eligible for the program.
7. Recruitment team (Advocates/Center Directors) will receive training from the ERSEA Specialist. Training topics will include:
 - a. Recruitment, Selection, Enrollment/Re-Enrollment
 - b. Application Process
 - c. Eligibility – review prior trends or any new Head Start eligibility changes, as applicable.



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

Policy Number 14	Relates to CFR #: 1302.14	Page #1 of 3
Notes: 645(a (2) of the Act		

SUBJECT: Selection

PERFORMANCE OBJECTIVE: Each Head Start Program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start service.

OPERATIONAL PROCEDURE:

1. The program has a formal selection criterion for selecting children and families that considers all eligible applicants for Head Start services. The criterion is developed utilizing family data from the Community Assessment and input from the Advocates and Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Specialist annually.

2. The ERSEA Specialist will submit annually the Selection for Policy Council and Board of Directors for approval.

3. The Selection Criteria considers the following factors for selection:
 - Child’s age
 - Employment Status
 - Family Income
 - Parental Status – two/single parent
 - Disability
 - Other factors (see Selection Criteria form).

4. The program will follow the approved selection criteria to prioritize the families wishing to enroll.

5. As part of the Selection Process the following activities will take place:

APPLICATIONS

- a. Submission of applications for the new program year will begin in March and will continue throughout the year.
 1. Advocates/Center Director will complete applications and will submit complete packet to the ERSEA Specialist.
 2. The Application packet will include:
 - ✓ ChildPlus Application
 - ✓ Emergency Information
 - ✓ Selection Criteria
 - ✓ Copy of Birth Certificate (other)
 - ✓ Mobility Status
 - ✓ Income Status
 - ✓ Self-Certification (if applicable)
 - ✓ Disability Documentation (if applicable)
 - ✓ Immunization Record
 - ✓ Medical or Insurance Card
 - ✓ Health History
 3. The ERSEA Specialist will review the application along with the documentations provided and will complete the Eligibility Verification form to determine if the child is eligible for services.
 4. The application will be reviewed to assure families are income eligible, meet more than 50+% agriculture income, and whether they are migrant or seasonal. The ERSEA Specialist signature on ChildPlus application will indicate the family qualifies for services.
 5. When parent/guardian express during application process that his/her child has special needs the ERSEA Specialist will forward the application to the Disability/Mental Health Specialist.
 6. The Disability/Mental Health Specialist will verify the disability status of a child by obtaining a current Individual Family Service Plan (IFSP) for infants/toddlers 0-36 months or Individual Education Program (IEP) for children over age three years.
 7. If there is a current IFSP/IEP it will indicate on the Child Application that the child has a "Certified IFSP" or "Certified IEP".
 8. If a child has not been certified with a disability but is in the process of evaluation, a parent expresses concerns about their child's development, or the parent has yet to bring a copy of the IEP/IFSP staff will indicate on the Child Application that the child has a "Suspected Disability".

9. Once approved, the ERSEA Specialist will forward applications to Data Entry Technician to enter into ChildPlus.
- b. Only applications that have been approved by the ERSEA Specialist will be entered into the ChildPlus system. This will allow the program to have children on the waiting list that are eligible for services and can be enrolled when there is a vacancy.

SELECTION

Once applications have been entered into ChildPlus system, the ERSEA Specialist will generate a list of eligible children for each center. The lists will be prioritized according to the established priority point system.

The ERSEA Specialist will begin the selection process from the generated lists at the beginning of the program year and throughout the year for waitlisted children.

At least 10 percent (10%) of the total funded enrollment will be children with documented disabilities. An over income child with an IEP/IFSP may be selected prior to a child with higher priority points if the agency is not serving more than 10% over income of their total funded enrollment.

When placing children with documented disabilities, the composition of the classroom and individual child needs will be considered to ensure appropriate placement and least restrictive environment. The child's eligibility points and income level will also be considered in order to ensure that children with the highest needs are given priority.

ACCEPTANCE

Advocate/Center Director will contact family to notify them their child/children have been accepted. If parent is interested in receiving services, Advocate/Center Director will schedule an appointment to complete the in-take process.



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

Selection Criteria

Child/Children Name _____

CHILD'S AGE **Check only one** **POINTS**

0 - 3 years old by September 1 st	10	
4 – 5 years months old by September 1 st	15	

EMPLOYMENT STATUS **Check only one** **POINTS**

Single parent working	75	
Both parents working	75	
One parent working and one no working	25	
One parent working and one on disability	25	
One parent working and one attending school/training	25	
Single parent on disability	5	
Both parents not working	0	
Single parent not working	0	

INCOME **Check only one** **POINTS**

Income Eligible	50	
Income between 101 – 130% above poverty guidelines	25	
Income between 131-150% above poverty guidelines	10	
Income between 151-175% above poverty guidelines	5	
Income between 76% or more above poverty guidelines	0	

PARENT/FAMILY STATUS **Check only one** **POINTS**

Foster Parent(s)	75	
Single Parent	50	
Grandparent(s) or Guardian(s)	50	
Two Parent	25	

DISABILITY **Check only one** **POINTS**

Diagnosed/Multiple(confirmed)	50	
Diagnosed (confirmed IFSP/IEP attached)	45	
Suspected by qualified person	25	
Suspected by parent	10	
Zero Disability	0	

MOBILITY STATUS

Moved (within previous 24 months)	50	
Has not moved (Seasonal(0	



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

OTHER FACTORS	Check only one	POINTS
Homeless	75	
Refugee family	75	
Family w/1 parent on extended absence(deportation)	75	
Domestic/Family Violence	25	
Currently incarcerated parent/guardian	25	
WIC/SNAP	5	
Mental Illness (diagnose) of a parent	5	
Teen parent (under 19 yrs. at birth of child applying)	5	
Recent death of parent/guardian or sibling (w/in 12 months)	5	
Permanently disabled custodial parent/guardian	5	
Military family, including veterans	5	

Total Points _____



Report to the Board of Directors

Agenda Item Number: D-10

Board of Directors Meeting for: April 11, 2024

Author Maritza Gomez-Zaragoza

DATE: February 28, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Community Action Partnership of San Luis Obispo (CAPSLO) and Community Action Partnership of Madera County Quality Improvement Plan Addressing Program's Deficiency.

I. RECOMMENDATIONS:

Review and consider approving the Fresno Migrant and Seasonal Head Start Quality Improvement Plan with Community Action Partnership of San Luis Obispo (CAPSLO).

II. SUMMARY:

On October 31, 2023 CAPMC was notified that a deficiency had been identified due to the incident that took place at the Selma Migrant Head Start center. CAPSLO and CAPMC staff worked together in developing a Quality Improvement Plan addressing the deficiency with an implementation beginning May of 2024.

III. DISCUSSION:

- A. During the December 2023 Board meeting, staff presented an agenda item detailing the incident and all the steps taken to address and prevent any other incidents. This agenda item will focus on the follow-up and development of the Quality Improvement Plan.
- B. The Quality Improvement plan will be focused on providing intensive training to all CAPMC-Fresno Migrant Head Start staff focusing on teacher-child interactions, identification of inappropriate interactions and timely reporting, review of policies and procedures, inclusion of parent participation, and on-going monitoring.
- C. The plan will be a working document and will be revised as necessary to ensure staff are provided with the skills and tools necessary to avoid any future incidents.
- D. In addition to CAPMC staff monitoring, CAPSLO and Region XII will be monitoring the program to ensure the activities on the plan are being followed and implemented. Upon visits from Region XII it will be determined if the program's implementation of the quality improvement plan has been successful and remove the deficiency.
- E. The quality improvement plan is attached for review and provides detailed information regarding trainings topics, implementation of strategies, and timeliness.

➤ The Community Action Partnership of San Luis Obispo (CAPSLO) and Community Action Partnership of Madera County Quality Improvement Plan was approved by the Policy Committee on March 19, 2024.

III. FINANCIAL IMPACT: Undetermined at this time.

Quality Improvement Plan

Grantee Name	Community Action Partnership of San Luis Obispo, Inc.	Plan Start Date	February 22, 2023
Grant Award Number	90CM009851	Plan End Date	June 1, 2024

Area of Deficiency

Description of Incident	Underlying/ Root Causes	Actions taken to address this specific incident
<p>Violation of Standards of Conduct and Child's Rights</p> <p>On June 12, 2023, during circle time in the preschool classroom, 4 year old male got up to go to the sink. Upon returning to the group, he walked behind Teacher #1, the 4-year-old bumped/pushed her from behind/right side of her body as she was sitting by the group during circle time. Teacher #2 was standing by Teacher #1. Teacher #2 heard teacher #1 tell child "You hurt me" and saw her hit child on his left upper arm. No medical care and/or treatment was provided, per teacher #2 the child did not cry or have a response.</p>	<p>Inappropriate approach to a child's behavior</p> <p>Failure to engage child in classroom activities and/or provide other options of interest.</p> <p>Staff member did not take into consideration child's disability and appropriately individualize activities.</p> <p>Staff failed to address concern related to teacher's behavior/approach.</p> <p>Lack of observation/supervision from Center Director.</p> <p>Failure to follow HS Standards of Conduct</p> <p>Failure to uphold child's rights.</p>	<ul style="list-style-type: none"> • Teacher #2 reported the incident to the Center Director on the same day in the afternoon (12:30 – 1:00 pm). The Center Director reported the incident to Area Manager at about 2:00 pm. Area Manager informed the Deputy Director-ECE Services and Head Start Program Director. • Mother was notified on June 12, 2023, in the afternoon. • Staff wrote statements regarding the incident. • An investigation was conducted by Human Resources Director. Executive Director contacted the Agency's attorney to conduct interviews and determine proper action for progressive discipline. • On June 22, 2023, the Selma Center received an unannounced licensing visit/investigation prompted from the reported submitted on June 12, 2023. • Licensing analyst completed the investigation and issued a Type A violation under "Personal Rights."

Quality Improvement Plan

		<ul style="list-style-type: none"> • Parents were informed of the Citation per Licensing Regulations after June 23, 2023. • On July 12, 2023, and on July 13, 2023 Policy Committee were informed of received citation and plan to address and prevent future incidents. • The Policy Committee and Board of Directors will be informed of the receipt of the citation during the December meetings – December 13^t and December 14th respectively.
--	--	---

Actions Taken to Strengthen Systems Program-wide

Key Element:	Training				
Intended Outcome:	Staff and volunteer training plan will include ongoing training on adherence to Standards of Conduct and Children’s Behavior Management.				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Training provided to staff: <ul style="list-style-type: none"> • Child Care Reporting Requirements • Child Personal Rights in child care • CAPMC Code of Conduct inclusive of HS Standards of Conduct • CAPMC Policies & Procedures #203.00.00 Child Abuse & Neglect 	June 30, 2023	Center Director Area Manager	Community Care Licensing Regulations Head Start Performance Standards CAPMC Personnel Policies & Procedures Head Start Policies & Procedures	Agenda Sign-in sheet Policies & Procedures	Completed

Quality Improvement Plan

<p>Training provided to staff:</p> <p>Active Supervision Training</p> <ul style="list-style-type: none"> • Describe what active, direct supervision looks like. • State program strategies for maintaining accountability in supervision, including during rest time and toileting. • Design indoor environments to promote effective Supervision. • Plan how to provide active, direct supervision outdoors. 	<p>August 18, 2023 – Selma Staff</p> <p>October 13, 2023 – All FMHS Staff</p>	<p>Deputy Director - ECE Area Managers HR Assistant</p>	<p>ECLKC HS Performance Standards</p>	<p>Agenda Sign in sheet</p>	<p>Completed</p>
<p>Training sessions were provided to teachers on The Teaching Pyramid Model.</p> <p>This framework helps support children's social and emotional development and emphasizes positive relationships, proactive strategies, and individualized approaches to help children thrive socially and emotionally.</p>	<p>November 2023</p>	<p>Deputy Director of Education Disabilities & Mental Health Specialist Area Managers</p>	<p>Fresno County Reliable Teaching Pyramid Model Trainers & Coaches Pyramid Model modules binders. Coaching sessions. Coaching Companion.</p>	<p>Agenda Sign-in sheet</p>	<p>Completed as follows: 8/26/23 Module 1A 9/16/23 Module 1B 9/29/23 Module 2 10/14/23 Module 3A 10/27/23 Module 3B</p>
<p>2024 Pre-Service Training topics will include but not limited to:</p> <p>-Child Abuse Reporting</p>	<p>May 16 & 17, 2024</p>	<p>Area Managers Health Specialist Head Start Director</p>	<p>HS Performance Standards CAPMC Policies & Procedures Licensing Regulations</p>	<p>Agenda Sign-in sheet</p>	<p>Pending</p>

Quality Improvement Plan

<p>-Mandated Child Abuse Reporting (AB1207)</p> <p>-Standards of Conduct</p> <p>-Active Supervision</p> <p>-Updates on Policies and Procedures</p>					
<p>Upon child returning or any child with an IEP, staff will be provided with training regarding the specific needs of the child/children as described on their IEP/IFSP.</p> <p>Disabilities/MH Specialist and Area Managers will follow up with staff on implementation of learned strategies to identify additional need for training and/or resources.</p>	<p>May 2024 and on-going</p>	<p>Disabilities/MH Specialist Area Managers Consultant (School District as needed)</p>	<p>IEP/IFSP Performance Standards</p>	<p>Agenda Sign-in sheet</p>	<p>Pending</p>
<p>In order to increase staff's skills and knowledge regarding positive child interactions and early identification of child's needs/supports the following trainings will be provided:</p> <ul style="list-style-type: none"> • Positive Child Discipline/Behavior Management • Developmental Screenings & Early Identification of Child Needs 	<p>May 16 & 17, 2024</p>	<p>FHI360 TA Specialist Disabilities/MH Specialist Area Managers</p>	<p>Performance Standards</p>	<p>Agenda Sign-in sheet</p>	<p>Pending</p>

Quality Improvement Plan

Actions Taken to Strengthen Systems Program-wide

Key Element:	Health & Safety: Child Abuse Reporting				
Intended Outcome:	Staff and volunteer training plans will include orientation and ongoing training of proper and timely child abuse reporting				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Delegate will adopt Health & Safety Policies and Procedures developed by the Recipient. The new policies and procedures will be implemented in 2024 throughout CAPMC's Fresno Migrant/Seasonal Head Start program.	May 2024	CAPMC Deputy Director - ECE CAPMC Area Managers CAPMC Center Supervisors	Recipient (Health and Safety) Policies and Procedures	Policy Council & Board of Directors Approvals (Actions & Minutes) Agenda Sign-in sheet Pre/Post Test	
The Recipient will work with Fhi360 to develop a T/TA plan for the Delegate for program year 2023-2024 in the following areas: Health and Safety Children's Rights Active Supervision ERSEA Child Abuse	January 2024- August 2024	CEO CYFS Division Director Program Directors Education Coordinators ERSEA Supervisor	Fhi360 T/TA Plan T/TA Funds Materials as needed	T/TA Plan Agendas Sign-in sheets Pre/Post test Evaluation forms	
Delegate will participate in Pre-Service training to gather knowledge on how to implement new policies and procedures developed by the Recipient.	March 2024	Recipient CAPMC Deputy Directors CAPMC Area Managers	Recipient (Health and Safety) Policies and Procedures	Agenda Sign-in sheet Pre/Post test Evaluation forms	

Quality Improvement Plan

Recipient will be invited to participate in Delegate’s Pre-Service to support with the implementation of the new policies and procedures.	May 2024	CAPSLO Director CAPSLO Coordinators CAPSLO Specialists CAPMC Deputy Directors CAPMC Area Managers	T/TA Funds Materials as needed	Agenda Sign-in sheet Pre/Post test Evaluation forms	
---	----------	---	-----------------------------------	--	--

Actions Taken to Strengthen Systems Program-wide

Key Element:	Monitoring				
Intended Outcome:	Implement a monitoring schedule to identify and address potential concerns and/or violations of Standards of Conduct or Child’s Personal Rights.				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Unannounced Active Supervision and Safety monitoring monthly visits to ensure compliance with the supervision of children.	From June – October 2023	Area Manager Content Specialist assigned	Performance Standards, Licensing Regulations	Unannounced Active Supervision and Safety Child Plus reports.	Monitoring visits completed on: 6/16/24 7/19/23 8/18/23 9/14/23 10/18/23

Quality Improvement Plan

<p>A case conference will be implemented within 30-45 days after the start of the program to identify any children who will need additional supports.</p>	<p>June of 2024</p>	<p>Deputy Director – Family Services Area Managers Program Specialists Center Staff</p>	<p>Performance Standards Developmental Screenings</p>	<p>Case Conference Schedule Case notes Referrals</p>	<p>Pending</p>
<p>Implementation of Active Supervision Drills.</p>	<p>June of 2024</p>	<p>Site Staff Area Managers</p>	<p>Program Policies & Procedures Performance Standards Licensing Regulations</p>	<p>Drill log Lesson Plans</p>	<p>Pending</p>
<p>On-going monitoring for Active Supervision, appropriate interactions between children and teachers, and effective implementation of program policies and procedures – announced and unannounced will be completed by management staff.</p> <p>Findings will be reviewed, and training/supports will be provided as identified during monitoring visits.</p>	<p>June of 2024 – on-going</p>	<p>Deputy Directors Area Managers Program Specialists Center Directors</p>	<p>Program Policies & Procedures Performance Standards Licensing Regulations</p>	<p>Monitoring Reports T&TA/Support Plans</p>	<p>Pending</p>
<p>Monthly monitoring reports and all licensing reports will be submitted to CAPSLO for review. Recipient will identify areas of success and/or opportunities for growth.</p>	<p>May-November 2024</p>	<p>CAPMC Program Director Area Manager Content Specialist assigned</p>	<p>Performance Standards, Licensing Regulations, Program policies and procedures</p>	<p>Monitoring reports Licensing reports</p>	
<p>CAPSLO Content Managers and Specialists will provide onsite monitoring visits on a quarterly basis, to ensure policies and procedures are being</p>	<p>May-November 2024</p>	<p>CAPSLO Content Managers and Specialists</p>	<p>Performance Standards, Licensing Regulations, Program policies and procedures</p>	<p>Monitoring reports</p>	

Quality Improvement Plan

followed and provide additional T/TA guidance to CAPMC.	(Specific dates to be determined)				
CAPSLO will be invited to support CAPMC during program self-assessment, specifically in the areas of: Health and Safety Children’s Rights Active Supervision ERSEA Child Abuse Early Identification of Children Requiring Special Support	To be determined	CAPSLO Content Managers and Specialists	Performance Standards, Licensing Regulations, Program policies and procedures	Self-assessment report	
A yearly evaluation regarding the monitoring system will take place to ensure effectiveness of the T/TA plan.	September 2024	CAPSLO CYFS Division Director, Program Director, and Fhi360	Performance Standards, Licensing Regulations, PIR, Self-Assessment Report, and Program policies and procedures	Monitoring reports Licensing reports	

Quality Improvement Plan

Actions Taken to Strengthen Systems Program-wide

Key Element:	Parent Involvement and Training				
Intended Outcome:	Parents will be included as partners in child safety by receiving training and ongoing information regarding how the program keeps children safe. Parents will be well informed on Active Supervision policies and understand their importance.				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
Update Parent Handbook to include safety topics that will include Active Supervision and expectations from parents, staff, and children.	May of 2024	Deputy Director – Family Service Area Managers Health Specialist	Performance Standards, Licensing Regulations	Parent Handbook Receipt	Pending
Active Supervision and Child Abuse Reporting procedures will be reviewed during the “parent orientation” and/or at the first home visit to ensure parents are aware of program’s policies and procedures, expectations, and potential questions are addressed at that time.	June of 2024 and on-going	Center Director Advocate Teacher	Performance Standards Program Policies and Procedures Parent Handbook	Agenda Sign-in sheet Home visit form Contact Log	Pending
During the first center parent meeting, parents will be provided with training related to active supervision and child abuse reporting to ensure understanding of program procedures. Parents will be given an opportunity to provide suggestions and/or strategies to ensure children’s safety. Additionally, parents will be asked to assist in always ensuring safety including timely reporting of any concerns.	July of 2024	Deputy Director – Family Services Program Governance Specialist Center Director	Performance Standards Program Policies and Procedures Parent Handbook	Agenda Sign-in sheet Center Meeting Calendar	Pending

Quality Improvement Plan

<p>Although Active Supervision is a standing topic as part of the Parent Policy Committee agenda; specific training will be provided to PPC members. PPC parents are reminded to report any safety issues and/or provide suggestions for on-going improvement. The targeted training will help PPC members understand their role as representatives.</p>	<p>July of 2024</p>	<p>Head Start Program Director Program Governance Specialist</p>	<p>Performance Standards Program Policies and Procedures Parent Handbook</p>	<p>Agenda Sign-in sheet</p>	<p>Pending</p>
<p>The program will be implementing the Pyramid Model strategies to promote social emotional support for all children and supporting their ability to communicate with children about feelings and appropriate interactions. Parents will play an important role and will be provided with information via letters regarding activities and practices that will be taking place in the classrooms.</p>	<p>July of 2024</p>	<p>Disabilities/MH Specialist Area Managers Center Directors</p>	<p>Performance Standards Pyramid Model</p>	<p>Lesson Plans Parent letters Parent meeting schedule</p>	<p>Pending</p>
<p>Pyramid Model training will be provided to Parent Policy Committee members as liaisons to their centers, they will also promote and encourage center parents to support and participate in program activities.</p>	<p>August 2024</p>	<p>Head Start Program Director Program Governance Specialist Disabilities/MH Specialist</p>	<p>Performance Standards Pyramid Model</p>	<p>Agenda Sign-in sheet Handouts</p>	<p>Pending</p>



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: April 11, 2024

Author: Maritza Gomez-Zaragoza

DATE: February 26, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: 2023-2024 Head Start Programs Fiscal Self-Assessment

I. RECOMMENDATIONS:

Review and consider approving the results of the 2023-2024 Head Start Programs Fiscal 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 and Head Start Performance Standards. Fiscal staff utilized the 2024 Monitoring Protocol to determine compliance, recommendations, and/or areas of concern.

III. DISCUSSION:

- Fiscal Account Managers conducted the Head Start Fiscal Self-Assessment from December 5th through 8th of 2023.
 - Staff reviewed the following:
 - Fiscal procedure compliance
 - Cost Allocation Plan Compliance
 - Compliance with Liability, Child and Property Insurance
 - Compliance with Inventory records
 - Large purchase activity
 - Payroll, Wage Comparability, Workman's Comp, and Bonuses
 - Internal Control
 - Reporting to PC and Governing Body
 - IRS Reporting
 - Financial Reporting
 - Non-Federal Share
 - Report on findings is attached for review.
- The results of the 2023-2024 Head Start Programs Fiscal Self-Assessment will be presented for approval to the Policy Council on April 4, 2024.

IV. FINANCIAL IMPACT: None



FISCAL SELF-ASSESSMENT Review Year 2023-2024 PROGRAM STRENGTHS, RECOMMENDATIONS AND FINDINGS

Program: CAPMC Head Start Programs		December 5-8, 2023
Program Area	Program Strengths/Highlights	
Fiscal Management	Fiscal files and documentation is well organized.	
CFR Part 75.302(b)(4)	Effective control over and accountability for all funds, property and other assets is enhanced by the experience and longevity of the staff in the Fiscal Department. The Fiscal Department has been able to retain highly qualified individuals to oversee the fiscal operations. This allows them to successfully administer, monitor and utilize the Financial Policies and Procedures. The two Accountant Program Managers overseeing the three Head Start Programs have been with the agency 21 and 17 years. Additionally, the Accounting Technician who manages the accounts payable has been with the agency for 35 years.	
CFR Part 75.303	There is strong evidence that internal control system is operating effectively in the procurement area. The transactions and filing system in accounts payable system clearly demonstrate that all staff from the center level to the central office are adhering to the Agency's Financial Policies and Procedures.	
Program Area	RECOMMENDATION	PLAN OF ACTION
CFR Part 75.430(a)(1)	It is recommended that employees timesheets be revised in order to detail actual activities and time allocated to such activities on timesheet.	<ul style="list-style-type: none"> Program staff will develop a timesheet for each center position with prefilled activities based on staff's job duties. Staff will be training on how to properly complete and document time allocated to each activity on timesheet.
CFR Part 75.430(a)(1)	Personnel Action Form (PAF) is a HR form. PAF did not match allocation on timesheet. Timesheet is an actual allocation that is used bi-weekly, and allocation varies per pay period. Recommend to relabeling or removing the Distribution box on PAF to reduce confusion.	<ul style="list-style-type: none"> Meeting will be scheduled with Fiscal, HR, and HS staff to update the Personnel Action Form and remove "Distribution box" in order to avoid confusion for Fiscal Dept.

<p>45CFR Part 75.319 45CFR Part 75.320 1303.46(b)(4) 1303.47(a)</p>	<p>Head Start programs need to strengthen the system for inventorying all equipment over \$5,000, center inventories, and documentation/log of facilities with Federal Interest.</p>	<ul style="list-style-type: none"> • Account Managers will develop a system to track the following: <ul style="list-style-type: none"> ○ Equipment over \$5,000 (inclusive of center equipment, IT, Food Service, and vehicles) ○ Federal Interest Facility Records ○ Center Inventory
<p>Performance Standards: Program Area</p>	<p style="text-align: center;">FINDING</p>	<p style="text-align: center;">CORRECTIVE PLAN OF ACTION</p>
	<p style="text-align: center;">NONE</p>	



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: April 11, 2024

Author: Maritza Gomez-Zaragoza

DATE: February 28, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Community Assessment Update for Community Action Partnership of Madera County-Fresno Migrant/Seasonal Head Start

I. RECOMMENDATION:

Review and consider approving the 2021-2025 Community Needs Assessment Final Report for Fresno Migrant and Seasonal Head Start.

II. SUMMARY:

The Community Assessment describes and reviews the geographic area, the economy and workforce, characteristics of residents, available resources, and the needs of Migrant Seasonal Head Start eligible families.

Staff is providing the 2023-2024 Community Assessment Final Document for review and consideration.

III. DISCUSSION:

- Under the new Head Start Program Performance Standards, a program must complete a comprehensive community assessment to identify the needs of the community and the need for Migrant Seasonal Head Start services at the beginning of the 5-year grant cycle and updated every year thereafter.
- CAPMC has conducted the community assessment for Fresno County. The process for the completion of the assessment included gathering of demographic data from the census, data on crop fluctuations if any, data on migrant patterns, and data on community resources.
- The information gathered was utilized to establish goals for the program, revise/update selection criteria if changes are needed, and identify any areas in need of Fresno Migrant Head Start services.
- The 2023-2024 community assessment update includes current data and program information that will be used for program planning.

- The Community Assessment Update for Community Action Partnership of Madera County-Fresno Migrant/Seasonal Head Start was presented for approval to the Policy Council on March 19, 2024.

IV. FINANCING:

Minimal



2023-2024 COMMUNITY ASSESSMENT

FRESNO MIGRANT & SEASONAL HEAD START

Data about the migrant/seasonal farmworker population in the service areas of Fresno County.

EXECUTIVE SUMMARY

The Community Action Partnership of Madera County Migrant & Seasonal Head Start program in Fresno County serves 469 children from 6 weeks to 5 years of age, for 109 days in a center-based setting. In the 2023-2024 program year a winter program was opened for children in Orange Cove and Inez C. Rodriguez centers to provide services for families and children during the citrus harvest season. The need for programs serving income-eligible children in the communities continues to be evident, and the data presented in this document supports the necessity of having these Head Start centers open.

Our center-based program operates in the six following cities:

TABLE 1

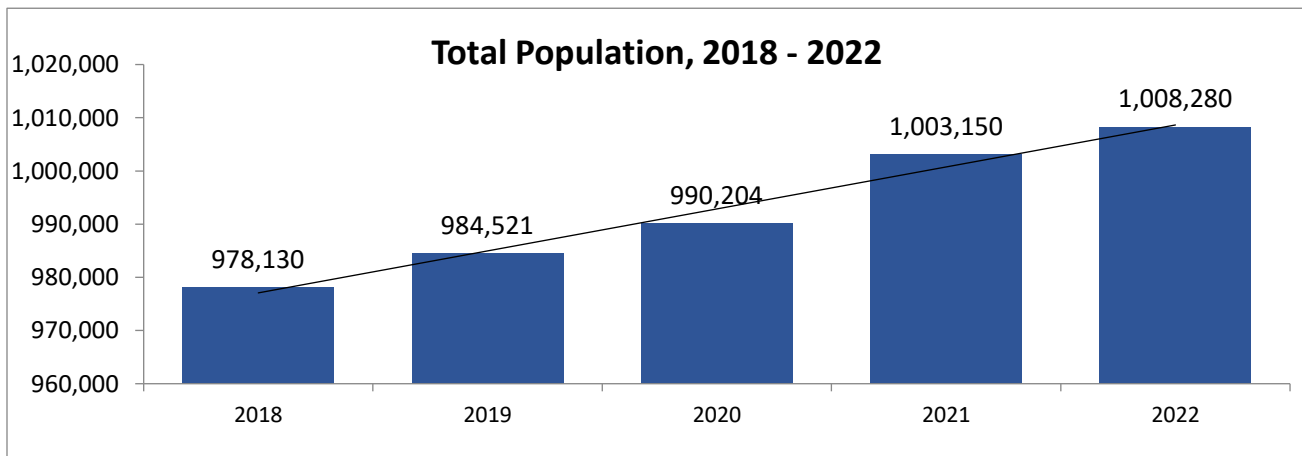
City	Population	Children Under 5
Selma	24,430	6.8%
Orange Cove	9,525	8.4%
Reedley	25,441	9.4%
Mendota	12,618	9.8%
Firebaugh	8,418	7.8%
Five Points	Data Unavailable	Data Unavailable

Source: United States Census Bureau (Quick Facts July 1, 2022)

The service area is limited to the rural areas of Fresno County. Data is unavailable for Five Points due to its small size and rural location. Recruitment is determined by three factors: the location of growers and agricultural areas, program center location and acceptable transportation times per the Head Start Performance Standards.

The total population for Fresno County in 2022 was 1,008,280 resulting in a 1.03% increase in population from 2018. The state of California also experienced a 1.5% increase in population over the same period according to the United States Census Bureau.

TABLE 2



Source: U.S. Census Bureau, American Community Survey 2022, 5-Year Estimates. B01003.

DEMOGRAPHIC MAKE-UP OF MIGRANT/SEASONAL HEAD START ELIGIBLE CHILDREN AND FAMILIES

Over 2.5 million agricultural workers travel throughout the U.S., serving as the backbone for a multi-billion-dollar agricultural industry. Within the population, 15% have been identified as migrating, while 85% reported as settled farmworkers. (*Source:* National Center for Farmworker Health, Inc.) Fresno County is home to 1.88 million acres of the world’s most productive farmland, with agricultural operations covering nearly half of the country’s entire land base of 3.84 million acres (*Source:* Fresno County Farm Bureau). Estimates for the number of migrant and seasonal children in the service area of Fresno County are based upon the number of migrant workers and workers who worked less than 150 days from the 2022 US Census of Agriculture. From that number, a series of percentages are applied to estimate the number of children who are eligible for migrant/seasonal services. See the table below.

TABLE 3

Value	Description	Source
22,320	Hired farm labor who worked less than 150 days	<i>US Census of Agriculture 2022, Table 7, Fresno County</i>
57%	Percentage of workers who are parents	<i>National Center for Farmworker Health, Agricultural Worker Demographics 2018</i>
42%	Percentage of workers who migrate with children	<i>National Center for Farmworker Health 2018</i>
2	Average number of children per migrant/seasonal farmworker	<i>National Agriculture Work Survey</i>
96%	Percentage of children under the age of 18	<i>National Agriculture Work Survey</i>
31.2%	Estimated percentage age 5 or less compared to 0-18	<i>US Census American Community Survey, 2022 5 Year Estimates, B09001</i>
3,200	ESTIMATED NUMBER OF MIGRANT/SEASONAL CHILDREN 0-5 IN FRESNO COUNTY	
1,484	Of the estimated number of migrant/seasonal children in Fresno County, the percentage of 0-2 year olds (46.4%)	<i>US Census American Community Survey, 2022 5 Year Estimates, B09001</i>
1,712	Of the estimated number of migrant/seasonal children in Fresno County, the percentage of 3-5 year olds (53.5%)	<i>US Census American Community Survey, 2022 5 Year Estimates, B09001</i>

Source: Various (See above)

The racial, ethnic, and cultural diversity of the population in Fresno County continues to change. In 2022, the Fresno County Hispanic population increased to 54.2% from 50.3% in 2012. (*Source:* 2012, 2022 American Community Survey DP05).

Fresno County shows a decrease over the time period of 2018-2022 for children ages 0-5 years old. Although the overall county population shows an increase of over 1.08%, the children ages 0-5 show a slight population decrease of 1.06% for the same period of time.

TABLE 4

	Population of Children Age 0-5				
Service Area	Fresno County				
	2018	2019	2020	2021	2022
Under 3	44,995	44,630	43,106	42,336	40,995
3 and 4 years	33,567	33,009	33,193	32,671	31,582
5 years	15,237	14,800	15,281	15,845	15,707
Total	93,799	92,439	91,580	90,852	88,284

Source: U.S. Census Bureau, American Community Survey 2018-2022, 5-Year Estimates. B09001.

AGRICULTURE IN FRESNO COUNTY

According to the Fresno County's 2022 Crop Report the total gross production value for 2022 was \$8,095,546,000. This represents an increase of \$9,979,000 or 0.12% above the previous year's total. Grapes moved up to the leading agricultural commodity in Fresno County with a gross value of \$1,241,178,000, which represents 15.3% of the total gross value of all crops produced in 2022. The total gross value of almonds is in the number two spot at \$1,141,308,000, followed by pistachios at \$705,941,000.

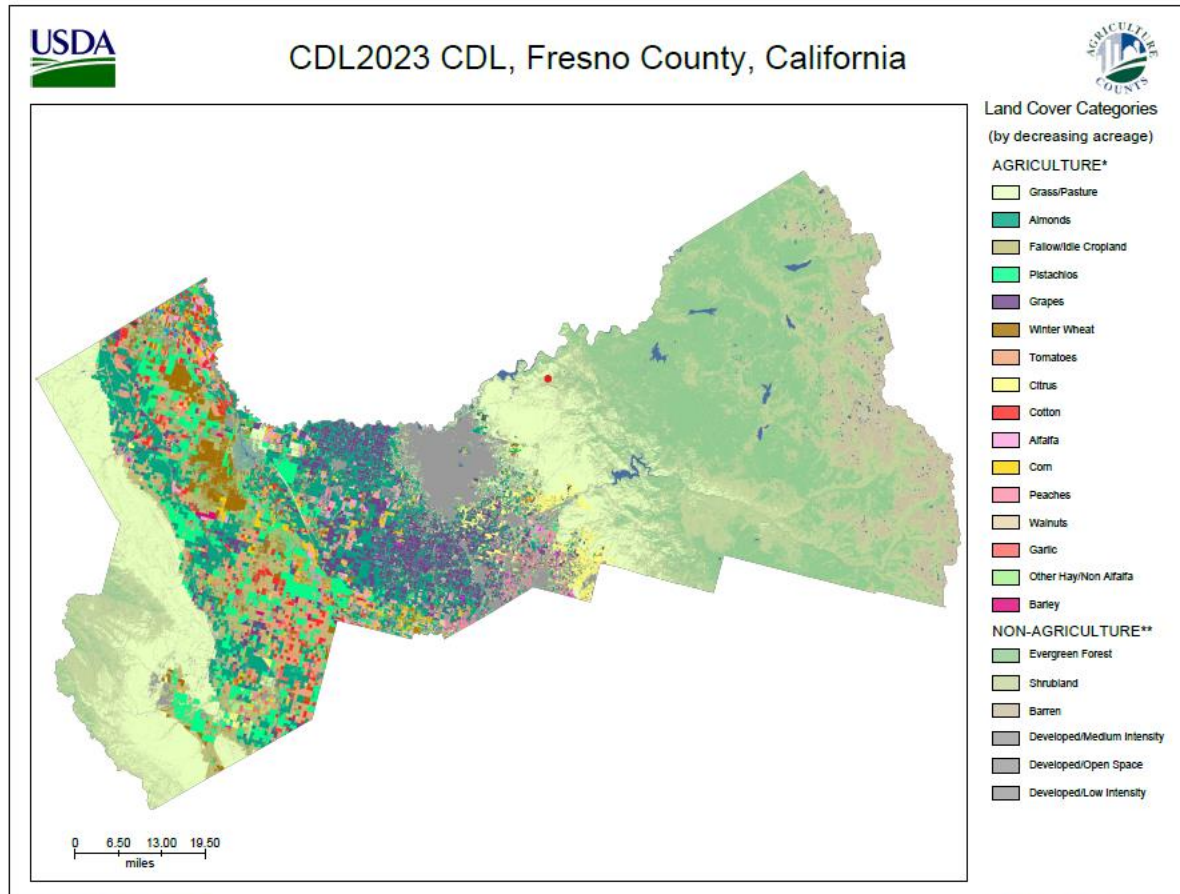
TABLE 5

Commodity	2022 Total Value	2021 Rank
Grapes	\$1,241,178,000	2
Almonds	\$1,141,308,000	1
Pistachios	\$705,941,000	3
Milk	\$655,138,000	5
Poultry	\$538,305,000	4
Cattle & Calves	\$488,665,000	6
Tomatoes	\$429,263,000	8
Peaches	\$368,392,000	10
Garlic	\$351,875,000	7
Mandarins	\$240,684,000	11

Source: Fresno County Crop Report, Ten leading Crops, Fresno County, 2022

Fresno Migrant/Seasonal Head Start center-based program operates from May to November, which are busiest months of seasonal farm labor based on the data provided from the Fresno County Farm Bureau. In addition, the county of Fresno's annual crop and livestock report reveals that milk and poultry are among the top five agricultural producers in the state and nation, which provides farm labor employment all year round.

Below is the United States Department of Agriculture mapped land cover categories according to 2023 data.



Fresno County has 4,427 farms that harvest more than 350 different crops, contributing billions of dollars directly to the California economy and supporting 20% of all jobs in the Fresno area. It also continues to supply the highest quality of food and fiber nationwide and abroad to 90 countries around the world. During the summer months of June, July, and August the following main crops are harvested: onion, cantaloupe, melon, bell peppers, sweet corn and tomatoes. The fall months of August, September and October are the busiest time for many Fresno County farmers. During that time, the following main crops are harvested: peaches, plums, nectarines, apricots, grapes, almonds, and pistachios.

According to the National Center for Farmworker Health, Inc., the state of California has 586,302 farmworker employees. The following data is the Fresno County farmworker population estimates in animal or crop production.

TABLE 6

Animal Production Workers	2,978	7.3%
Crop Production Workers	74,365	13.3%
Total Workers	71,981	12.3%
Total Dependents	114,450	12.5%

Source: National Center for Farmworker Health, Inc. Summary of Farmworker Profiles 2017

The calendar below specifically shows the many crops that are harvested during the year by month.



Fresno County Harvest Calendar

<p>JANUARY Broccoli Citrus Grapefruit Lemons Oranges Pummelos Tangelos Tangerines</p> <p>FEBRUARY Broccoli Citrus Lemons Oranges Tangelos Tangerines</p> <p>MARCH Asparagus Broccoli Citrus Lemons Mandarins Oranges Tangelos Tangerines Lettuce</p>	<p>APRIL Asparagus Broccoli Citrus Oranges Lettuce Peas Strawberries Wheat</p> <p>MAY Alfalfa Asparagus Blueberries Cherries Citrus Oranges Cucumbers Green Beans Nectarines Onions Peaches Peas Plums Squash Strawberries Wheat</p>	<p>JUNE Alfalfa Apricots Asparagus Barley Bell Peppers Blueberries Boysenberries Cherries Chili Peppers Citrus Oranges Corn Cucumbers Eggplant Grapes Green Beans Nectarines Onions Peaches Peas Plums Squash Strawberries Tomatoes Wheat</p>	<p>JULY Alfalfa Apricots Apriums Barley Bell Peppers Blueberries Cantaloupes Chili Peppers Citrus Oranges Corn Cucumbers Eggplant Figs Garbanzo Beans Grapes Green Beans Honeydew Nectarines Onions Peaches Pears Peas Plums Piuots Safflower Squash Strawberries Tomatoes Watermelons Wheat</p>	<p>AUGUST Alfalfa Almonds Apples Aprums Apriums Barley Bell Peppers Cantaloupes Carrots Chili Peppers Corn Cucumbers Eggplant Figs Garbanzo Beans Garlic Grapes Green Beans Jujubes Nectarines Onions Peaches Pistachios Plums Pumpkins Rice Sorghum Squash Strawberries Sunflower Tomatoes Watermelons Wheat</p>	<p>SEPTEMBER Alfalfa Apples Barley Bell Peppers Cantaloupes Carrots Chili Peppers Corn Cucumbers Eggplant Figs Green Beans Honeydew Jujubes Nectarines Onions Peaches Pistachios Plums Pumpkins Rice Sorghum Squash Strawberries Walnuts Watermelons Wheat</p>	<p>OCTOBER Alfalfa Apples Barley Bell Peppers Broccoli Cantaloupes Chili Peppers Corn Cotton Eggplant Grapes Green Beans Kiwi Lettuce Persimmon Pistachios Pomegranate Pumpkins Rice Sorghum Squash Tomatoes Walnuts Watermelons Wheat</p>	<p>NOVEMBER Alfalfa Bell Peppers Broccoli Citrus Lemons Oranges Cotton Eggplant Grapes Green Beans Kiwi Long Beans Olives Persimmon Pistachios Pomegranate Squash Tomatoes Walnuts</p> <p>DECEMBER Broccoli Citrus Grapefruit Lemons Oranges Cotton Olives Pomegranate Turnips</p>
<p>HARVESTED YEAR-ROUND Cattle and Calves Eggs Hogs and Pigs</p>		<p>Nursery Products Sheep and Lambs</p>					

1274 W. Hedges Ave. • Fresno, CA 93728 • O: 559-237-0263 • F: 559-237-3396 • www.fcb.org • info@fcb.org

Revised 2/2016

When the center-based program closes at the end of November, children under 3 years old are referred to family childcare providers in their community. In addition, parents are referred to local agencies where childcare is provided.

CHILD DEVELOPMENT AND CHILDCARE PROGRAMS SERVING HEAD START ELIGIBLE CHILDREN

Subsidized programs in Fresno County aim to serve low-income or at-risk families. Table three below displays the childcare and development programs in Fresno County with the children ages 0-5, and children ages 6-12 each served in 2021-2022, data for 2023 was not available; the Office of Fresno County Superintendent of Schools collected the data.

The implementation of Transitional Kindergarten and Universal Preschool in Fresno County has had a direct impact on the Head Start program and its ability to maintain enrollment in the centers. According to the 2022, California County Scoreboard of Children’s Well-Being 40% of 3 and 4 years old in Fresno County enrolled in preschool or transitional kindergarten. Transitional Kindergarten accepts children of which a few years ago would have otherwise been served by a preschool program such as State Preschool, Head Start, or a private program.

TABLE 7

Child Care Program	Infant/Toddler (0-2)	Preschool (2-5)	School-Age (6-12)
Full-Day Center (CCTR)	224	189	270
CA State Preschool (CSPP) Full-day	0	679	0
CA State Preschool (CSPP) Part-day	0	2,765	0
FCCH Networks	12	19	31
Migrant	5	20	15
California Alternative Payment	337	651	1,000
CalWORKs Stage 1	347	1,349	1,564
CalWORKs Stage 2	170	340	461
CalWORKs Stage 3	200	498	1,237
Head Start	0	2,614	0
Early Head Start	618	0	0
CAPMC Fresno Migrant & Seasonal Head Start	263	148	0
Other: ASES	0	0	25,547
Transitional Kindergarten (for Preschool-aged children)	0	2,954	0
TOTAL CHILDREN SERVED	2,176	12,226	30,125



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: April 11, 2024

Author: Jeannie Stapleton

DATE: April 1, 2024

TO: Board of Directors

FROM: Ana Ibanez

SUBJECT: Community Services Block Grant (CSBG) Closeout for Contract 23F-4023

I. RECOMMENDATION:

Review the CSBG Closeout Report for Contract 23F-4023. (Informational Only)

II. SUMMARY:

Community Services Block Grant is a funding stream administered by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services. In California CSBG is governed by “the principal of community self-help, thereby promoting new economic opportunities for Californians living in poverty through well-planned, broadly-based, and locally controlled programs of Community Action Agencies (CAA).

Community Action Partnership of Madera County (CAPMC) partners with the CSBG through a contract.

III. DISCUSSION:

CAPMC is one of 60 private non-profit and local government organizations referred to as eligible entities that receive CSBG funding. This network of eligible entities administers programs that assist low-income individuals and families with attaining the skills, knowledge, and motivation necessary to achieve self-sufficiency.

The 2023 CSBG contract was a two-part agreement. Part 1 consisted of the base contract and Part 2 consisted of Administrative, Financial and Programmatic Policies and Procedures.

The contract period covered the period of January 1, 2023, through May 31, 2024.

Community Action Partnership of Madera County, Inc. fully expended the \$318,202 contract allocation.

Community Action Partnership of Madera County, Inc fully expended the \$7,251 of the contract allocation for Discretionary portion.

IV. FINANCING:

NA



JASON WIMBLEY
ACTING DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

3/27/2024

VIA ELECTRONIC MAIL ONLY

Mattie Mendez, Executive Director
Community Action Partnership of Madera County
MMendez@MaderaCAP.org

SUBJECT: CSBG CLOSE-OUT PACKAGE – CONTRACT 23F-4023

Dear Ms. Mendez,

The Department of Community Services and Development's ("CSD") Field Operations Unit ("FOU") has received your agency's Close-out Report for contract 23F-4023. My analysis of the Close-out information indicates the following:

CAA

- The agency fully expended the \$318,202 contract allocation.
- The agency reported **no** program income for the program year.
- The agency reported **no** interest for the program year.
- The agency reported purchasing **no** equipment for the program year.
- The programmatic reports associated with this contract have been reviewed and accepted.

Discretionary

- The agency fully expended the \$7,251 contract allocation.
- The agency reported **no** program income for the program year.
- The agency reported **no** interest for the program year.
- The agency reported purchasing **no** equipment for the program year. The programmatic reports associated with this contract have been reviewed and accepted.

FOU considers this contract closed and the Close-out Report has been forwarded to CSD's Financial Services Unit for processing. However, this contract is subject to a final review by CSD's Audit Unit. If you have any questions concerning this report, please call me at (916) 594-2763 or e-mail your comments to me at Patrick.Kane@csd.ca.gov.

Sincerely,

Patrick Kane

Patrick Kane
Associate Governmental Program Analyst

c: Wilmer Brown, Jr., Manager
CSBG Field Operations Unit



Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: April 11, 2024

Author: Maritza Gomez-Zaragoza

DATE: February 15, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Recruitment & Enrollment Selection Criteria 2024-2025

I. RECOMMENDATIONS

Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2024-2025 program year for Madera Migrant and Seasonal Head Start.

II. SUMMARY

Staff is requesting approval of the Recruitment Procedure and the 2024-2025 Enrollment Selection Criteria. CAPMC's Selection Criteria has been aligned with SCOE – Central CA Migrant/Seasonal Head Start approved Selection Criteria.

III. DISCUSSION

- ✓ Staff changed the Selection Criteria to be in alignment with the priorities provided and approved by SCOE-Central CA Migrant/Seasonal Head Start Policy Council.
 - ✓ Families wishing to participate in the Madera Migrant/Seasonal Head Start Program will be selected based on the Selection Criteria provided by Central California Migrant/Seasonal Head Start and approved by the Madera MHS Policy Committee.
 - ✓ Points will be assigned to applicants based on the specific eligibility criteria which were developed utilizing the Head Start eligibility standards to assure children with the greatest need receive services.
 - ✓ Recruitment process will continue to focus on enrolling children with disabilities in order to comply with the 10% mandate.
 - ✓ The recruitment procedure/plan will include the participation of all CAPMC employees. Head Start staff will actively recruit throughout the program year developing a plan to participate in community events/functions.
 - ✓ If any policy/procedure updates are made by the Office of Head Start, changes will be made accordingly and brought to the Policy Committee for approval.
- The Enrollment Selection Criteria and the Recruitment Procedure for the 2024-2025 program year will be presented to the Policy Committee for approval on April 9, 2024.

IV. **FINANCING:** None

POLICY

2024-2025 Central California Migrant Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy

Area: Program Operations

Subject: PO-A02 Eligibility, Recruitment, Selection, Enrollment, and Attendance

Reference: 1302.12, 1302.13, 1302.14, 1302.15, 1302.16, 1302.18

Purpose:

The grantee must have a process in place to appropriately determine eligibility, recruitment, selection, enrollment and attendance of children.

Policy:

The following policy will be implemented to meet local needs and provide maximum program awareness in order to recruit, prioritize, select, enroll, and track attendance for children. This will also apply to agencies utilizing State funds for collaborated programs. Each year this policy will be reviewed and approved by the Central California Migrant Head Start (CCMHS) Policy Council, the Recipients Governing Body (JPA).. Each sub-recipient agency may establish its own ERSEA policies and enrollment priorities as long as they are in compliance with and do not contradict the Recipients and they receive approval from their Policy Committee, and Governing Body. The Recipient must also review the sub-recipients policy if they choose to make changes based on local community needs and services.

Policy Guideline:

ELIGIBILITY

Program staff must complete an in-person interview with each family. If an in-person interview is not possible due to family circumstances, staff may conduct the interview over the phone. All documents used to verify eligibility become part of the child's Eligibility Determination Record. Eligibility Determination Records must be kept for all children currently enrolled and for one year after they either have stopped receiving services or are no longer enrolled.

A. Age

1. Migrant Seasonal Head Start enrollees will be under the age of compulsory school attendance. Children who have already attended Kindergarten are not eligible for enrollment.
2. Migrant Seasonal Early Head Start enrollees must be under the age of 3 or a pregnant woman to qualify.

3. Program staff must verify the child's age.
4. For pregnant women, staff must verify pregnancy.

B. Eligibility Criteria

In order to qualify for CCMHS services, a family will meet the following definitions with the intent of serving farm workers:

1. **A migrant family means**, for the purpose of Head Start eligibility, a family who changed their residence by moving from one geographic location to another either intrastate or interstate within the preceding 2- year period for the purpose of engaging in agricultural work and whose family earned income comes primarily from this activity.
2. **A seasonal family means**, for the purpose of Head Start eligibility, a family who is engaged during the program season primarily in seasonal agricultural labor. In addition, seasonal families have not changed their residence to another geographic location in the preceding 2-year period and whose family's earned income comes primarily from Agriculture work.
3. **Agricultural work means**, for the purpose of eligibility, all service performed:
 - a. on a farm or ranch, in the employment of any person, in connection with cultivating the soil, or in connection with the production or processing of any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training, and management of livestock, bees, poultry, and fur-bearing animals and wildlife.
 - b. in the employment of the operator of a farm or ranch, in connection with the operation, management, conservation, improvement, or maintenance of such farm and its tools and equipment including irrigation, or in salvaging timber (forestry) or clearing land of brush and other debris left by a hurricane or similar environment event.
 - c. in the employment of the operator of a farm or ranch in handling, planting, drying, packing, packaging, processing, freezing, canning, grading, storing, or delivering to storage or to market or to a carrier for transportation to market, in its unmanufactured, or unprocessed state, any agricultural or horticultural commodity.
 - d. The definition of agricultural work shall be deemed to be applicable with respect to service performed in connection with any agricultural, horticultural, viticulture, or apiculture commodity or steps thereof prior to its delivery to a terminal market for distribution for consumption; or on a farm or ranch operated for profit as long as such service is in the course of the employer's trade or business or is domestic service in a private home of the employer. As used in this subsection, the term "farm" includes stock, the raising, feeding and management of livestock, dairy, poultry, fishing, mollusks, and insects, including but not limited to herding, housing, hatching, milking, shearing, handling eggs, and extracting honey; fruit, fur-bearing animal, and truck farms, plantations, ranches, nurseries, wineries, ranges, greenhouses or other similar structures used primarily for the raising of agricultural or horticultural commodities, and orchards.

4. **Intent to Work in Agriculture means**, for the purpose of eligibility, that staff has determined at the time of application that the family meets federal income guidelines, that less than fifty percent (50%) of their income was from agricultural work and that their move was in search of agricultural work. These families may complete a “Declaration of Intent to Work in Agriculture” form. Declarations of Intent do not satisfy the “presently working” selection criteria unless the family is presently working. Staff will follow-up with the progress of obtaining employment in agriculture according to the timelines stipulated within the approved procedures for Declarations of Intent (EL 23).
5. **A pregnant woman or child** is eligible if one of the above criteria is met and;
 - a. The family’s income is equal to or below the poverty line; or
 - b. The family is eligible for or, in the absence of childcare, would be eligible for public assistance; including TANF child-only payments; or
 - c. The child is homeless as defined by the McKinney Vento Assistance Act (42 U.S.C. 11434 (a) (2) sect.725(2); or
 - d. The child is in foster care.
 - e. The family is receiving Public Assistance (TANF or SNAP/Cal Fresh)
 - f. The child or someone in the family size is receiving SSI
6. Program staff must verify eligibility based on income with the use of W-2’s, tax forms, pay stubs or other proof of income to determine the family income for the relevant 12-month time period.
7. To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.
8. To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment
9. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Migrant Seasonal Head Start Programs.

RECRUITMENT

In all recruitment efforts, adequate program descriptions will be made available, including general program content, general location of centers or family childcare homes, service areas, dates, times and places of registration, ages of children accepted, facility license number and contacts for additional information. Programs must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care. If the program does not provide transportation services, information about public transit available to families must be in recruitment announcements. The announcements distributed during the preliminary recruitment phase will contain sufficient information to enable families to apply at any time during the program year. Each agency will complete a recruitment plan annually.

A. Recruitment Activities

Preliminary recruitment will begin a minimum of one month prior to the scheduled program opening. The program will be advertised in the following manner with the highest priority going to efforts that contact families directly.

1. Door-to-door and/or direct contact with potential families will be made in the service areas by staff with the assistance of parents, if they are available.
2. An agency may elect to use local radio and television stations and newspapers to announce the opening of registration and ongoing recruitment.
3. As feasible, notices in the native languages of the eligible families will be posted at laundromats, grocery stores, service stations, churches, health clinics, workplaces, county farm bureau offices, county agricultural commissioner offices, and other locations where the public and/or agricultural workers generally gather.
4. Schools and community agencies, including agencies serving children with disabilities and agencies serving migrant and seasonal farmworker families, will be notified and asked for referrals.
5. Staff will actively recruit families experiencing homelessness and children in foster care by contacting shelters and foster agencies.
6. The plan for recruiting pregnant women should address those experiencing homelessness, pregnant teens, teens in foster care, and women with special needs/risk factors. In addition, programs should attempt, as appropriate, to involve the child's father in the program.
7. Utilize the COPA Recruitment, Eligibility Waiting List and Ineligible/Terminated list for potential applicants.
8. Ongoing recruitment will continue during the season to be able to reach those families who arrive in the area following the preliminary recruitment period with information sufficient to access program services. Program staff will also continue to provide ongoing outreach activities to the community in order to identify underserved populations, potential community partners and general community awareness of the programs.

B. Applications

1. Applications will be accepted on an ongoing basis.
2. A Child/Family Services Application will be completed with parent/legal guardian.
3. All data regarding income, date of birth, immunization status, migratory move, and any special circumstances will be verified by Head Start staff completing the application and designated management staff.
4. Disabilities must be verified by a current IEP/IFSP document.
5. During the application process, parents will be informed of their eligibility status and their child's name will be placed on the electronic waiting list. Parents will be provided information about other childcare programs in the area if they do not meet the Migrant Head Start eligibility requirements. All completed applications will be inputted into the electronic database.
6. Programs that provide services through Head Start and state will verify income, family size, and need as required by the applicable funding sources. For pregnant women applications, the unborn child is included in the family size.

7. For re-enrollee children who are under three years of age, the family income will not need to be reverified until the child turns three years old. For re-enrollee children who are three years old and older, income will not need to be reverified until the third year of services.
8. For re-enrollees, staff will verify that the family has worked in Agriculture yearly for eligibility purposes only.

SELECTION

The Central California Migrant Head Start Policy Council and Governing Body will approve the criteria for defining enrollment priorities. The electronic data base system will prioritize all applications for Migrant/Seasonal Head Start programs by assigning a point value to each priority below:

A. Criteria

1. Enrolled families will meet the eligibility criteria provided above for age and status as a migrant or seasonal farm worker family.
2. Income Eligible (includes public assistance TANF/SNAP/Cal Fresh, SSI, Foster and Homeless)
3. Migrant Family
4. Transition between MSHS program (without a break in service in any SCOE sub recipient /directly Operated MSHS program within the same program year)
5. Re-enrollee (prior enrollment in any SCOE EHS/RHS or CCMHS program)
6. Current IEP/IFSP (this could apply for a pregnant woman with an IEP)
7. Homeless (automatically eligible)
8. Child Protective Services /Court Referral
9. At Risk of Abuse/Neglect / Exploitation /or Domestic Violence (written referral dated within 6 months from legal, medical, social service agency or shelter with required elements)
10. Foster Child/Independent Living (Foster System) (automatically eligible)
11. Teen Parent (compulsory school age)
12. Non-parental guardianship
13. High Risk Pregnancy Diagnosed by doctor or Mental Health professional (for enrollment of pregnant woman only)
14. Transition between agency's state funded Child Development Program and MSHS program (without a break in service in any MSHS program of SCOE or its contracted agencies within the same program year)
15. Prior IEP/IFSP
16. Single Parent Working in Ag
17. Both Parent(s) Working in Ag
18. One Parent Working in Ag
19. Single Parent Seeking Ag Work
20. Both Parents Seeking Ag Work
21. One Parent Seeking Ag Work
22. Seasonal
23. 1-2 moves last 24 months
24. 1-2 moves last 12 months

25. 3-4 moves last 24 months
26. 3-4 moves last 12 months
27. 5-6 moves last 12 months
28. 5-6 moves last 24 months
29. 7-8 moves last 12 months
30. 7-8 moves last 24 months
31. 9 or more moves last 12 months
32. 9 or more moves last 24 months
33. Sibling of enrolled child
34. Over Income

B. Waiting Lists

1. Eligible Accepted List will be utilized to maintain the waiting list used for the selection of children for enrollment. Center management and/or social service staff will review and print the Eligible Accepted List as openings occur and at least monthly to ensure an accurate and current waitlist.
2. Programs implementing more than one option (center base and family childcare home) will maintain a waiting list for each option.
3. After meeting full enrollment or capacity has been met, including 10% enrollment of children with disabilities, each agency must sustain a viable waitlist. When an agency does not have a viable waitlist to fill current or upcoming vacancies, a Recruitment Work Plan will be completed and submitted to the Grantee documenting ongoing recruitment efforts.

C. Selecting Children for Enrollment

After prioritization on the electronic database has taken place and waiting list has been established, all available openings will be filled.

1. All income eligible re-enrollees will be selected first.
2. Foster and homeless families will automatically be selected after all income eligible re-enrollees.
 - If you have two children with the same points, income, application date and homeless status, the child who does not have a regular living environment will be selected first. (Child living in car, hotel, shelter etc. will be selected before a child sharing housing for economic reasons)
3. The child with the lowest income will be enrolled first within each priority group as indicated on the electronic database.
4. Vacancies for children under the age of three will be filled based on enrollment priorities and age group/pregnant women vacancies available. For the purpose of determining the number of individuals enrolled, the pregnant woman is counted as the one who is enrolled. Once the child is born (at 6 weeks of age), it is the child who is enrolled.
5. In the event that one pregnant woman has the same prioritization points and income, the vacancy will go to the woman whose estimated due date and recovery period coincide the most with an opening in a center based program.

6. At least 10 percent (10%) of the total funded enrollment by each Delegate Agency/Grantee Op will be children with documented disabilities. Agencies may select an over income child with an IEP/IFSP prior to a child with higher priority points if the agency is not serving more than 10% over income of their total funded enrollment. When placing children with documented disabilities, the composition of the classroom and individual child needs will be considered to ensure appropriate placement and least restrictive environment. The child's eligibility points and income level will also be considered in order to ensure that children with the highest needs are given priority.
7. Programs that are blended/collaborated with State funds must select a child who is Child Protective Services/At Risk prior to selecting any other child. (Child Protective Services/At Risk child is defined as a child that has 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)
8. Not more than ten percent (10%) of the total number of the agency's funded enrollment may be over one hundred percent (100%) of the federal poverty income guidelines.
9. If approved by the grantee, in order to maintain or reach funded enrollment, not more than thirty-five percent (35%) of the total number of children cumulatively enrolled may be between one-hundred and one-hundred thirty (100-130%) percent of the federal poverty income guidelines ("Near Low Income"). If this "Near Low Income" enrollment option is approved, the ten percent (10%) over-income limitation from the immediately preceding requirement applies only to enrollees that are over one-hundred thirty percent (130%) of the federal poverty income guidelines.

ENROLLMENT

Enrollment of eligible children and pregnant women shall not be denied because of race, sex, creed, color, national origin, disability, or chronic health condition or its severity.

A. Guidance

1. All families of the children selected will be notified by phone. Families will be contacted by mail or home visit if they are unable to be reached by telephone. If the family cannot be contacted within three days, the family of the next child on the waiting list will be contacted. All contact attempts will be documented in Child Case notes and on waitlist documentation. Children's names remain on the waiting list unless family requests removal.
2. Families will be notified by phone or letter of the date, time and location of the parent orientation.
3. A program must fill all vacancies as soon as possible.
4. For children age three and older, income will be reverified every two years to verify that their income is under Federal Poverty Guidelines. For Pregnant women and children under age three, their income will not be reverified until the child's third Birthday. Staff will verify that the family has worked in Agriculture yearly for eligibility purposes only.
5. Prior to the beginning of the program year, the Disabilities Supervisor/designee will collaborate with the agency's management staff in order to appropriately plan for children with special needs as needed.

6. Prior to the beginning of the program year and as needed, health staff will collaborate with staff and families to appropriately plan for children with incidental medical needs.
7. If a program determines from their Community Assessment there are families experiencing homelessness or children in foster care that would benefit from services, they may reserve up to 3% of their funded slots for 30 days for this population. If these slots are not filled in the 30 days, they are considered vacant slots and must be filled in 30 days.
 8. Programs may allow children enrolled with the criteria of homeless or foster to attend without immunizations or other records for up to 30 days. Program staff must work with families to obtain the required documents. Efforts must be made to maintain a child's enrollment regardless of whether the family or child moves to a different service area or transition the child to a program in a different service area.
9. Application information must be verified that it is updated each program year to reflect current address, phone number, and verification of Agriculture work.
10. Families enrolled in to collaborated enrollment vacancies will be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California's Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families.
11. Families that are enrolled in collaborated programs that are 'at risk' or with child protective services may be exempt from paying a family fee if the referral specifies an exemption is necessary.
12. Families enrolled in collaborated programs that are receiving CAL Works (TANF) are exempt from paying family fees.
13. Families that are enrolled in collaborated programs that are experiencing a temporary hardship due to unexpected events or unforeseen changes that has resulted in temporary inability to pay their state program family fee may request Head Start to pay their family fee as a payer of last resort.
14. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

ATTENDANCE

A. Improving Child Attendance

1. Information will be shared with families at the beginning of the program year and throughout the year regarding the benefits of regular attendance.
2. Any time a child is unexpectedly absent without notification from the parent/guardian, a designated staff member must attempt to contact the family by phone within one hour of the child's expected start time to ensure the child's well-being.
3. Within the first 60 days of program operation, and an ongoing basis thereafter, child attendance must be tracked to identify children with patterns of absences that put them at risk of missing 10% of program days per year.

4. Staff will work with families through home visits or direct contact to identify barriers and develop strategies to improve attendance. When developing strategies to improve attendance, review data to identify if attendance concerns are due to excused (illness or injury of child or parent, death in family, family emergency, medical appointments, or court ordered visitation) or unexcused (home with family members, slept late, weather, or no notification from parent) absences.
5. When a child ceases to attend and efforts have been made with the family to resume attendance, and the child's attendance does not resume, the slot is considered vacant.
6. Programs must support the attendance of families experiencing homelessness by utilizing community resources for transportation to and from the program and to meet other needs of the family.
7. Each agency will have a procedure in place to ensure there is a system for tracking and following up with children and families.

B. Absence Reporting

1. Excused Absence
 - a. No Transportation
 - b. Child or Parent Illness
 - c. Weather
 - d. Medical Treatment
 - e. Death in Family
 - f. Other Extenuating Circumstances (ex. Plumbing issues at home, car accident, etc.)
 - g. Court Appointment
 - h. Court Ordered Visitation
2. Unexcused Absence
 - a. Child home with older siblings
 - b. Child/Parent got up late
 - c. Absence not reported or recorded on the Sign In/Out sheet
 - d. State Best Interest days (for non-blended children only)
 - e. Visiting or vacation time with families, relatives, or friends (not court ordered)
 - f. Religious observances, holidays or ceremonies
 - g. Personal or family business
 - h. Family moving
 - i. Child attending a party
 - j. Family emergency (out of county travel)

C. Improving Agency Attendance

1. If an agency falls below 85% average daily attendance for any month, they must complete and submit an Enrollment/Attendance Work Plan (ERSEA-16).
2. Agency will utilize data to identify the challenges/barriers that affected attendance for the month. This data will be used to develop strategies to support families to improve child attendance.

D. Termination of Service

1. A program must have a written termination of services procedure that includes the following:
 - a. The steps staff must follow before terminating a family
 - b. The family must be given a two-day notice before being dropped from the program
 - c. A family must be given a written notice notifying them of the intent to drop them from the program

MSHS/MEHS PC Approval Date: 10-28-2023

MHS GB Approval Date: 10-27-2023



Head Start / Early Head Start

Regional Head Start

Madera Early Head Start

Madera Migrant/Seasonal Head Start

Fresno Migrant/Seasonal Head Start

Federal Poverty Guidelines 2024

Size of Family Unit	Income Eligible 0% - 100%	Over Income 101%-130%	Over Income 131%		
1	Less Than \$15,060.00	\$15,060.01-\$19,578.00	\$18,954.01 +		
2	Less Than \$20,440.00	\$20,440.01- \$26,572.00	\$26,572.01 +		
3	Less Than \$25,820.00	\$25,820.01- \$33,566.00	\$33,566.01 +		
4	Less Than \$31,200.00	\$31,200.01- \$40,560.00	\$40,560.01 +		
5	Less Than \$36,580.00	\$36,580.01- \$47,554.00	\$47,554.01 +		
6	Less Than \$41,960.00	\$41,960.01- \$54,548.00	\$54,548.01 +		
7	Less Than \$47,340.00	\$47,340.01- \$61,542.00	\$61,542.01 +		
8	Less Than \$52,720.00	\$52,720.01- \$68,536.00	\$68,536.01 +		
For families/household with more than 8 persons, add \$5,380 for each additional person.					
Effective January 22, 2024					

When determining the FPL of a family start by establishing the number of family members as defined by Head Start, "A family is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family."



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

Policy Number: 14	HSPPS: 1302.14	Page: 1 of 3
Effective Date:		
Approved by Policy Council/Committee: 3/2/2023	Approved by Board of Directors: 3/9/2023	

SUBJECT: Selection Process

PERFORMANCE OBJECTIVE: Each Head Start Program and Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start and Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) service.

OPERATIONAL PROCEDURE:

1. The program has a formal selection criterion for selecting children and families that considers all eligible applicants for Head Start and Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) services. The criterion is developed utilizing family data from the Community Assessment and input from the Advocates/Family Facilitators, and Support Services Manager annually.
2. The Support Services Manager will submit the Selection Criteria for Policy Council/Committee and Board of Directors approval in February-March of each year.
3. The selection criteria will take into consideration the following:
 - ✓ Child's age
 - ✓ Family's income
 - ✓ Parent Status – single/two parent
 - ✓ Disability
 - ✓ Child Status – foster
 - ✓ Homelessness
 - ✓ Other family issues – health
4. CSPP, RHS and EHS will follow the approved selection criteria, priority status, and priority points options (See Attached)
5. CMIG and MHS will follow the approved eligibility criteria when selecting families to participate in the Seasonal/Migrant Program and Migrant Childcare and Development Program (See Attached).

6. As part of the Selection Process the following activities will take place:

APPLICATIONS

- a. Submission of applications for the new program year will begin in March and will continue throughout the year for CSPP and RHS only; April for CMIG and MHS Program; and throughout the program year for EHS.
1. Advocates/Family Facilitators will complete applications and will submit complete packet to the Support Services Manager.
 2. The Application packet will include, ChildPlus/COPA application, CCD 26, and EESD 9600, copies of income documents and any supporting documentation, birth certificate, immunization card, Health Insurance – Medi-Cal, etc., and health history. Migrant Head Start application will need to provide proof of mobility and emergency card will also accompany the application packet.
 3. Support Services Manger will review the application along with the documentation provided and will complete the Eligibility Verification Form to determine if the child is eligible for services (CSPP, RHS & EHS).
 4. Migrant Childcare and Development Program (CMIG) and Migrant/Seasonal HS application will be reviewed to assure families are income eligible, meet more than 50% or 51% agriculture income, and whether they are migrant or seasonal. Support Services Manager’s signature on COPA application, CCD 26, and EESD 9600 will indicate the family qualifies for services.
 5. When parent/guardian express during application process that his/her child has challenging behaviors and other special needs the Support Services Manger will forward the applications to the Disability/Mental Health Specialist:
 - The Disability/Mental Health Specialist will verify the disability status of a child by obtaining a current Individual Family Service Plan (IFSP) for infants/toddlers 0-36 months or Individual Education Program (IEP) for children over age three years.
 - If there is a current IFSP/IEP the Disability/Mental Health Specialist will indicate on the Child Application that the child has a “Certified IFSP” or “Certified IEP”.
 - If a child has not been certified with a disability but is in the process of evaluation, a parent expresses concerns about their child’s development, or the parent has yet to bring a copy of the IEP/IFSP staff will indicate on the Child Application that the child has a “Suspected Disability”.
 6. Once applications have been reviewed by Support Services Manager; the applications are forwarded to Health Specialist to review immunizations.
 7. Once approved, Health Specialist will forward applications to Data Entry Technician to enter into ChildPlus, or COPA, Center Track system.
- b. Only applications that have been approved by the Support Services Manager and Health Specialist will be entered into the ChildPlus, and COPA, Center Track systems. This will allow the program to have children on the waiting list that are eligible for services and can be enrolled when there is a vacancy.

SELECTION

Once applications have been entered into Center Track, ChildPlus/COPA system, the Support Services Manger will generate a list of eligible children for each center. The lists will be prioritized according to the established priority point system. The Support Services Manager will begin the selection process from the generated lists beginning August (RHS/CSPP) - April-May (MHS/CMIG) - year round (EHS).

At least 10 percent (10%) of the total funded enrollment will be children with documented disabilities. An over income child with an IEP/IFSP may be selected prior to a child with higher priority points if the agency is not serving more than 10% over income of their total funded enrollment. When placing children with documented disabilities, the composition of the classroom and individual child needs will be considered to ensure appropriate placement and least restrictive environment. The child's eligibility points and income level will also be considered in order to ensure that children with the highest needs are given priority.

Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG), must select a child who is Child Protective Services/At Risk child prior to selecting any other child. (Child Protective Services/At Risk child is defined as a child that has 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. (MHS only)

Families whose income is between 100 and 130% of the poverty line, may be enrolled when no other eligible child is on the waitlist.

ACCEPTANCE

Families of children who are not placed in a center will be placed on the Head Start waiting list – CSPP/RHS or CMIG/MHS depending on the program they have selected to participate.

EVALUATION

In January, the selection process will be evaluated. Evaluation will include:

- ✓ Analysis of enrollment/attendance numbers as well as numbers of eligible children on the waiting lists;
- ✓ Review Community Assessment and identify new family situation/issues and/or community trends in order to develop a selection criterion.

Eligibility and Need Criteria

Eligibility Criteria for Part-Day CSPP Services (EC Sections 8236, 8236.3, 8261 and 8263, CSPP FRPM Implementation Guidance 18130.3)

Unless otherwise specified in this section, to be eligible for part-day CSPP, a family shall meet the eligibility criteria as follows:

1. Family is a current aid recipient;
2. Family is income eligible;
3. Family is experiencing homelessness; or
4. Family has children who are recipients of child protective services, or are identified as at risk of being abused, neglected, or exploited.

After all otherwise eligible families have been enrolled, a part-day CSPP may enroll:

1. Children from families whose income is no more than 15% above the eligibility income threshold. Children from families enrolled under this exception may not exceed ten percent of the participating CSPP's total contract enrollment.
2. Children with exceptional needs as defined in EC Section 8208. Children enrolled pursuant to this

subsection, shall not count towards the ten percent limitation.

3. After all children have been enrolled pursuant to the above subdivisions, part-day CSPP sites operating within the attendance boundaries of a qualified FRPM school may enroll CSPP four-year-old children whose families reside within the attendance boundary of a qualified FRPM school without establishing eligibility.

For full documentation requirements see section on the *Family Data File*.

Contractors enrolling families for part-day services shall establish a family's eligibility once at the time of enrollment.

Eligibility and Need Requirements for Full-Day CMIG (EC 8236, 8236.3, 8261, and 8263[a][1][A] and [B], CSPP FRPM Implementation Guidance 18130.4)

1. Unless otherwise specified in this section, to be eligible for full-day CMIG, a family shall meet both eligibility and need criteria as follows:
 - a. Eligibility Criteria
 - i. Family is a current aid recipient
 - ii. Family is income eligible;
 - iii. Family is experiencing homelessness; or
 - iv. Family has children who are recipients of child protective services, or are identified as at risk of being abused, neglected, or exploited.
 - b. Need Criteria [must meet either (i) or (ii)]:
 - i. The child is identified by a legal, medical, social services agency, transitional shelter, emergency shelter, Head Start program or Local Education Agency liaison for children and youths experiencing homelessness pursuant to 42 US 11432(g)(1)(j)(ii) as :
 - a) Receiving child protective services,
 - b) Being neglected, abused, or exploited, or at risk of neglect, abuse or exploitation;
 - c) Experiencing homelessness
 - ii. The parent(s) are: (EC 8263[a][1][B])
 - a) Employed;
 - b) Seeking employment;
 - c) Engaged in vocational training leading directly to a recognized trade, paraprofessional or profession;
 - d) Engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate;
 - e) Seeking permanent housing for family stability; or
 - f) Incapacitated.

- c. After all children have been enrolled pursuant to the eligibility and need criteria above, a full-day CSPP contractor may enroll CMIG three-year-old and four-year old children from families that meet the eligibility criteria but do not have a need for services.
- d. After all children have been enrolled pursuant to 1.a., b. and c. above, a full-day CMIG site operating within the attendance boundaries of a qualified FRPM school may enroll CSPP four-year-old children whose family resides within the attendance boundary of the qualified FRPM school without establishing eligibility or need as described in 1.a and b above.

Eligibility Criteria (WIC 10271)

A migrant agricultural worker family, as defined in FTC, Section II *Definitions*, is eligible for CMIG childcare and development services because the parent(s) is:

1. A current aid recipient,
2. income eligible
3. Experiencing Homeless,
4. One whose child(ren) are recipients of protective services, or whose child(ren) have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected, or exploited.

Revised 1/2023



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

Policy Number: 13	HS/PPS: 1302.13	Page: 1 of 3
Effective Date:		
Approved by Policy Council Council/Committee: 3/2/2023	Approved by Board of Directors: 3/9/2023	

Subject: Recruitment of Children

Performance Objective: The program reaches out to those most in need of Head Start, Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) Services.

Operational Procedure:

1. In order to reach those most in need of Head Start, Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) services, the program develops and implements a recruitment process utilizing information gathered through the Community Assessment, Advocates/Family Facilitators, and Support Services Manager. Recruitment areas and population needs are reviewed annually. The Support Services Manger submits the Recruitment plan to the Policy Council for approval annually.
2. The recruitment process may include canvassing the local community, notices to community partners, local providers, and agencies that serve low income families/children, posting information on agency website, Facebook, and use of family referrals and referrals from other public and private agencies. The recruitment plan will be as follows:

START-UP

The start-up of the recruitment process will begin in:

- a. February through May of every year – RHS & CSPP only
- b. March, April and May of every year – MHS & CMIG only
- c. Recruitment will be conducted throughout the program year – EHS only

The start-up process will include the following activities:

- a. Forms will be reviewed annually by Content Specialists and updated as needed (RHS & CSPP only). Applications for enrollment will be accepted year-round. (EHS only)

- b. Forms will be reviewed and updated per Grantee as needed. Forms will be printed in February of every year to have them available prior to the enrollment period (MHS & CMIG only).
- c. The Support Services Manager will update/revise the current recruitment plan and take to Policy Committee (MHS & CMIG) Policy Council (RHS, CSPP & EHS) for approval.

TRAINING

The Advocates/Family Facilitators and other program staff involved in recruitment will receive training from the Support Services Manager. Training topics will include:

- a. Eligibility – reviewing prior trends or any new Head Start eligibility changes, as applicable.
- b. Recruitment, Selection, Enrollment/Certification and Re-enrollment/Recertification
- c. Application Process

RECRUITMENT/OUTREACH

- a. The Head Start, Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) programs will involve all CAPMC agency personnel in order to increase recruitment at all sites and provide interested parents a prompt response from Head Start Collaborative and Head Start staff. Site Supervisors/Center Directors will be reminded center staff of their responsibility to assist in the recruitment of children in the community.
- b. The Support Services Manager along with the Advocates/Family Facilitators will develop a plan to assure the following activities take place:
 - Flyers distributed to the public schools
 - Flyers distributed and displayed throughout Madera/Mariposa Counties
 - Flyers distributed to current California State Preschool Program, and Migrant Childcare and Development Program, and Head Start parents to inform them of the recruitment efforts
 - Contact with community agencies and collaborative partners
 - Engage in activities with the local SELPA Agency (Madera County Superintendent of School) and Madera Unified School District to assure children with disabilities are recruited and enrolled.
 - Contact agencies providing services to children with disabilities for referrals.
 - Lists of children who applied, but were not accepted for the current year and are still eligible will be generated and the family will be contacted to fill out a new application for the new program year.
3. Documentation of recruitment efforts will be maintained at the center level and the central office. Such documents will include; invitation to participate in community events, recruitment logs, requests for Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG), and Head Start information/flyers, recruitment letters, etc.

4. In order to assure full enrollment, recruitment activities will take place throughout the program year targeting centers with a low number of children on the waiting list. The Support Services Manager will monitor recruitment and waiting list on a monthly basis or as needed.
5. The program flyer will include information that states staff will provide information regarding transportation services and routes.
6. The program flyer includes a statement regarding non-discrimination to ensure the enrollment of all families in the community.

EVALUATION

The recruitment process will be evaluated. Evaluation will include:

- ✓ Analysis of enrollment numbers as well as numbers of eligible children on the waiting lists.
- ✓ Review of specific and general on-going monitoring of recruitment.
- ✓ Identification of new and innovative recruitment approaches.



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

Policy Number: 12	HSPPS: 1302.12	Page: 1 of 3
Approved by Policy Council/Committee: 3/2/2023	Approved by Board of Directors:	

SUBJECT: Determining Verifying, and Documenting Eligibility

PERFORMANCE OBJECTIVE: Children must meet Head Start and Head Start Collaborative Programs (California State Preschool Program (CSPP) and Migrant Childcare and Development Program (CMIG) eligibility requirements to be enrolled in the program.

OPERATIONAL PROCEDURE:

1. Advocates/Family Facilitator will complete an in-person interview with each family. If an in-person interview is not possible due to family circumstances, staff may conduct the interview over the phone. All documents used to verify eligibility become part of the child's eligibility determination record.
2. In order to participate in one of the Head Start, California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) programs the child must meet the age requirement.
 - a. To be eligible for the Regional Head Start and California State Preschool Program (CSPP) services, a child must be at least three (3) years old by September 1st as determined by the community's public school in which the Head Start and CSPP program is located. Children who do not meet the cut-off of September 1st could be enrolled depending on the needs of a particular center/community. However, the child **must** be three (3) years old at the time of enrollment.
 - b. Early Head Start services will be provided to prenatal women and families with a child up to 3 years old.
 - c. To be eligible for the Migrant Childcare and Development Program (CMIG) and Seasonal Migrant Head Start program the child must be at least six (6) weeks old at the time of enrollment.
3. Advocate/Family Facilitator will review one of the following to verify that the child meets the age requirement to receive Head Start, CSPP and CMIG services: Birth Certificate, Hospital Certificate of Birth, Baptismal Certificate or Immunization record with child's DOB.
4. Advocates/Family Facilitators will verify income by the use of an income calculation worksheet for the last 12 months or preceding calendar year, weekly for 52 pay periods, every two weeks for 26 pay periods, twice monthly for 24 pay periods or, monthly for 12 pay periods by examining any of the following documents: individual income tax forms 1040, W-2 forms, pay stubs, pay envelopes, written

statements from employers, and documentation showing current status as recipients of public assistance (TANF/SNAP (Cal Fresh)/SSI), or self-declarations. Self-declaration will be used when a family is unable to provide income due to lost documents, teen parent being supported by parents, cash payments, and when only one parent is reporting income for the household – each case will be reviewed by the Support Services Manager to determine if family is meeting income requirements. Income verification from military families will be reviewed and any income/pay for hostile fire/imminent danger and basic housing allowance will not be considered as part of their wages/total income.

When a family's income fluctuates because of migrant, agricultural, or seasonal work; inconsistent and/or unstable employment or self-employment; or intermittent income, as defined in FTC, Section II *Definitions*, the adjusted monthly income shall be determined by averaging the total countable income from the preceding 12 months.

In the instance when the last 12 months or preceding calendar year does not reflect the family's current situation, Advocates/Family Facilitators will obtain information on the family's current income and provide an explanation on what information was used to determine eligibility. The Support Services Manager will review the information provided and determine if the child/family is eligible to participate in the program.

5. Copies of all documents provided to verify income will be kept with the child's file. Information will be documented on the Center Track, ChildPlus/COPA application. Parent and Advocate/Family Facilitator will sign the application to verify that the information is true and correct.
6. The Support Services Manager will review applications and complete the Eligibility Verification Form to assure income and age has been verified (CSPP & RHS only). The Support Services Manager's signature will certify that the family's documentation is present and valid.
7. The Head Start, California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) programs will ensure that no families exceed the 85% State Median income (SMI) and no more than ten percent of the children who are enrolled does not exceed the Head Start income guidelines. And no more than 35% of children who are enrolled exceed the 100 – 130% poverty guidelines. The Support Services Manager will utilize established criteria to ensure families who are at or below the income guidelines are selected first.
8. Over income families and families whose income is between 100 and 130% of the poverty line and who meet the selection criteria may be considered for enrollment, if no other eligible families are on the waiting list. The Support Services Manager will monitor the number of over income families enrolled on a regular basis to assure the number does not exceed 35% and 10% of funded enrollment.
9. The family income is verified by the Advocate/Family Facilitator and Support Services Manger before determining that a child is eligible to participate in the program.
 - a. Children enrolled in the Migrant Childcare and Development Program (CMIG) and Migrant/Seasonal & Regional Head Start Programs will be eligible to remain in the program for a second year without re-establishing income eligibility if the child is not age-eligible for kindergarten. Migrant Childcare and Development Program (CMIG) and Migrant/Seasonal Head Start families will need to verify income yearly to assure they meet the 50% (State) or 51% agriculture requirement.

- b. Over income families will be offered a one-year placement only. Families will be informed that they will need to update their family size and income or reapply to update priority points, if they would like a second year placement. Second year placement is not guaranteed.
 - c. Children participating in Early Head Start will remain enrolled until a slot becomes available in the Head Start Program or other Preschool program, providing the child is eligible.
10. If a program determines from the Community Assessment there are families experiencing homelessness or children in foster care that would benefit from services, they may reserve up to 3% of their funded slots for 30 days for this population. If these slots are not filled in the 30 days, they are considered vacant slots and must be filled in 30 days.
11. Programs may allow children enrolled with the criteria of homeless or foster to attend without immunizations or other records for up to 90 days. Advocates/Family facilitators must work with families to obtain required documents.
12. All governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures will be trained:
- ✓ Management and staff members who make eligibility determinations will receive training within 90 days of hiring new staff.
 - ✓ All governing body and policy council members with 180 days of the beginning of the term of a new governing body or policy council.
13. Staff that intentionally enroll ineligible families into any of the Head Start, California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) programs under CAPMC will be held accountable and disciplinary actions will apply. CAPMC does not tolerate:
- ✓ The willful violation or disregard of any federal, state, and local law by an employee during the course of that person's employment;
 - ✓ The disregard or circumvention of program and/or CAPMC's policy or engagement in unscrupulous dealings;
 - ✓ The manipulation or disregard of policies or provisions to secure a benefit for friends and/or family members.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries that which is directly forbidden, and can result in disciplinary action up to and including termination of employment. Employees are required to comply with The Code of Ethics, applicable laws, regulations and Agency policies.

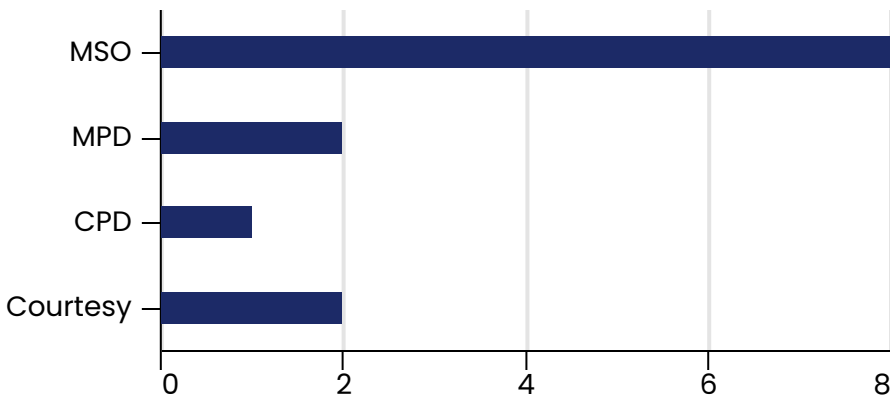


Madera County Child Advocacy Center (CAC)

March 2024



Requesting Agency



*Law Enforcement investigations are conducted as a joint response with Madera County Child Protective Services

Counseling Services

Referrals Made: 5

Onsite Counseling Sessions: 0



Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2024	7	14	27									
2023	8	17	27	37	44	53	64	69	75	79	94	97



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [February 2024](#)**

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

General Contract - CAPP	514
CalWORKs Stage 2 – C2AP	161
CalWORKs Stage 3 – C3AP	149
Bridge Program - BP	24
Total Children Enrolled	848

**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	42
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	43
LICENSE-EXEMPT CHILD CARE PROVIDERS	68
Total Providers Enrolled	153

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	137
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Mandated Reporting Training – 16 attendees
- Mandated Reporting Training (Spanish) – 43 attendees

Family, Friend and Neighbor Activity:

- No activity

Emergency Child Care Bridge Program for Foster Children:

- Bridge Coaching Session (Spanish) - 24 attendees



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [March 2024](#)**

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

General Contract - CAPP	435
CalWORKs Stage 2 – C2AP	107
CalWORKs Stage 3 – C3AP	151
Bridge Program - BP	24
Total Children Enrolled	717

**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	39
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	45
LICENSE-EXEMPT CHILD CARE PROVIDERS	65
Total Providers Enrolled	149

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	135
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Planning for the Future – 1 attendee
- Planning for the Future (Spanish) – 27 attendees

Family, Friend and Neighbor Activity:

- No activity

Emergency Child Care Bridge Program for Foster Children:

- Trauma-Informed Coaching Session (Spanish) - 21 attendees



Community Services Monthly Report to the Board of Directors

February 2024

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-2021 to June 30, 2024 Fiscal YTD Total
ESLIHEAP 2023 – Non- Emergency	0	78
ESLIHEAP 2023 – FAST TRACK	0	171
ESLIHEAP 2023 WOOD/PROPANE/OIL	0	15
HEAP 2024 – Non-Emergency	115	262
FAST TRACK 2024 – Emergency	94	283
WPO 2024 – WOOD/PROPANE/OIL	12	19

LOW INCOME HOME WATER ASSISTANCE PROGRAM

PROGRAM	Monthly Households Served	Fiscal YTD Totals
LIHWAP Past Due Water Bills	21	584

HOMELESS PROGRAMS

PROGRAM	Residents	Vacancies
Shunammite Place	39	5
Madera Mental Health Services Act	12	0

EMERGENCY HOUSING VOUCHERS

Program	Amount	Issued
Emergency Housing Vouchers – Housing Services	33	0

February 2024 Homeless Prevention Assistance

Homeless Housing Assistance	0
Madera County Mortgage Rental Utility Assistance Program District 1 and 3	0
Total	378

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2022 through June 30, 2023

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$95,000	\$95,000	\$0	100%
Objective	Goal	YTD Achieved	Balance	% Achieved

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2023 through June 30, 2024

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$50,000	\$47,075.30	\$2,924.70	94.15%
Objective	Goal	YTD Achieved	Balance	% Achieved



Community Services Monthly Report to the Board of Directors

March 2024

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-2021 to June 30, 2024 Fiscal YTD Total
ESLIHEAP 2023 – Non- Emergency	23	101
ESLIHEAP 2023 – FAST TRACK	12	183
ESLIHEAP 2023 WOOD/PROPANE/OIL	0	15
HEAP 2024 – Non-Emergency	12	274
FAST TRACK 2024 – Emergency	24	307
WPO 2024 – WOOD/PROPANE/OIL	0	19

LOW INCOME HOME WATER ASSISTANCE PROGRAM

PROGRAM	Monthly Households Served	Fiscal YTD Totals
LIHWAP Past Due Water Bills	41	624

HOMELESS PROGRAMS

PROGRAM	Residents	Vacancies
Shunammite Place	42	2
Madera Mental Health Services Act	11	1

EMERGENCY HOUSING VOUCHERS

Program	Amount	Issued
Emergency Housing Vouchers – Housing Services	33	0

March 2024 Homeless Prevention Assistance

Homeless Housing Assistance	0
Madera County Mortgage Rental Utility Assistance Program District 1 and 3	0
Total	378

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2022 through June 30, 2023

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$95,000	\$95,000	\$0	100%
Objective	Goal	YTD Achieved	Balance	% Achieved

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2023 through June 30, 2024

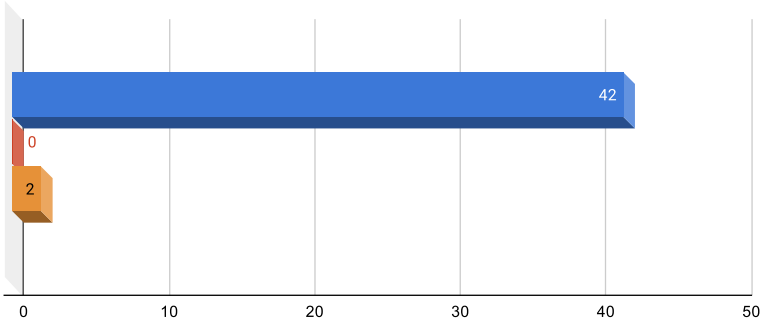
	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$50,000	\$50,000	\$0	100%
Objective	Goal	YTD Achieved	Balance	% Achieved



Homeless Engagement for Living Program (HELP Center) - February 2024 Services Report

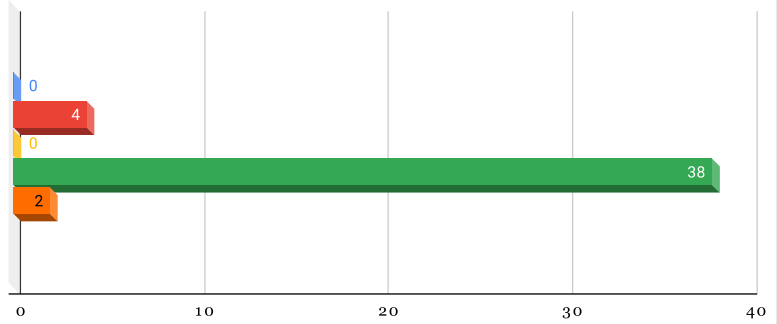
LOCATIONS

MADERA CITY CHOWCHILLA CITY EASTERN MADERA



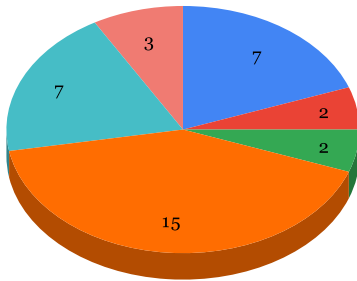
SUBGROUPS

DV TAY VETERAN INDIVIDUALS FAMILIES



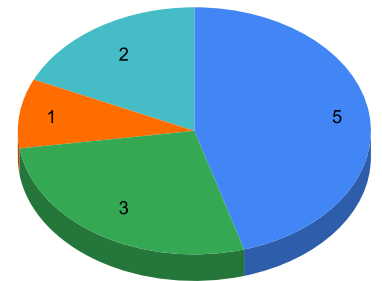
HOUSING SERVICES

SHELTER
 TRIAGE HOUSING
 HOUSING RESOURCE GUIDE
 SUBMITTED RENTAL APPLICATIONS
 PERMANENT HOUSING
 PROVIDED MOVE-IN COSTS



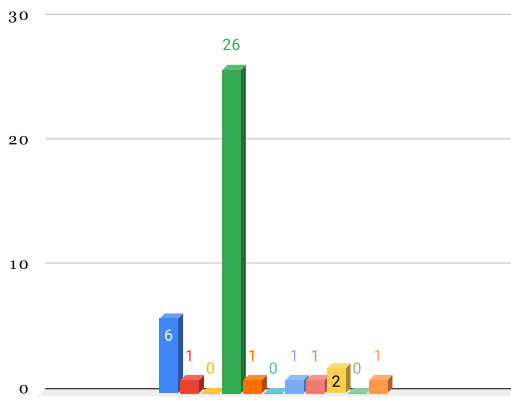
DOCUMENT COLLECTION

DMV VOUCHER FOR ID
 INCOME VERIFICATION
 DISABILITY CERTIFICATION
 PSH SUPPORT LETTERS



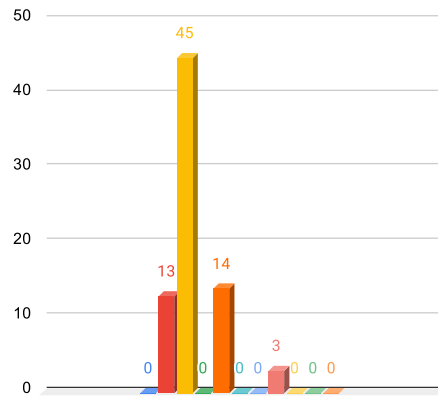
REFERRALS

WORKFORCE
 VICTIM SERVICES
 VETERAN AFFAIRS
 BEHAVIORAL HEALTH
 IMMIGRATION SERVICES
 FOSTER CARE SERVICES
 RH COMMUNITY BUILDERS
 SUBSTANCE ABUSE PROGRAM
 DSS-APS
 DSS-CPS
 DSS-HSP



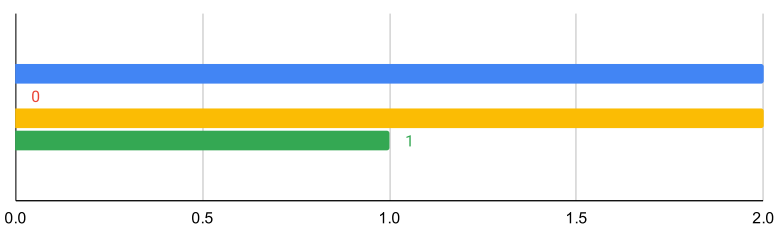
OTHER SERVICES

SUICIDE PREVENTION
 PROVIDED HYGIENE KITS
 DELIVERED COMMODITIES
 ASSISTED WITH SSI BENEFITS
 ARRANGED TRANSPORTATION
 ADVOCACY WITH LEGAL
 ASSISTED IN OBTAINING A
 PROVIDED SHOES OR
 PROVIDED BICYCLE FOR
 ASSISTED WITH JOB
 ASSISTED IN OBTAINING



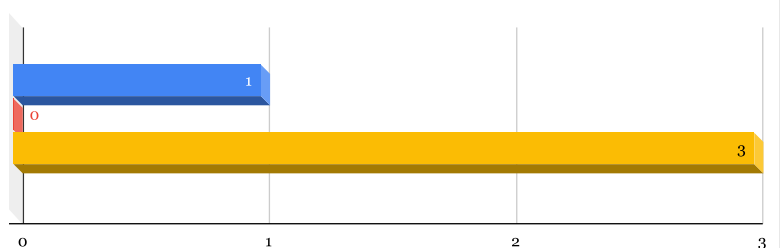
OTHER NON-CASH BENEFITS

ASSISTED IN OBTAINING MEDICAL APPTS
 ASSISTED IN OBTAINING CASH AID / TANF
 ASSISTED IN OBTAINING CALFRESH BENEFITS
 ASSISTED IN OBTAINING HEALTH INSURANCE



COORDINATED ENTRY

PLACED ON PSH PRIORITY LIST
 PLACED ON RRH PRIORITY LIST
 PLACED ON BY-NAME LIST





Homeless Engagement for Living Program (HELP Center) Services Report - February 2024

Below are the number of services provided and contacts made in Madera County for the period of 02/01/2024 - 02/29/2024.

	Individuals	Families	DV	TAY	Veterans
Madera City	293	30	9	9	1
Chowchilla City	37	1	0	0	0
Eastern Madera	32	0	0	0	0
Total:	362	31	9	9	1

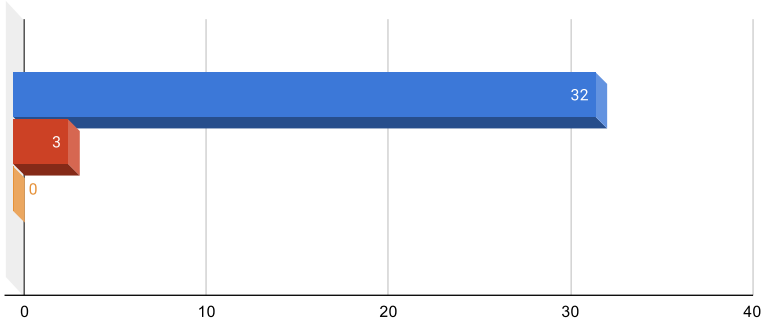
Outcomes-Services Offered		
HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	7	21
TRIAGE HOUSING	2	13
REUNIFICATION WITH FAMILY	0	4
HOUSING RESOURCE GUIDE	2	49
SUBMITTED RENTAL APPLICATIONS	15	104
PERMANENT HOUSING	7	41
PERMANENT SUPPORTIVE HOUSING	0	12
PROVIDED MOVE-IN COSTS	3	14
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	5	30
SOCIAL SECURITY CARD	0	14
BIRTH CERTIFICATE	0	6
INCOME VERIFICATION	3	19
DISABILITY CERTIFICATION	1	15
PSH SUPPORT LETTERS	2	22
EMOTIONAL SUPPORT ANIMAL LETTER	0	3
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	6	29
VICTIM SERVICES	1	7
VETERAN AFFAIRS	0	3
BEHAVIORAL HEALTH	26	113
IMMIGRATION SERVICES	1	2
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	1	37
SUBSTANCE ABUSE PROGRAM	1	4
DEPARTMENT OF SOCIAL SERVICES - APS	2	6
DEPARTMENT OF SOCIAL SERVICES - CPS	0	0
DEPARTMENT OF SOCIAL SERVICES - HOUSING	1	14
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	2	5
ASSISTED IN OBTAINING CASH AID / TANF	0	3
ASSISTED IN OBTAINING CALFRESH BENEFITS	2	4
ASSISTED IN OBTAINING HEALTH INSURANCE	1	5
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	0	3
PROVIDED HYGIENE KITS	13	96
DELIVERED COMMODITIES	45	256
ASSISTED WITH SSI BENEFITS	0	1
ARRANGED TRANSPORTATION	14	85
ADVOCACY WITH LEGAL MATTER	0	6
ASSISTED IN OBTAINING A GOVT. PHONE	0	2
PROVIDED SHOES OR CLOTHES TO CLIENT	3	25
PROVIDED BICYCLE FOR TRANSPORTATION	0	0
ASSISTED WITH JOB INTERVIEW	0	1
ASSISTED IN OBTAINING INCOME	0	1
OTHER COORDINATED ENTRY	CURRENT MONTH	YEAR TO DATE
PLACED ON PSH PRIORITY LIST	1	8
PLACED ON RRH PRIORITY LIST	0	6
PLACED ON BY-NAME LIST	3	37



Homeless Engagement for Living Program (HELP Center) - March 2024 Services Report

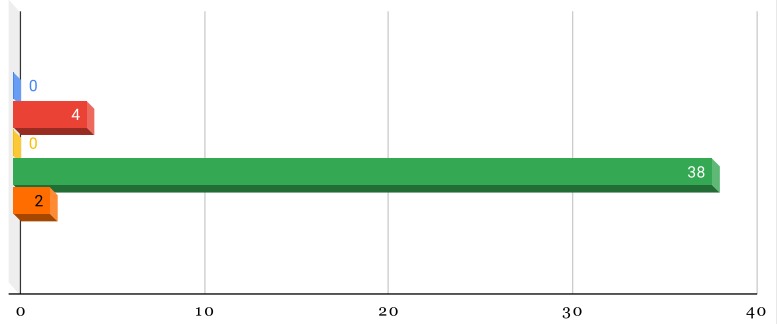
LOCATIONS

MADERA CITY CHOWCHILLA CITY EASTERN MADERA



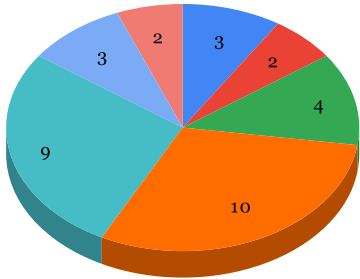
SUBGROUPS

DV TAY VETERAN INDIVIDUALS FAMILIES



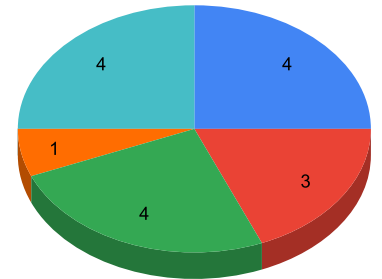
HOUSING SERVICES

SHELTER
 TRIAGE HOUSING
 HOUSING RESOURCE GUIDE
 SUBMITTED RENTAL APPLICATIONS
 PERMANENT HOUSING
 PERMANENT SUPPORTIVE HOUSING
 PROVIDED MOVE-IN COSTS



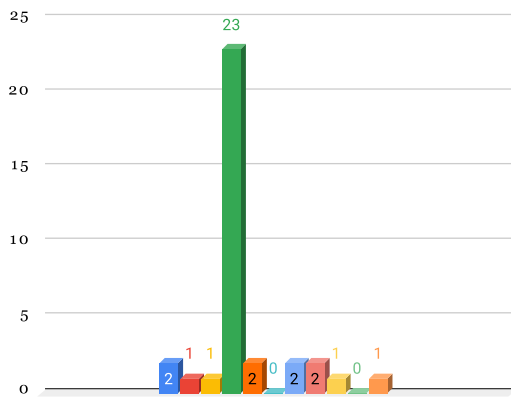
DOCUMENT COLLECTION

DMV VOUCHER FOR ID
 SOCIAL SECURITY CARD
 INCOME VERIFICATION
 DISABILITY CERTIFICATION
 PSH SUPPORT LETTERS



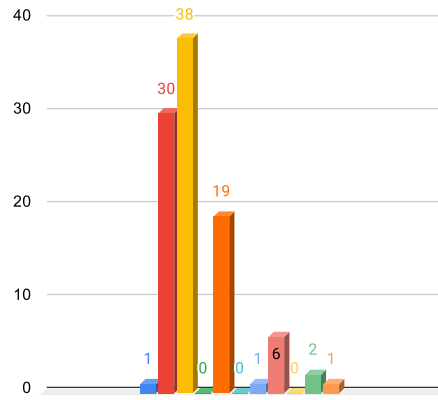
REFERRALS

WORKFORCE
 VICTIM SERVICES
 VETERAN AFFAIRS
 BEHAVIORAL HEALTH
 IMMIGRATION SERVICES
 FOSTER CARE SERVICES
 RH COMMUNITY BUILDERS
 SUBSTANCE ABUSE PROGRAM
 DSS-APS
 DSS-CPS
 DSS-HSP



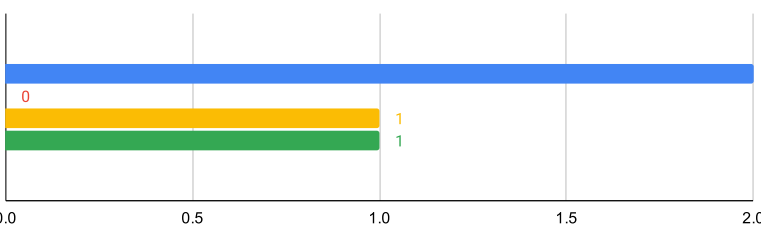
OTHER SERVICES

SUICIDE PREVENTION
 PROVIDED HYGIENE KITS
 DELIVERED COMMODITIES
 ASSISTED WITH SSI BENEFITS
 ARRANGED TRANSPORTATION
 ADVOCACY WITH LEGAL
 ASSISTED IN OBTAINING A
 PROVIDED SHOES OR
 PROVIDED BICYCLE FOR
 ASSISTED WITH JOB
 ASSISTED IN OBTAINING



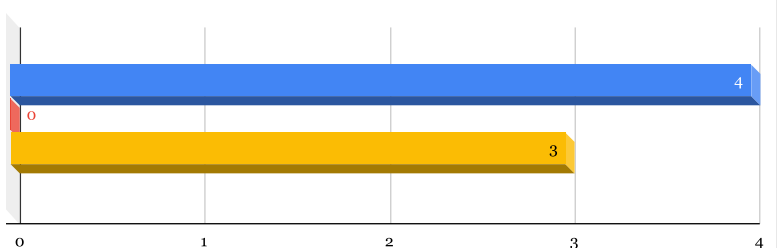
OTHER NON-CASH BENEFITS

ASSISTED IN OBTAINING MEDICAL APPTS
 ASSISTED IN OBTAINING CASH AID / TANF
 ASSISTED IN OBTAINING CALFRESH BENEFITS
 ASSISTED IN OBTAINING HEALTH INSURANCE



COORDINATED ENTRY

PLACED ON PSH PRIORITY LIST
 PLACED ON RRH PRIORITY LIST
 PLACED ON BY-NAME LIST





Homeless Engagement for Living Program (HELP Center) Services Report - March 2024

Below are the number of services provided and contacts made in Madera County for the period of 03/01/2024 - 03/31/2024.

	Individuals	Families	DV	TAY	Veterans
Madera City	322	33	10	9	1
Chowchilla City	39	2	0	0	0
Eastern Madera	32	0	0	0	0
Total:	393	32	10	9	1

Outcomes-Services Offered		
HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	3	24
TRIAGE HOUSING	2	15
REUNIFICATION WITH FAMILY	0	4
HOUSING RESOURCE GUIDE	4	53
SUBMITTED RENTAL APPLICATIONS	10	114
PERMANENT HOUSING	9	50
PERMANENT SUPPORTIVE HOUSING	3	15
PROVIDED MOVE-IN COSTS	2	16
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	4	34
SOCIAL SECURITY CARD	3	17
BIRTH CERTIFICATE	0	6
INCOME VERIFICATION	4	23
DISABILITY CERTIFICATION	1	16
PSH SUPPORT LETTERS	4	26
EMOTIONAL SUPPORT ANIMAL LETTER	0	3
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	2	31
VICTIM SERVICES	1	8
VETERAN AFFAIRS	1	4
BEHAVIORAL HEALTH	23	136
IMMIGRATION SERVICES	2	4
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	2	39
SUBSTANCE ABUSE PROGRAM	2	6
DEPARTMENT OF SOCIAL SERVICES - APS	1	7
DEPARTMENT OF SOCIAL SERVICES - CPS	0	0
DEPARTMENT OF SOCIAL SERVICES - HOUSING	1	15
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	2	7
ASSISTED IN OBTAINING CASH AID / TANF	0	3
ASSISTED IN OBTAINING CALFRESH BENEFITS	1	5
ASSISTED IN OBTAINING HEALTH INSURANCE	1	6
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	1	4
PROVIDED HYGIENE KITS	30	126
DELIVERED COMMODITIES	38	294
ASSISTED WITH SSI BENEFITS	0	1
ARRANGED TRANSPORTATION	19	104
ADVOCACY WITH LEGAL MATTER	0	6
ASSISTED IN OBTAINING A GOVT. PHONE	1	3
PROVIDED SHOES OR CLOTHES TO CLIENT	6	31
PROVIDED BICYCLE FOR TRANSPORTATION	0	0
ASSISTED WITH JOB INTERVIEW	2	4
ASSISTED IN OBTAINING INCOME	1	3
OTHER COORDINATED ENTRY	CURRENT MONTH	YEAR TO DATE
PLACED ON PSH PRIORITY LIST	4	12
PLACED ON RRH PRIORITY LIST	0	6
PLACED ON BY-NAME LIST	3	40



Report to the Board of Directors

Month: March 2024

Program Manager: Jennifer Coronado

ACCOMPLISHMENTS:

- Provided 33 easter baskets to our child clients. Baskets were donated by the Woman's Empowerment Club.
- One advocate completed the Crisis Response to Mass Victimization training.
- Madera County employees participated in wear teal day for sexual assault awareness on April 2nd.

UPCOMING EVENTS:

- Walk a Mile in Her Shoes 4/12/24.
- Denim Day 4/24/24.
- Victims' Rights Week 4/22-24.
- Memorial/Awards Event 4/26/24.

STATISTICAL REPORTS:

To be provided on a quarterly basis.



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors' Meeting for: April 11, 2024

Author: Mattie Mendez

DATE: April 5, 2024

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Renew Line of Credit – West America Bank

I. **RECOMMENDATION:**

Review and consider authorizing the renewal of a line of credit with West America Bank.

II. **SUMMARY:**

The agency has maintained a line of credit for many years with West America bank. The current line of credit in the amount of \$200,000 matured on January 31, 2024.

III. **DISCUSSION:**

- A. The line of credit is currently \$200,000. Based on a review of the agency's operating reserves, it was decided to raise the credit line from \$150,000 in 2017.
- B. The line of credit has been established for emergencies.
- C. It has been advised by the prior outside auditor to have a line of credit available when reimbursement from our funding sources is delayed.
- D. The agency has not used the line since it was established.
- E. Staff has submitted the agency's application and audited financial statements to West America Bank. It is anticipated that the line of credit will be approved if authorized by the Board of Directors.
- F. The Branch Manager has indicated that once the line is approved, he will request to have all of the loan fees waived.

G. The following individuals are authorized to sign on the credit line:

- Mattie Mendez, Executive Director

IV. **FINANCING:**

There are no plans to utilize the line of credit. It will only be in place in the event of a cash flow shortage.



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: April 11, 2024

Author: Jeannie Stapleton

DATE: March 25, 2024

TO: Board of Directors

FROM: Ana Ibañez, Community Services Program Manager

SUBJECT: Kaiser Permanente Housing for Health Grant 2024

I. RECOMMENDATION:

Review and consider ratifying the submission of the Kaiser Permanente Housing for Health II Grant 2024 application.

II. SUMMARY:

Kaiser Permanente has invited CAPMC once again to submit a grant proposal of \$25,000 under their Housing for Health Common Area of Focus with an emphasis to Prevent Homelessness by expanding evidence-based prevention, diversion, and housing stabilization strategies to keep people in their homes or quickly rebound from homelessness.

III. DISCUSSION:

A. Community Action Partnership of Madera County, Inc. plans to use the funds for the following:

- Referrals for mental health assessments.
- Referrals for medical health assessments.
- Assist individuals or families with move-in costs such as rent/and or deposit.
- Provide a safe environment for individuals or families by providing emergency housing when no other means are available.
- Provide out-of-state transportation for those who prefer to reconnect with family who are willing to take them in.
- Emergency housing funds will provide temporary shelter for approximately five individuals or families experiencing homelessness, offering a hotel stay of two to three weeks depending on the specific need of each case.
- Incidentals include things such as transportation, other occupancy costs, program supplies, client rent application fees, client transportation vouchers, rent/mortgage assistance, client lodging/shelter and client food.
- \$2,085.00 for indirect cost.
- \$25,000 is the total: please see attached budget page.

- B. The term of this funding is July 1, 2024, to June 30, 2025
- C. The application was submitted on March 25, 2024, before the due date of March 31, 2024

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

Northern California Regions

GRANT APPLICATION

Budget Template

Organization Name: Community Action Partnership of Madera Co. Inc.

Project Title: Housing for Health

Budget Contact Name & Phone: Yessenia Casillas (559)-675-5757

PROJECT BUDGET	TOTAL BUDGET	Other Revenue Sources	In-Kind (if applicable)	Request from NCR Kaiser Permanent	Budget Justification (Narrative)
(List title and % FTE on project)					
Community Services Coordinator	\$ 652.00				Assists the Program Manager with overseeing various Homeless Funding Programs.
Housing Case Worker(s)	\$ 840.00				Housing CW will work directly with clients being assisted with rent payments, hotel costs & other emergent needs.
Data Entry Technician	\$ 425.00				Data Entry Technician assists the CW with processing hotel information and invoices.
Subtotal, Personnel/Staffing Expenses	\$ 1,917.00				
Benefits (30% of Personnel)	\$ 598.00				Health, dental, vision, life retirement & payroll taxes.
NON-PERSONNEL EXPENSES					
Rent	\$ 80.00				Office space allocated based on FTE in the program.
Office Expenses	\$ 5.00				Postage expenses for client document mailings.
Equipment Rental/Maintenance	\$ 25.00				Copier and postage meter rental, copies based on actual use.
Communications (Telephone, Internet, etc.)	\$ 25.00				Telephone and internet cos tbased on FTE in the program.
Travel	\$ 100.00				Travel costs incurred for staff to meet with current and potential clients as well as hotel management.
Training/Conferences	\$ -				NA
Other Occupancy Costs	\$ 30.00				Utility and property insurance allocated based on FTE in the program.
Other:					
1. Program Supplies	\$ 500.00				Kits for homeless clients, outreach supplies among other client incidentals.
2. Client Rent Application Fees	\$ 150.00				Cost of submitting client application/background check for apartment rentals
3. Client Transportation Vouchers	\$ 650.00				Bus/ Train tickets to transport/relocate clients
4. Rent/Mortgage Assistance	\$ 3,500.00				Client rental deposits, rental assistance and mortgage assistance.
5. Client Lodging/Shelter	\$ 15,260.00				Lodging for clients experiencing homelessness and are in immediate need of shelter.
6. Client Food	\$ 75.00				Food for clients experiencing homelessness

INDIRECT/OVERHEAD EXPENSE 10% of Direct Expenses* (Direct Expenses = Personnel + Non- Personnel)	\$ 2,085.00				Federally approved indirect cost at 9.10%
OTHER COSTS					
Subcontracts/Consultants					
Stipends					
(Personnel + Non-Personnel + Other Costs)	\$ 25,000.00				

*Maximum of 15% of project's total direct costs

Note: Total Expenses for "Request from Kaiser Permanente" should match the request amount.



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: April 11, 2024

Author Maritza Gomez-Zaragoza

DATE: February 28, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Community Action Partnership of San Luis Obispo (CAPSLO) and Community Action Partnership of Madera County Underenrollment Plan for the 2023-2024 and 2024-2025 Program year.

I. RECOMMENDATIONS:

Review and consider approving the Underenrollment Plan with Community Action Partnership of San Luis Obispo (CAPSLO) for the 2023-2024 and 2024-2025 Program year.

II. SUMMARY:

On November 2024, CAPMC was notified by CAPSLO that OHS had been identified as underenrolled. Neither the Recipient – CAPSLO nor delegate – CAPMC had reached their funded enrollment for the 2022-2023 program year. Therefore, the Recipient and delegate need to develop a plan to address the program's underenrollment.

III. DISCUSSION:

- A. The correspondence from Office of Head Start to CAPSLO in regard to the program's underenrollment indicated that the program needed to develop a plan to address the under enrollment of the program and be implemented in the 2023-2024 program year.
- B. CAPMC provided information to CAPSLO in order to develop strategies to include on the plan and ensure that CAPMC reaches its funded enrollment.
- C. The final plan is being presented to the Parent Policy Committee and Board of Directors to provide information related to the activities that will be taking place to address enrollment for the program.

- The Community Action Partnership of San Luis Obispo (CAPSLO) and Community Action Partnership of Madera County Underenrollment Plan for the 2023-2024 and 2024-2025 Program year was approved by the Policy Committee on March 19, 2024.

III. FINANCIAL IMPACT: Undetermined at this time.

Full Enrollment Initiative 2023

12- Month Underenrollment Plan

As with all Head Start services, data is critical for understanding needs, making decisions, evaluating services, and planning for continuous improvement. Enrollment services should be informed by program-level data and included in planning and evaluation systems. The ability to respond to changing community, family, and child needs is a key factor in maintaining full enrollment and should be considered as strategies to increase enrollment are identified and implemented throughout the 12-month plan period.

This underenrollment plan and timetable for reducing or eliminating underenrollment in Head Start and Early Head Start programs has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.

Plan Development and Submission

Grant recipients who receive ‘underenrollment letters’ will meet with the Regional Office within 30 days of receiving the letter. A working plan to reduce underenrollment **must be submitted to the Regional Office within 30 days following the meeting.** Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

Please include name, position, and program of staff and leadership that participated in the development, review, and implementation of the plan in the table below. These individuals should be included in ongoing discussions throughout the 12-month plan period. A point-person(s) should be identified and tasked with submitting documentation of progress on a quarterly basis (or more frequently if appropriate).

Individual Name	Position / Role	Program
Flora Chacon	MSHS Program Director	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Melinda Sokolowski	CYFS Division Director	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Elizabeth “Biz” Steinberg	CAPSLO CEO	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Danielle Allen	MSHS ERSEA Manager	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Andrea Guerrero	MSHS Executive Assistant	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS

Recipient Name:			
Grant Number	Program	Plan Start Date*	Plan End Date
90CM009851	<input checked="" type="checkbox"/> MSHS <input checked="" type="checkbox"/> MSEHS	10/23/2023	9/23/2024
	<input type="checkbox"/> EHS <input type="checkbox"/> HS	Click or tap to enter a date.	Click or tap to enter a date.
	<input type="checkbox"/> EHS <input type="checkbox"/> HS	Click or tap to enter a date.	Click or tap to enter a date.

*Plan start date / 12-month period begins 10 days from the date the ‘Underenrollment Letter’ is sent to recipients.

Underenrollment Overview

Complete the tables on the next page by identifying and describing factors contributing to underenrollment. This ‘Underenrollment Overview’ table does not need to be updated throughout the 12-month plan period but should be used to inform strategies to increase total funded program enrollment.

Once a factor is selected from the drop-down box, specify/explain with additional text as needed. Factors listed in the drop-down box include:

1. Service Area: Families have relocated to other parts of service area, not enough families in service area
2. Saturation of Service Area for Options of Care: (Proliferation of Pre-K slots)
3. Facilities
4. Language Barriers: Challenges communicating with families
5. Workforce: Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention
6. Budgeting
7. Family Need: Do the available program options meet the needs of families?
8. Community Involvement: Do program partnerships support recruitment and program services
9. Transportation: Lack of family transportation, program transportation services
10. Temporary Factors: Construction / renovations in progress
11. Non-implemented Expansion / Child Care Partnership Issues
12. Other: Please describe

EXAMPLE: Factor: Not enough children in service area

Choose an item. (Select “Service Area”)

Service Area – Not enough children in service area (Specify with additional text if needed)

Factors Contributing to Underenrollment

Factor # 1

Workforce

Causes / Reasons:

- Staff vacancies remain unfilled for longer than 90 days
- Staff indicate wages are low
- Staff not renewing permits
- Staff indicating that there is too much paperwork
- Staff indicate working with children with challenging behaviors has become too stressful
- Staff out on medical leaves
- Lack of qualified bus drivers to support with transportation
- Providers not renewing contracts with CAPSLO
- Providers are reducing slots due to challenging behaviors
- Providers indicate daily rates are to low
- Providers indicating that HS has too much regulations and paperwork

Effect on Underenrollment:

- Classrooms closed due to no staff
- Group sizes reduced due to low/no teaching staff
- Limited or no transportation causes parents to chose other alternatives
- Reduction in FCC services

Factor # 2

Family Need

Causes / Reasons:

- Families are no longer migrating to some counties- SLO/Santa Barbara
- Families are being considered over income due to federal poverty guidelines
- Families not educated that Transitional Kindergarten is not a California Law
- Families worried about immigration issues
- Families not meeting the definition of agricultural work
- Lack of transportation to centers or provider homes
- Families settling into communities and no longer migrating
- More families reporting challenging behaviors that have **not been** diagnosed with an IEP or IFSP
- Reduction in service hours for Families due to limited workforce

Effect on Underenrollment:

- Less MSHS eligible families
- Families that are over-income remain on waitlist longer period of time
- Children enrolled in TK even if MSHS is the preferred option
- Teachers feeling stressed that can lead to a absenteeism, leave of absences, and/or resignations due to:
 - *Challenging behaviors
 - *Lack of Staff
 - *COVID-19 Outbreaks

Factor # 3

Community Involvement

Causes / Reasons:

- Applicants not meeting minimum requirements for positions
- School Districts are not renewing leases to CAPSLO as Transitional Kindergarten services are being rolled out
- Transitional Kindergarten attracting employees with higher wages, impacting internal staff workforce
- Agricultural work has declined in some service areas due to environmental changes
- Immigration threats are present within the communities served
- Minimum wage in California surpass the Federal Poverty Guidelines
- Providers are being contracted by other Organizations with better contractual wages and do not require the same amount of paperwork

Effect on Underenrollment:

- Reduction in service area, limited slots
- Reduction of MSHS families in service areas
- MSHS families remain on waitlist longer if listed as over-income
- Positions are not being filled
- Less slots for the FCC service option
- Less slots in center based option due to TK services provided by Unified School Districts

Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment

Action # 1:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Peer Parent Model (Promotoras)	Recruitment of potential families	MSHS Program Director	*Recruitment Materials	8/31/2024
		ERSEA Manager	*Cell phones *Tablets *Mileage Reimbursement	Status
				Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Program would contract with 10 individuals (preferably MSHS parents) to provide a peer to peer recruitment strategy for up to 30 hours per week for 10 weeks. Main objective is to compile a preliminary list of potential families for the ERSEA team to facilitate enrollment process.

Action # 2:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Grassroots CDA Academy	Increase FCC Providers contracted	MSHS Program Director	*CDA Modules/Binders	8/31/2024
		MSHS Assistant Director	*CDA books	Status
		FCC Program Coordinator	*Recruitment Materials	Not Yet Started
		Area Managers	*CDA Advisors	

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Create new opportunities to attract individuals to become new providers in the areas that are being served. Provide CDA Academy that will grow potential FCC providers and/or teaching workforce. This strategy will utilize the Zoom platform to facilitate training in multiple areas at the same time and at the convenience of an asynchronous/self-paced program.

Action # 3:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Educational Cohort	Workforce	MSHS Program Director	*Contract with Cerro Coso College *Budget	8/31/2024
		Area Managers		Status
				Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Program will initiate educational cohorts in collaboration with Cerro Coso College to support staff in continuing their education with ECE classes in their native language. This will support staff in obtaining their AA or BA.

Action # 4:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Parent Choice-Education	Impact of TK services on MSHS	MSHS Program Director	*Educational pamphlet *Training during parent meetings and at time of recruitment	8/31/2024
		MSHS Assistant Director		Status
		ERSEA Manager		Not Yet Started
		ERSEA Recruitment Team		
		FSA's		
		FCC Program Coordinator		
		Area Managers		

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Educate the community regarding parental choice as applied to Transitional Kindergarten services.

Action # 5:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Bus Driver Wage Increase	Increase bus drivers	CYFS Division Director	*Contract with Certified Transportation Trainer	8/31/2024
		MSSH Program Director	*Budget increased in wages for drivers	Status
		Transport and Safety Coordinator		Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Retain and recruit bus drivers for all areas.

Action # 6:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Bus Driver Training	Increase bus drivers	MSSH Program Director	*Contract with Certified Transportation Trainer	6/30/2024
		Transport and Safety Coordinator	*Budget for Transportation Consultant/Trainer	Status
				Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Offer a bus driver training open to community, growing eligible pool for recruitment.

Action # 7:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
FCC Model in rural Fresno County towns of: Mendota, Parlier, and Selma	Increase contracted providers and program slot availability for families in Fresno County.	MSHS Program Director	*2 FCC Coordinators *Cell Phones *Laptops *Office Space *Office Materials *Vehicle	8/31/2024
		Area Manger		Status
		ERSEA Manager		Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Expand FCC model into rural Fresno County, previously run by Delegate. The need exists and FCC providers reside in rural Fresno County towns.

Action # 8:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
New marketing campaign	Workforce	CYFS Division Director	Verdin Marketing Vendor	8/31/2024
		MSHS Program Director		Status
				Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Marketing campaign enhanced with testimonials of parents served by the MSHS program. Videos will be streamed through social media and media outlets. The marketing campaign is designed to attract families to apply/receive services as well as attract potential candidates for open positions.

Action # 9:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Winter Session	Services to NEW families	CYFS Division Director MSHS Program Director Area Managers	*Budget *Community Needs Assessment	5/1/2024
				Status
				Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Provide a 8-12 week Winter season session for NEW families that migrated to area to work harvesting the winter crops. This winter program would be offered when the program is typically closed over the winter months.

Action # 10:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Family Recruitment/Referral	Recruitment	MSHS Program Director ERSEA Manager Area Managers	*Budget *50 Giftcards in the amount of \$50 (utilizing USDA unrestricted funds)	8/31/2024
				Status
				Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Campaign for families to recruit/refer eligible families. Distribute 1 entry ticket for giftcard raffle for every family that is referred.

Action # 11:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Parent Café's	Recruitment	CYFS Division Director	*Staff *Recruitment materials *Food for Café's	8/31/2024
				Status
		PFCE Team		Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Provide Parent Café's as a form of support group/recruitment, led by parents following a curriculum. New parents may be interested in attending Parent Café's and increase recruitment.

Action # 12:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Recruitment Initiative	Recruitment and enrollment	MSHS Program Director	*Recruitment materials	8/31/2024
				Status
		ERSEA Team		Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Create new recruitment materials, including coordinating shirts that identify staff as part of the program. ERSEA Team will be in community events supporting recruitment teams and model energetic and effective recruitment.

Collaborate internally with the Mental Health/Disabilities team to recruit children with disabilities via Child Find efforts.

Action # 13:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Additional recruitment time	Workforce	MSHS Program Director	*Budget *Recruitment materials	8/31/2024
		ERSEA Manager		Status
		Area Managers		Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Provide additional recruitment days by bringing in recruitment staff two weeks earlier than scheduled.

Action # 14:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Recruitment & Enrollment Training	Enrollment	MSHS Program Director	*T/TA Budget *Training facility *Recruitment materials	8/31/2024
		ERSEA Manager		Status
				Not Yet Started

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Combined training for Recipient and Delegate to review and discuss enrollment strategies, objectives, and checkpoints.

Action # 15:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Internal Universal Application	Enrollment	ERSEA Team	*Enrollment Policies & Procedures	8/31/2024
		Division Director		Status

		Program Directors Area Managers	*Application	Not Yet Started
--	--	--	--------------	-----------------

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

The agency will review application samples along with enrollment timeline data and reports. A final application will be selected that integrates required items from each program. The program will also require application updates with internal databases utilized such as ChildPlus & NoHo. Training on implementation will be provided to staff that includes the new policies and forms.

Action # 16:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Change in Scope	Under Enrollment & Quality Services for children enrolled in Migrant and Seasonal Head Start program	CAPSLO CEO	*Enrollment Data	4/1/2024
		CYFS Division Director	*Self-Assessment	Status
		MSHS Program Director	*PIR Data	In Progress
		ERSEA Manager	*Data Narratives	
		Area Managers	*Revised Budget	
		T/TA Partners		

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

To increase enrollment in the program to enhance and sustain quality comprehensive services, the program will analyze enrollment data and submit a Change in Scope. This will address providing MSHS services in areas of high need and aid in addressing internal enrollment and staffing challenges.

Plan Progress and Updates

Checkpoint # 1

10/19/2023

- Baseline data to be measured with formalized Self-Assessment report presented to CAPSLO's Board of Directors

Checkpoint # 2

12/29/2023

- Change in Scope submitted to OHS.
- Verdin Marketing campaign
- Bus Drivers training & recruitment of candidates
- Recruitment materials ordered
- ERSEA recruitment plan per County
- 2024 MSHS season return date for recruitment staff
- Cumulative Enrollment check

Checkpoint # 3

4/19/2024

- Review staffing positions filled
- Review renewed FCC provider contracts and slots
- Review Cerro Coso College contract and potential cohort registrants
- Review implementation of Promotoras and Parent Café's
- Review Change in Scope status
- Data analysis of Enrollment Plan and course correct if needed
- Cumulative Enrollment check

Checkpoint # 4

8/31/2024

- Change in Scope approval
- Data analysis of Enrollment Plan and course correct if needed
- Cumulative Enrollment check
- Respond accordingly and timely



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: April 11, 2024

Author Maritza Gomez-Zaragoza

DATE: March 15, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Authorize the Submission of the Fresno Migrant Seasonal Head Start Refunding application for the 2024-2025 Program Year to Community Action Partnership of San Luis Obispo.

I. RECOMMENDATION:

Review and consider approving the submission of the Fresno Migrant Seasonal Head Start Refunding application for the 2024-2025 Program Year.

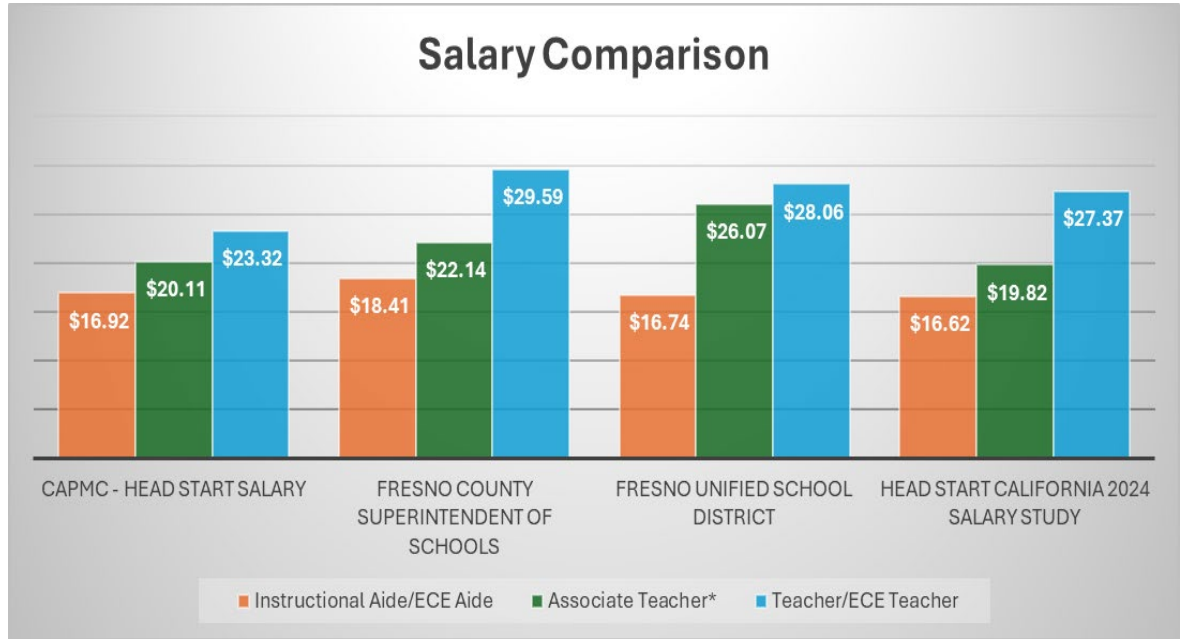
II. SUMMARY:

In order to meet the needs of the children and families of the program's service areas, CAPMC is proposing to submit the refunding application that will include additional funding to extend service days and increase salaries for staff by 5%.

III. DISCUSSION:

- A. In 2022-2023 program year, Community Action Partnership of San Luis Obispo (CAPSLO) did not meet its funded enrollment. CAPSLO was issued an underenrollment letter that included CAPMC-Fresno Migrant HS.
- B. In an effort to ensure the program reaches full enrollment, the program has provided a winter program at two sites – Inez Rodriguez Center in Reedley and Orange Cove. However, center staff have found it difficult to recruit families to do the short season for the remaining centers which makes it difficult for CAPMC to reach enrollment. Families often seek extended services in order to ensure that children are cared for until the work season has ended. The FMHS centers typically close prior to the end of the harvesting season.
- C. A parent survey was deployed to centers to gather information on the time period that would best benefit families work season. 98% of families requested that the season start in late May and end mid-December of each year. This would be the case for most center with the exception of Inez-Reedley and Orange Cove. The extension of days will provide families with an additional 28 days of services, the calendar will go from 109 days to 137 service days. For Inez-Reedley and Orange Cove, the service days will go from 109 to 172 days.

- D. In order to extend service days, CAPMC will be requesting additional funds to cover the additional cost for personnel and operational expenses. CAPMC will be requesting an additional \$1,410,569 in funds.
- E. The request for additional funds will also be used in order to continue to address staff salary disparity. Staff have gathered salary data from the school district and county office of education which are the main competitors with CAPMC-Head Start. Additionally, staff utilized the Head Start California 2024 salary study to compare salaries with other Head Start programs in the State; below is the graph with gathered data:



As noted on the graph, salaries for teaching staff continue to be at disparity with FUSD and FCSOS. The Instructional Aide position hourly rate is slightly above the State medium rate and at parity with FUSD. The Associate Teacher and Teacher positions, however, are between 16% to 21% of disparity from similar positions. Although the proposed increase is only 5%, CAPMC wants to continue to make every effort to increase salaries in order to retain current staff. The total funding needed to increase staff salaries including fringe benefits will be \$1,136,339.

Staff will be providing the program calendars, budget comparison that will indicate the categories that will have increases based on this proposal, and final operational budget.

- The Submission of the Fresno Migrant Seasonal Head Start Refunding application for the 2024-2025 Program Year to Community Action Partnership of San Luis Obispo will be presented to the PC for approval on April 10, 2024.

IV. FINANCIAL IMPACT: Significant – Estimated funding request:

	<u>Original</u>	<u>Proposed Budget</u>
Migrant Head Start Basic Budget:	\$5,789,431	\$7,200,000
Migrant Head Start T&TA:	\$ 82,690	No change
Administrative Budget	\$ 582,321	\$ 762,203
Total In-Kind Budget:	\$ 729,416	\$ 993,094

Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
August 31, 2024

331 0 HEAD START-FRESNO MIGRANT	PROPOSED		Variance
	Grant Budget 2023- 24	Grant Budget 2024- 25	
<u>Expenses</u>			
5010- SALARIES & WAGES	3,254,598.00	4,049,085.00	794,487.00
5020- ACCRUED VACATION PAY	205,049.00	251,403.00	46,354.00
5112- HEALTH INSURANCE	241,714.00	260,784.00	19,070.00
5114- WORKER'S COMPENSATION	86,472.00	121,597.00	35,125.00
5116- PENSION	203,235.00	308,321.00	105,086.00
5122- FICA	205,841.00	328,983.00	123,142.00
5124- SUI	41,590.00	45,355.00	3,765.00
5130- ACCRUED VACATION FICA	13,139.00	22,449.00	9,310.00
	<u>4,251,638.00</u>	<u>5,387,977.00</u>	<u>1,136,339.00</u>
6110- OFFICE SUPPLIES	14,500.00	25,000.00	10,500.00
6112- DATA PROCESSING SUPPLIES	70,000.00	90,000.00	20,000.00
6121- FOOD	10,500.00	17,900.00	7,400.00
6122- KITCHEN SUPPLIES	1,000.00	13,700.00	12,700.00
6130- PROGRAM SUPPLIES	73,696.00	98,696.00	25,000.00
6132- MEDICAL & DENTAL SUPPLIES	12,500.00	5,000.00	(7,500.00)
6134- INSTRUCTIONAL SUPPLIES	5,000.00	10,000.00	5,000.00
6140- CUSTODIAL SUPPLIES	15,000.00	25,870.00	10,870.00
6150- UNIFORM RENTAL/PURCHASE	0.00		0.00
6170- POSTAGE & SHIPPING	750.00	1,000.00	250.00
	<u>202,946.00</u>	<u>287,166.00</u>	<u>84,220.00</u>
6180- EQUIPMENT RENTAL	36,000.00	40,000.00	4,000.00
6181- EQUIPMENT MAINTENANCE	25,000.00	30,000.00	5,000.00
6221- EQUIPMENT OVER > \$5000	48,000.00		(48,000.00)
6310- PRINTING & PUBLICATIONS	5,000.00	24,000.00	19,000.00
6320- TELEPHONE	150,000.00	150,000.00	0.00
6410- RENT	83,202.00	150,000.00	66,798.00
6420- UTILITIES/ DISPOSAL	75,000.00	90,000.00	15,000.00
6432- BUILDING REPAIRS/ MAINTENANC	200,000.00	200,000.00	0.00
6433- GROUNDS MAINTENANCE	42,000.00	35,000.00	(7,000.00)
6436- PEST CONTROL	7,500.00	7,500.00	0.00
6437- BURGLAR & FIRE ALARM	6,500.00	6,500.00	0.00
6440- PROPERTY INSURANCE	13,795.00	24,300.00	10,505.00
6520- CONSULTANTS	10,000.00	25,000.00	15,000.00
6522- CONSULTANT EXPENSES	1,500.00	1,500.00	0.00
6524- CONTRACTS	15,000.00		(15,000.00)
6530- LEGAL	1,500.00	5,000.00	3,500.00
6540- CUSTODIAL SERVICES	4,776.00	4,800.00	24.00

6555- MEDICAL SCREENING/DEAT/STAFI	1,000.00	1,500.00	500.00
6610- GAS & OIL	15,000.00	16,500.00	1,500.00
6620- VEHICLE INSURANCE	22,500.00	30,000.00	7,500.00
6640- VEHICLE REPAIR & MAINTENANCE	25,000.00	25,000.00	0.00
6712- STAFF TRAVEL-LOCAL	15,000.00	15,000.00	0.00
6742- TRAINING - STAFF	0.00	0.00	0.00
6748- EDUCATION REIMBURSEMENT	10,000.00	10,000.00	0.00
6832- LIABILITY INSURANCE	504.00	600.00	96.00
6834- STUDENT ACTIVITY INSURANCE	1,074.00	1,086.00	12.00
6840- PROPERTY TAXES	5,800.00	5,500.00	(300.00)
6850- FEES & LICENSES	22,000.00	15,876.00	(6,124.00)
6852- FINGERPRINT	3,800.00	700.00	(3,100.00)
6875- EMPLOYEE HEALTH & WELFARE	6,375.00	6,545.00	170.00
7110- PARENT ACTIVITIES	1,450.00	600.00	(850.00)
7112- PARENT INVOLVEMENT	0.00	600.00	600.00
7114- PC ALLOWANCE	1,680.00	1,200.00	(480.00)

	<u>855,956.00</u>	<u>924,307.00</u>	<u>68,351.00</u>
--	-------------------	-------------------	------------------

9010- INDIRECT COST ALLOCATION	<u>478,891.00</u>	<u>600,550.00</u>	<u>121,659.00</u>
--------------------------------	-------------------	-------------------	-------------------

	<u>Original</u>	<u>Proposed</u>	<u>Variance</u>
Total Expenses	5,789,431.00	7,200,000.00	1,410,569.00

Children	469	469	
Cost per Child	\$ 12,344	\$ 15,352	\$ 3,008

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant and Seasonal Head Start
 Community Action Partnership of Madera County
 PA 23 Basic Budget
 2024-25

4/1/2024
 3:33 PM

						BASIC	TOTAL
6a. SALARIES						Salaries \$ 4,051,122	\$ 4,302,643
						Accr Vac \$ 251,521	
6b. FRINGE BENEFITS							\$ 1,088,234
TOTAL SALARIES & FRINGE BENEFITS							<u>\$ 5,390,877</u>
6C Out of the Area Travel-Staff							
Staff Travel (Out of the Area)	0	x	350.00	Events		\$ -	
Per Diem Staff	0	Food per Diem		\$ 50		\$ -	
Total Travel (Out of the Area)							<u>\$ -</u>
6D Equipment (Excess \$5000.00/Unit)							
Insight Company							
Total Equipment (Excess \$5000/Unit)							<u>\$ -</u>
6E Office Supplies							
Office Supplies-Fresno Head Start Office	\$ 1,625.00	x	12	Mths		\$ 19,500	\$ 25,000
Office Supplies-Head Start Sites	\$ 130.95	x	6	Mths		\$ 5,500	
Data Processing Supplies							\$ 90,000
Office Supplies-Fresno Head Start Office	\$ 7,000.00	x	12	Mths		\$ 84,000	
Office Supplies-Head Start Sites	\$ 1,002.00	x	6.0	Mths		\$ 6,000	
Food Supplies							\$ 17,900
Food Inventory Cost-Fresno Head Start Office	\$ 258.00	x	12	Mths		\$ 3,100	
Food/Children -Food Experience -Head Start Sites	\$ 2,466.67	x	6	Mths		\$ 14,800	
Kitchen Supplies- Head Start Sites	\$ 1,957.14	x	7	Sites		\$ 13,700.00	\$ 13,700.00
Program Supplies							
Fresno Headstart Office	\$ 5,232.92	x	12	Mths		\$ 62,795	\$ 95,795
Program Supplies-Head Start Sites	\$ 5,500.00	x	6	Mths		\$ 33,000	
Medical Supplies							
Fresno Headstart Office	\$ 416.67	x	12	Mths		\$ 5,000	\$ 5,000
Instructional Supplies							
Fresno Headstart Office Truma Literture and Supplies	\$ 416.67	x	12	Mths		\$ 5,000	\$ 10,000
Program Supplies-Head Start Sites	\$ 833.33	x	6	Mths		\$ 5,000	
Custodial Supplies							
Fresno Headstart Office	\$ 25.00	x	12	Mths		\$ 300	\$ 25,870
Custodial Supplies-Head Start Sites	\$ 4,261.67	x	6	Mths		\$ 25,570	
Postage							
Fresno Head Start Office	\$ 83.33	x	12	Mths		\$ 1,000	\$ 1,000
Total Supplies							<u>\$ 284,265</u>
6F Contracts							
Speech Therapist - Screenings	Children		Days		\$ Rate		
	250	Screened	15	x	\$ 60.00	\$ 15,000	
Total Contracts							<u>\$ 15,000</u>
6G Renovation							
Total Renovation							<u>\$ -</u>
6H Other							
Rentals and Leases							
Fresno Headstart Office	\$ 1,508.33	x	12	Mths		\$ 18,100.00	\$ 40,000
Rentals -Head Start Sites	\$ 1,825.00	x	12	Mths		\$ 21,900.00	
Equipment Repair and Maintenance							
Fresno Headstart Office	\$ 210.00	x	12	Mths		\$ 3,000.00	\$ 30,000
Repairs & Maintenance -Head Start Sites	\$ 2,250.00	x	12	Mths		\$ 27,000.00	
Printing and Advertising							
Printing and Publications-Fresno Office	\$ 4,000.00	x	9	Mths		\$ 24,000.00	\$ 24,000
Printing and Publications-Head Start Sites	\$ -	x	5	Mths		\$ -	
Communications							
Fresno Headstart Office	\$ 833.33	x	12	Mths		\$ 10,000.00	\$ 150,000
Telephone Head Start Sites	\$ 11,666.68	x	12	Mths		\$ 140,000.00	
Annual Rent							
Fresno Headstart Office	\$ 5,087.00	X	12	Mths		139,195.00	\$ 150,000
Head Start Sites	\$ 905.00	X	12	Mths		10,805.00	
UTILITIES							
Fresno Headstart Office	\$ 2,113.00	X	12	Mths		38,000.00	\$ 90,000
Head Start Sites	\$ 4,387.00	X	12	Mths		52,000.00	
Building Maintanance, Repair, and Occupancy							
Fresno Headstart Office R&M	\$ 12,916.67	X	12	Mths		155,000.00	\$ 185,000
Head Start Sites R&M	\$ 2,200.00	X	12	Mths		30,000.00	
Grounds Maintenance	2,916.67	X	12	Mths		\$ 35,000	\$ 35,000
Pest Control-Centers	625.00	X	12	Mths		\$ 7,500	\$ 7,500
Burglar & Fire Alarm	1,175.00	X	9	Mths		\$ 6,500	\$ 6,500

Community Action Partnership of San Luis Obispo County, Inc.
 Fresno Migrant and Seasonal Head Start
 Community Action Partnership of Madera County
 PA 23 Basic Budget
 2024-25

4/1/2024
3:33 PM

Custodial Services	400.00	X	12	Mths	\$	4,800	\$	4,800	
Building and Child Liability									
Property Insurance	2,199.00	X	12	Mths	\$	24,300	\$	25,986	
Liability Insurance	50.00	X	12	Mths	\$	600			
Student Activity Insurance	181.00	X	6	Mths	\$	1,086			
Consultants									
Psychological/Child Observation Services	4,166.68	X	6	Mths	\$	25,000	\$	31,500	
Consultant Expenses	250.02	X	6	Mths	\$	1,500			
Legal	1,250.00	X	4	Mths	\$	5,000			
Screening/Medical									
Employee Screening/Medical & Drug Testing	10	Emp	x	\$	150	\$	1,500	\$	1,500
Vehicle Repair & Maintenance									
Vehicle Gas & Oil	\$ 5.00	X	3,300	Gallons	\$	16,500	\$	71,500	
Vehicle Insurance	\$ 2,500.00	X	12	Mths	\$	30,000			
Vehicle Repair & Maintenance	\$ 2,083.33	X	12	Mths	\$	25,000			
Travel and Per Diem									
Staff Travel Local	2,500.01	X	6	Mths	\$	15,000	\$	15,000	
Staff Training									
Education Reimbursement	-	Employees	30		\$	-	\$	10,000	
	10	Students	x	\$	1,000	\$	10,000		
Other									
Uniforms Purchase or Rental	\$ -	x	1	Emp	\$	-		\$	
Property Taxes	\$ 5,500.00	X	1	Mths	\$	5,500.00			
Fees and Licenses	\$ 2,946.00	X	2.4	Mths	\$	15,876.00			
Fingerprints	\$ 50.00	X	10	Emp	\$ 700.00	\$ 700.00			
Employee Health and Safety	77	Employees	x	85.00	\$	6,545			
Parent Activity	\$ 12.00	X	5	Mths	\$	600			
PC Allowance	20.00	Mbrs x 12Mtg	x	5.00	\$	600			
Policy Council Food	10	Meetings	x	120.00	\$	1,200			
Total Other							\$	909,307	
6I Total Operational Cost						16.8%	\$	1,208,572	
Total Payroll Cost						74.9%	\$	5,390,877	
Total Costs							\$	6,599,449	
6J Total Indirect Costs									
						Approved Indirect Rate 9.10%	8.34%	\$	600,551
TOTAL BUDGET							Contract	\$	7,200,000
						Children			469
						Cost per Child	\$		15,352

6a.	SALARIES		\$0
6b.	FRINGE BENEFITS		\$0
	TOTAL SALARIES & FRINGE BENEFITS		\$0

OPERATIONAL EXPENSES

6c.	TRAVEL		\$ 28,192
------------	---------------	--	------------------

	1. CHSA Annual Education Conference		\$9,160
	Registration fee (\$650/day x 6 staff)	\$3,900	
	Lodging (250/night x 4 nights x 4 rooms, including parking)	\$4,000	
	Per diem (\$42/day x 5 days x 6 staff)	\$1,260	
	2. CACFP Annual Conference		\$1,650
	Registration fees (\$550 x 3 staff)	\$1,650	
	3. National Migrant & Seasonal Head Start		\$8,660
	Registration (\$650 x 6 staff)	\$3,900	
	Lodging (\$250/night x 4 nights x 3 room, including parking)	\$3,000	
	Per diem (\$42/day x 5 days x 6 staff)	\$1,260	
	Parking & Incidentals	\$500	
	4. CLASS Leadership Summit		\$3,552
	Registration (\$500/ x 3 staff)	\$1,500	
	Lodging (\$250/night x3 nights x 2 room, including parking)	\$ 1,500	
	Per diem (\$46/day x 4 days x 3 staff)	\$ 552	
	5. CHSA - Health Institute		\$5,170
	Registration (\$600 x 3 staff)	\$1,800	
	Lodging (\$280/night x 4 nights x 2 room, including parking)	\$2,240	
	Per diem (\$42/day x 5 days x 3 staff)	\$630	
	Parking & Incidentals	\$500	

6d.	EQUIPMENT		\$0
------------	------------------	--	------------

6e.	SUPPLIES		\$5,789
------------	-----------------	--	----------------

	<u>1. Office/Program Supplies</u>		\$5,789
	Resource materials for staff and parents training and meetings		

6f.	CONTRACTUAL		\$0
------------	--------------------	--	------------

6g.	CONSTRUCTION		\$0
------------	---------------------	--	------------

6h.	OTHER		\$41,812
------------	--------------	--	-----------------

	<u>1. Consultants and Consultant Expenses</u>		\$41,812
--	--	--	----------

Community Action Partnership of Madera County
 Fresno Head Start
 Training and Technical Assistance
 Budget 2024-25

a. Policy Council Training with Agency Attorney	\$4,500
*Brown Act	
*By-Laws	
*Program Governance	
*Role & Responsibilities	
b. Area Manager, Coach, Teaching staff, 15 hour In-service	
Curriculum Implementation Training	\$3,500
Curriculum Implementation COP	\$3,600
Pyramid Model Modules for Infants/Toddlers	\$5,500
Dual Language Learners Training	\$1,500
PITC Social Emotional development	\$2,500
CLASS Training	\$1,200
c. Health & Safety Trainings	\$5,500
*CPR/First Aid	
*Emergency/Safety Procedures	
*Child Abuse & Neglect	
*Harrasment in the Workplace	
d. Food Handler and Food Manager Certification	\$412
*\$15/per person x 6 staff - handler	\$90
*\$161/person x 2 staff - Manager	\$322
e. Teach Stone - CLASS Certification (\$150/Person x 4 Staff)	\$600
f. Family Partner Certificate 7 Advocates x \$800.00ea	\$5,600
g. Trauma Informed Care	\$1,200
h. Challenging Behaviors/Autism Spectrum Disorders	\$1,200
i. Transform challenging behavior	\$1,500
j. Staff Wellness Training	\$3,500

4. Printing and Publications - Training Materials

	TOTAL DIRECT CHARGES			\$ 75,793
6i.	INDIRECT COSTS	\$75,793	X	9.10%
	TOTAL PA 20 HEAD START T & TA BUDGET			<u>\$82,690</u>

**Community Action Partnership of Madera County
Fresno Migrant Head Start
Non-Federal Share (In-Kind Cash)
Budget Detail Justification
PA20/PA22
Sept 1, 2024 - Aug 31, 2025**

6a. SALARIES		0	BASIC	\$0					
6b. FRINGE BENEFITS		0		\$0					
6c. TRAVEL (OUT OF AREA)		0		\$0					
6d. EQUIPMENT		0		\$0					
6e. SUPPLIES				<u>\$2,497</u>					
1 Donated Materials Doantions by local merchants	121.89	x	9	Sites	\$ 1,097.00	\$ 2,497			
2 Supplies Purchased with Program Income	116.67	x	12	Months	\$ 1,400.00				
6f. CONTRACTUAL								\$0	
6g. CONSTRUCTION								\$0	
6h. OTHER								<u>\$990,597</u>	
<u>Rents</u>	Appraised				Annual Rent Paid		Inkind Value	\$217,266	
21 Biola					-		0.00		
23 Firebaugh	35,184.00				6,000.00		29,184.00		
24 Five Points	37,776.00				-		37,776.00		
25 Huron					-		0.00		
26 Mendota	17,136.00				4,800.00		12,336.00		
27 Orange Cove	29,195.00				2.00		29,193.00		
28 Parlier	49,764.00				-		49,764.00		
29 Inez Rodriguez	30,408.00				2.00		30,406.00		
30 Selma	28,608.00				1.00		28,607.00		
31 Fresno Office	-						0.00		
	<u>228,071.00</u>				<u>10,805.00</u>				
4 <u>Volunteers</u>								\$773,331	
a. PC Board	9	Members	0.50	Hrs	10	Mtgs	\$62.96	Hr	\$2,833
Biola	15	Parents	-	Hrs	6	Mths	\$26.78	Hr	\$0
Firebaugh	30	Parents	26.25	Hrs	6	Mths	\$26.78	Hr	\$126,536
Five Points	24	Parents	26.25	Hrs	6	Mths	\$26.78	Hr	\$101,228
Huron	20	Parents	-	Hrs	6	Mths	\$26.78	Hr	\$0
Mendota	20	Parents	26.25	Hrs	6	Mths	\$26.78	Hr	\$84,357
Orange Cove	24	Parents	26.25	Hrs	8	Mths	\$26.78	Hr	\$134,971
Parlier	45	Parents		Hrs	6	Mths	\$26.78	Hr	\$0
Inez Rodriguez	35	Parents	26.25	Hrs	8	Mths	\$26.78	Hr	\$196,833
Selma	30	Parents	26.25	Hrs	6	Mths	\$26.78	Hr	\$126,536
Fresno Office	0	Parents	-	Hrs	6	Mths	\$26.78	Hr	\$0
	252								
6i. TOTAL NON-FEDERAL SHARE BUDGET									<u>\$993,094</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
FRESNO MIGRANT HEAD START
ADMINISTRATIVE BUDGET
September 1, 2024 - August 31, 2025**

		Hrs./ Day	# Days	% Time		BASIC FEDERAL SHARE
6A PERSONNEL						
	HEAD START DIRECTOR	2.08	261	26%	\$	40,945.18
	EXECUTIVE ADMINISTRATIVE AIDE	1.68	261	21%	\$	13,106.94
	HUMAN RESOURCES ASSISTANT II	1.84	261	23%	\$	15,664.21
	TOTAL SALARIES					69,716
6B FRINGE BENEFITS						
	Health/Dental/Vision/Life Insurance				\$	6,338.27
	Workers' Compensation				\$	1,977.00
	PENSION				\$	4,098.00
	FICA				\$	5,696.00
	SUI				\$	365.00
	TOTAL FRINGE BENEFITS					18,474.27
	TOTAL PERSONNEL COSTS				\$	88,190.27
6C TRAVEL (OUT OF AREA)						
	1. CHSA Annual Education Conference	\$ 9,160	x	100%	\$	9,160.00
	2. CACFP Annual Conference	\$ 1,650	x	100%	\$	1,650.00
	3. National Migrant & Seasonal Head Start	\$ 8,660	x	100%	\$	8,660.00
	4. CLASS Leadership Summit	\$ 3,552	x	100%	\$	3,552.00
	5. CHSA - Health Institute	\$ 5,170	x	100%	\$	5,170.00
	TOTAL TRAVEL (OUT OF AREA)				\$	28,192
6D EQUIPMENT (EXCESS \$5,000/UNIT)					\$	-
	TOTAL EQUIPMENT (EXCESS \$5,000/UNIT)				\$	-
6E SUPPLIES						
	Office Supplies	19,500	per yr.	x	14.0%	2,730
	Custodial Supplies	300	per yr.	x	5%	15
	Postage	1,000	per yr.	x	100%	1,000
	TOTAL SUPPLY COST				\$	3,745
6F CONTRACTS						-
6G RENOVATION						-
6H OTHER						
	Printing & Publication	24,000	YTD	x	35.0%	8,400
	Advertising & Promotion	-	YTD	x	35.0%	-
	Telephone	10,000	YTD	x	3.0%	300
	Rent	139,195	YTD	x	5.3%	7,377
	Utilities and Disposal	38,000	YTD	x	13.3%	5,054
	Pest Control	660	YTD	x	5.0%	33
	Burglar & Alarm	1,200	YTD	x	12.1%	145
	Property Insurance	3,600	YTD	x	5.0%	180
	Liability Insurance	600	YTD	x	10.0%	60
	Legal	5,000	YTD	x	100.0%	5,000
	Fees & Licenses	14,976	YTD	x	100.0%	14,976
	TOTAL OTHER					41,525
6I TOTAL DIRECT COSTS					\$	161,652
6J INDIRECT COSTS				Indirect Rate (9.1%)	\$	600,551
	TOTAL BUDGET				\$	762,203

ADMINISTRATIVE PERCENTAGE

9.21%

Administrative Rate Calculation	
Fresno Migrant	\$ 7,200,000
Fresno T&TA	\$ 82,690
Non-Federal	\$ 993,094
	\$ 8,275,784
MAX ADMIN % ALLOWED = 15%	\$ 1,241,368
ADMIN BUDGET TOTAL	\$ 762,203
DIVIDED BY TOTAL FUNDING	\$ 8,275,784
ADMIN %	9.21%

CAPMC - FRESNO MIGRANT/SEASONAL HEAD START

Fresno Basic Days of Operation

2024-25

2/29/24 9:58 AM

Sep-24						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mth	21	Exp	20
Child Days			19
Trans Days			0
Staff w/o Children			1
Holidays			1
Winter/Spring Break			0
Non-Op Days			0
			21

Oct-24						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth	23	Exp	20
Child Days			20
Trans Days			0
Staff w/o Children			2
Holidays			1
Winter/Spring Break			0
Non-Op Days			0
			23

Nov-24						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mth	21	Exp	20
Child Days			17
Trans Days			0
Staff w/o Children			1
Holidays			3
Winter/Spring Break			0
Non-Op Days			0
			21

Dec-24						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth	22	Exp	20
Child Days			13
Trans Days			0
Staff w/o Children			2
Holidays			0
Winter/Spring Break			0
Non-Op Days			7
			22

Jan-25						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth	23	Exp	20
Child Days			0
Trans Days			0
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Op Days			23
			23

Feb-25						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mth	20	Exp	30
Child Days			0
Trans Days			0
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Op Days			20
			20

Mar-25						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth	21	Exp	20
Child Days			0
Trans Days			0
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Op Days			21
			21

Apr-25						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mth	22	Exp	20
Child Days			0
Trans Days			0
Staff w/o Children			0
Holidays			0
Winter/Spring Break			0
Non-Op Days			22
			22

May-25						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth	22	Exp	25
Child Days			9
Trans Days			0
Staff w/o Children			5
Holidays			1
Winter/Spring Break			0
Non-Op Days			7
			22

Jun-25						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mth	21	Exp	21
Child Days			19
Trans Days			0
Staff w/o Children			1
Holidays			1
Winter/Spring Break			0
Saturdays			0
Non-Op Days			0
			21

Jul-25						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth	23	Exp	14
Child Days			21
Trans Days			0
Staff w/o Children			1
Holidays			1
Winter/Spring Break			0
Saturdays			0
Non-Op Days			0
			23

Aug-25						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth	21	Exp	30
Child Days			19
Trans Days			0
Staff w/o Children			2
Holidays			0
Winter/Spring Break			0
Saturdays			0
Non-Op Days			0
			21

Advocates & CD's Return
 Staff Return - Pre-Service

	Sum		
Child Days	137	172	35
Staff w/o Children	15	18	3
Holidays	8	12	4
Winter/Spring Break	-	8	8
Non-Op Days	100	50	(50)

260 260

CAPMC - FRESNO MIGRANT/SEASONAL HEAD START

Fresno Days of Operation - Orange Cove & Inez R

2024-25

2/29/24 9:58 AM

Sep-24

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mth		21	Exp	20
Child Days				19
Trans Days				0
Staff w/o Children				1
Holidays				1
Winter/Spring Break				0
Non-Op Days				0
				<u>21</u>

Oct-24

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth		23	Exp	20
Child Days				20
Trans Days				0
Staff w/o Children				2
Holidays				1
Winter/Spring Break				0
Non-Op Days				0
				<u>23</u>

Nov-24

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mth		21	Exp	20
Child Days				17
Trans Days				0
Staff w/o Children				1
Holidays				3
Winter/Spring Break				0
Non-Op Days				0
				<u>21</u>

Dec-24

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mth		22	Exp	20
Child Days				14
Trans Days				0
Staff w/o Children				1
Holidays				1
Winter/Spring Break				6
Non-Op Days				0
				<u>22</u>

Jan-25

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mth		23	Exp	20
Child Days				18
Trans Days				0
Staff w/o Children				1
Holidays				2
Winter/Spring Break				2
Non-Op Days				0
				<u>23</u>

Feb-25

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mth		20	Exp	30
Child Days				16
Trans Days				0
Staff w/o Children				3
Holidays				1
Winter/Spring Break				0
Non-Op Days				0
				<u>20</u>

Mar-25

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mth		21	Exp	20
Child Days				0
Trans Days				0
Staff w/o Children				0
Holidays				0
Winter/Spring Break				0
Non-Op Days				21
				<u>21</u>

Apr-25

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mth		22	Exp	20
Child Days				0
Trans Days				0
Staff w/o Children				0
Holidays				0
Winter/Spring Break				0
Non-Op Days				22
				<u>22</u>

May-25

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth		22	Exp	25
Child Days				9
Trans Days				0
Staff w/o Children				5
Holidays				1
Winter/Spring Break				0
Non-Op Days				7
				<u>22</u>

Jun-25

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mth		21	Exp	21
Child Days				19
Trans Days				0
Staff w/o Children				1
Holidays				1
Winter/Spring Break				0
Saturdays				0
Non-Op Days				0
				<u>21</u>

Jul-25

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mth		23	Exp	14
Child Days				21
Trans Days				0
Staff w/o Children				1
Holidays				1
Winter/Spring Break				0
Saturdays				0
Non-Op Days				0
				<u>23</u>

Aug-25

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mth		21	Exp	30
Child Days				19
Trans Days				0
Staff w/o Children				2
Holidays				0
Winter/Spring Break				0
Saturdays				0
Non-Op Days				0
				<u>21</u>

Advocates & CD's Return
 Staff Return - Pre-Service
 Winter Break

	Sum
Child Days	172
Staff w/o Children	18
Holidays	12
Winter/Spring Break	8
Non-Op Days	50



Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: April 11, 2024

Author: Maritza Gomez-Zaragoza

DATE: April 2, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Lease agreement between Kings Canyon Unified School District and Community Action Partnership of Madera County – Fresno Migrant Head Start for Orange Cove and Inez C. Rodriguez Migrant Head Start centers.

I. RECOMMENDATION:

Review and consider authorizing the Executive Director to renew the lease agreements with Kings Canyon Unified School District for the Orange Cove and Inez C. Rodriguez Migrant Head Start centers.

II. SUMMARY:

The lease agreement with Kings Canyon Unified School District will commence February 27, 2024 through February 26, 2027 for the Orange and Cove Inez C. Rodriguez Migrant Head Start center.

III. DISCUSSION:

1. CAPMC – Fresno Migrant Head Start is renewing its lease agreement with Kings Canyon Unified School District to provide preschool services to the Reedley and Orange Cove communities.
2. Services are provided for children and families beginning May of each year and ending in October/November of each year.
3. The lease agreement details the responsibilities for each party once it becomes in effect.
4. CAPMC Migrant Head Start will be responsible to maintain the facility in a safe condition throughout the duration of the lease.

IV. FINANCING:

Funding has been allocated to the basic grant.

Contract No. _____
Board Approval Date _____

LICENSE FOR MIGRANT HEAD START FACILITIES

Kings Canyon Unified School District, a political subdivision of the State of California (hereafter "**Lessor**"), hereby ("License") to the Community Action Partnership of Madera County, a nonprofit corporation pursuant to Internal Revenue Code section 501(c) (3) (hereafter "**Lessee**"), the land and premises ("**the Premises**") in the County of Fresno, State of California, described as follows:

One half (1/2) acre, more or less, at Fourth and Adams Avenue of the A.L. Conner Elementary School, on the following terms and conditions:

ARTICLE I

TERM OF LICENSE

Section 1.01. Fixed Term. The term of this License shall be a period of three (3) years commencing February 27, 2024, unless sooner terminated as provided in this License.

Section 1.02. Early Termination By Lessee. Lessee may terminate this License without any liability on the part of Lessee, on the anniversary date of commencement of the term described in Section 1.01 of this License. Lessee must give Lessor at least sixty (60) days prior notice in writing of Lessee's intention to terminate the License. Furthermore, should Lessee ever lose or withdraw from the contract to provide the Migrant Head Start programs that are to utilize the premises, Lessee may terminate this License upon sixty (60) days' notice in writing to Lessor of the loss or

withdrawal of the contract.

ARTICLE 2

RENT

Section 2.01. Basic Rent. Lessee agrees to pay Lessor the sum of Two Dollars and No Cents (\$2.00) per year, payable in advance.

Section 2.02 Place for Payment of Rent. Payment for all rent that becomes due and payable under this License shall be paid to Lessor at the address set forth in this License, or to such other place or places as Lessor may from time to time designate by written notice given to Lessee.

ARTICLE 3

USE OF PREMISES

Section 3.01. Principal Use. The Premises may, during the term of this License, be used by Lessee for a Migrant Head Start Program to provide services for a maximum of 47 migrant children. Any change in use, including the maximum number of children served, must be specifically approved in writing by Lessor. The Migrant Head Start Program is intended to serve and support the students and families of Lessor for improved educational opportunities.

Section 3.02. Only Lawful Uses Permitted. Lessee shall not use or permit the Premises or any portion of the Premises to be improved, developed, used, or occupied in any manner or for any purpose that in any way violates any valid law, ordinance or regulation of any federal, state or local government authority. Furthermore, Lessee shall not maintain, commit or permit the maintenance or commission of any nuisance on the Premises or any part of the Premises, as nuisance is now or may hereafter be

defined by any statutory or decisional law applicable to the Premises.

ARTICLE 4

TAXES AND UTILITIES

Section 4.01. Taxes. Lessee acknowledges that the Premises are presently exempt from property taxes. In the event that Lessee's use of the Premises subjects the Premises to property taxes, Lessee shall pay them.

Section 4.02. Assessments. Lessee shall pay, or cause to be paid, any general assessments and other charges levied or assessed during the term of this License by any governmental agency of the overall property of which the Premises are a part.

Section 4.03. Utilities. Lessee shall pay, or cause to be paid, and shall hold Lessor and the property of Lessor, including the Premises, free and clear from all charges for the furnishing of gas, water, telephone service, and other public utilities provided to the Premises during the term of the License, and for the removal of garbage and rubbish from the Premises during the term of the License.

Section 4.04 Payment by Lessor. Should Lessee fail to pay within the time specified in this Article or required by law any taxes, assessments or other charges which this Article requires Lessee to pay, Lessor may pay such charges without notice to or demand on Lessee. In this event, Lessee shall promptly, on written demand of Lessor, reimburse Lessor for the full amount paid by Lessor in paying, discharging or adjusting such tax, assessment or other charge. Where this Article does not specify a

time within which Lessee must pay a particular item, Lessee must pay it before it becomes delinquent.

ARTICLE 5

IMPROVEMENTS BY LESSEE

Section 5.01 Lessee's Rights. Lessee may, at Lessee's sole cost and expense, construct and/or install two (2) portable building and related improvements on the Premises, in the manner and according to the terms and conditions specified in this Article. A site plan is attached herewith as Exhibit A and incorporated herein by this reference.

Section 5.02. Lessor's Approval of Plans. No structure or other improvement of any kind may be erected or maintained on the Premises unless and until the plans, specifications, and proposed location of the structure or improvement have been approved in writing by Lessor. Lessee shall not erect or maintain any structure or other improvements on the Premises that does not comply with plans, specifications, and locations approved in writing by Lessor. Furthermore, Lessee may not make any material addition to or structural alteration of any structure or improvement hereafter added to the Premises until and unless the plans and specifications for such addition or alteration are approved in writing by Lessor.

Section 5.03. Quality of Buildings. Any portable buildings installed on the Premises by Lessee shall comply with all structural safety standards required by law for school buildings.

Section 5.04. Compliance with Laws. Any improvements to the Premises shall be in accordance with all valid laws, ordinances, regulations, and orders of all

federal, state, and local agencies or entities having jurisdiction over the Premises. All work performed on the Premises pursuant to or authorized by this License shall be done in a good and workmanlike manner and only with new materials of good quality and high standard.

Section 5.05. Ownership of Buildings and Improvements. Any and all buildings and fixtures appurtenant thereto placed or erected on the Premises shall remain the property of Lessee and shall, subject to the right of first refusal described below, be removed from the Premises upon the termination of this License. All improvements to the Premises, other than the buildings and fixtures appurtenant thereto, shall become the property of Lessor upon the termination or expiration of the License. These improvements include, but are not limited to, playground and other recreational equipment placed on the Premises by Lessee. Lessee shall not pledge or encumber the License or the building improvements whether by a security agreement, UCC filing statements, deed of trust securing the Leasehold interest and improvements thereon, or any other method or means of encumbering the License or the building improvements.

Section 5.06. Right of First Refusal. Lessor understands that all buildings to be erected on the Premises belong to the United States Government ("**Government**") and cannot be sold or conveyed by Lessee without the Government's express consent. Lessee agrees that should it be permitted to sell the building on behalf of the Government, Lessor shall have the right of first refusal to purchase the buildings at a price to be negotiated at the time of sale. Lessee shall send a written notice of the right

of first refusal to the Lessor pursuant to section 10.3. Lessor shall have thirty (30) calendar days to exercise its right of first refusal by written notice served upon the Lessee pursuant to section 10.3. The parties shall then have up to a maximum period of sixty (60) calendar days to negotiate in good faith for Lessor to acquire all right, title and interest to the buildings from the Lessee.

ARTICLE 6

MAINTENANCE AND REPAIRS

Section 6.01. Maintenance by Lessee. At all times during the term of this License, Lessee shall, at Lessee's own cost and expense, keep and maintain the Premises and all improvements now or hereafter on the Premises as well as all facilities now or hereafter appurtenant to the Premises in good order and repair and in a safe and clean condition. Furthermore, Lessee shall, at Lessee's own cost and expense, maintain at all times during the terms of this License the whole of the Premises as well as any improvements, landscaping, or facilities thereon in a clean, sanitary, neat, tidy, orderly, and attractive condition.

Section 6.02. Requirements of Governmental Agencies. At all times during the term of this License, Lessee, at Lessee's own cost and expense, shall:

- (1) Make all alterations, additions, or repairs to the Premises or the improvements or facilities on the Premises required by any valid law, ordinance, statute, order, or regulation now or hereafter made or issued by any federal, state, or local governmental agency or entity;
- (2) Observe and comply with all valid laws, ordinances, statutes, orders, and regulations now or hereafter made or issued respecting the Premises or

the improvements or facilities on the Premises by any federal, state, or local governmental agency or entity;

(3) Contest, if Lessee, in Lessee's sole discretion, desires by appropriate legal proceedings brought in good faith and diligently prosecuted in the name of Lessee, or in the names of Lessee and Lessor where appropriate or required, the validity or applicability to the Premises of any law, ordinance, statute, order, or regulation now or hereafter made or issued by any federal, state, or local governmental agency or entity; provided, however, that any such contest or proceeding, though maintained in the names of Lessee and Lessor from Lessee's failure to observe or comply during the contest with the contested law, ordinance, statute, order, or regulation; and

(4) Indemnify and hold Lessor and the property of Lessor, including the Premises, free and harmless from any and all liability, loss, damages, fines, penalties, claims, and actions resulting from Lessee's failure to comply with and perform the requirements of this section, provided that the liability and damages did not result from Lessor's conduct.

Section 6.03. Lessee's Duty to Restore Premises. Should, at any time during the term of this License, any buildings or improvements now or hereafter on the Premises be destroyed in whole or in part by fire, theft, the elements, or any other cause not the fault of the Lessor, this License, at the sole option and discretion of Lessee, shall continue in full force and effect and Lessee may repair and restore the

damaged or destroyed building, buildings, improvement, or improvements according to the original plans or according to such modified plans as shall be approved in writing by Lessor. Otherwise, if Lessee does not exercise its discretion to continue the License, the License shall terminate and Lessee shall remove the improvements pursuant to section 5.05. Notice of Lessee's option not to continue the License shall be served by Lessee upon the Lessor pursuant to section 10.3.

The work of repair and restoration shall be done in accordance with the requirements for original construction work on the Premises as set forth in Article 5 of this License.

ARTICLE 7

INDEMNITY AND INSURANCE

Section 7.01. Indemnity By Lessee. During the period of time during each year Lessee occupies the premises and operates Head Start Programs, which is from mid-April through mid-November, Lessee shall indemnify and hold Lessor and the property of Lessor, including the Premises and any buildings or improvements now or hereafter on the Premises, free and harmless from any and all liability, claims, loss, damages, or expenses resulting from Lessee's occupation and use of said Premises (providing that such liability, claims, loss, damages or expenses do not result from Lessor's conduct), specifically including, without limitation, any liability, claim, loss, damage, or expense arising by reason of:

- (1) The death or injury of any person, including an employee or agent of Lessee, or by reason of damage to or destruction of any property, including property owned by Lessee or an employee or agent of Lessee,

caused or allegedly caused by either (a) the condition of the Premises or omission on the Premises of Lessee or any person in, on, or about the Premises with the permission and consent of Lessee;

- (2) Any work performed on the Premises or materials furnished to the Premises at the instance or request of Lessee or any person or entity acting for or on behalf of Lessee; or
- (3) Lessee's failure to perform any provision of this License or to comply with any requirement of law or any requirement imposed on Lessee or the Premises by any duly authorized governmental agency.

Section 7.02. Indemnity By Lessor. Lessor does not occupy or use the building improvements on the Premises as described herein. If, at any time, Lessee and Lessor agree in writing for a joint occupancy or use of the building improvements on the Premises then, to the extent Lessor occupies or uses such improvements, Lessor shall indemnify and hold Lessee and the property of Lessee, including the Premises and any buildings or improvements now or hereafter on the Premises, free and harmless from any and all liability, claims, loss, damages, or expenses resulting from Lessor's occupation and use of said Premises (providing that such liability, claims, loss, damages or expenses do not result from Lessee's conduct), specifically including, without limitation, any liability, claim, loss, damage, or expense arising by reason of:

- (1) The death or injury of any person, including an employee or agent of Lessor, or by reason of damage to or destruction of any property, including property owned by Lessor or an employee or agent of Lessor,

caused or allegedly caused by either (a) the condition of the Premises or some building or improvement on the Premises, or (b) some act or omission on the Premises of Lessor or any person in, on, or about the Premises with the permission and consent of Lessee;

- (2) Any work performed on the Premises or materials furnished to the Premises at the instance or request of Lessor or any person or entity acting for or on behalf of Lessor; or
- (3) Lessor's failure to perform any provision of this License or to comply with any requirement of law or any requirement imposed on Lessor or the Premises by any duly authorized governmental agency.

Section 7.03. Liability Insurance. Lessee shall at its own cost and expense, secure promptly after the execution of this License, and maintain during the entire term of this License a broad form comprehensive coverage policy of public liability insurance issued by an insurance company acceptable to Lessor and authorized to issue liability insurance in California insuring Lessee against loss or liability cause by or connected with Lessee's occupation and use of the premises under this License in amounts not less than:

- (1) \$2,000,000 for injury to or death of one person and, subject to such limitation for the injury or death of one person, limit \$4,000,000 for injury to or death of two or more persons as a result of any one accident or incident; and
- (2) Limit of \$2,000,000 for liability due to damage to or destruction of any property of others.

Section 7.04. Fire and Casualty Insurance. Lessee shall at Lessee's own cost and expense, at all times during the term of this License keep all buildings, improvements, and other structures on the Premises, as well as any and all additions thereto, insured for their full insurable value by insurance companies authorized to issue such insurance in California against loss or destruction by fire and for the perils commonly covered under the standard extended coverage endorsement to fire insurance policies in Fresno County.

Section 7.05. Specific Perils to be Insured Against. Notwithstanding anything to the contrary contained in Section 7.04 of this License, the insurance required by Section 7.04 of this License shall, whether or not included in the standard extended coverage endorsement mentioned in Section 7.04, insure all buildings, improvements, and other structures on said Premises as well as any and all additions thereto, against loss or destruction by windstorm, cyclone, tornado, hail, explosion, riot, riot attending a strike, civil commotion, malicious mischief, vandalism, aircraft, fire, smoke damage, and sprinkler leakage. Furthermore, the insurance required by section 7.04 of this License shall apply during the course of construction with applicable vandalism and malicious mischief clauses attached insuring the project during its construction, and all materials delivered to the site of the building project for their full insurable value.

Section 7.06. Deposit of Insurance With Lessor. Lessee shall within ten (10) days after the execution of this License deliver to Lessor a true and correct copy of each insurance policy required by this Article of this License, or a certificate executed by the

insurance company or companies or their authorized agent evidencing such policy or policies.

Section 7.07. Notice of Cancellation of Insurance. Each insurance policy required by this Article of this License shall contain a provision that it cannot be cancelled for any reason unless thirty (30) days prior notice of the cancellation is given to Lessor in the manner required by this License for service of notices on Lessor by Lessee.

ARTICLE 8

ASSIGNMENT AND SUBLEASING

Section 8.01. No Assignment or Sublease Without Lessor's Consent.

Lessee shall not assign, sublet, or otherwise transfer this License, in whole or in part, or any right or interest in the Premises or any of the improvements that may now or hereafter be constructed or installed on the Premises without the prior written consent of Lessor. Any such assignment or sublease by Lessee without the prior written consent of Lessor, whether voluntary or involuntary, by operation of law or otherwise, is void and shall, at the option of Lessor, terminate this License. Consent of Lessor to an assignment or sublease of Lessee's interest in this License shall not be unreasonably withheld. Lessor expressly agrees to consent to a License assignment to any entity who assumes the Lessee's Migrant Head Start contract or becomes the contractor for Migrant Head Start in the Orange Cove area.

ARTICLE 9

DEFAULT AND TERMINATION

Section 9.01. Abandonment by Lessee. Should Lessee abandon the

Premises prior to the natural expiration of the term of this License, Lessor may continue this License in effect by not terminating Lessee's right to possession of the Premises, in which event Lessor shall be entitled to enforce all Lessor's rights and remedies under this License.

Section 9.02. Termination for Breach by Lessee. All covenants and agreements contained in this License are declared to be conditions to this License and to the term hereby demised to Lessee. Should Lessee default in the performance of any covenant, condition, or agreement contained in this License and the default not be cured within thirty (30) days after written notice of default is served on Lessee by Lessor, then Lessor may terminate this lease and re-enter and regain possession of the Premises.

Section 9.03. Cumulative Remedies. The remedies given to Lessor in this Article shall not be exclusive but shall be cumulative with and in addition to all remedies now or hereafter allowed by California law.

Section 9.04. Waiver of Breach. Any waiver by conduct or in writing by Lessor of any breach by Lessee of any of the provisions of this License shall not constitute a continuing waiver or a waiver of a subsequent breach by Lessee.

Section 9.05. Surrender of Premises. On expiration or termination of this License, Lessee shall surrender the Premises to Lessor. Subject to the provisions of section 5.06, all facilities in any way related to the Premises shall remain the property of Lessee and will be removed in a reasonable time, not to exceed sixty (60) days, from the termination or expiration of the License. The Premises, after the improvements

have been removed, shall be graded by Lessee, or its authorized representative, to the extent necessary consistent with the grading elevation and contours of the surrounding property owned by the District.

ARTICLE 10

MISCELLANEOUS

Section 10.01 Force Majeure - Delays. Except as otherwise expressly provided in this License, should the performance of any act required by this License to be performed by either Lessor or Lessee be delayed by reason of an act of God, strike, lockout, labor trouble, inability to secure materials, restrictive governmental laws or regulations, or any other cause except financial inability not the fault of the party required to perform the act, the time for performance of the act during the period of delay will be excused; provided, however, that nothing contained in this section shall excuse the prompt payment of rent by Lessee as required by this License or the performance of any act rendered difficult or impossible solely because of the financial condition of the party required to perform the act.

Section 10.02 Attorney's Fees. Should any litigation be commenced between the parties to enforce or interpret the terms of this License the prevailing party shall be entitled to its reasonable attorney's fees and costs.

Section 10.03. Notices. Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this License or by law to be served on or given to one party by the other party shall be in writing and shall be deemed duly served and given when personally delivered or, in lieu of personal service, when deposited in the United States mail, first-class postage prepaid, addressed as follow:

Lessor

Kings Canyon Unified School District
Attn: John Campbell
1801 10th Street
Reedley, California 93654

Lessee

Community Action Partnership of Madera County
Attn: Executive Director
1225 Gill Avenue
Madera, California 93637

Section 10.04. Governing Law. This License, and all matters relating to this License shall be governed by the laws of the State of California.

Section 10.05. Binding of Heirs and Successors. This License shall be binding on and shall inure to the benefit of the successors and assigns of the parties hereto, but nothing in this section shall be construed as a consent by Lessor to any assignment of this License or any interest therein by Lessee except as provided in Article 8 of this Lease.

Section 10.06. Partial Invalidity. Should any provision of this License be held by a court of competent jurisdiction to be either invalid, void, or unenforceable, the remaining provisions of this Lease shall remain in full force and effect.

Section 10.07. Final Agreement. This License contains the entire agreement between the parties and may not be altered, amended or modified in any respect, except by a writing executed by the party to be charged. All prior agreements, leases, understandings, oral agreement and writings are expressly superseded are of no further force and effect.

Section 10.8. Time of Essence. Time is expressly declared to be of the essence of this License.

APPROVAL BY LESSOR:

Approved by the Board of Trustees of Kings County Unified School District at a meeting held on April 9, 2024 at Reedley, Fresno County, California.

KINGS CANYON UNIFIED SCHOOL DISTRICT

By _____
John Campbell, Superintendent

APPROVAL BY LESSEE:

Approved by the Board of Directors of Community Action Partnership of Madera County on _____, at Madera, California.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

By _____
Mattie Mendez, Executive Director

LICENSE FOR MIGRANT HEAD START FACILITIES

Kings Canyon Unified School District, a political subdivision of the State of California (hereafter "**Lessor**"), hereby ("License") to the Community Action Partnership of Madera County, a nonprofit corporation pursuant to Internal Revenue Code section 501(c) (3) (hereafter "**Lessee**"), the land and premises ("**the Premises**") in the County of Fresno, State of California, described as follows:

Two thirds (2/3) acre, 27,600 square feet, more or less, at 1400 N. Frankwood Avenue, T.L. Reed Elementary School, more particularly described in Exhibit A attached hereto, on the following terms and conditions:

ARTICLE I

TERM OF LICENSE

Section 1.01. Fixed Term. The term of this License shall be a period of three (3) years commencing February 27, 2024, unless sooner terminated as provided in this License.

Section 1.02. Early Termination By Lessee. Lessee may terminate this License without any liability on the part of Lessee, on the anniversary date of commencement of the term described in Section 1.01 of this License. Lessee must give Lessor at least sixty (60) days prior notice in writing of Lessee's intention to terminate the License. Furthermore, should Lessee ever lose or withdraw from the contract to provide the Migrant Head Start programs that are to utilize the premises, Lessee may

terminate this License upon sixty (60) days notice in writing to Lessor of the loss or withdrawal of the contract.

ARTICLE 2

RENT

Section 2.01. Basic Rent. Lessee agrees to pay Lessor the sum of Two Dollars and No Cents (\$2.00) per year, payable in advance.

Section 2.02 Place for Payment of Rent. Payment for all rent that becomes due and payable under this License shall be paid to Lessor at the address set forth in this License, or to such other place or places as Lessor may from time to time designate by written notice given to Lessee.

ARTICLE 3

USE OF PREMISES

Section 3.01. Principal Use. The Premises may, during the term of this License, be used by Lessee for a Migrant Head Start Program. Any change in use must be specifically approved in writing by Lessor. The Migrant Head Start Program is intended to serve and support the students and families of Lessor for improved educational opportunities.

Section 3.02. Only Lawful Uses Permitted. Lessee shall not use or permit the Premises or any portion of the Premises to be improved, developed, used, or occupied in any manner or for any purpose that in any way violates any valid law, ordinance or regulation of any federal, state or local government authority. Furthermore, Lessee shall not maintain, commit or permit the maintenance or

commission of any nuisance on the Premises or any part of the Premises, as nuisance is now or may hereafter be defined by any statutory or decisional law applicable to the Premises.

ARTICLE 4

TAXES AND UTILITIES

Section 4.01. Taxes. Lessee acknowledges that the Premises are presently exempt from property taxes. In the event that Lessee's use of the Premises subjects the Premises to property taxes, Lessee shall pay them.

Section 4.02. Assessments. Lessee shall pay, or cause to be paid, any general assessments and other charges levied or assessed during the term of this License by any governmental agency of the overall property of which the Premises are a part.

Section 4.03. Utilities. Lessee shall pay, or cause to be paid, and shall hold Lessor and the property of Lessor, including the Premises, free and clear from all charges for the furnishing of gas, water, telephone service, and other public utilities provided to the Premises during the term of the License, and for the removal of garbage and rubbish from the Premises during the term of the License.

Section 4.04 Payment by Lessor. Should Lessee fail to pay within the time specified in this Article or required by law any taxes, assessments or other charges which this Article requires Lessee to pay, Lessor may pay such charges without notice to or demand on Lessee. In this event, Lessee shall promptly, on written demand of Lessor, reimburse Lessor for the full amount paid by Lessor in paying, discharging or

adjusting such tax, assessment or other charge. Where this Article does not specify a time within which Lessee must pay a particular item, Lessee must pay it before it becomes delinquent.

ARTICLE 5

IMPROVEMENTS BY LESSEE

Section 5.01 Lessee's Rights. Lessee may, at Lessee's sole cost and expense, construct and/or install one (1) portable building and related improvements on the Premises, in the manner and according to the terms and conditions specified in this Article.

Section 5.02. Lessor's Approval of Plans. No structure or other improvement of any kind may be erected or maintained on the Premises unless and until the plans, specifications, and proposed location of the structure or improvement have been approved in writing by Lessor. Lessee shall not erect or maintain any structure or other improvements on the Premises that does not comply with plans, specifications, and locations approved in writing by Lessor. Furthermore, Lessee may not make any material addition to or structural alteration of any structure or improvement hereafter added to the Premises until and unless the plans and specifications for such addition or alteration are approved in writing by Lessor.

Section 5.03. Quality of Buildings. Any portable buildings installed on the Premises by Lessee shall comply with all structural safety standards required by law for school buildings.

Section 5.04. Compliance with Laws. Any improvements to the Premises

shall be in accordance with all valid laws, ordinances, regulations, and orders of all federal, state, and local agencies or entities having jurisdiction over the Premises. All work performed on the Premises pursuant to or authorized by this License shall be done in a good and workmanlike manner and only with new materials of good quality and high standard.

Section 5.05. Ownership of Buildings and Improvements. Any and all buildings and fixtures appurtenant thereto placed or erected on the Premises shall remain the property of Lessee and shall be removed from the Premises upon the termination of this License. All improvements to the Premises, other than the buildings and fixtures appurtenant thereto, shall become the property of Lessor upon the termination or expiration of the License. These improvements include, but are not limited to, playground and other recreational equipment placed on the Premises by Lessee. Lessee shall not pledge or encumber the License or the building improvements whether by a security agreement, UCC filing statements, deed of trust securing the Leasehold interest and improvements thereon, or any method or means of encumbering the License or the building improvements.

Sections 5.06. Right of Refusal. Lessor understands that all buildings to be erected on the Premises belong to the United States Government ("**Government**") and cannot be sold or conveyed by Lessee without the Government's express consent. Lessee agrees that should it be permitted to sell the building on behalf of the Government, Lessor shall have the right of first refusal to purchase the buildings at a price to be negotiated at the time of sale. Lessee shall send a written notice of the right

of first refusal to the Lessor pursuant to section 10.3. Lessor shall have thirty (30) calendar days to exercise its right of first refusal by written notice served upon the Lessee pursuant to section 10.3. The parties shall then have up to a maximum period of sixty (60) calendar days to negotiate in good faith for Lessor to acquire all right, title and interest to the buildings from the Lessee.

ARTICLE 6

MAINTENANCE AND REPAIRS

Section 6.01. Maintenance by Lessee. At all times during the term of this License, Lessee shall, at Lessee's own cost and expense, keep and maintain the Premises and all improvements now or hereafter on the Premises as well as all facilities now or hereafter appurtenant to the Premises in good order and repair and in a safe and clean condition. Furthermore, Lessee shall, at Lessee's own cost and expense, maintain at all times during the terms of this License the whole of the Premises as well as any improvements, landscaping, or facilities thereon in a clean, sanitary, neat, tidy, orderly, and attractive condition.

Section 6.02. Requirements of Governmental Agencies. At all times during the term of this License, Lessee, at Lessee's own cost and expense, shall:

- (1) Make all alterations, additions, or repairs to the Premises or the improvements or facilities on the Premises required by any valid law, ordinance, statute, order, or regulation now or hereafter made or issued by any federal, state, or local governmental agency or entity;

- (2) Observe and comply with all valid laws, ordinances, statutes, orders, and regulations now or hereafter made or issued respecting the Premises or the improvements or facilities on the Premises by any federal, state, or local governmental agency or entity;
- (3) Contest, if Lessee, in Lessee's sole discretion, desires by appropriate legal proceedings brought in good faith and diligently prosecuted in the name of Lessee, or in the names of Lessee and Lessor where appropriate or required, the validity or applicability to the Premises of any law, ordinance, statute, order, or regulation now or hereafter made or issued by any federal, state, or local governmental agency or entity; provided, however, that any such contest or proceeding, though maintained in the names of Lessee and Lessor from Lessee's failure to observe or comply during the contest with the contested law, ordinance, statute, order, or regulation; and
- (4) Indemnify and hold Lessor and the property of Lessor, including the Premises, free and harmless from any and all liability, loss, damages, fines, penalties, claims, and actions resulting from Lessee's failure to comply with and perform the requirements of this section, provided that the liability and damages did not result from Lessor's conduct.

Section 6.03. Lessee's Duty to Restore Premises. Should, at any time during the term of this License, any buildings or improvements now or hereafter on the Premises be destroyed in whole or in part by fire, theft, the elements, or any other cause not the fault of the Lessor, this License, at the sole option and discretion of Lessee, shall continue in full force and effect and Lessee may repair and restore the damaged or destroyed building, buildings, improvement, or improvements according to the original plans or according to such modified plans as shall be approved in writing by Lessor. Otherwise, if Lessee does not exercise its discretion to continue the License, the License shall terminate and Lessee shall remove the improvements pursuant to section 5.05. Notice of Lessee's option not to continue the License shall be served by Lessee upon the Lessor pursuant to section 10.3.

The work of repair and restoration shall be done in accordance with the requirements for original construction work on the Premises as set forth in Article 5 of this License.

ARTICLE 7

INDEMNITY AND INSURANCE

Section 7.01. Indemnity By Lessee. During the period of time during each year Lessee occupies the premises and operates a Migrant Head Start Program, which is from mid-April through mid-November, Lessee shall indemnify and hold Lessor and the property of Lessor, including the Premises and any buildings or improvements now or hereafter on the Premises, free and harmless from any and all liability, claims, loss, damages, or expenses resulting from Lessee's occupation and use of said Premises

(providing that such liability, claims, loss, damages or expenses do not result from Lessor's conduct), specifically including, without limitation, any liability, claim, loss, damage, or expense arising by reason of:

- (1) The death or injury of any person, including an employee or agent of Lessee, or by reason of damage to or destruction of any property, including property owned by Lessee or an employee or agent of Lessee, caused or allegedly caused by either (a) the condition of the Premises or omission on the Premises of Lessee or any person in, on, or about the Premises with the permission and consent of Lessee;
- (2) Any work performed on the Premises or materials furnished to the Premises at the instance or request of Lessee or any person or entity acting for or on behalf of Lessee; or
- (3) Lessee's failure to perform any provision of this License or to comply with any requirement of law or any requirement imposed on Lessee or the Premises by any duly authorized governmental agency.

Section 7.02. Indemnity By Lessor. During the time Lessor occupies the premises for its purposes, which time is defined as when Lessee is not occupying the premises for Head Start purposes, Lessor shall indemnify and hold Lessee and the property of Lessee, including the Premises and any buildings or improvements now or hereafter on the Premises, free and harmless from any and all liability, claims, loss,

damages, or expenses resulting from Lessor's occupation and use of said Premises (providing that such liability, claims, loss, damages or expenses do not result from Lessee's conduct), specifically including, without limitation, any liability, claim, loss, damage, or expense arising by reason of:

- (1) The death or injury of any person, including an employee or agent of Lessor, or by reason of damage to or destruction of any property, including property owned by Lessor or an employee or agent of Lessor, caused or allegedly caused by either (a) the condition of the Premises or some building or improvement on the Premises, or (b) some act or omission on the Premises of Lessor or any person in, on, or about the Premises with the permission and consent of Lessee;
- (2) Any work performed on the Premises or materials furnished to the Premises at the instance or request of Lessor or any person or entity acting for or on behalf of Lessor; or
- (3) Lessor's failure to perform any provision of this License or to comply with any requirement of law or any requirement imposed on Lessor or the Premises by any duly authorized governmental agency.

Section 7.03. Liability Insurance. Lessee shall at its own cost and expense, secure promptly after the execution of this License, and maintain during the entire term of this License a broad form comprehensive coverage policy of public liability insurance

issued by an insurance company acceptable to Lessor and authorized to issue liability insurance in California insuring Lessee against loss or liability cause by or connected with Lessee's occupation and use of the premises under this License in amounts not less than:

- (1) \$2,000,000 for injury to or death of one person and, subject to such limitation for the injury or death of one person, limit \$4,000,000 for injury to or death of two or more persons as a result of any one accident or incident; and
- (2) Limit of \$2,000,000 for liability due to damage to or destruction of any property of others.

Section 7.04. Fire and Casualty Insurance. Lessee shall at Lessee's own cost and expense, at all times during the term of this License keep all buildings, improvements, and other structures on the Premises, as well as any and all additions thereto, insured for their full insurable value by insurance companies authorized to issue such insurance in California against loss or destruction by fire and for the perils commonly covered under the standard extended coverage endorsement to fire insurance policies in Fresno County.

Section 7.05. Specific Perils to be Insured Against. Notwithstanding anything to the contrary contained in Section 7.04 of this License, the insurance required by Section 7.04 of this License shall, whether or not included in the standard extended coverage endorsement mentioned in Section 7.04, insure all buildings, improvements, and other structures on said Premises as well as any and all additions thereto, against

loss or destruction by windstorm, cyclone, tornado, hail, explosion, riot, riot attending a strike, civil commotion, malicious mischief, vandalism, aircraft, fire, smoke damage, and sprinkler leakage. Furthermore, the insurance required by section 7.04 of this License shall apply during the course of construction with applicable vandalism and malicious mischief clauses attached insuring the project during its construction, and all materials delivered to the site of the building project for their full insurable value.

Section 7.06. Deposit of Insurance With Lessor. Lessee shall within ten (10) days after the execution of this License deliver to Lessor a true and correct copy of each insurance policy required by this Article of this License, or a certificate executed by the insurance company or companies or their authorized agent evidencing such policy or policies

Section 7.07. Notice of Cancellation of Insurance. Each insurance policy required by this Article of this License shall contain a provision that it cannot be cancelled for any reason unless thirty (30) days prior notice of the cancellation is given to Lessor in the manner required by this License for service of notices on Lessor by Lessee.

ARTICLE 8

ASSIGNMENT AND SUBLEASING

Section 8.01. No Assignment or Sublease Without Lessor's Consent. Lessee shall not assign, sublet, or otherwise transfer this License, in whole or in part, or any right or interest in the Premises or any of the improvements that may now or hereafter be constructed or installed on the Premises without the prior written consent of

Lessor. Any such assignment or sublease by Lessee without the prior written consent of Lessor, whether voluntary or involuntary, by operation of law or otherwise, is void and shall, at the option of Lessor, terminate this License. Consent of Lessor to an assignment or sublease of Lessee's interest in this License shall not be unreasonably withheld. Lessor expressly agrees to consent to a License assignment to any entity who assumes the Lessee's Migrant Head Start contract or becomes the contractor for Migrant Head Start in the Orange Cove area.

ARTICLE 9

DEFAULT AND TERMINATION

Section 9.01. Abandonment by Lessee. Should Lessee abandon the Premises prior to the natural expiration of the term of this License, Lessor may continue this License in effect by not terminating Lessee's right to possession of the Premises, in which event Lessor shall be entitled to enforce all Lessor's rights and remedies under this License.

Section 9.02. Termination for Breach by Lessee. All covenants and agreements contained in this License are declared to be conditions to this License and to the term hereby demised to Lessee. Should Lessee default in the performance of any covenant, condition, or agreement contained in this License and the default not be cured within thirty (30) days after written notice of default is served on Lessee by Lessor, then Lessor may terminate this lease and re-enter and regain possession of the Premises.

Section 9.03. Cumulative Remedies. The remedies given to Lessor in this Article shall not be exclusive but shall be cumulative with and in addition to all remedies now or hereafter allowed by California law.

Section 9.04. Waiver of Breach. The waiver by Lessor of any breach by Lessee of any of the provisions of this License shall not constitute a continuing waiver or a waiver of a subsequent breach by Lessee.

Section 9.05. Surrender of Premises. On expiration or termination of this License, Lessee shall surrender the Premises to Lessor. All facilities in any way related to the Premises shall remain the property of Lessee and will be removed in a reasonable time, not to exceed sixty (60) days, from the termination or expiration of the License.

ARTICLE 10

MISCELLANEOUS

Section 10.01 Force Majeure - Delays. Except as otherwise expressly provided in this License, should the performance of any act required by this License to be performed by either Lessor or Lessee be prevented or delayed by reason of an act of God, strike, lockout, labor trouble, inability to secure materials, restrictive governmental laws or regulations, or any other cause except financial inability not the fault of the party required to perform the act, the time for performance of the act during the period of delay will be excused; provided, however, that nothing contained in this section shall excuse the prompt payment of rent by Lessee as required by this License or the

performance of any act rendered difficult or impossible solely because of the financial condition of the party required to perform the act.

Section 10.02 Attorney's Fees. Should any litigation be commenced between the parties to enforce or interpret the terms of this License the prevailing party shall be entitled to its reasonable attorney's fees and costs.

Section 10.3. Notices. Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this License or by law to be served on or given to one party by the other party shall be in writing and shall be deemed duly served and given when personally delivered or, in lieu of personal service, when deposited in the United States mail, first-class postage prepaid, addressed as follow:

Lessor

Kings Canyon Unified School District
Attn: John Campbell
1801 10th Street
Reedley, California 93654

Lessee

Community Action Partnership of Madera County
Attn: Executive Director
1225 Gill Avenue
Madera, California 93637

Section 10.4. Governing Law. This License, and all matters relating to this License shall be governed by the laws of the State of California.

Section 10.5. Binding of Heirs and Successors. This License shall be binding on and shall inure to the benefit of the successors and assigns of the parties

hereto, but nothing in this section shall be construed as consent by Lessor to any assignment of this License or any interest therein by Lessee except as provided in Article 8 of this Lease.

Section 10.6. Partial Invalidity. Should any provision of this License be held by a court of competent jurisdiction to be either invalid, void, or unenforceable, the remaining provisions of this Lease shall remain in full force and effect.

Section 10.7. Final Agreement. This License contains the entire agreement between the parties and may not be altered, amended or modified in any respect, except by a writing executed by the party to be charged. All prior agreements, understandings, oral agreement and writings are expressly superseded are of no further force and effect.

Section 10.8. Time of Essence. Time is expressly declared to be of the essence of this License.

APPROVAL BY LESSOR:

Approved by the Board of Trustees of Kings Canyon Unified School District at a meeting held on April 9, 2024, at Reedley, Fresno County, California.

KINGS CANYON UNIFIED SCHOOL DISTRICT

By _____
John Campbell, Superintendent

APPROVAL BY LESSEE:

Approved by the Board of Directors of Community Action Partnership of Madera County on _____, at Madera, California.

Community Action Partnership of Madera County

By _____
Mattie Mendez, Executive Director



Report to the Board of Directors

Agenda Item Number: E-6

Board of Directors Meeting for: April 11, 2023

Author: Cristal Sanchez

DATE: April 5, 2024

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: 2023 Impact Report for Community Action Partnership of Madera County, Inc. (CAPMC)

I. RECOMMENDATION:

Review and consider approving the 2023 Impact Report.

II. SUMMARY:

The Annual Impact Report serves as a comprehensive overview of the achievements, challenges, and the overall impact of CAPMC.

III. DISCUSSION:

- The 2023 Impact Report represents a comprehensive assessment of activities, achievements, and the impact CAPMC has had over the past year.
- It provides a detailed overview of progress towards CAPMC's mission – highlighting key accomplishments.
- Through quantitative data and qualitative insights, the report showcases CAPMC's commitment to making a positive difference in the communities we serve.
- The report serves as a valuable tool for staff, community partners, and stakeholders to understand the breadth and depth of CAPMC's impact.
- *The report will be distributed at the Board of Directors meeting.*

IV. FINANCING:

Not Applicable

Addressing the Needs of our Community Since 1965



IMPACT REPORT 2023



Table of Contents

S
T
R
U
C
T
U
R
E

02.

About Us

05.

Message from the Director

06.

Strategic Goals

07.

Fiscal & Human Resources

08.

Programs & Service Impact

21.

Social Responsibility



S U S T A I N A B L E D E V E L O P M E N T

As a public non-profit 501(c)(3) organization, Community Action Partnership of Madera County, Inc. (CAPMC) has been dedicated to igniting positive community and individual level change since its inception in 1965. For over five decades, CAPMC has emerged as a force of empowerment, amplifying the voices of the "at-risk" and "invisible" populations.

CAPMC's approach is not merely reactive but strategic, channeling resources into goal-oriented interventions that pave the way for lasting impact. While we extend a helping hand in times of crisis, our true mission is to cultivate a thriving community by providing families with a safe and healthy environment, challenging individuals to achieve prosperity, and fostering personal growth and independence.

As Madera County's anti-poverty agency, CAPMC serves the low to moderate income residents annually through a broad spectrum of programs and resources. At the cusp of its 60th anniversary, CAPMC - *as part of the National Community Action network* - stands as a pillar in the vitality of Madera County, proving an unwavering spirit of hope through an array quality services and a multitude of anti-poverty programs.

BOARD OF DIRECTORS

Supervisor Leticia Gonzalez

Madera County Board of Supervisors

Council Member Steve Montes

Madera City Council

Council Member Jeff Troost

Chowchilla City Council

David Hernandez, Vice-Chairperson

Madera Unified School District

Deborah Martinez

Madera County Department of Social Services

Debi Bray

Madera Chamber of Commerce

Otilia Vasquez

Madera/Mariposa Head Start Representative

Donald Holley

Community Affairs

Eric LiCalsi - Chairperson

Attorney at Law

Molly Hernandez

Early Childhood Education and Development Expertise

Martha Garcia

Central Madera

Sheriff Tyson Pogue, Secretary/Treasurer

Eastern Madera County

Richard Gutierrez

Eastside/Parksdale

Diana Palmer

Fairmead/Chowchilla

Aurora Flores

Monroe/Washington



MESSAGE FROM THE EXECUTIVE DIRECTOR

Dear Friends and Supporters,

As I reflect on the past year, I am overwhelmed with gratitude for the incredible impact we have made together at Community Action Partnership of Madera County, Inc. (CAPMC). Amidst the challenges and uncertainties, your unwavering support and dedication have been the driving force behind our success.

Over the past year, we have witnessed remarkable transformations in the lives of those we serve. Through our programs and services, we have provided essential support to individuals and families facing adversity - offering hope, healing, and the tools needed to thrive. Whether it's providing shelter to those experiencing homelessness, counseling survivors of domestic violence, or offering quality educational opportunities to underserved children, each interaction has been a testament to the power of compassion and community.

Our impact extends far beyond the numbers. It is seen in the smiles of children who now have a safe place to call home, in the empowerment of survivors reclaiming their lives, and in the resilience of individuals overcoming obstacles to achieve their dreams.

As we celebrate our achievements, let us also acknowledge the challenges that lie ahead. The need for our services has never been greater, and there is still much work to be done. But I am confident that with your continued support, we will rise to meet these challenges head-on, ensuring that no one is left behind.

In closing, I want to express my deepest gratitude to each and every one of you who has contributed to our mission. Whether through volunteering your time, making a donation, or simply spreading the word about our work, you have played a vital role in our success. Together, we are helping people, changing lives!



In service,

A handwritten signature in blue ink that reads "Mattie Mendez". The signature is written in a cursive style and is positioned above a thin horizontal line.

Mattie Mendez
Executive Director

Community Action Partnership of Madera County, Inc. (CAPMC)

MISSION

Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

VISION

CAPMC will be a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability...one life at a time.

COMMUNITY ACTION PROMISE

“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.”

CORE VALUES

Be open, honest and trustworthy in dealing with program participants, vendors, community partners and co-workers.

- Be reliable - do what you say you'll do
- Have courage to do the right thing
- Build a good reputation

TRUSTWORTHINESS



Treat others the way you want to be treated.

- Value and honor all people
- Respect other people's time
- Judge others on character, ability and conduct; not on race, religion, gender, or what they have or don't have
- Listen to and acknowledge others
- Respect differing opinions
- Refrain from idle complaints

RESPECT



Think before you act.

- Be self-disciplined
- Always do your best
- Be solution-oriented
- Set a good example
- Don't shift responsibility
- Apologize sincerely
- Accept and give praise
- Take pride in what you do - set goals - climb high

RESPONSIBILITY



Be fair and just.

- Treat people equally
- Make decisions without favoritism or prejudice
- Be open minded, hear people out, listen to them and consider what they have to say before making a decision
- Give people a reasonable benefit of doubt

FAIRNESS



Be kind.

- Be compassionate
- Show you care
- Express gratitude
- Forgive others
- Help people in need
- Be charitable and thoughtful
- Don't speak ill of others
- Think the best

CARING



Make your community better.

- Volunteer
- Protect our environment, clean up, conserve, avoid pollution
- Follow Agency policies and procedures Promote continuous improvement
- Honor and respect democracy

CITIZENSHIP



COMMUNITY ACTION ETHICAL STANDARDS





STRATEGIC GOALS

In our ongoing pursuit of excellence and meaningful impact, we have outlined strategic goals that will guide our efforts in the coming years. These goals are crafted to enhance our effectiveness, broaden our reach, and deepen our impact on the communities we serve. From expanding our programs to reaching new demographics, our strategic goals are designed to ensure that we continue to make a tangible difference in the lives of those who need it most. Through focused action and collaboration, we are committed to achieving these goals and furthering our mission of positive change.

01

Premier Programs & Customer Service

Our programs achieve exceptional results and our customers are highly satisfied with the quality of customer service they receive.

02

Operational Excellence

We have formal, integrated systems that enable the organization to achieve efficiency, effectiveness and exceed customer expectations.

03

Community Partnering

We have an extensive, effective network of community partners that achieves tangible results for our program participants.

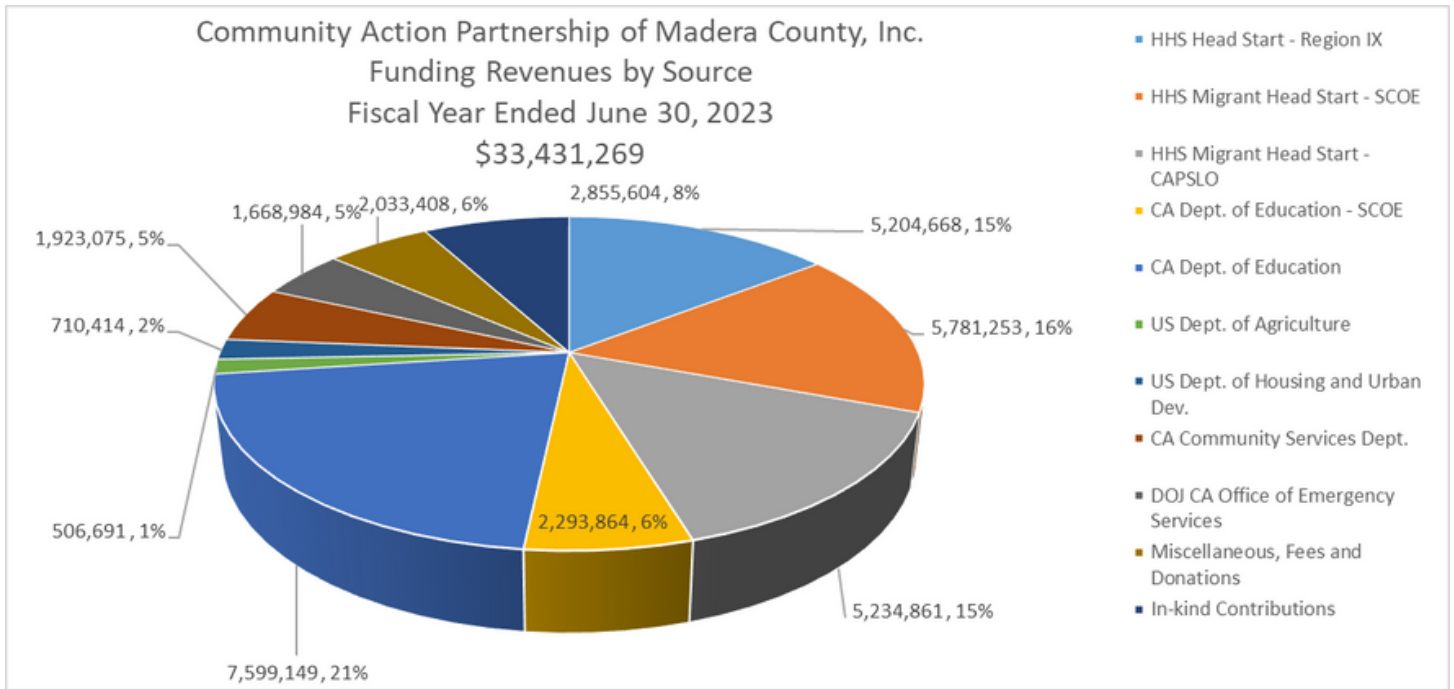
04

Capacity Building

The capabilities of our organization and employees are strengthened to better meet the needs of our community.



FINANCIALS



HUMAN RESOURCES



310

Total Employees



82

New Employees



Employee Health & Wellness

- Health Insurance
- Dental & Vision
- 403b
- Employee Assistance Program
- Life Insurance
- Wellness Incentives



Years of Service

Department	overall EEs	5 Years & +	10 Years & +	15 Years & +	20 Years & +
Alternative Payment and Resource & Referral Program	11	1	1	1	0
Community Services	23	2	1	0	2
Victim Services	17	5	0	0	3
Administration	3	1	0	0	1
Fiscal	10	1	1	1	3
Human Resources	4	1	0	1	0
IT	3	0	1	0	0
Head Start Programs (FMHS, MMHS, MRHS)	234	45	33	27	55
total:	305	56	37	30	64
% by Years		18%	12%	10%	21%

Arbol Familiar



CHILD CARE ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM (APP/R&R)

The Child Care **Alternative Payment Program (APP)** is a financial lifeline for parents seeking child care support. More than just a subsidy, the APP empowers families by facilitating tailored child care arrangements and directly disbursing payments to the selected child care providers. This program is designed to amplify parental choice, accommodating the unique needs of each family it serves. At the heart of child care coordination lies the **Resource and Referral (R&R) Program** — a pivotal hub for child care and development services within specific geographic areas, be it a county, city, or community. R&R extends a comprehensive suite of services, such as licensure support, professional development opportunities, and networking, to licensed child care providers, family, friend, and neighbor (FFN) child care providers, and individuals aspiring to become licensed child care providers.



\$5,413,600.00

Paid to Child Care Providers
for Child Care Services



1,030

Children Received
Child Care Services



10

Individuals Obtained
Child Care Licensure



37

Professional Development
Workshops for Child Care
Providers





MOSS LN

SERVICE

DIX 756

EXIT
WAY OUT

WARNING
WATCH FOR FLYING
TOOLS

TEXACO
MOTOR OIL
AND
GASOLINE

STOP

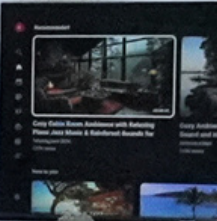
NO
PARKING
EXCEPT
FOR
MARIO'S
55 BUICK

GARBOYLE
Mobiloil
30 35

LITATE
844-9MY

SHAKER
STATE

DZG465



TELEVISION

COMMUNITY SERVICES

Low Income Home Energy Assistance Program (LIHEAP)

LIHEAP is aimed at assisting low-income households that pay a high portion of their income to meet their energy needs.

Weatherization Assistance Program

The Weatherization Assistance Program is an initiative aimed at improving energy efficiency and reducing energy costs for low-income households.

Low Income Household Water Assistance Program (LIHWAP)

LIHWAP provides financial assistance to low-income residents to help manage their residential water utility costs.



1,176

Utility Payments Made



66

Number of Households with Improved Energy Efficiency and or Energy Burden Reduction



570

Households Assisted with Water Payments



COMMUNITY SERVICES

The Homeless Engagement for Living Program (HELP) Center stands as a beacon of support for individuals and families grappling with homelessness. Dedicated staff engage in a profound partnership with participants, actively working together to pursue transformative goals that lead to the securement of stable housing. Through a holistic approach, participants receive comprehensive and empowering supportive services, propelling them towards self-reliance and economic independence. Staff collaboratively liaise with local agencies to deliver essential resources to families and individuals in need. The HELP Center is considered an *Access Site* and serves as the Coordinated Entry System for Madera County. The HELP Center is a catalyst for positive change, empowering those facing homelessness to reclaim control over their lives and build a foundation for a sustainable future.



289

Total Individuals Contacted



55

Permanent Housing Placements



22

Temporary Housing Placements Including Emergency Housing



84

Households Who Avoided Eviction

The HELP Center is a proud member of the Fresno Madera Continuum of Care (FMCoC).



COMMUNITY SERVICES

I'm Home!

Andrea

HELP CENTER PARTICIPANT

"Hello, my name is Andrea and I have completed my 9 month Discipleship Program with the Madera Rescue Mission. I was connected with CAPMC HELP Center. I had a case manager who helped me. She was awesome. If I needed a ride to important appointments to take care of things like, helping me put in applications to apartments, if I needed support when I was frustrated with how long it was taking because me having an income was not enough to get a place, then they said I made too much to get a place. I was getting discouraged and I was scared to leave. My Case Worker Jolivette was a great Case Worker. I am forever grateful. I was even personally helped with moving into my place. Anything I needed as far as rent, PG&E help, and more importantly support. I am living in a 1 bedroom apartment. I am working and I am honored to share this short testimony on how much they are still helping me. I am also part of the Lived Experience Advisory Board (LEAB) advocating for the need of people who are just like me."



Bryan

HELP CENTER PARTICIPANT

In the face of adversity and the daily struggles of homelessness, Bryan embarked on a journey of unwavering determination and hope. Through a combination of resourcefulness and support from various Madera County resources, he navigated the challenging terrain of life without a stable home. With a steadfast commitment to improving his circumstances, Bryan worked hand-in-hand with the HELP Center to successfully secure permanent supportive housing. In August of 2023, Bryan and his dog, Cutie, received the keys to their new home. He is most excited about having a backyard for Cutie, safety, and to "finally be in a regular house." He also highlighted the sense of community that he feels living in permanent supportive housing and he states - "you feel not as separated from everyone else." Bryan has built a solid support system and is currently enrolled at the local community college. His goals for the future is to purchase his own vehicle and home for both him and Cutie.



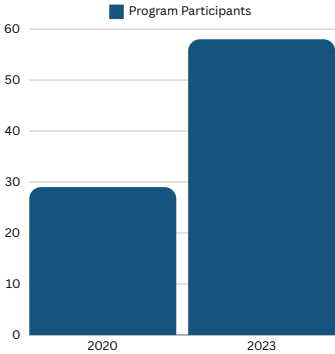
COMMUNITY SERVICES

The Shunammite Place is a Permanent Supportive Housing Program offering housing to chronically unhoused single individuals, families, men and women. Embracing the Housing First Model, The Shunammite Place prioritizes minimizing barriers for those transitioning from the streets or emergency shelters. With a client-centered approach, it ensures affordability and proximity to essential services and transportation. Staff deliver supportive services aimed at empowering participants towards self-reliance and economic independence, aiming to break the cycle of homelessness by providing assistance and fostering mental and physical well-being through goal-oriented support.



58

Individuals with Disabilities
Who Maintained an
Independent Living Situation



37

Life Skill Workshops
and Classes Provided
to Residents







WHAT WOULD YOU DO?

Addressing the Needs of our Community Since 1965



Helping People. Changing Lives.

community Action
PARTNERSHIP OF MADERA COUNTY

Victim Services
1-800-355-8989

VICTIM SERVICES

Victim Services operates as a vital lifeline for individuals and families affected by crime, rape/sexual assault, and domestic violence - offering a wide array of compassionate and comprehensive support services. Trained advocates provide personalized guidance and assistance, helping survivors navigate the often complex and overwhelming aftermath of traumatic events. Advocates offer emotional support, practical resources, and advocacy to ensure survivors receive the care, protection, and justice they deserve. Victim Services stands as a beacon of hope and empowerment, dedicated to helping survivors heal, rebuild their lives, and regain a sense of safety and control in the face of adversity.

Domestic Violence Program

The Domestic Violence Program offers a range of services tailored to the needs of each individual, from sheltering to counseling with the ultimate goal of supporting the path of all survivors as they work to become self-sufficient and free from violence.



983

Crisis Intervention



1,962

Individual or Group
Counseling/Support



546

Criminal/Civil Legal
Advocacy



373

Assistance with
Protective/Custody Orders



VICTIM SERVICES



April

VICTIM SERVICES PARTICIPANT

April, a 33-year-old Hispanic female, bravely escaped an abusive relationship in Arizona with her two sons, ages 11 and 6, seeking refuge with her sister in California. Upon accessing support from Victim Services, April was assisted in obtaining a restraining order against her abuser, facilitating her transition to safety. Recognizing the strain on familial relations, April and her children were swiftly accommodated in emergency shelter before being seamlessly transitioned into a supportive transitional housing unit.

Under the guidance of a dedicated Transitional Housing Caseworker, April navigated the process of enrolling her children in school, accessing healthcare, and integrating into her new community. April and her caseworker developed a comprehensive safety plan and set achievable personal and financial goals, including April's pursuit of further education, culminating in her successful completion of a certified nursing assistant certification program.

As December 2023 marked the conclusion of April's time in the Transitional Housing Program, she had achieved remarkable progress, securing stable employment, accumulating savings, and obtaining permanent housing within the community she now calls home. With aspirations of purchasing a reliable vehicle to enhance mobility for herself and her children, April's journey stands as a testament to resilience and the transformative impact of comprehensive support services.



VICTIM SERVICES

Martha Diaz Shelter

The Martha Diaz Shelter provides up to 30 days of shelter, food, and clothing to men, women, and children who are in immediate danger of domestic violence.



289

Beds



55

Individuals



22

Emergency Food and
Clothing

Transitional Housing

The Transitional Housing Program supports transitional housing, short-term housing assistance, and supportive services, including follow-up services that move victims of crime into permanent housing.



289

Individual Counseling



55

Individual Advocacy



22

Rental Assistance



VICTIM SERVICES

Victim Witness Assistance Program

The Victim Witness Assistance Program ensures that victims and witnesses of crime, who have suffered physical, financial, or emotional trauma, are informed of their rights, and receive the assistance and protection to which they are entitled to under the law.



620

Crisis Intervention



1,049

Individual Counseling



546

Criminal Advocacy/
Accompaniment

Unserved/Underserved Victim Program

The Unserved/Underserved Victim Program is to increase access to culturally appropriate victim services for unserved/underserved victims/survivors of crime.



134

Crisis Intervention



72

Individual Counseling



127

Criminal
Advocacy/Accompaniment



VICTIM SERVICES

Rape/Sexual Assault Program

The Rape/Sexual Assault Program provides support for survivors of rape/sexual assault, regardless of how long ago it happened or whether it was reported to authorities.



810

Crisis Intervention



681

Individual Counseling



184

Criminal
Advocacy/Accompaniment



485

Assistance in Obtaining
Protection or Restraining
Order



13

On-Scene Response





HEAD START

Head Start programs provide comprehensive support for children's development from birth to age 5, focusing on early learning, health, and family well-being. Emphasizing the importance of family involvement, staff actively engage parents, recognizing their participation as essential for positive child outcomes. These services are offered at no cost to eligible families, Head Start preschool programs cater to children ages 3 to 5, and Early Head Start supporting families with children from birth to age 3, including expectant families. Through tailored learning experiences, Head Start programs help children build the skills and readiness necessary for success in school and beyond.

MADERA/MAIRIPOSA REGIONAL HEAD START
MADERA MIGRANT/SEASONAL HEAD START
MADERA EARLY HEAD START

FRESNO MIGRANT/SEASONAL HEAD START



762

Households Served



911

Children Served



69,168

Volunteer hours
donated by individuals
of low incomes



249

Households Served



296

Children Served



34,831

Volunteer hours
donated by individuals
of low incomes



HEAD START

The Strengthening Families Program (SFP) is an evidence-based family skills training program for high-risk and general-population families that is recognized both nationally and internationally. Parents and youth attend weekly SFP skills classes together, learning parenting skills and youth life and refusal skills. They have separate class training for parents and youth the first hour, followed by a joint family practice session the second hour. The purpose of the SFP is to enhance family relationships, communication, and parenting skills while reducing risk factors that contribute to substance abuse, delinquency, and other behavioral problems in children and adolescents. SFP aims to promote positive family functioning, resilience, and protective factors that support healthy child development and prevent the onset of social, emotional, and behavioral challenges.



75

Program Graduates
(Adults, Children, & Teens)



Positive Parenting Program (Triple P) is an evidence-based parenting intervention designed to equip parents and caregivers with the skills and strategies needed to raise confident, resilient, and well-adjusted children. The program offers a comprehensive framework of evidence-based techniques and resources aimed at promoting positive parent-child relationships, preventing behavioral problems, and enhancing child development. Its purpose is to empower parents to effectively manage common parenting challenges, such as disobedience and aggression, while fostering a nurturing and supportive family environment. By providing practical tools and support, Triple P aims to reduce parental stress and promote positive outcomes for both parents and children, ultimately contributing to healthier, happier families.



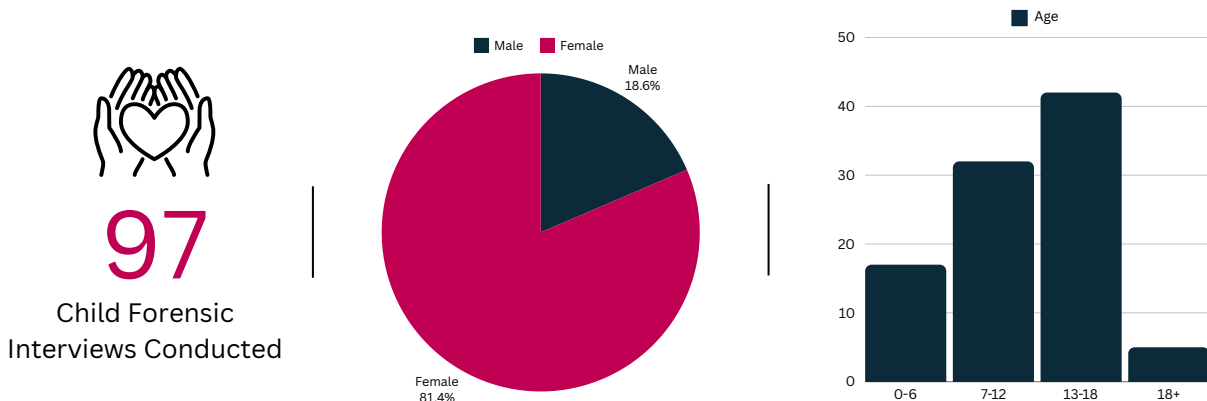
26

Program Graduates
(Adults, Children, & Teens)



MADERA COUNTY CHILD ADVOCACY CENTER

The Madera County Child Advocacy Center (CAC) provides a centralized victim-centered hub for the Child Forensic Interview Team (CFIT) to deliver direct services onsite during the child and family’s initial visit to the CAC and thereafter. Direct services include providing support, advocacy, medical, mental health services, referrals, investigative guidance, and facilitation of continuation of care. The services provided are free, comprehensive, and designed to meet the unique needs of each child and family.



Madera County Child Forensic Interview Team (CFIT)



"Working together to improve the life of a child."

Madera County Child Forensic Interview Team (CFIT) Partners



A special *thank you* to Berry Development for generously waiving the rental cost of the Madera County CAC since 2019. Through this donation, the Madera County CAC is able to provide a child-focused setting designed to provide a safe, comfortable and neutral place where forensic interviews and other CAC services can be appropriately provided for children and families.

MADERA COUNTY CHILD ADVOCACY CENTER

Medical Forensic Examination Room

In 2023, the Madera County CAC successfully secured funding to fully establish a state-of-the-art medical forensic exam room, onsite, to conduct acute and non-acute forensic exams - *the first of its kind for Madera County*. In partnership with Central Valley Forensic Nursing Specialists, Inc. (CVFNS), Sexual Assault Nurse Examiners (SANEs) will provide information and access to forensic medical evaluations onsite and at no cost to child abuse victims ages 0 - 18 for the purpose of collecting DNA evidence. Additionally, CVFNS will make referrals as necessary for medical follow-up to ensure the safety and well-being of the child. The CAC, CVFNS SANEs and the MDT are available 24 hours a day 7 days a week to provide direct forensic medical services. Providing onsite medical forensic exams will allow the Madera County CAC to facilitate continuation of care and wrap-around services for child abuse survivors and their families.



THE VOLUNTEER INCOME TAX ASSISTANCE (VITA) PROGRAM

The VITA Program offers free tax help to people who generally make \$60,000 or less, persons with disabilities, the elderly and limited English speaking taxpayers who need assistance in preparing their own tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals.



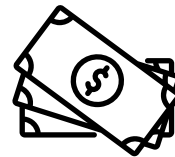
355

Tax Returns
Filed



\$747,688

In federal and state
refunds back to families
in the community



\$26,291

State credits for both
the CALEITC and
CalCTC

Thank you to our 2023 volunteers!



SOCIAL RESPONSIBILITY

As public servants, CAPMC’s mission of *“helping people, changing lives, and making our community a better place to live by providing resources and services that inspire personal growth and independence”* puts team members in a position to radiate a spirit of hope and service throughout our community.

Relay for Life Campaign

Throughout the year, CAPMC departments coordinate and take part in fundraising activities to support the Relay for Life Campaign.



\$5,000

Raised for Relay for Life



Community Beautification Efforts



CAPMC engages in community beautification efforts, diligently picking up trash and hauling it away to ensure cleaner, more attractive public spaces for everyone to enjoy.



THANK YOU
FOR YOUR CONTINUED SUPPORT!



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
1225 GILL AVE MADERA CA 92627
WWW.MADERACAP.ORG

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED MARCH 31, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2024 - 12/31/2024 218	318,202.00	24,712.93	25.00%	7.77%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY 01/01/2024 - 12/31/2024 217	0.00	0.89	#DIV/0!	#DIV/0!	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/23 - 05/31/24 311/380	4,522,453.00	3,485,453.30	83.33%	77.07%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/01/23 - 05/31/24 310	46,025.00	37,305.13	83.33%	81.05%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/01/23 - 05/31/24 312	678,411.00	506,198.88	83.33%	74.62%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/01/23 - 05/31/24 309	13,373.00	11,493.64	83.33%	85.95%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/23 - 06/30/24 319	1,091,317.00	752,633.00	75.00%	68.97%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/23 - 09/30/24 390	589,855.00	231,057.97	50.00%	39.17%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/24 - 02/28/25 321/362	6,158,497.00	128,505.98	8.33%	2.09%	Provide HS services to 479 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/24 - 02/28/25 320	31,845.00	7,485.02	8.33%	23.50%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/23 - 06/30/24 322/324	970,788.00	728,884.71	75.00%	75.08%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/23 - 06/30/24 325	137,096.00	103,743.50	75.00%	75.67%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2021 - 06/30/2024 356	93,112.00	0.00	91.89%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED MARCH 31, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/23 - 08/31/24 331	5,789,431.00	2,870,006.02	58.33%	49.57%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/23 - 08/31/24 330	82,690.00	25,303.31	58.33%	30.60%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2020 - 06/30/2024 351	425,811.00	27,192.07	93.48%	6.39%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2023 - 06/30/2024 371	277,136.00	180,019.46	75.00%	64.96%	Provides training and education to parentx to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED MARCH 31, 2024

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/23 - 06/30/24 411	4,702.00	3,007.89	75.00%	63.97%	Training and supplies for child care providers
R & R GENERAL 07/01/23 - 06/30/24 401	215,057.00	194,150.04	75.00%	90.28%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/23 - 06/30/24 407	177,138.00	174,857.33	75.00%	98.71%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/23 - 06/30/24 424	55,064.00	27,756.47	75.00%	50.41%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/22 - 06/30/24 426/432	7,810,104.00	7,083,775.43	87.50%	90.70%	Provide subsidized child care for eligible families
**Note: This will start being used once the rollover is fully expended					
ALTERNATIVE PAYMENT 07/01/23 - 06/30/24 429	7,231,224.00	0.00	75.00%	0.00%	Provide subsidized child care for eligible families
**Note: Because of overlapping contract periods Fund 429 was predominantly used to account for this grant temporarily.					
ALTERNATIVE PAYMENT STAGE 2 07/01/23 - 06/30/24 427	1,103,944.00	931,259.08	75.00%	84.36%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/23 - 06/30/24 428	1,236,710.00	850,274.84	75.00%	68.75%	Provide subsidized child care for eligible families

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED MARCH 31, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/23 - 09/30/24) 500	358,165.00	158,511.81	50.00%	44.26%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/23 - 09/30/24) 501	418,989.00	166,387.62	50.00%	39.71%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/23 - 09/30/24) 533	537,587.00	280,356.44	50.00%	52.15%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/23 - 06/30/24) 502	22,000.00	0.00	75.00%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/23 - 06/30/24) 504	4,000.00	0.00	75.00%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/23 - 06/30/24) DONATIONS ONLY 507/525	2,000.00	132.08	75.00%	6.60%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/23 - 06/30/24) DONATIONS ONLY 510	5,000.00	822.47	75.00%	16.45%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/24 - 12/31/24) 508	163,177.00	44,945.76	25.00%	27.54%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/24 - 12/31/24) 531	126,807.00	33,141.25	25.00%	26.14%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER (07/01/23 - 06/30/24) 516	2,500.00	2,231.25	75.00%	89.25%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2023 -03/31/2024 535	200,000.00	214,269.60	100.00%	107.13%	Provide funding to operate child advocacy center and provide child sexual assault interviews
CHILD ADVOCACY CENTER PROGRAM IMPROVEMENT NATIONAL CHILDREN'S ALLIANCE (01/01/23 - 06/30/2024) 536	50,000.00	33,087.89	83.33%	66.18%	Provide funding for program improvements to meet National Children's Alliance standards

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED MARCH 31, 2024

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
E.C.I.P./LIHEAP (11/01/22 - 06/30/24) 203	1,045,256.00	948,300.00	85.00%	90.72%	Assistance for low income clients for energy bills and weatherization services
FEMA 10/01/23 - 12/31/24 205	2,000.00	557.79	40.00%	27.89%	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/23 - 06/30/25) 207	560,963.00	283,158.27	25.00%	50.48%	Assistance for low income clients for energy bills and weatherization services
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/23 - 06/30/24) 216	50,000.00	29,353.10	75.00%	58.71%	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 MARCH 31, 2024

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 221	2,946.88	2,481.54	75.00%	84.21%	Provides funding for homeless support and emergency services
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 223	560.00	560.12	75.00%	100.02%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/23 - 10/31/24) 224	604,468.00	252,884.24	41.67%	41.84%	Provides permanent supportive housing for homeless people with disabilities
ONE-TIME FUNDING HOMELESSNESS (07/01/23 - 06/30/24) 226	10,423.00	3,338.26	75.00%	32.03%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/23 - 06/30/24) 231	20,000.00	7,613.74	75.00%	38.07%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	411,434.26	75.41%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-3) BEHAVIORAL HEALTH (07/01/23 - 06/30/26) 278	421,308.69	255,731.15	25.00%	60.70%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOUSING & HOMELESSNESS INCENTIVE PROGRAM (HHIP) (04/01/23 - 03/31/24) 281	250,000.00	135,643.30	100.00%	54.26%	Improves health outcomes and access to whole person care services by addressing housing insecurity and instability
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER (11/01/23 - 10/31/24) 284	208,820.00	54,833.28	41.67%	26.26%	Provides coordinated entry supportive housing for homeless people within the FMCoC area

Community Action Partnership of Madera County, Inc.
Consolidated Statement of Financial Position by Object
February 29, 2024

F-4A

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	5,897.59
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,516.43
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	(16,965.39)
1122- SAVINGS - WESTAMERICA	7,676,527.70
1130- PETTY CASH	710.00
1310- GRANTS RECEIVABLE	2,973,394.91
1320- ACCOUNTS RECEIVABLE	250.00
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	0.00
1323- A/R IGNITE MY CITY CHURCH	272.92
1326- EMPLOYEE RECEIVABLES	3.41
1328- EMPLOYEE & TRAVEL ADVANCES	2,881.15
1329- ADVANCE CLEARING	8,315.13
1410- PREPAID EXPENSES	133,636.23
1420- SECURITY DEPOSITS	49,286.04
1421- WORKERS' COMP DEPOSIT	71,461.25
1450- INVENTORY	50,120.63
1512- EQUIPMENT	1,789,438.11
1513- VEHICLES	1,456,116.88
1514- BUILDINGS	4,021,500.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	427,857.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,261,781.01)
1523- ACC DEPR - VEHICLES	(979,676.53)
1524- ACC DEPR - BUILDINGS	(3,453,889.91)
1525- ACC DEPR - LAND IMPROVE.	(171,194.44)
1526- ACC DEPR - BUILDING IMPROVE.	(158,846.74)
1590- ROU ASSETS - OPERATING LEASES	4,265,259.00
Total Assets	<u><u>17,142,931.06</u></u>
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,456,097.46
2111- ACCOUNTS PAYABLE - MANUAL	41,983.13
2112- ACCOUNTS PAY-FUNDING SOURCE	839,415.91
2115- A/P OTHERS	6,294.23
2121- ACCRUED PAYROLL	399,855.38
2122- ACCRUED VACATION	1,049,945.81
2123- ACCRUED PAYROLL - MANUAL	(18,076.32)
2211- FICA PAYABLE	38,366.76

2212- FICA-MED PAYABLE	8,972.86
2213- FIT PAYABLE	27,898.00
2215- SIT PAYABLE	15,210.12
2216- SDI PAYABLE	3,403.52
2217- SUI PAYABLE	1,525.61
2220- WORKER'S COMP PAYABLE	19,029.27
2231- RETIREMENT PAYABLE-ER CONTRIB	710,838.13
2232- W/H RETIREMENT	(100.00)
2233- W/H RETIREMENT-ER403B BENEFIT	200.00
2244- KAISER MID20	(775.90)
2245- KAISER HIGH15	(22,657.60)
2248- KAISER LOW30	(2,830.58)
2249- KAISER DHMO40	4,608.76
2252- SELF INSURANCE - LIFE & ADD	5,645.53
2253- VISION INSURANCE PAYABLE	(473.99)
2254- SELF INSURANCE - DENTAL	62,038.30
2258- TELEMEDICINE	(108.00)
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	5,965.69
2410- DEFERRED GRANT REVENUE	5,058,902.42
2415- RESERVE ACCOUNT	61,415.00
2420- OTHER DEFERRED REVENUE	(11,868.49)
2600- INVESTMENT IN FIXED ASSETS	0.00
2690- OPERATING LEASE LIABILITY	4,265,259.00
Total Liabilities	<u>14,030,580.83</u>
3000- NET ASSETS W/O DONOR RESTRICTIONS	549,731.79
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,806,675.82
Change in Net Assets	<u>195,942.62</u>
Total Net Assets	<u>3,112,350.23</u>
Total Liabilities and Net Assets	<u><u>17,142,931.06</u></u>

Community Action Partnership of Madera County, Inc.
Consolidated Revenue and Expense
February 29, 2024

F-4B

Year-To-Date
Actual

Revenues

4110- GRANT INCOME-FEDERAL	18,556,218.95
4120- GRANT INCOME-STATE	6,011,320.67
4130- GRANT INCOME-AREA	278,671.49
4210- DONATIONS	18,168.01
4220- IN KIND CONTRIBUTIONS	2,283,827.38
4315- CHILD CRE REVENUE-STATE	3,097.45
4320- INTEREST INCOME	2,694.98
4330- SALE OF ASSETS	8,000.00
4350- RENTAL INCOME	42,928.66
4360- MEMBERSHIP	23.60
4390- MISCELLANEOUS INCOME	2,970.44
4900- INDIRECT COST REIMBURSEMENT	1,927,752.70
	1,927,752.70
Total Revenues	29,135,674.33

Expenses

5010- SALARIES & WAGES	10,098,805.27
5012- DIRECTOR'S SALARY	109,021.06
5020- ACCRUED VACATION PAY	627,176.39
5112- HEALTH INSURANCE	909,684.76
5114- WORKER'S COMPENSATION	301,251.46
5116- PENSION	544,453.84
5122- FICA	813,372.66
5124- SUI	127,010.67
5125- DIRECTOR'S FRINGE	59,778.29
5130- ACCRUED VACATION FRINGE	40,002.87
6110- OFFICE SUPPLIES	67,083.36
6112- DATA PROCESSING SUPPLIES	350,761.80
6121- FOOD	368,767.68
6122- KITCHEN SUPPLIES	54,852.79
6130- PROGRAM SUPPLIES	1,948,511.89
6132- MEDICAL & DENTAL SUPPLIES	24,644.12
6134- INSTRUCTIONAL SUPPLIES	56,932.95
6140- CUSTODIAL SUPPLIES	54,856.86
6143- FURNISHINGS	129,912.65
6150- UNIFORM RENTAL/PURCHASE	300.00
6170- POSTAGE & SHIPPING	15,524.26
6180- EQUIPMENT RENTAL	113,839.52

6181- EQUIPMENT MAINTENANCE	49,131.85
6221- EQUIPMENT OVER > \$5000	281,327.26
6310- PRINTING & PUBLICATIONS	23,245.89
6312- ADVERTISING & PROMOTION	3,502.50
6320- TELEPHONE	124,284.27
6410- RENT	980,564.08
6420- UTILITIES/ DISPOSAL	357,002.06
6432- BUILDING REPAIRS/ MAINTENANCE	301,881.18
6433- GROUNDS MAINTENANCE	110,264.43
6436- PEST CONTROL	20,655.50
6437- BURGLAR & FIRE ALARM	14,403.49
6440- PROPERTY INSURANCE	68,713.94
6510- AUDIT	61,000.00
6520- CONSULTANTS	117,783.10
6522- CONSULTANT EXPENSES	4,328.63
6524- CONTRACTS	177,058.69
6530- LEGAL	49,191.95
6540- CUSTODIAL SERVICES	88,251.01
6555- MEDICAL SCREENING/DEAT/STAFF	10,885.00
6610- GAS & OIL	37,413.43
6620- VEHICLE INSURANCE	73,758.94
6640- VEHICLE REPAIR & MAINTENANCE	33,984.05
6712- STAFF TRAVEL-LOCAL	15,334.04
6714- STAFF TRAVEL-OUT OF AREA	47,773.53
6722- PER DIEM - STAFF	2,973.00
6730- VOLUNTEER TRAVEL	13,354.52
6742- TRAINING - STAFF	64,809.62
6744- TRAINING - VOLUNTEER	7,227.00
6750- FIELD TRIPS	260.00
6810- BANK CHARGES	3,762.43
6832- LIABILITY INSURANCE	5,854.02
6834- STUDENT ACTIVITY INSURANCE	4,898.84
6840- PROPERTY TAXES	9,517.91
6850- FEES & LICENSES	82,235.67
6851- CPR FEES	2,757.00
6852- FINGERPRINT	2,951.75
6875- EMPLOYEE HEALTH & WELFARE	20,745.06
6890- MISCELLANEOUS EXPENSE	79.80
7110- PARENT ACTIVITIES	326.80
7111- PARENT MILEAGE	394.52
7112- PARENT INVOLVEMENT	4,465.79
7114- PC ALLOWANCE	3,045.00
7116- POLICY COUNCIL FOOD ALLOWANCE	996.55
7210- TRANSPORTATION VOUCHERS	784.78
7224- CLIENT RENT	95,237.94
7226- CLIENT LODGING/SHELTER	84,926.00
7230- CLIENT FOOD	622.96

7240- DIRECT BENEFITS	4,435,078.25
7245- DIRECT BENEFITS - STATE	3,097.45
7250- FURNACE REPAIRS/REPLACEMENT	9,465.00
8110- IN KIND SALARIES	1,929,027.00
8120- IN KIND RENT	349,450.38
8130- IN KIND - OTHER	5,350.00
9010- INDIRECT COST ALLOCATION	<u>1,927,752.70</u>
Total Expenses	<u>28,939,731.71</u>
Excess Revenue Over (Under) Expenditures	<u><u>195,942.62</u></u>

Fresno Migrant Head Start
Budget to Actual (331 Basic)
Period Ending February-24

Account Description	Grant Budget	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +	Budget Balance
		Period	YTD	YTD	YTD	Budget			Encumbered	
REVENUES										
4110 GRANT INCOME-FEDERAL	5,789,431.00	442,201.72	2,813,515.18	2,371,313.46	182,252.68	2,631,262.50	48.60%	23,344.38	2,836,859.56	(2,952,571.44)
4130 GRANT INCOME-AREA	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
4220 IN KIND CONTRIBUTIONS	800,744.00	37,312.08	477,477.30	440,165.22	113,543.30	363,934.00	59.63%	0.00	477,477.30	(323,266.70)
4330- SALE OF ASSETS	0.00	0.00			-		0.00%	0.00	0.00	0.00
4390 MISC INCOME	0.00	0.00			-		0.00%	0.00	0.00	0.00
TOTAL REVENUES	6,590,175.00	479,513.80	3,290,992.48	2,811,478.68	295,795.98	2,995,196.50	49.94%	23,344.38	3,314,336.86	(3,275,838.14)
5010 SALARIES & WAGES	6A 3,254,598.00	245,145.06	1,644,323.77	1,399,178.71	222,449.27	1,421,874.50	50.52%	0.00	1,644,323.77	(1,610,274.23)
5012- DIRECTOR'S SALARY	6A 0.00	0.00			-		0.00%	0.00	0.00	0.00
5019- SALARIES & WAGES C19	6A 0.00	0.00			-		0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A 205,049.00	15,529.63	102,565.46	87,035.83	13,083.46	89,482.00	50.02%	0.00	102,565.46	(102,483.54)
5112 HEALTH INSURANCE	6B 241,714.00	13,357.42	105,382.42	92,025.00	(13,358.58)	118,741.00	43.60%	0.00	105,382.42	(136,331.58)
5114 WORKER'S COMPENSATION	6B 86,472.00	9,620.76	62,670.23	53,049.47	24,891.23	37,779.00	72.47%	0.00	62,670.23	(23,801.77)
5115- Worker's Compensation C19	6B 0.00	0.00			-		0.00%	0.00	0.00	0.00
5116 PENSION	6B 203,235.00	20,877.23	116,436.87	95,559.64	28,147.87	88,289.00	57.29%	0.00	116,436.87	(86,798.13)
5117- Pension C19	6B 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
5122 FICA	6B 205,841.00	22,541.65	141,370.97	118,829.32	51,441.97	89,929.00	68.68%	0.00	141,370.97	(64,470.03)
5124 SUI	6B 41,590.00	5,458.40	17,445.61	11,987.21	(381.39)	17,827.00	41.95%	0.00	17,445.61	(24,144.39)
5125- DIRECTOR'S FRINGE	6B 0.00	0.00			-		0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B 13,139.00	1,188.07	7,802.59	6,614.52	2,069.59	5,733.00	59.38%	0.00	7,802.59	(5,336.41)
6714 STAFF TRAVEL-OUT OF AREA	6C 0.00	226.59	226.59		226.59		0.00%	0.00	226.59	226.59
6722 PER DIEM - STAFF	6C 0.00	0.00			-		0.00%	0.00	0.00	0.00
6221 EQUIPMENT OVER > \$5000	6D 48,000.00	0.00	34,407.80	34,407.80	(13,592.20)	48,000.00	71.68%	0.00	34,407.80	(13,592.20)
6110 OFFICE SUPPLIES	6E 14,500.00	183.37	4,499.83	4,316.46	(2,754.17)	7,254.00	31.03%	1,489.80	5,989.63	(8,510.37)
6112 DATA PROCESSING SUPPLIES	6E 70,000.00	11,817.50	53,201.91	41,384.41	18,197.91	35,004.00	76.00%	558.88	53,760.79	(16,239.21)
6121 FOOD	6E 10,500.00	0.00	7,089.89	7,089.89	1,842.89	5,247.00	67.52%	0.00	7,089.89	(3,410.11)
6122 KITCHEN SUPPLIES	6E 1,000.00	0.00	2,992.39	2,992.39	2,992.39	0.00	299.24%	0.00	2,992.39	1,992.39
6130 PROGRAM SUPPLIES	6E 73,696.00	578.57	33,639.22	33,060.65	(3,200.78)	36,840.00	45.65%	4,666.56	38,305.78	(35,390.22)
6134 INSTRUCTIONAL SUPPLIES	6E 5,000.00	0.00	0.00	0.00	(2,498.00)	2,498.00	0.00%	0.00	0.00	(5,000.00)
6140 CUSTODIAL SUPPLIES	6E 15,000.00	38.87	6,732.99	6,694.12	(767.01)	7,500.00	44.89%	0.00	6,732.99	(8,267.01)
6142 LINEN/LAUNDRY	6E 0.00	0.00			-		0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E 750.00	25.00	262.91	237.91	(109.09)	372.00	35.05%	0.00	262.91	(487.09)
6132 MEDICAL & DENTAL SUPPLIES	6H 12,500.00	0.00	4,400.69	4,400.69	4,400.69	0.00	35.21%	419.99	4,820.68	(7,679.32)
6150 UNIFORM RENTAL/PURCHASE	6H 0.00	0.00	150.00	150.00	150.00	0.00	0.00%	0.00	150.00	150.00
6180 EQUIPMENT RENTAL	6H 36,000.00	3,991.46	19,610.20	15,618.74	1,624.20	17,986.00	54.47%	0.00	19,610.20	(16,389.80)
6181 EQUIPMENT MAINTENANCE	6H 25,000.00	4,994.12	14,128.34	9,134.22	1,626.34	12,502.00	56.51%	0.00	14,128.34	(10,871.66)
6212 EQUIPMENT PURCHASES < \$500	6H 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
6216 EQUIPMENT OVER > \$1000	6H 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
6232 BUILDING IMPROVEMENTS	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H 5,000.00	2,725.96	2,725.96	0.00	2,725.96	0.00	54.52%	0.00	2,725.96	(2,274.04)
6312 ADVERTISING & PROMOTION	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00
6320 TELEPHONE	6H 150,000.00	12,258.57	(3,720.49)	(15,979.06)	(78,726.49)	75,006.00	-2.48%	0.00	(3,720.49)	(153,720.49)
6410 RENT	6H 83,202.00	8,285.18	49,434.38	41,149.20	7,831.38	41,603.00	59.41%	0.00	49,434.38	(33,767.62)
6420 UTILITIES/ DISPOSAL	6H 75,000.00	8,748.26	35,027.10	26,278.84	(2,472.90)	37,500.00	46.70%	0.00	35,027.10	(39,972.90)
6432 BUILDING REPAIRS/ MAINT	6H 200,000.00	5,295.84	22,816.16	17,520.32	(77,191.84)	100,008.00	11.41%	0.00	22,816.16	(177,183.84)
6433 GROUNDS MAINTENANCE	6H 42,000.00	2,177.36	13,413.41	11,236.05	(7,586.59)	21,000.00	31.94%	2,750.00	16,163.41	(25,836.59)
6436 PEST CONTROL	6H 7,500.00	734.97	4,027.92	3,292.95	277.92	3,750.00	53.71%	0.00	4,027.92	(3,472.08)
6437 BURGLAR & FIRE ALARM	6H 6,500.00	721.86	2,154.14	1,432.28	(1,095.86)	3,250.00	33.14%	0.00	2,154.14	(4,345.86)
6440 PROPERTY INSURANCE	6H 13,795.00	2,180.38	12,056.10	9,875.72	5,161.10	6,895.00	87.39%	0.00	12,056.10	(1,738.90)
6520 CONSULTANTS	6H 10,000.00	1,028.17	8,521.32	7,493.15	3,523.32	4,998.00	85.21%	11,512.00	20,033.32	10,033.32
6522 CONSULTANT EXPENSES	6H 1,500.00	0.00	97.82	97.82	(645.18)	743.00	6.52%	0.00	97.82	(1,402.18)
6524 CONTRACTS	6H 15,000.00	0.00	0.00	0.00	(7,500.00)	7,500.00	0.00%	0.00	0.00	(15,000.00)
6530 LEGAL	6H 1,500.00	0.00	4,156.25	4,156.25	3,456.25	700.00	277.08%	0.00	4,156.25	2,656.25

Fresno Migrant Head Start
 Budget to Actual (331 Basic)
 Period Ending February-24

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Mth YTD	Current vs Budget YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance	
6540 CUSTODIAL SERVICES	6H	4,776.00	0.00	2,388.00	2,388.00	-	2,388.00	50.00%	0.00	2,388.00	(2,388.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	740.00	740.00	740.00	0.00	74.00%	0.00	740.00	(260.00)
6562 MEDICAL EXAM	6H	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
6566 DENTAL EXAM	6H	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
6610 GAS & OIL	6H	15,000.00	916.33	5,104.49	4,188.16	(1,945.51)	7,050.00	34.03%	0.00	5,104.49	(9,895.51)
6620 VEHICLE INSURANCE	6H	20,000.00	2,187.82	13,115.03	10,927.21	1,865.03	11,250.00	65.58%	0.00	13,115.03	(6,884.97)
6630 VEHICLE LICENSE AND FEES	6H	2,500.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	(2,500.00)
6640 VEHICLE REPAIR & MAINTENANCE	6H	25,000.00	1,104.01	6,922.04	5,818.03	(5,077.96)	12,000.00	27.69%	0.00	6,922.04	(18,077.96)
6712 STAFF TRAVEL-LOCAL	6H	15,000.00	1,305.38	5,843.83	4,538.45	(1,650.17)	7,494.00	38.96%	0.00	5,843.83	(9,156.17)
6724 PER DIEM - PARENT	6H	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
6742 TRAINING - STAFF	6H	0.00	0.00	609.50	609.50	609.50	0.00	0.00%	0.00	609.50	609.50
6744 TRAINING - VOLUNTEER	6H	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
6746 TRAINING - PARENT	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	10,000.00	0.00	0.00	0.00	(5,000.00)	5,000.00	0.00%	0.00	0.00	(10,000.00)
6750 FIELD TRIPS	6H	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
6832 LIABILITY INSURANCE	6H	504.00	39.28	235.68	196.40	(16.32)	252.00	46.76%	0.00	235.68	(268.32)
6834 STUDENT ACTIVITY INSURAN	6H	1,074.00	33.73	638.94	605.21	101.94	537.00	59.49%	0.00	638.94	(435.06)
6840 PROPERTY TAXES	6H	5,800.00	0.00	2,034.46	2,034.46	(3,765.54)	5,800.00	35.08%	0.00	2,034.46	(3,765.54)
6850 FEES & LICENSES	6H	22,000.00	1.00	8,031.00	8,030.00	(2,667.00)	10,698.00	36.50%	0.00	8,031.00	(13,969.00)
6851 CPR FEES	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6852 FINGER PRINTING	6H	3,800.00	0.00	151.00	151.00	151.00	0.00	3.97%	0.00	151.00	(3,649.00)
6860 DEPRECIATION EXPENSE	6H	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
6875- EMPLOYEE HEALTH & WELFARE	6H	6,375.00	0.00	5,079.24	5,079.24	(1,295.76)	6,375.00	79.67%	0.00	5,079.24	(1,295.76)
6892 CASH SHORT/OVER	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	1,450.00	0.00	103.88	103.88	(476.12)	580.00	7.16%	0.00	103.88	(1,346.12)
7111- PARENT MILEAGE	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
7112 PARENT INVOLVEMENT	6H	0.00	0.00	362.78	362.78	362.78	0.00	0.00%	0.00	362.78	362.78
7114 PC ALLOWANCE	6H	1,680.00	0.00	300.00	300.00	(260.00)	560.00	17.86%	0.00	300.00	(1,380.00)
7116 PC FOOD	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
8110 INKIND SALARIES		581,122.00	23,353.50	393,725.82	370,372.32	106,993.82	286,732.00	67.75%	0.00	393,725.82	(187,396.18)
8120 INKIND RENT		217,266.00	13,958.58	83,751.48	69,792.90	7,621.48	76,130.00	38.55%	0.00	83,751.48	(133,514.52)
8130 INKIND OTHER		2,356.00	0.00	-	0.00	(1,072.00)	1,072.00	0.00%	0.00	0.00	(2,356.00)
9010 INDIRECT EXPENSE	6J	478,891.00	36,883.92	231,804.56	194,920.64	16,336.56	215,468.00	48.40%	1,947.15	233,751.71	(245,139.29)
TOTAL EXPENSES		6,590,175.00	479,513.80	3,290,992.48	2,811,478.68	295,795.98	2,995,196.50	49.94%	23,344.38	3,314,336.86	(3,275,838.14)

CHANGE IN NET ASSETS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

5,789,431.00	Prior Mth	2,141,985.02	9.1%
800,744.00	Curr Mth	2,547,302.82	INDIRECT EXP
6,590,175.00		194,920.64	INDIRECT EXP
		231,804.56	

Administrative	
YTD Expense	2,835,266.81
YTD Inkind	477,477.30
	<u>3,312,744.11</u>
YTD Admin	273,941.00
YTD %	8.27%

Madera Migrant Head Start
Budget to Actual

For the Period Ending **2/29/2024**

Start Date **3/1/2023**
Current Mnth **12.00**
100%

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	6,158,497	1,010,849.05	5,828,391.19	4,817,542.14	6,158,497	95%	320,475.93	6,148,867.12	9,629.88
4220	IN KIND CONTRIBUTIONS	409,729	28,896.21	736,336.62	707,440.41	409,729	180%	-	736,336.62	(326,607.62)
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,568,226	1,039,745.26	6,564,727.81	5,524,982.55	6,568,226	100%	320,475.93	6,885,203.74	(316,977.74)
EXPENDITURES										
5010	Salaries & Wages	3,023,483	424,565.28	3,018,820.57	2,594,255.29	3,023,483	100%	-	3,018,820.57	4,662.43
5020	Accrued Vacation Pay	181,803	25,139.43	181,291.80	156,152.37	181,803	100%	-	181,291.80	511.20
5112	Health Insurance	316,358	37,352.75	316,528.88	279,176.13	316,358	100%	-	316,528.88	(170.88)
5114	Worker's Compensation	89,627	17,683.07	91,147.18	73,464.11	89,627	102%	-	91,147.18	(1,520.18)
5116	Pension	159,969	27,287.57	162,719.47	135,431.90	159,969	102%	-	162,719.47	(2,750.47)
5122	FICA	240,303	38,267.74	241,540.99	203,273.25	240,303	101%	-	241,540.99	(1,237.99)
5124	SUI	33,520	11,859.33	33,494.44	21,635.11	33,520	100%	-	33,494.44	25.56
5130	Accrued Vacation Fringe	14,700	1,921.90	13,849.44	11,927.54	14,700	94%	-	13,849.44	850.56
6110	Office supplies	16,090	5,125.72	13,210.34	8,084.62	16,090	82%	3,712.11	16,922.45	(832.45)
6112	Data Processing Supplies	135,939	29,905.92	134,732.72	104,826.80	135,939	99%	26,683.57	161,416.29	(25,477.29)
6121	Food	18,545	4,105.55	13,974.13	9,868.58	18,545	75%	5,000.00	18,974.13	(429.13)
6122	Kitchen Supplies	8,451	175.28	4,586.64	4,411.36	8,451	54%	3,946.64	8,533.28	(82.28)
6130	Program Supplies	112,168	32,604.43	85,044.63	52,440.20	112,168	76%	38,235.39	123,280.02	(11,112.02)
6132	Medical & Dental Supplies	18,430	-	15,850.58	15,850.58	18,430	86%	2,323.14	18,173.72	256.28
6134	Instructional Supplies	33,622	19,658.03	25,439.83	5,781.80	33,622	76%	305.52	25,745.35	7,876.65
6140	Custodial Supplies	30,388	746.83	23,133.49	22,386.66	30,388	76%	5,500.00	28,633.49	1,754.51
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	93,250	34,481.84	94,016.56	59,534.72	93,250	101%	15,350.15	109,366.71	(16,116.71)
6150	Uniform Rental / Purchases	156	-	150.00	150.00	156	96%	-	150.00	6.00
6170	Postage & Shipping	600	62.85	629.28	566.43	600	105%	50.00	679.28	(79.28)
6221	Equipment Over > \$5,000	251,825	113,704.77	148,112.58	34,407.81	251,825	-	61,489.86	209,602.44	42,222.56
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	22,165	2,258.58	21,343.77	19,085.19	22,165	96%	-	21,343.77	821.23
6181	Equipment Maintenance	15,610	1,031.94	15,250.00	14,218.06	15,610	98%	-	15,250.00	360.00
6310	Printing & Publications	6,575	123.84	5,147.53	5,023.69	6,575	78%	1,385.35	6,532.88	42.12
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	34,765	10,902.49	9,464.72	(1,437.77)	34,765	27%	-	9,464.72	25,300.28
6410	Rent	209,210	17,347.94	209,103.68	191,755.74	209,210	100%	-	209,103.68	106.32
6420	Utilities / Disposal	140,300	17,626.49	131,329.58	113,703.09	140,300	94%	4,400.00	135,729.58	4,570.42
6432	Building Repairs / Maintenan	64,419	45,395.14	94,546.59	49,151.45	64,419	147%	800.00	95,346.59	(30,927.59)
6433	Grounds Maintenance	142,577	2,277.95	22,393.76	20,115.81	142,577	16%	120,072.00	142,465.76	111.24
6436	Pest Control	7,338	440.86	7,278.25	6,837.39	7,338	99%	-	7,278.25	59.75
6437	Burglar & Fire Alarm	3,750	85.39	3,677.26	3,591.87	3,750	98%	-	3,677.26	72.74
6440	Property Insurance	28,180	2,977.91	28,156.43	25,178.52	28,180	100%	-	28,156.43	23.57
6520	Consultants	10,940	904.49	7,065.74	6,161.25	10,940	65%	2,664.00	9,729.74	1,210.26
6522	Consultants Expense	301	54.79	221.42	166.63	301	74%	-	221.42	79.58
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	10,450	-	10,079.38	10,079.38	10,450	96%	-	10,079.38	370.62
6540	Custodial Services	91,675	(1,316.25)	80,296.40	81,612.65	91,675	88%	6,956.25	87,252.65	4,422.35
6555	Medical Screening / DEAT / Staff	5,060	-	4,830.00	4,830.00	5,060	95%	-	4,830.00	230.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	100%
			PTD	Actual YTD	Actual YTD					Budget Balance
6610	Gas & Oil	11,800	823.41	11,620.01	10,796.60	11,800	98%	-	11,620.01	179.99
6620	Vehicle Insurance	24,760	2,235.83	24,502.16	22,266.33	24,760	99%	-	24,502.16	257.84
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	9,900	287.19	8,927.92	8,640.73	9,900	90%	-	8,927.92	972.08
6712	Staff Travel-Local	700	307.33	678.80	371.47	700	97%	-	678.80	21.20
6714	Staff Travel-Out of Area	-	855.56	855.56	-	-	-	-	855.56	(855.56)
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	4,620	-	120.00	120.00	4,620	3%	-	120.00	4,500.00
6746	Training - Parent	1,739	-	1,687.50	1,687.50	1,739	-	-	1,687.50	51.50
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	261	-	260.00	260.00	261	-	-	260.00	1.00
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	490	40.69	480.89	440.20	490	98%	-	480.89	9.11
6834	Student Activity Insurance	2,265	188.88	2,198.87	2,009.99	2,265	97%	-	2,198.87	66.13
6840	Property Taxes	-	-	-	-	-	#DIV/0!	-	-	-
6850	Fees & Licenses	15,890	3.00	15,806.44	15,803.44	15,890	99%	-	15,806.44	83.56
6852	Finger Printing	2,900	-	2,754.25	2,754.25	2,900	95%	-	2,754.25	145.75
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	9,727	4,620.78	8,794.40	4,173.62	9,727	90%	-	8,794.40	932.60
7110	Parent Activities	59	-	-	-	59	0%	-	-	59.00
7111	Parent Mileage	520	19.30	342.18	322.88	520	66%	-	342.18	177.82
7112	Parent Involvement	3,550	1,578.77	3,503.98	1,925.21	3,550	99%	-	3,503.98	46.02
7114	PPC Allowance	2,400	150.00	2,100.00	1,950.00	2,400	88%	-	2,100.00	300.00
7116	PPC Food Allowance	1,700	147.90	1,509.74	1,361.84	1,700	89%	-	1,509.74	190.26
8110	In-Kind Salaries	297,519	19,497.21	624,776.62	605,279.41	297,519	210%	-	624,776.62	(327,257.62)
8120	In-Kind Rent	112,210	9,249.00	111,010.00	101,761.00	112,210	99%	-	111,010.00	1,200.00
8130	In-Kind Other	-	150.00	550.00	400.00	-	-	-	550.00	(550.00)
9010	In-Direct Cost Allocation	492,674	74,830.56	473,790.43	398,959.87	492,674	96%	21,601.95	495,392.38	(2,718.38)
Total Expenses		6,568,226	1,039,745.26	6,564,727.81	5,524,982.55	6,568,226	100%	320,475.93	6,885,203.74	(316,977.74)
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,568,226	1,039,745.26	6,564,727.81						
In-Kind		(409,729)	(28,896.21)	(736,336.62)						
Total Expenses w/o In Kind		6,158,497	1,010,849.05	5,828,391.19	4,817,542.14				6,148,867.12	9,629.88
									99.84%	

ADMINISTRATION BUDGET LIMIT	\$722,621
YEAR-TO DATE ADMIN EXP.	\$668,521
PERCENT OF TOTAL EXPENSES	8.79%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	
473,790.43	
473,790.43	

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
309 0 EARLY HEAD START T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	13,373.00	976.17	11,493.64	8,666.91	(0.86)	0.00	11,493.64	1,879.36
Total Revenues	<u>13,373.00</u>	<u>976.17</u>	<u>11,493.64</u>	<u>8,666.91</u>	<u>(0.86)</u>	<u>0.00</u>	<u>11,493.64</u>	<u>1,879.36</u>
Expenses								
6110- OFFICE SUPPLIES	478.00	0.00	0.00	414.00	0.00	0.00	0.00	478.00
6520- CONSULTANTS	3,650.00	0.00	0.00	3,650.00	0.00	0.00	0.00	3,650.00
6714- STAFF TRAVEL-OUT OF AREA	7,050.00	0.00	3,207.09	3,400.00	0.45	0.00	3,207.09	3,842.91
6722- PER DIEM - STAFF	1,020.00	0.00	0.00	420.00	0.00	0.00	0.00	1,020.00
6742- TRAINING - STAFF	60.00	894.75	7,327.87	60.00	122.13	700.00	8,027.87	(7,967.87)
9010- INDIRECT COST ALLOCATION	1,115.00	81.42	958.68	722.91	0.86	0.00	958.68	156.32
Total Expenses	<u>13,373.00</u>	<u>976.17</u>	<u>11,493.64</u>	<u>8,666.91</u>	<u>0.86</u>	<u>700.00</u>	<u>12,193.64</u>	<u>1,179.36</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(700.00)</u>	<u>(700.00)</u>	<u>700.00</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
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(700.00)</u>	<u>(700.00)</u>	<u>700.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
310 0 HEAD START-MADERA REG. T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	46,025.00	638.11	33,328.94	34,604.00	(0.72)	0.00	33,328.94	12,696.06
Total Revenues	<u>46,025.00</u>	<u>638.11</u>	<u>33,328.94</u>	<u>34,604.00</u>	<u>(0.72)</u>	<u>0.00</u>	<u>33,328.94</u>	<u>12,696.06</u>
Expenses								
6110- OFFICE SUPPLIES	1,500.00	0.00	1,822.49	1,250.00	1.21	0.00	1,822.49	(322.49)
6121- FOOD	0.00	0.00	4,565.81	0.00	0.00	0.00	4,565.81	(4,565.81)
6130- PROGRAM SUPPLIES	1,500.00	0.00	806.04	1,250.00	0.54	0.00	806.04	693.96
6310- PRINTING & PUBLICATIONS	3,014.00	0.00	0.00	2,500.00	0.00	0.00	0.00	3,014.00
6714- STAFF TRAVEL-OUT OF AREA	11,375.00	0.01	1,772.45	3,325.00	0.16	1,250.00	3,022.45	8,352.55
6722- PER DIEM - STAFF	2,202.00	0.00	0.00	798.00	0.00	0.00	0.00	2,202.00
6742- TRAINING - STAFF	22,595.00	372.23	21,582.19	22,595.00	0.96	0.00	21,582.19	1,012.81
9010- INDIRECT COST ALLOCATION	<u>3,839.00</u>	<u>53.23</u>	<u>2,779.96</u>	<u>2,886.00</u>	<u>0.72</u>	<u>0.00</u>	<u>2,779.96</u>	<u>1,059.04</u>
Total Expenses	<u>46,025.00</u>	<u>425.47</u>	<u>33,328.94</u>	<u>34,604.00</u>	<u>0.72</u>	<u>1,250.00</u>	<u>34,578.94</u>	<u>11,446.06</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>212.64</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,250.00)</u>	<u>(1,250.00)</u>	<u>1,250.00</u>
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>
Ending Net Assets	<u>0.00</u>	<u>212.64</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,250.00)</u>	<u>(1,250.00)</u>	<u>1,250.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

312 0 EARLY HEAD START - MADERA	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	678,411.00	62,117.91	465,651.25	509,033.32	(0.69)	0.00	465,651.25	212,759.75
4220- IN KIND CONTRIBUTIONS	172,946.00	20,000.84	208,943.30	129,781.00	(1.21)	0.00	208,943.30	(35,997.30)
Total Revenues	851,357.00	82,118.75	674,594.55	638,814.32	(0.79)	0.00	674,594.55	176,762.45
Expenses								
5010- SALARIES & WAGES	379,858.00	35,954.87	247,642.88	285,162.00	0.65	0.00	247,642.88	132,215.12
5020- ACCRUED VACATION PAY	18,820.00	2,446.98	18,717.77	14,146.00	0.99	0.00	18,717.77	102.23
5112- HEALTH INSURANCE	27,614.00	2,523.59	22,390.69	20,708.00	0.81	0.00	22,390.69	5,223.31
5114- WORKER'S COMPENSATION	3,311.00	341.04	2,242.16	2,487.00	0.68	0.00	2,242.16	1,068.84
5116- PENSION	22,350.00	2,041.54	15,294.05	16,781.00	0.68	0.00	15,294.05	7,055.95
5122- FICA	28,365.00	2,721.89	20,194.84	21,293.00	0.71	0.00	20,194.84	8,170.16
5124- SUI	2,496.00	520.76	2,058.40	1,873.00	0.82	0.00	2,058.40	437.60
5130- ACCRUED VACATION FRINGE	1,406.00	187.19	1,425.13	1,055.00	1.01	0.00	1,425.13	(19.13)
6110- OFFICE SUPPLIES	2,530.00	55.90	2,042.46	1,897.00	0.81	(0.07)	2,042.39	487.61
6112- DATA PROCESSING SUPPLIES	5,000.00	450.30	2,141.10	3,749.00	0.43	26.23	2,167.33	2,832.67
6121- FOOD	0.00	106.24	529.69	0.00	0.00	0.00	529.69	(529.69)
6122- KITCHEN SUPPLIES	0.00	0.00	34.61	0.00	0.00	0.00	34.61	(34.61)
6130- PROGRAM SUPPLIES	12,000.00	1.23	7,111.38	8,997.00	0.59	937.50	8,048.88	3,951.12
6132- MEDICAL & DENTAL SUPPLIES	1,500.00	0.00	1,436.64	1,050.00	0.96	2,063.88	3,500.52	(2,000.52)
6134- INSTRUCTIONAL SUPPLIES	4,000.00	0.00	2,246.62	2,998.00	0.56	0.00	2,246.62	1,753.38
6140- CUSTODIAL SUPPLIES	1,000.00	7.17	44.36	748.00	0.04	0.00	44.36	955.64
6143- FURNISHINGS	0.00	498.83	498.83	0.00	0.00	0.00	498.83	(498.83)
6170- POSTAGE & SHIPPING	0.00	0.00	108.73	0.00	0.00	0.00	108.73	(108.73)
6180- EQUIPMENT RENTAL	4,000.00	738.97	6,111.68	2,998.00	1.53	0.00	6,111.68	(2,111.68)
6181- EQUIPMENT MAINTENANCE	200.00	2.19	96.66	149.00	0.48	0.00	96.66	103.34
6310- PRINTING & PUBLICATIONS	200.00	0.00	10.56	200.00	0.05	0.00	10.56	189.44
6312- ADVERTISING & PROMOTION	50.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00
6320- TELEPHONE	22,000.00	1,340.11	11,796.18	16,497.00	0.54	0.00	11,796.18	10,203.82
6410- RENT	54,000.00	4,969.86	45,024.35	40,502.00	0.83	0.00	45,024.35	8,975.65
6420- UTILITIES/ DISPOSAL	14,000.00	570.84	5,648.86	10,499.00	0.40	0.00	5,648.86	8,351.14
6432- BUILDING REPAIRS/ MAINTENANCE	4,000.00	0.00	161.36	3,200.00	0.04	0.00	161.36	3,838.64
6436- PEST CONTROL	950.00	53.19	436.20	713.00	0.46	0.00	436.20	513.80
6437- BURGLAR & FIRE ALARM	175.00	6.92	74.48	133.00	0.43	0.00	74.48	100.52
6440- PROPERTY INSURANCE	2,600.00	238.69	2,191.71	1,949.00	0.84	0.00	2,191.71	408.29
6520- CONSULTANTS	0.00	18.85	375.43	0.00	0.00	4,360.00	4,735.43	(4,735.43)
6540- CUSTODIAL SERVICES	0.00	0.00	971.00	0.00	0.00	0.00	971.00	(971.00)
6610- GAS & OIL	400.00	84.12	637.94	280.00	1.59	0.00	637.94	(237.94)
6620- VEHICLE INSURANCE	2,200.00	226.14	1,988.89	1,651.00	0.90	0.00	1,988.89	211.11
6640- VEHICLE REPAIR & MAINTENANCE	2,500.00	10.00	844.61	1,750.00	0.34	0.00	844.61	1,655.39
6742- TRAINING - STAFF	3,200.00	0.00	787.52	2,240.00	0.25	0.00	787.52	2,412.48
6834- STUDENT ACTIVITY INSURANCE	450.00	40.48	359.37	315.00	0.80	0.00	359.37	90.63
6850- FEES & LICENSES	250.00	0.00	2,693.45	150.00	10.77	0.00	2,693.45	(2,443.45)
6875- EMPLOYEE HEALTH & WELFARE	250.00	35.84	194.39	250.00	0.78	0.00	194.39	55.61
7111- PARENT MILEAGE	0.00	9.25	27.33	0.00	0.00	0.00	27.33	(27.33)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 EARLY HEAD START - MADERA								
7112- PARENT INVOLVEMENT	0.00	0.00	69.10	0.00	0.00	0.00	69.10	(69.10)
7114- PC ALLOWANCE	150.00	30.00	150.00	105.00	1.00	0.00	150.00	0.00
8110- IN KIND SALARIES	171,192.00	20,000.84	208,943.30	128,465.00	1.22	0.00	208,943.30	(37,751.30)
8130- IN KIND - OTHER	1,754.00	0.00	0.00	1,316.00	0.00	0.00	0.00	1,754.00
9010- INDIRECT COST ALLOCATION	<u>56,586.00</u>	<u>5,181.24</u>	<u>38,839.84</u>	<u>42,458.32</u>	<u>0.69</u>	<u>0.00</u>	<u>38,839.84</u>	<u>17,746.16</u>
Total Expenses	<u>851,357.00</u>	<u>81,415.06</u>	<u>674,594.55</u>	<u>638,814.32</u>	<u>0.79</u>	<u>7,387.54</u>	<u>681,982.09</u>	<u>169,374.91</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>703.69</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(7,387.54)</u>	<u>(7,387.54)</u>	<u>7,387.54</u>
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>
Ending Net Assets	<u>0.00</u>	<u>703.69</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(7,387.54)</u>	<u>(7,387.54)</u>	<u>7,387.54</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

356 0 REGIONAL QRIS FIRST5 CSPP	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4120- GRANT INCOME-STATE	150,862.00	0.00	150,862.00	0.00	(1.00)	0.00	150,862.00	0.00
Total Revenues	<u>150,862.00</u>	<u>0.00</u>	<u>150,862.00</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>150,862.00</u>	<u>0.00</u>
Expenses								
6130- PROGRAM SUPPLIES	138,278.64	0.00	0.00	0.00	0.00	0.00	0.00	138,278.64
9010- INDIRECT COST ALLOCATION	12,583.36	0.00	0.00	0.00	0.00	0.00	0.00	12,583.36
Total Expenses	<u>150,862.00</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>150,862.00</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>150,862.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150,862.00</u>	<u>(150,862.00)</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
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>150,862.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150,862.00</u>	<u>(150,862.00)</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

Report Recap	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	737,809.00	63,732.19	510,473.83	552,304.23	(0.69)	0.00	510,473.83	227,335.17
4120- GRANT INCOME-STATE	150,862.00	0.00	150,862.00	0.00	(1.00)	0.00	150,862.00	0.00
4220- IN KIND CONTRIBUTIONS	172,946.00	20,000.84	208,943.30	129,781.00	(1.21)	0.00	208,943.30	(35,997.30)
Total Revenues	1,061,617.00	83,733.03	870,279.13	682,085.23	(0.82)	0.00	870,279.13	191,337.87
Expenses								
5010- SALARIES & WAGES	379,858.00	35,954.87	247,642.88	285,162.00	0.65	0.00	247,642.88	132,215.12
5020- ACCRUED VACATION PAY	18,820.00	2,446.98	18,717.77	14,146.00	0.99	0.00	18,717.77	102.23
5112- HEALTH INSURANCE	27,614.00	2,523.59	22,390.69	20,708.00	0.81	0.00	22,390.69	5,223.31
5114- WORKER'S COMPENSATION	3,311.00	341.04	2,242.16	2,487.00	0.68	0.00	2,242.16	1,068.84
5116- PENSION	22,350.00	2,041.54	15,294.05	16,781.00	0.68	0.00	15,294.05	7,055.95
5122- FICA	28,365.00	2,721.89	20,194.84	21,293.00	0.71	0.00	20,194.84	8,170.16
5124- SUI	2,496.00	520.76	2,058.40	1,873.00	0.82	0.00	2,058.40	437.60
5130- ACCRUED VACATION FRINGE	1,406.00	187.19	1,425.13	1,055.00	1.01	0.00	1,425.13	(19.13)
6110- OFFICE SUPPLIES	4,508.00	55.90	3,864.95	3,561.00	0.86	(0.07)	3,864.88	643.12
6112- DATA PROCESSING SUPPLIES	5,000.00	450.30	2,141.10	3,749.00	0.43	26.23	2,167.33	2,832.67
6121- FOOD	0.00	106.24	5,095.50	0.00	0.00	0.00	5,095.50	(5,095.50)
6122- KITCHEN SUPPLIES	0.00	0.00	34.61	0.00	0.00	0.00	34.61	(34.61)
6130- PROGRAM SUPPLIES	151,778.64	1.23	7,917.42	10,247.00	0.05	937.50	8,854.92	142,923.72
6132- MEDICAL & DENTAL SUPPLIES	1,500.00	0.00	1,436.64	1,050.00	0.96	2,063.88	3,500.52	(2,000.52)
6134- INSTRUCTIONAL SUPPLIES	4,000.00	0.00	2,246.62	2,998.00	0.56	0.00	2,246.62	1,753.38
6140- CUSTODIAL SUPPLIES	1,000.00	7.17	44.36	748.00	0.04	0.00	44.36	955.64
6143- FURNISHINGS	0.00	498.83	498.83	0.00	0.00	0.00	498.83	(498.83)
6170- POSTAGE & SHIPPING	0.00	0.00	108.73	0.00	0.00	0.00	108.73	(108.73)
6180- EQUIPMENT RENTAL	4,000.00	738.97	6,111.68	2,998.00	1.53	0.00	6,111.68	(2,111.68)
6181- EQUIPMENT MAINTENANCE	200.00	2.19	96.66	149.00	0.48	0.00	96.66	103.34
6310- PRINTING & PUBLICATIONS	3,214.00	0.00	10.56	2,700.00	0.00	0.00	10.56	3,203.44
6312- ADVERTISING & PROMOTION	50.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00
6320- TELEPHONE	22,000.00	1,340.11	11,796.18	16,497.00	0.54	0.00	11,796.18	10,203.82
6410- RENT	54,000.00	4,969.86	45,024.35	40,502.00	0.83	0.00	45,024.35	8,975.65
6420- UTILITIES/ DISPOSAL	14,000.00	570.84	5,648.86	10,499.00	0.40	0.00	5,648.86	8,351.14
6432- BUILDING REPAIRS/ MAINTENANCE	4,000.00	0.00	161.36	3,200.00	0.04	0.00	161.36	3,838.64
6436- PEST CONTROL	950.00	53.19	436.20	713.00	0.46	0.00	436.20	513.80
6437- BURGLAR & FIRE ALARM	175.00	6.92	74.48	133.00	0.43	0.00	74.48	100.52
6440- PROPERTY INSURANCE	2,600.00	238.69	2,191.71	1,949.00	0.84	0.00	2,191.71	408.29
6520- CONSULTANTS	3,650.00	18.85	375.43	3,650.00	0.10	4,360.00	4,735.43	(1,085.43)
6540- CUSTODIAL SERVICES	0.00	0.00	971.00	0.00	0.00	0.00	971.00	(971.00)
6610- GAS & OIL	400.00	84.12	637.94	280.00	1.59	0.00	637.94	(237.94)
6620- VEHICLE INSURANCE	2,200.00	226.14	1,988.89	1,651.00	0.90	0.00	1,988.89	211.11
6640- VEHICLE REPAIR & MAINTENANCE	2,500.00	10.00	844.61	1,750.00	0.34	0.00	844.61	1,655.39
6714- STAFF TRAVEL-OUT OF AREA	18,425.00	0.01	4,979.54	6,725.00	0.27	1,250.00	6,229.54	12,195.46
6722- PER DIEM - STAFF	3,222.00	0.00	0.00	1,218.00	0.00	0.00	0.00	3,222.00
6742- TRAINING - STAFF	25,855.00	1,266.98	29,697.58	24,895.00	1.15	700.00	30,397.58	(4,542.58)
6834- STUDENT ACTIVITY INSURANCE	450.00	40.48	359.37	315.00	0.80	0.00	359.37	90.63

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

Report Recap	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6850- FEES & LICENSES	250.00	0.00	2,693.45	150.00	10.77	0.00	2,693.45	(2,443.45)
6875- EMPLOYEE HEALTH & WELFARE	250.00	35.84	194.39	250.00	0.78	0.00	194.39	55.61
7111- PARENT MILEAGE	0.00	9.25	27.33	0.00	0.00	0.00	27.33	(27.33)
7112- PARENT INVOLVEMENT	0.00	0.00	69.10	0.00	0.00	0.00	69.10	(69.10)
7114- PC ALLOWANCE	150.00	30.00	150.00	105.00	1.00	0.00	150.00	0.00
8110- IN KIND SALARIES	171,192.00	20,000.84	208,943.30	128,465.00	1.22	0.00	208,943.30	(37,751.30)
8130- IN KIND - OTHER	1,754.00	0.00	0.00	1,316.00	0.00	0.00	0.00	1,754.00
9010- INDIRECT COST ALLOCATION	74,123.36	5,315.89	42,578.48	46,067.23	0.57	0.00	42,578.48	31,544.88
Total Expenses	1,061,617.00	82,816.70	719,417.13	682,085.23	0.68	9,337.54	728,754.67	332,862.33
Excess Revenue Over (Under) Expenditures	0.00	916.33	150,862.00	0.00	0.00	(9,337.54)	141,524.46	(141,524.46)
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	916.33	150,862.00	0.00	0.00	(9,337.54)	141,524.46	(141,524.46)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

311 0 HEAD START-MADERA REGIONAL	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,522,453.00	548,179.32	2,895,251.25	3,319,511.64	(0.64)	0.00	2,895,251.25	1,627,201.75
4220- IN KIND CONTRIBUTIONS	<u>1,065,680.00</u>	<u>148,989.78</u>	<u>713,744.86</u>	<u>782,215.00</u>	<u>(0.67)</u>	<u>0.00</u>	<u>713,744.86</u>	<u>351,935.14</u>
Total Revenues	<u>5,588,133.00</u>	<u>697,169.10</u>	<u>3,608,996.11</u>	<u>4,101,726.64</u>	<u>(0.65)</u>	<u>0.00</u>	<u>3,608,996.11</u>	<u>1,979,136.89</u>
Expenses								
5010- SALARIES & WAGES	1,881,821.38	331,171.46	1,535,696.65	1,361,387.48	0.82	0.00	1,535,696.65	346,124.73
5020- ACCRUED VACATION PAY	165,044.28	19,683.37	88,581.71	118,198.08	0.54	0.00	88,581.71	76,462.57
5112- HEALTH INSURANCE	243,589.90	26,725.32	136,061.10	173,025.00	0.56	0.00	136,061.10	107,528.80
5114- WORKER'S COMPENSATION	60,743.00	11,864.58	40,457.62	43,908.31	0.67	0.00	40,457.62	20,285.38
5116- PENSION	116,609.00	15,519.76	68,917.33	84,236.05	0.59	0.00	68,917.33	47,691.67
5122- FICA	145,245.00	25,574.20	121,550.79	105,076.22	0.84	0.00	121,550.79	23,694.21
5124- SUI	30,608.00	9,261.39	22,533.80	21,934.12	0.74	0.00	22,533.80	8,074.20
5130- ACCRUED VACATION FICA	12,802.00	1,504.45	6,760.36	9,164.92	0.53	0.00	6,760.36	6,041.64
6110- OFFICE SUPPLIES	32,172.00	(1,681.30)	7,950.67	23,466.00	0.25	1,557.15	9,507.82	22,664.18
6112- DATA PROCESSING SUPPLIES	85,000.00	6,398.41	40,414.12	61,942.00	0.48	552.85	40,966.97	44,033.03
6121- FOOD	15,000.00	6,846.51	10,786.22	10,500.00	0.72	0.00	10,786.22	4,213.78
6122- KITCHEN SUPPLIES	5,000.00	(89.02)	552.58	3,500.00	0.11	0.00	552.58	4,447.42
6130- PROGRAM SUPPLIES	100,000.00	2,758.40	33,450.86	71,161.00	0.33	2,898.86	36,349.72	63,650.28
6132- MEDICAL & DENTAL SUPPLIES	11,349.00	282.45	3,436.57	7,944.00	0.30	97.33	3,533.90	7,815.10
6134- INSTRUCTIONAL SUPPLIES	22,000.00	(3,084.88)	12,910.99	15,772.00	0.59	2,071.56	14,982.55	7,017.45
6140- CUSTODIAL SUPPLIES	30,000.00	(4,891.22)	10,306.99	21,364.00	0.34	0.00	10,306.99	19,693.01
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	150.00	300.00	0.50	0.00	150.00	150.00
6170- POSTAGE & SHIPPING	900.00	15.73	450.61	675.00	0.50	0.00	450.61	449.39
6180- EQUIPMENT RENTAL	25,000.00	20.92	15,526.22	17,815.00	0.62	0.00	15,526.22	9,473.78
6181- EQUIPMENT MAINTENANCE	18,000.00	(607.21)	10,862.50	12,672.00	0.60	0.00	10,862.50	7,137.50
6221- EQUIPMENT OVER > \$5000	164,000.00	0.00	66,785.38	164,000.00	0.41	72,028.83	138,814.21	25,185.79
6310- PRINTING & PUBLICATIONS	5,000.00	1,082.75	11,243.44	3,750.00	2.25	0.00	11,243.44	(6,243.44)
6312- ADVERTISING & PROMOTION	3,000.00	0.00	0.00	2,400.00	0.00	0.00	0.00	3,000.00
6320- TELEPHONE	150,000.00	24,106.07	24,010.24	112,473.00	0.16	0.00	24,010.24	125,989.76
6410- RENT	250,000.00	18,516.11	143,893.17	187,499.00	0.58	0.00	143,893.17	106,106.83
6420- UTILITIES/ DISPOSAL	120,000.00	(7,822.57)	61,003.08	90,000.00	0.51	0.00	61,003.08	58,996.92
6432- BUILDING REPAIRS/ MAINTENANCE	156,000.00	(5,139.40)	27,730.68	117,000.00	0.18	102,410.84	130,141.52	25,858.48
6433- GROUNDS MAINTENANCE	30,000.00	18,509.58	40,982.92	22,500.00	1.37	0.00	40,982.92	(10,982.92)
6436- PEST CONTROL	7,700.00	(115.22)	4,695.69	5,774.67	0.61	0.00	4,695.69	3,004.31
6437- BURGLAR & FIRE ALARM	4,000.00	(623.96)	2,273.90	3,062.50	0.57	1,830.54	4,104.44	(104.44)
6440- PROPERTY INSURANCE	10,020.00	(262.48)	8,633.29	7,515.00	0.86	0.00	8,633.29	1,386.71
6520- CONSULTANTS	0.00	153.65	7,717.39	0.00	0.00	12,664.00	20,381.39	(20,381.39)
6522- CONSULTANT EXPENSES	0.00	(7.61)	697.83	0.00	0.00	0.00	697.83	(697.83)
6524- CONTRACTS	63,400.00	0.00	2,075.04	20,000.00	0.03	0.00	2,075.04	61,324.96
6530- LEGAL	10,000.00	0.00	4,910.00	8,000.00	0.49	0.00	4,910.00	5,090.00
6540- CUSTODIAL SERVICES	22,000.00	0.01	6,637.01	16,499.97	0.30	0.00	6,637.01	15,362.99
6555- MEDICAL SCREENING/DEAT/STAFF	4,000.00	175.00	3,145.00	3,500.00	0.79	0.00	3,145.00	855.00
6610- GAS & OIL	10,000.00	1,009.94	9,734.17	7,497.00	0.97	0.00	9,734.17	265.83
6620- VEHICLE INSURANCE	17,000.00	1,782.35	15,549.79	12,753.00	0.91	0.00	15,549.79	1,450.21

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
311 0 HEAD START-MADERA REGIONAL								
6640- VEHICLE REPAIR & MAINTENANCE	18,000.00	243.12	6,784.58	13,500.00	0.38	0.00	6,784.58	11,215.42
6712- STAFF TRAVEL-LOCAL	7,500.00	(90.30)	1,936.90	5,297.00	0.26	0.00	1,936.90	5,563.10
6714- STAFF TRAVEL-OUT OF AREA	16,580.00	0.00	577.53	8,290.00	0.03	0.00	577.53	16,002.47
6722- PER DIEM - STAFF	1,680.00	0.00	0.00	840.00	0.00	0.00	0.00	1,680.00
6742- TRAINING - STAFF	12,000.00	0.00	4,387.00	12,000.00	0.37	0.00	4,387.00	7,613.00
6748- EDUCATION REIMBURSEMENT	30,000.00	0.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00
6750- FIELD TRIPS	2,800.00	0.00	0.00	2,800.00	0.00	0.00	0.00	2,800.00
6832- LIABILITY INSURANCE	360.00	28.06	251.28	270.00	0.70	0.00	251.28	108.72
6834- STUDENT ACTIVITY INSURANCE	2,230.00	(263.34)	1,528.25	1,561.00	0.69	0.00	1,528.25	701.75
6840- PROPERTY TAXES	42.00	0.00	0.00	42.00	0.00	0.00	0.00	42.00
6850- FEES & LICENSES	10,000.00	64.68	29,928.98	7,497.00	2.99	0.00	29,928.98	(19,928.98)
6852- FINGERPRINT	2,000.00	74.00	917.00	1,500.00	0.46	0.00	917.00	1,083.00
6875- EMPLOYEE HEALTH & WELFARE COSTS	15,000.00	592.29	2,351.15	15,000.00	0.16	0.00	2,351.15	12,648.85
7111- PARENT MILEAGE	550.00	(44.24)	110.51	440.00	0.20	0.00	110.51	439.49
7112- PARENT INVOLVEMENT	9,120.00	(115.36)	493.12	6,384.00	0.05	0.00	493.12	8,626.88
7114- PC ALLOWANCE	3,750.00	(244.14)	785.62	2,625.00	0.21	0.00	785.62	2,964.38
7116- POLICY COUNCIL FOOD ALLOWANCE	0.00	202.09	202.09	0.00	0.00	0.00	202.09	(202.09)
8110- IN KIND SALARIES	60,628.00	129,313.23	536,655.91	44,501.00	8.85	0.00	536,655.91	(476,027.91)
8120- IN KIND RENT	318,252.00	19,676.55	177,088.95	233,598.00	0.56	0.00	177,088.95	141,163.05
8130- IN KIND - OTHER	686,800.00	0.00	0.00	504,116.00	0.00	0.00	0.00	686,800.00
9010- INDIRECT COST ALLOCATION	363,537.44	45,723.48	235,921.53	263,200.32	0.65	0.00	235,921.53	127,615.91
Total Expenses	<u>5,588,133.00</u>	<u>693,797.66</u>	<u>3,608,996.11</u>	<u>4,101,726.64</u>	<u>0.65</u>	<u>196,111.96</u>	<u>3,805,108.07</u>	<u>1,783,024.93</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>3,371.44</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(196,111.96)</u>	<u>(196,111.96)</u>	<u>196,111.96</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
Ending Net Assets	<u>0.00</u>	<u>3,371.44</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(196,111.96)</u>	<u>(196,111.96)</u>	<u>196,111.96</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

380 0 MADERA REGIONAL HS BLENDED	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	(39,556.07)	246,550.05	0.00	0.00	0.00	246,550.05	(246,550.05)
Total Revenues	<u>0.00</u>	<u>(39,556.07)</u>	<u>246,550.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>246,550.05</u>	<u>(246,550.05)</u>
Expenses								
5010- SALARIES & WAGES	0.00	(74,865.74)	72,134.42	0.00	0.00	0.00	72,134.42	(72,134.42)
5020- ACCRUED VACATION PAY	0.00	(4,624.51)	4,418.09	0.00	0.00	0.00	4,418.09	(4,418.09)
5112- HEALTH INSURANCE	0.00	(12,879.33)	3,870.81	0.00	0.00	0.00	3,870.81	(3,870.81)
5114- WORKER'S COMPENSATION	0.00	(4,218.19)	2,153.29	0.00	0.00	0.00	2,153.29	(2,153.29)
5116- PENSION	0.00	(1,212.53)	2,957.20	0.00	0.00	0.00	2,957.20	(2,957.20)
5122- FICA	0.00	(6,323.60)	5,537.74	0.00	0.00	0.00	5,537.74	(5,537.74)
5124- SUI	0.00	(3,334.19)	1,080.22	0.00	0.00	0.00	1,080.22	(1,080.22)
5130- ACCRUED VACATION FICA	0.00	(497.83)	337.98	0.00	0.00	0.00	337.98	(337.98)
6110- OFFICE SUPPLIES	0.00	1,749.15	1,810.34	0.00	0.00	0.00	1,810.34	(1,810.34)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	10.36	0.00	0.00	15.02	25.38	(25.38)
6121- FOOD	0.00	(1,189.37)	2,604.17	0.00	0.00	0.00	2,604.17	(2,604.17)
6122- KITCHEN SUPPLIES	0.00	89.02	92.03	0.00	0.00	0.00	92.03	(92.03)
6132- MEDICAL & DENTAL SUPPLIES	0.00	124.29	128.49	0.00	0.00	0.00	128.49	(128.49)
6134- INSTRUCTIONAL SUPPLIES	0.00	6,441.99	6,635.74	0.00	0.00	0.00	6,635.74	(6,635.74)
6140- CUSTODIAL SUPPLIES	0.00	5,034.75	5,195.64	0.00	0.00	0.00	5,195.64	(5,195.64)
6180- EQUIPMENT RENTAL	0.00	2,996.11	4,601.72	0.00	0.00	0.00	4,601.72	(4,601.72)
6181- EQUIPMENT MAINTENANCE	0.00	2,247.70	3,289.36	0.00	0.00	0.00	3,289.36	(3,289.36)
6310- PRINTING & PUBLICATIONS	0.00	341.88	1,271.19	0.00	0.00	0.00	1,271.19	(1,271.19)
6320- TELEPHONE	0.00	(3,399.21)	4,816.96	0.00	0.00	0.00	4,816.96	(4,816.96)
6410- RENT	0.00	510.49	22,312.68	0.00	0.00	0.00	22,312.68	(22,312.68)
6420- UTILITIES/ DISPOSAL	0.00	16,351.84	28,781.93	0.00	0.00	0.00	28,781.93	(28,781.93)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	8,752.35	10,864.40	0.00	0.00	0.00	10,864.40	(10,864.40)
6433- GROUNDS MAINTENANCE	0.00	24,869.27	29,998.60	0.00	0.00	0.00	29,998.60	(29,998.60)
6436- PEST CONTROL	0.00	901.93	1,389.66	0.00	0.00	0.00	1,389.66	(1,389.66)
6437- BURGLAR & FIRE ALARM	0.00	736.03	943.25	0.00	0.00	0.00	943.25	(943.25)
6440- PROPERTY INSURANCE	0.00	1,455.32	2,018.79	0.00	0.00	0.00	2,018.79	(2,018.79)
6520- CONSULTANTS	0.00	1,527.34	1,564.06	0.00	0.00	0.00	1,564.06	(1,564.06)
6522- CONSULTANT EXPENSES	0.00	246.51	252.40	0.00	0.00	0.00	252.40	(252.40)
6712- STAFF TRAVEL-LOCAL	0.00	208.22	326.56	0.00	0.00	0.00	326.56	(326.56)
6834- STUDENT ACTIVITY INSURANCE	0.00	500.39	576.40	0.00	0.00	0.00	576.40	(576.40)
6850- FEES & LICENSES	0.00	(63.68)	3,487.51	0.00	0.00	0.00	3,487.51	(3,487.51)
7111- PARENT MILEAGE	0.00	49.47	49.83	0.00	0.00	0.00	49.83	(49.83)
7112- PARENT INVOLVEMENT	0.00	115.36	119.18	0.00	0.00	0.00	119.18	(119.18)
7114- PC ALLOWANCE	0.00	334.14	354.38	0.00	0.00	0.00	354.38	(354.38)
9010- INDIRECT COST ALLOCATION	0.00	(3,299.36)	20,564.67	0.00	0.00	0.00	20,564.67	(20,564.67)
Total Expenses	<u>0.00</u>	<u>(40,323.99)</u>	<u>246,550.05</u>	<u>0.00</u>	<u>0.00</u>	<u>15.02</u>	<u>246,565.07</u>	<u>(246,565.07)</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>767.92</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(15.02)</u>	<u>(15.02)</u>	<u>15.02</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual February 29, 2024</u>	<u>YTD Budget February 29, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
380 0 MADERA REGIONAL HS BLENDED 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	767.92	0.00	0.00	0.00	(15.02)	(15.02)	15.02

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

Report Recap	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,522,453.00	508,623.25	3,141,801.30	3,319,511.64	(0.69)	0.00	3,141,801.30	1,380,651.70
4220- IN KIND CONTRIBUTIONS	1,065,680.00	148,989.78	713,744.86	782,215.00	(0.67)	0.00	713,744.86	351,935.14
Total Revenues	<u>5,588,133.00</u>	<u>657,613.03</u>	<u>3,855,546.16</u>	<u>4,101,726.64</u>	<u>(0.69)</u>	<u>0.00</u>	<u>3,855,546.16</u>	<u>1,732,586.84</u>
Expenses								
5010- SALARIES & WAGES	1,881,821.38	256,305.72	1,607,831.07	1,361,387.48	0.85	0.00	1,607,831.07	273,990.31
5020- ACCRUED VACATION PAY	165,044.28	15,058.86	92,999.80	118,198.08	0.56	0.00	92,999.80	72,044.48
5112- HEALTH INSURANCE	243,589.90	13,845.99	139,931.91	173,025.00	0.57	0.00	139,931.91	103,657.99
5114- WORKER'S COMPENSATION	60,743.00	7,646.39	42,610.91	43,908.31	0.70	0.00	42,610.91	18,132.09
5116- PENSION	116,609.00	14,307.23	71,874.53	84,236.05	0.62	0.00	71,874.53	44,734.47
5122- FICA	145,245.00	19,250.60	127,088.53	105,076.22	0.87	0.00	127,088.53	18,156.47
5124- SUI	30,608.00	5,927.20	23,614.02	21,934.12	0.77	0.00	23,614.02	6,993.98
5130- ACCRUED VACATION FICA	12,802.00	1,006.62	7,098.34	9,164.92	0.55	0.00	7,098.34	5,703.66
6110- OFFICE SUPPLIES	32,172.00	67.85	9,761.01	23,466.00	0.30	1,557.15	11,318.16	20,853.84
6112- DATA PROCESSING SUPPLIES	85,000.00	6,398.41	40,424.48	61,942.00	0.48	567.87	40,992.35	44,007.65
6121- FOOD	15,000.00	5,657.14	13,390.39	10,500.00	0.89	0.00	13,390.39	1,609.61
6122- KITCHEN SUPPLIES	5,000.00	0.00	644.61	3,500.00	0.13	0.00	644.61	4,355.39
6130- PROGRAM SUPPLIES	100,000.00	2,758.40	33,450.86	71,161.00	0.33	2,898.86	36,349.72	63,650.28
6132- MEDICAL & DENTAL SUPPLIES	11,349.00	406.74	3,565.06	7,944.00	0.31	97.33	3,662.39	7,686.61
6134- INSTRUCTIONAL SUPPLIES	22,000.00	3,357.11	19,546.73	15,772.00	0.89	2,071.56	21,618.29	381.71
6140- CUSTODIAL SUPPLIES	30,000.00	143.53	15,502.63	21,364.00	0.52	0.00	15,502.63	14,497.37
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	150.00	300.00	0.50	0.00	150.00	150.00
6170- POSTAGE & SHIPPING	900.00	15.73	450.61	675.00	0.50	0.00	450.61	449.39
6180- EQUIPMENT RENTAL	25,000.00	3,017.03	20,127.94	17,815.00	0.81	0.00	20,127.94	4,872.06
6181- EQUIPMENT MAINTENANCE	18,000.00	1,640.49	14,151.86	12,672.00	0.79	0.00	14,151.86	3,848.14
6221- EQUIPMENT OVER > \$5000	164,000.00	0.00	66,785.38	164,000.00	0.41	72,028.83	138,814.21	25,185.79
6310- PRINTING & PUBLICATIONS	5,000.00	1,424.63	12,514.63	3,750.00	2.50	0.00	12,514.63	(7,514.63)
6312- ADVERTISING & PROMOTION	3,000.00	0.00	0.00	2,400.00	0.00	0.00	0.00	3,000.00
6320- TELEPHONE	150,000.00	20,706.86	28,827.20	112,473.00	0.19	0.00	28,827.20	121,172.80
6410- RENT	250,000.00	19,026.60	166,205.85	187,499.00	0.66	0.00	166,205.85	83,794.15
6420- UTILITIES/ DISPOSAL	120,000.00	8,529.27	89,785.01	90,000.00	0.75	0.00	89,785.01	30,214.99
6432- BUILDING REPAIRS/ MAINTENANCE	156,000.00	3,612.95	38,595.08	117,000.00	0.25	102,410.84	141,005.92	14,994.08
6433- GROUNDS MAINTENANCE	30,000.00	43,378.85	70,981.52	22,500.00	2.37	0.00	70,981.52	(40,981.52)
6436- PEST CONTROL	7,700.00	786.71	6,085.35	5,774.67	0.79	0.00	6,085.35	1,614.65
6437- BURGLAR & FIRE ALARM	4,000.00	112.07	3,217.15	3,062.50	0.80	1,830.54	5,047.69	(1,047.69)
6440- PROPERTY INSURANCE	10,020.00	1,192.84	10,652.08	7,515.00	1.06	0.00	10,652.08	(632.08)
6520- CONSULTANTS	0.00	1,680.99	9,281.45	0.00	0.00	12,664.00	21,945.45	(21,945.45)
6522- CONSULTANT EXPENSES	0.00	238.90	950.23	0.00	0.00	0.00	950.23	(950.23)
6524- CONTRACTS	63,400.00	0.00	2,075.04	20,000.00	0.03	0.00	2,075.04	61,324.96
6530- LEGAL	10,000.00	0.00	4,910.00	8,000.00	0.49	0.00	4,910.00	5,090.00
6540- CUSTODIAL SERVICES	22,000.00	0.01	6,637.01	16,499.97	0.30	0.00	6,637.01	15,362.99
6555- MEDICAL SCREENING/DEAT/STAFF	4,000.00	175.00	3,145.00	3,500.00	0.79	0.00	3,145.00	855.00
6610- GAS & OIL	10,000.00	1,009.94	9,734.17	7,497.00	0.97	0.00	9,734.17	265.83
6620- VEHICLE INSURANCE	17,000.00	1,782.35	15,549.79	12,753.00	0.91	0.00	15,549.79	1,450.21

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2023 to 2/29/2024

Report Recap	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6640- VEHICLE REPAIR & MAINTENANCE	18,000.00	243.12	6,784.58	13,500.00	0.38	0.00	6,784.58	11,215.42
6712- STAFF TRAVEL-LOCAL	7,500.00	117.92	2,263.46	5,297.00	0.30	0.00	2,263.46	5,236.54
6714- STAFF TRAVEL-OUT OF AREA	16,580.00	0.00	577.53	8,290.00	0.03	0.00	577.53	16,002.47
6722- PER DIEM - STAFF	1,680.00	0.00	0.00	840.00	0.00	0.00	0.00	1,680.00
6742- TRAINING - STAFF	12,000.00	0.00	4,387.00	12,000.00	0.37	0.00	4,387.00	7,613.00
6748- EDUCATION REIMBURSEMENT	30,000.00	0.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00
6750- FIELD TRIPS	2,800.00	0.00	0.00	2,800.00	0.00	0.00	0.00	2,800.00
6832- LIABILITY INSURANCE	360.00	28.06	251.28	270.00	0.70	0.00	251.28	108.72
6834- STUDENT ACTIVITY INSURANCE	2,230.00	237.05	2,104.65	1,561.00	0.94	0.00	2,104.65	125.35
6840- PROPERTY TAXES	42.00	0.00	0.00	42.00	0.00	0.00	0.00	42.00
6850- FEES & LICENSES	10,000.00	1.00	33,416.49	7,497.00	3.34	0.00	33,416.49	(23,416.49)
6852- FINGERPRINT	2,000.00	74.00	917.00	1,500.00	0.46	0.00	917.00	1,083.00
6875- EMPLOYEE HEALTH & WELFARE COSTS	15,000.00	592.29	2,351.15	15,000.00	0.16	0.00	2,351.15	12,648.85
7111- PARENT MILEAGE	550.00	5.23	160.34	440.00	0.29	0.00	160.34	389.66
7112- PARENT INVOLVEMENT	9,120.00	0.00	612.30	6,384.00	0.07	0.00	612.30	8,507.70
7114- PC ALLOWANCE	3,750.00	90.00	1,140.00	2,625.00	0.30	0.00	1,140.00	2,610.00
7116- POLICY COUNCIL FOOD ALLOWANCE	0.00	202.09	202.09	0.00	0.00	0.00	202.09	(202.09)
8110- IN KIND SALARIES	60,628.00	129,313.23	536,655.91	44,501.00	8.85	0.00	536,655.91	(476,027.91)
8120- IN KIND RENT	318,252.00	19,676.55	177,088.95	233,598.00	0.56	0.00	177,088.95	141,163.05
8130- IN KIND - OTHER	686,800.00	0.00	0.00	504,116.00	0.00	0.00	0.00	686,800.00
9010- INDIRECT COST ALLOCATION	363,537.44	42,424.12	256,486.20	263,200.32	0.71	0.00	256,486.20	107,051.24
Total Expenses	5,588,133.00	653,473.67	3,855,546.16	4,101,726.64	0.69	196,126.98	4,051,673.14	1,536,459.86
Excess Revenue Over (Under) Expenditures	0.00	4,139.36	0.00	0.00	0.00	(196,126.98)	(196,126.98)	196,126.98
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	4,139.36	0.00	0.00	0.00	(196,126.98)	(196,126.98)	196,126.98

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 7/01/2023 to 2/29/2024

	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
319 0 MADERA STATE CSPP/RHS LAYERED								
Revenues								
4120- GRANT INCOME-STATE	1,091,316.00	219,518.00	752,633.00	0.00	(0.69)	0.00	752,633.00	338,683.00
Total Revenues	<u>1,091,316.00</u>	<u>219,518.00</u>	<u>752,633.00</u>	<u>0.00</u>	<u>(0.69)</u>	<u>0.00</u>	<u>752,633.00</u>	<u>338,683.00</u>
Expenses								
5010- SALARIES & WAGES	852,554.00	146,393.12	516,724.00	0.00	0.61	0.00	516,724.00	335,830.00
5020- ACCRUED VACATION PAY	0.00	8,553.99	31,951.74	0.00	0.00	0.00	31,951.74	(31,951.74)
5112- HEALTH INSURANCE	64,914.00	18,571.87	55,995.03	0.00	0.86	0.00	55,995.03	8,918.97
5114- WORKER'S COMPENSATION	13,562.00	4,855.12	14,191.32	0.00	1.05	0.00	14,191.32	(629.32)
5116- PENSION	26,361.00	3,790.04	20,835.59	0.00	0.79	0.00	20,835.59	5,525.41
5122- FICA	35,287.00	11,526.06	40,014.50	0.00	1.13	0.00	40,014.50	(4,727.50)
5124- SUI	7,612.00	6,719.48	7,699.51	0.00	1.01	0.00	7,699.51	(87.51)
5130- ACCRUED VACATION FICA	0.00	798.38	2,444.40	0.00	0.00	0.00	2,444.40	(2,444.40)
9010- INDIRECT COST ALLOCATION	91,026.00	18,309.94	62,776.91	0.00	0.69	0.00	62,776.91	28,249.09
Total Expenses	<u>1,091,316.00</u>	<u>219,518.00</u>	<u>752,633.00</u>	<u>0.00</u>	<u>0.69</u>	<u>0.00</u>	<u>752,633.00</u>	<u>338,683.00</u>
Excess Revenue Over (Under) Expenditures	<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 - 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><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2023 to 2/29/2024

	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
330 0 HEAD START-FRESNO MIGRANT T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	82,690.00	10,655.29	21,751.63	0.00	(0.26)	0.00	21,751.63	60,938.37
Total Revenues	<u>82,690.00</u>	<u>10,655.29</u>	<u>21,751.63</u>	<u>0.00</u>	<u>(0.26)</u>	<u>0.00</u>	<u>21,751.63</u>	<u>60,938.37</u>
Expenses								
6110- OFFICE SUPPLIES	4,806.00	0.00	0.00	0.00	0.00	0.00	0.00	4,806.00
6121- FOOD	0.00	0.00	354.23	0.00	0.00	0.00	354.23	(354.23)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	98.00	0.00	0.00	0.00	98.00	(98.00)
6714- STAFF TRAVEL-OUT OF AREA	9,540.00	4,385.55	5,576.18	0.00	0.58	0.00	5,576.18	3,963.82
6722- PER DIEM - STAFF	3,492.00	0.00	0.00	0.00	0.00	0.00	0.00	3,492.00
6742- TRAINING - STAFF	57,955.00	4,030.79	12,175.20	0.00	0.21	0.00	12,175.20	45,779.80
6875- EMPLOYEE HEALTH & WELFARE	0.00	573.56	1,733.72	0.00	0.00	0.00	1,733.72	(1,733.72)
9010- INDIRECT COST ALLOCATION	<u>6,897.00</u>	<u>888.76</u>	<u>1,814.30</u>	<u>0.00</u>	<u>0.26</u>	<u>0.00</u>	<u>1,814.30</u>	<u>5,082.70</u>
Total Expenses	<u>82,690.00</u>	<u>9,878.66</u>	<u>21,751.63</u>	<u>0.00</u>	<u>0.26</u>	<u>0.00</u>	<u>21,751.63</u>	<u>60,938.37</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>776.63</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 - 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>
Ending Net Assets	<u>0.00</u>	<u>776.63</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>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2023 to 2/29/2024

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	5,789,431.00	442,201.72	2,813,515.18	2,631,262.50	(0.49)	0.00	2,813,515.18	2,975,915.82
4220- IN KIND CONTRIBUTIONS	800,744.00	37,312.08	477,477.30	363,934.00	(0.60)	0.00	477,477.30	323,266.70
Total Revenues	6,590,175.00	479,513.80	3,290,992.48	2,995,196.50	(0.50)	0.00	3,290,992.48	3,299,182.52
Expenses								
5010- SALARIES & WAGES	3,254,598.00	245,145.06	1,644,323.77	1,421,874.50	0.51	0.00	1,644,323.77	1,610,274.23
5020- ACCRUED VACATION PAY	205,049.00	15,529.63	102,565.46	89,482.00	0.50	0.00	102,565.46	102,483.54
5112- HEALTH INSURANCE	241,714.00	13,357.56	105,382.42	118,741.00	0.44	0.00	105,382.42	136,331.58
5114- WORKER'S COMPENSATION	86,472.00	9,620.76	62,670.23	37,779.00	0.72	0.00	62,670.23	23,801.77
5116- PENSION	203,235.00	16,674.94	116,436.87	88,289.00	0.57	0.00	116,436.87	86,798.13
5122- FICA	205,841.00	22,541.65	141,370.97	89,929.00	0.69	0.00	141,370.97	64,470.03
5124- SUI	41,590.00	5,458.40	17,445.61	17,827.00	0.42	0.00	17,445.61	24,144.39
5130- ACCRUED VACATION FICA	13,139.00	1,188.07	7,802.59	5,733.00	0.59	0.00	7,802.59	5,336.41
6110- OFFICE SUPPLIES	14,500.00	93.88	4,499.83	7,254.00	0.31	1,489.80	5,989.63	8,510.37
6112- DATA PROCESSING SUPPLIES	70,000.00	11,771.14	53,201.91	35,004.00	0.76	558.88	53,760.79	16,239.21
6121- FOOD	10,500.00	0.00	7,089.89	5,247.00	0.68	0.00	7,089.89	3,410.11
6122- KITCHEN SUPPLIES	1,000.00	0.00	2,992.39	0.00	2.99	0.00	2,992.39	(1,992.39)
6130- PROGRAM SUPPLIES	73,696.00	578.57	33,639.22	36,840.00	0.46	4,666.56	38,305.78	35,390.22
6132- MEDICAL & DENTAL SUPPLIES	12,500.00	0.00	4,400.69	0.00	0.35	419.99	4,820.68	7,679.32
6134- INSTRUCTIONAL SUPPLIES	5,000.00	0.00	0.00	2,498.00	0.00	0.00	0.00	5,000.00
6140- CUSTODIAL SUPPLIES	15,000.00	38.87	6,732.99	7,500.00	0.45	0.00	6,732.99	8,267.01
6150- UNIFORM RENTAL/PURCHASE	0.00	0.00	150.00	0.00	0.00	0.00	150.00	(150.00)
6170- POSTAGE & SHIPPING	750.00	25.00	262.91	372.00	0.35	0.00	262.91	487.09
6180- EQUIPMENT RENTAL	36,000.00	3,102.88	19,610.20	17,986.00	0.54	0.00	19,610.20	16,389.80
6181- EQUIPMENT MAINTENANCE	25,000.00	2,380.76	14,128.34	12,502.00	0.57	0.00	14,128.34	10,871.66
6221- EQUIPMENT OVER > \$5000	48,000.00	0.00	34,407.80	48,000.00	0.72	0.00	34,407.80	13,592.20
6310- PRINTING & PUBLICATIONS	5,000.00	2,725.96	2,725.96	0.00	0.55	0.00	2,725.96	2,274.04
6320- TELEPHONE	150,000.00	12,258.57	(3,720.49)	75,006.00	(0.02)	0.00	(3,720.49)	153,720.49
6410- RENT	83,202.00	8,285.18	49,434.38	41,603.00	0.59	0.00	49,434.38	33,767.62
6420- UTILITIES/ DISPOSAL	75,000.00	4,649.24	35,027.10	37,500.00	0.47	0.00	35,027.10	39,972.90
6432- BUILDING REPAIRS/ MAINTENANCE	200,000.00	5,056.70	22,816.16	100,008.00	0.11	0.00	22,816.16	177,183.84
6433- GROUNDS MAINTENANCE	42,000.00	2,177.36	13,413.41	21,000.00	0.32	2,750.00	16,163.41	25,836.59
6436- PEST CONTROL	7,500.00	734.97	4,027.92	3,750.00	0.54	0.00	4,027.92	3,472.08
6437- BURGLAR & FIRE ALARM	6,500.00	721.86	2,154.14	3,250.00	0.33	0.00	2,154.14	4,345.86
6440- PROPERTY INSURANCE	13,795.00	2,180.38	12,056.10	6,895.00	0.87	0.00	12,056.10	1,738.90
6520- CONSULTANTS	10,000.00	1,028.17	8,521.32	4,998.00	0.85	11,512.00	20,033.32	(10,033.32)
6522- CONSULTANT EXPENSES	1,500.00	0.00	97.82	743.00	0.07	0.00	97.82	1,402.18
6524- CONTRACTS	15,000.00	0.00	0.00	7,500.00	0.00	0.00	0.00	15,000.00
6530- LEGAL	1,500.00	0.00	4,156.25	700.00	2.77	0.00	4,156.25	(2,656.25)
6540- CUSTODIAL SERVICES	4,776.00	0.00	2,388.00	2,388.00	0.50	0.00	2,388.00	2,388.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	740.00	0.00	0.74	0.00	740.00	260.00
6610- GAS & OIL	15,000.00	638.54	5,104.49	7,050.00	0.34	0.00	5,104.49	9,895.51
6620- VEHICLE INSURANCE	22,500.00	2,187.82	13,115.03	11,250.00	0.58	0.00	13,115.03	9,384.97
6640- VEHICLE REPAIR & MAINTENANCE	25,000.00	798.11	6,922.04	12,000.00	0.28	0.00	6,922.04	18,077.96

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2023 to 2/29/2024

	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6712- STAFF TRAVEL-LOCAL	15,000.00	359.24	5,843.83	7,494.00	0.39	0.00	5,843.83	9,156.17
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	226.59	0.00	0.00	0.00	226.59	(226.59)
6742- TRAINING - STAFF	0.00	0.00	609.50	0.00	0.00	0.00	609.50	(609.50)
6748- EDUCATION REIMBURSEMENT	10,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	10,000.00
6832- LIABILITY INSURANCE	504.00	39.28	235.68	252.00	0.47	0.00	235.68	268.32
6834- STUDENT ACTIVITY INSURANCE	1,074.00	33.73	638.94	537.00	0.59	0.00	638.94	435.06
6840- PROPERTY TAXES	5,800.00	0.00	2,034.46	5,800.00	0.35	0.00	2,034.46	3,765.54
6850- FEES & LICENSES	22,000.00	1.00	8,031.00	10,698.00	0.37	0.00	8,031.00	13,969.00
6852- FINGERPRINT	3,800.00	0.00	151.00	0.00	0.04	0.00	151.00	3,649.00
6875- EMPLOYEE HEALTH & WELFARE	6,375.00	0.00	5,079.24	6,375.00	0.80	0.00	5,079.24	1,295.76
7110- PARENT ACTIVITIES	1,450.00	0.00	103.88	580.00	0.07	0.00	103.88	1,346.12
7112- PARENT INVOLVEMENT	0.00	0.00	362.78	0.00	0.00	0.00	362.78	(362.78)
7114- PC ALLOWANCE	1,680.00	0.00	300.00	560.00	0.18	0.00	300.00	1,380.00
8110- IN KIND SALARIES	630,885.00	23,353.50	393,725.82	286,732.00	0.62	0.00	393,725.82	237,159.18
8120- IN KIND RENT	167,503.00	13,958.58	83,751.48	76,130.00	0.50	0.00	83,751.48	83,751.52
8130- IN KIND - OTHER	2,356.00	0.00	0.00	1,072.00	0.00	0.00	0.00	2,356.00
9010- INDIRECT COST ALLOCATION	478,891.00	36,883.92	231,804.56	215,468.00	0.48	0.00	231,804.56	247,086.44
Total Expenses	<u>6,590,175.00</u>	<u>465,579.28</u>	<u>3,290,992.48</u>	<u>2,995,196.50</u>	<u>0.50</u>	<u>21,397.23</u>	<u>3,312,389.71</u>	<u>3,277,785.29</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>13,934.52</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(21,397.23)</u>	<u>(21,397.23)</u>	<u>21,397.23</u>
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>
Ending Net Assets	<u>0.00</u>	<u>13,934.52</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(21,397.23)</u>	<u>(21,397.23)</u>	<u>21,397.23</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2023 to 2/29/2024

Report Recap	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	5,872,121.00	452,857.01	2,835,266.81	2,631,262.50	(0.48)	0.00	2,835,266.81	3,036,854.19
4220- IN KIND CONTRIBUTIONS	800,744.00	37,312.08	477,477.30	363,934.00	(0.60)	0.00	477,477.30	323,266.70
Total Revenues	6,672,865.00	490,169.09	3,312,744.11	2,995,196.50	(0.50)	0.00	3,312,744.11	3,360,120.89
Expenses								
5010- SALARIES & WAGES	3,254,598.00	245,145.06	1,644,323.77	1,421,874.50	0.51	0.00	1,644,323.77	1,610,274.23
5020- ACCRUED VACATION PAY	205,049.00	15,529.63	102,565.46	89,482.00	0.50	0.00	102,565.46	102,483.54
5112- HEALTH INSURANCE	241,714.00	13,357.56	105,382.42	118,741.00	0.44	0.00	105,382.42	136,331.58
5114- WORKER'S COMPENSATION	86,472.00	9,620.76	62,670.23	37,779.00	0.72	0.00	62,670.23	23,801.77
5116- PENSION	203,235.00	16,674.94	116,436.87	88,289.00	0.57	0.00	116,436.87	86,798.13
5122- FICA	205,841.00	22,541.65	141,370.97	89,929.00	0.69	0.00	141,370.97	64,470.03
5124- SUI	41,590.00	5,458.40	17,445.61	17,827.00	0.42	0.00	17,445.61	24,144.39
5130- ACCRUED VACATION FICA	13,139.00	1,188.07	7,802.59	5,733.00	0.59	0.00	7,802.59	5,336.41
6110- OFFICE SUPPLIES	19,306.00	93.88	4,499.83	7,254.00	0.23	1,489.80	5,989.63	13,316.37
6112- DATA PROCESSING SUPPLIES	70,000.00	11,771.14	53,201.91	35,004.00	0.76	558.88	53,760.79	16,239.21
6121- FOOD	10,500.00	0.00	7,444.12	5,247.00	0.71	0.00	7,444.12	3,055.88
6122- KITCHEN SUPPLIES	1,000.00	0.00	2,992.39	0.00	2.99	0.00	2,992.39	(1,992.39)
6130- PROGRAM SUPPLIES	73,696.00	578.57	33,639.22	36,840.00	0.46	4,666.56	38,305.78	35,390.22
6132- MEDICAL & DENTAL SUPPLIES	12,500.00	0.00	4,400.69	0.00	0.35	419.99	4,820.68	7,679.32
6134- INSTRUCTIONAL SUPPLIES	5,000.00	0.00	0.00	2,498.00	0.00	0.00	0.00	5,000.00
6140- CUSTODIAL SUPPLIES	15,000.00	38.87	6,732.99	7,500.00	0.45	0.00	6,732.99	8,267.01
6150- UNIFORM RENTAL/PURCHASE	0.00	0.00	150.00	0.00	0.00	0.00	150.00	(150.00)
6170- POSTAGE & SHIPPING	750.00	25.00	262.91	372.00	0.35	0.00	262.91	487.09
6180- EQUIPMENT RENTAL	36,000.00	3,102.88	19,610.20	17,986.00	0.54	0.00	19,610.20	16,389.80
6181- EQUIPMENT MAINTENANCE	25,000.00	2,380.76	14,128.34	12,502.00	0.57	0.00	14,128.34	10,871.66
6221- EQUIPMENT OVER > \$5000	48,000.00	0.00	34,407.80	48,000.00	0.72	0.00	34,407.80	13,592.20
6310- PRINTING & PUBLICATIONS	5,000.00	2,725.96	2,725.96	0.00	0.55	0.00	2,725.96	2,274.04
6320- TELEPHONE	150,000.00	12,258.57	(3,720.49)	75,006.00	(0.02)	0.00	(3,720.49)	153,720.49
6410- RENT	83,202.00	8,285.18	49,434.38	41,603.00	0.59	0.00	49,434.38	33,767.62
6420- UTILITIES/ DISPOSAL	75,000.00	4,649.24	35,027.10	37,500.00	0.47	0.00	35,027.10	39,972.90
6432- BUILDING REPAIRS/ MAINTENANCE	200,000.00	5,056.70	22,816.16	100,008.00	0.11	0.00	22,816.16	177,183.84
6433- GROUNDS MAINTENANCE	42,000.00	2,177.36	13,413.41	21,000.00	0.32	2,750.00	16,163.41	25,836.59
6436- PEST CONTROL	7,500.00	734.97	4,027.92	3,750.00	0.54	0.00	4,027.92	3,472.08
6437- BURGLAR & FIRE ALARM	6,500.00	721.86	2,154.14	3,250.00	0.33	0.00	2,154.14	4,345.86
6440- PROPERTY INSURANCE	13,795.00	2,180.38	12,056.10	6,895.00	0.87	0.00	12,056.10	1,738.90
6520- CONSULTANTS	10,000.00	1,028.17	8,521.32	4,998.00	0.85	11,512.00	20,033.32	(10,033.32)
6522- CONSULTANT EXPENSES	1,500.00	0.00	97.82	743.00	0.07	0.00	97.82	1,402.18
6524- CONTRACTS	15,000.00	0.00	0.00	7,500.00	0.00	0.00	0.00	15,000.00
6530- LEGAL	1,500.00	0.00	4,156.25	700.00	2.77	0.00	4,156.25	(2,656.25)
6540- CUSTODIAL SERVICES	4,776.00	0.00	2,388.00	2,388.00	0.50	0.00	2,388.00	2,388.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	740.00	0.00	0.74	0.00	740.00	260.00
6610- GAS & OIL	15,000.00	638.54	5,104.49	7,050.00	0.34	0.00	5,104.49	9,895.51
6620- VEHICLE INSURANCE	22,500.00	2,187.82	13,115.03	11,250.00	0.58	0.00	13,115.03	9,384.97
6640- VEHICLE REPAIR & MAINTENANCE	25,000.00	798.11	6,922.04	12,000.00	0.28	0.00	6,922.04	18,077.96

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2023 to 2/29/2024

Report Recap	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6712- STAFF TRAVEL-LOCAL	15,000.00	359.24	5,941.83	7,494.00	0.40	0.00	5,941.83	9,058.17
6714- STAFF TRAVEL-OUT OF AREA	9,540.00	4,385.55	5,802.77	0.00	0.61	0.00	5,802.77	3,737.23
6722- PER DIEM - STAFF	3,492.00	0.00	0.00	0.00	0.00	0.00	0.00	3,492.00
6742- TRAINING - STAFF	57,955.00	4,030.79	12,784.70	0.00	0.22	0.00	12,784.70	45,170.30
6748- EDUCATION REIMBURSEMENT	10,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	10,000.00
6832- LIABILITY INSURANCE	504.00	39.28	235.68	252.00	0.47	0.00	235.68	268.32
6834- STUDENT ACTIVITY INSURANCE	1,074.00	33.73	638.94	537.00	0.59	0.00	638.94	435.06
6840- PROPERTY TAXES	5,800.00	0.00	2,034.46	5,800.00	0.35	0.00	2,034.46	3,765.54
6850- FEES & LICENSES	22,000.00	1.00	8,031.00	10,698.00	0.37	0.00	8,031.00	13,969.00
6852- FINGERPRINT	3,800.00	0.00	151.00	0.00	0.04	0.00	151.00	3,649.00
6875- EMPLOYEE HEALTH & WELFARE	6,375.00	573.56	6,812.96	6,375.00	1.07	0.00	6,812.96	(437.96)
7110- PARENT ACTIVITIES	1,450.00	0.00	103.88	580.00	0.07	0.00	103.88	1,346.12
7112- PARENT INVOLVEMENT	0.00	0.00	362.78	0.00	0.00	0.00	362.78	(362.78)
7114- PC ALLOWANCE	1,680.00	0.00	300.00	560.00	0.18	0.00	300.00	1,380.00
8110- IN KIND SALARIES	630,885.00	23,353.50	393,725.82	286,732.00	0.62	0.00	393,725.82	237,159.18
8120- IN KIND RENT	167,503.00	13,958.58	83,751.48	76,130.00	0.50	0.00	83,751.48	83,751.52
8130- IN KIND - OTHER	2,356.00	0.00	0.00	1,072.00	0.00	0.00	0.00	2,356.00
9010- INDIRECT COST ALLOCATION	485,788.00	37,772.68	233,618.86	215,468.00	0.48	0.00	233,618.86	252,169.14
Total Expenses	6,672,865.00	475,457.94	3,312,744.11	2,995,196.50	0.50	21,397.23	3,334,141.34	3,338,723.66
Excess Revenue Over (Under) Expenditures	0.00	14,711.15	0.00	0.00	0.00	(21,397.23)	(21,397.23)	21,397.23
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	14,711.15	0.00	0.00	0.00	(21,397.23)	(21,397.23)	21,397.23

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2023 to 2/29/2024

	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
351 0 FRESNO COE 1-TIME FUND								
Revenues								
4120- GRANT INCOME-STATE	0.00	0.00	370,423.10	0.00	0.00	0.00	370,423.10	(370,423.10)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>370,423.10</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>370,423.10</u>	<u>(370,423.10)</u>
Expenses								
6130- PROGRAM SUPPLIES	0.00	0.00	724.26	0.00	0.00	0.00	724.26	(724.26)
9010- INDIRECT COST ALLOCATION	0.00	0.00	65.91	0.00	0.00	0.00	65.91	(65.91)
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>790.17</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>790.17</u>	<u>(790.17)</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>369,632.93</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>369,632.93</u>	<u>(369,632.93)</u>
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
Ending Net Assets	<u>0.00</u>	<u>56,112.32</u>	<u>425,745.25</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>425,745.25</u>	<u>(425,745.25)</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 7/01/2023 to 2/29/2024

	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
371 0 DSS STRENGTHENING FAMILIES								
Revenues								
4130- GRANT INCOME-AREA	277,136.00	19,405.04	166,301.93	0.00	(0.60)	0.00	166,301.93	110,834.07
Total Revenues	<u>277,136.00</u>	<u>19,405.04</u>	<u>166,301.93</u>	<u>0.00</u>	<u>(0.60)</u>	<u>0.00</u>	<u>166,301.93</u>	<u>110,834.07</u>
Expenses								
5010- SALARIES & WAGES	144,773.00	9,248.23	78,452.35	0.00	0.54	0.00	78,452.35	66,320.65
5020- ACCRUED VACATION PAY	6,113.00	541.78	4,651.43	0.00	0.76	0.00	4,651.43	1,461.57
5112- HEALTH INSURANCE	15,479.00	773.41	9,512.38	0.00	0.61	0.00	9,512.38	5,966.62
5114- WORKER'S COMPENSATION	4,124.00	389.48	3,181.64	0.00	0.77	0.00	3,181.64	942.36
5116- PENSION	8,103.00	345.35	1,847.66	0.00	0.23	0.00	1,847.66	6,255.34
5122- FICA	9,459.00	759.20	6,246.09	0.00	0.66	0.00	6,246.09	3,212.91
5124- SUI	1,919.00	339.15	1,576.38	0.00	0.82	0.00	1,576.38	342.62
5130- ACCRUED VACATION FICA	0.00	41.44	355.84	0.00	0.00	0.00	355.84	(355.84)
6110- OFFICE SUPPLIES	600.00	0.00	299.35	0.00	0.50	107.66	407.01	192.99
6112- DATA PROCESSING SUPPLIES	5,000.00	208.66	4,428.49	0.00	0.89	0.00	4,428.49	571.51
6121- FOOD	3,500.00	93.32	851.46	0.00	0.24	0.00	851.46	2,648.54
6122- KITCHEN SUPPLIES	3,000.00	0.00	124.64	0.00	0.04	0.00	124.64	2,875.36
6130- PROGRAM SUPPLIES	0.00	0.00	715.50	0.00	0.00	0.00	715.50	(715.50)
6140- CUSTODIAL SUPPLIES	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
6170- POSTAGE & SHIPPING	150.00	0.00	94.85	0.00	0.63	0.00	94.85	55.15
6180- EQUIPMENT RENTAL	1,500.00	172.92	1,019.51	0.00	0.68	0.00	1,019.51	480.49
6181- EQUIPMENT MAINTENANCE	1,000.00	63.33	551.34	0.00	0.55	0.00	551.34	448.66
6320- TELEPHONE	7,080.00	677.17	5,279.47	0.00	0.75	0.00	5,279.47	1,800.53
6410- RENT	32,520.00	3,335.80	26,059.90	0.00	0.80	0.00	26,059.90	6,460.10
6420- UTILITIES/ DISPOSAL	420.00	498.72	2,204.10	0.00	5.25	0.00	2,204.10	(1,784.10)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	0.61	0.00	0.00	0.00	0.61	(0.61)
6436- PEST CONTROL	540.00	62.14	434.05	0.00	0.80	0.00	434.05	105.95
6437- BURGLAR & FIRE ALARM	552.00	58.60	541.79	0.00	0.98	0.00	541.79	10.21
6440- PROPERTY INSURANCE	1,000.00	78.23	627.22	0.00	0.63	0.00	627.22	372.78
6540- CUSTODIAL SERVICES	3,600.00	295.00	2,360.00	0.00	0.66	0.00	2,360.00	1,240.00
6555- MEDICAL SCREENING/DEAT/STAFF	500.00	0.00	750.00	0.00	1.50	0.00	750.00	(250.00)
6742- TRAINING - STAFF	2,362.00	0.00	0.00	0.00	0.00	0.00	0.00	2,362.00
6850- FEES & LICENSES	96.00	0.00	94.70	0.00	0.99	0.00	94.70	1.30
6852- FINGERPRINT	200.00	0.00	75.50	0.00	0.38	0.00	75.50	124.50
6875- EMPLOYEE HEALTH & WELFARE	250.00	17.92	94.48	0.00	0.38	0.00	94.48	155.52
9010- INDIRECT COST ALLOCATION	23,116.00	1,618.57	13,871.20	0.00	0.60	0.00	13,871.20	9,244.80
Total Expenses	<u>277,136.00</u>	<u>19,618.42</u>	<u>166,301.93</u>	<u>0.00</u>	<u>0.60</u>	<u>107.66</u>	<u>166,409.59</u>	<u>110,726.41</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>(213.38)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(107.66)</u>	<u>(107.66)</u>	<u>107.66</u>
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>

**Victims Services-Domestic Violence Program
October 1, 2023 to February 29, 2024**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual February 29, 2024</u>	<u>YTD Budget February 29, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
533 0 SHELTER BASED DV SERVICES								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	0.00	105,837.23	0.00	0.00	0.00	105,837.23	(105,837.23)
4120- GRANT INCOME-STATE	0.00	0.00	81,980.00	0.00	0.00	0.00	81,980.00	(81,980.00)
Total Revenues	0.00	0.00	187,817.23	0.00	0.00	0.00	187,817.23	(187,817.23)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	34,146.11	130,108.22	0.00	0.00	0.00	130,108.22	(130,108.22)
5020- ACCRUED VACATION PAY	0.00	1,871.72	6,786.16	0.00	0.00	0.00	6,786.16	(6,786.16)
5112- HEALTH INSURANCE	0.00	2,796.56	11,765.83	0.00	0.00	0.00	11,765.83	(11,765.83)
5114- WORKER'S COMPENSATION	0.00	586.65	2,316.50	0.00	0.00	0.00	2,316.50	(2,316.50)
5116- PENSION	0.00	1,530.76	5,626.77	0.00	0.00	0.00	5,626.77	(5,626.77)
5122- FICA	0.00	2,657.91	10,454.14	0.00	0.00	0.00	10,454.14	(10,454.14)
5124- SUI	0.00	1,068.73	3,254.48	0.00	0.00	0.00	3,254.48	(3,254.48)
5130- ACCRUED VACATION FICA	0.00	128.60	110.66	0.00	0.00	0.00	110.66	(110.66)
6110- OFFICE SUPPLIES	0.00	140.23	366.08	0.00	0.00	29.22	395.30	(395.30)
6112- DATA PROCESSING SUPPLIES	0.00	239.82	3,275.22	0.00	0.00	193.35	3,468.57	(3,468.57)
6121- FOOD	0.00	19.78	337.39	0.00	0.00	0.00	337.39	(337.39)
6130- PROGRAM SUPPLIES	0.00	0.00	200.77	0.00	0.00	0.00	200.77	(200.77)
6140- CUSTODIAL SUPPLIES	0.00	0.00	178.09	0.00	0.00	0.00	178.09	(178.09)
6170- POSTAGE & SHIPPING	0.00	0.00	3.60	0.00	0.00	0.00	3.60	(3.60)
6180- EQUIPMENT RENTAL	0.00	264.40	884.51	0.00	0.00	0.00	884.51	(884.51)
6181- EQUIPMENT MAINTENANCE	0.00	12.47	63.77	0.00	0.00	0.00	63.77	(63.77)
6312- ADVERTISING & PROMOTION	0.00	57.60	292.00	0.00	0.00	0.00	292.00	(292.00)
6320- TELEPHONE	0.00	1,153.81	6,740.92	0.00	0.00	0.00	6,740.92	(6,740.92)
6410- RENT	0.00	1,301.01	6,505.04	0.00	0.00	0.00	6,505.04	(6,505.04)
6420- UTILITIES/ DISPOSAL	0.00	1,452.68	6,815.36	0.00	0.00	0.00	6,815.36	(6,815.36)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	283.00	597.27	0.00	0.00	0.00	597.27	(597.27)
6433- GROUNDS MAINTENANCE	0.00	350.00	1,750.00	0.00	0.00	0.00	1,750.00	(1,750.00)
6436- PEST CONTROL	0.00	183.98	831.90	0.00	0.00	0.00	831.90	(831.90)
6437- BURGLAR & FIRE ALARM	0.00	31.44	782.37	0.00	0.00	0.00	782.37	(782.37)
6440- PROPERTY INSURANCE	0.00	1,732.25	8,661.25	0.00	0.00	0.00	8,661.25	(8,661.25)
6520- CONSULTANTS	0.00	0.00	5,500.00	0.00	0.00	0.00	5,500.00	(5,500.00)
6540- CUSTODIAL SERVICES	0.00	261.14	1,305.70	0.00	0.00	0.00	1,305.70	(1,305.70)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	240.00	0.00	0.00	0.00	240.00	(240.00)
6610- GAS & OIL	0.00	246.60	1,304.85	0.00	0.00	0.00	1,304.85	(1,304.85)
6620- VEHICLE INSURANCE	0.00	337.22	3,660.86	0.00	0.00	0.00	3,660.86	(3,660.86)

LIHEAP 23B-5019 - Fund 203
November 1, 2022 to February 29, 2024

203 0 HOME ENERGY ASSISTANCE PROGRAM	Grant Budget	Current Month Actual	YTD Actual February 29, 2024	YTD Budget February 29, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	0.00	946,435.00	0.00	0.00	0.00	946,435.00	(946,435.00)
Total Revenues	0.00	0.00	946,435.00	0.00	0.00	0.00	946,435.00	(946,435.00)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	0.00	197,028.10	0.00	0.00	0.00	197,028.10	(197,028.10)
5020- ACCRUED VACATION PAY	0.00	0.00	14,448.34	0.00	0.00	0.00	14,448.34	(14,448.34)
5112- HEALTH INSURANCE	0.00	0.00	18,650.82	0.00	0.00	0.00	18,650.82	(18,650.82)
5114- WORKER'S COMPENSATION	0.00	0.00	795.40	0.00	0.00	0.00	795.40	(795.40)
5116- PENSION	0.00	0.00	12,151.91	0.00	0.00	0.00	12,151.91	(12,151.91)
5122- FICA	0.00	0.00	15,758.76	0.00	0.00	0.00	15,758.76	(15,758.76)
5124- SUI	0.00	0.00	2,271.91	0.00	0.00	0.00	2,271.91	(2,271.91)
5130- ACCRUED VACATION FICA	0.00	0.00	222.42	0.00	0.00	0.00	222.42	(222.42)
6110- OFFICE SUPPLIES	0.00	0.00	10,416.59	0.00	0.00	0.00	10,416.59	(10,416.59)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	16,189.31	0.00	0.00	0.00	16,189.31	(16,189.31)
6121- FOOD	0.00	0.00	17.16	0.00	0.00	0.00	17.16	(17.16)
6130- PROGRAM SUPPLIES	0.00	0.00	1,016.51	0.00	0.00	0.00	1,016.51	(1,016.51)
6143- FURNISHINGS	0.00	0.00	182.94	0.00	0.00	0.00	182.94	(182.94)
6170- POSTAGE & SHIPPING	0.00	0.00	5,440.22	0.00	0.00	0.00	5,440.22	(5,440.22)
6180- EQUIPMENT RENTAL	0.00	0.00	14,109.75	0.00	0.00	0.00	14,109.75	(14,109.75)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	706.81	0.00	0.00	0.00	706.81	(706.81)
6310- PRINTING & PUBLICATIONS	0.00	0.00	181.80	0.00	0.00	0.00	181.80	(181.80)
6320- TELEPHONE	0.00	0.00	1,523.70	0.00	0.00	0.00	1,523.70	(1,523.70)
6410- RENT	0.00	0.00	24,475.67	0.00	0.00	0.00	24,475.67	(24,475.67)
6420- UTILITIES/ DISPOSAL	0.00	0.00	3,156.14	0.00	0.00	0.00	3,156.14	(3,156.14)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	1,125.03	0.00	0.00	0.00	1,125.03	(1,125.03)
6436- PEST CONTROL	0.00	0.00	1.42	0.00	0.00	0.00	1.42	(1.42)
6437- BURGLAR & FIRE ALARM	0.00	0.00	0.97	0.00	0.00	0.00	0.97	(0.97)
6440- PROPERTY INSURANCE	0.00	0.00	495.84	0.00	0.00	0.00	495.84	(495.84)
6524- CONTRACTS	0.00	0.00	540,486.08	0.00	0.00	0.00	540,486.08	(540,486.08)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	180.00	0.00	0.00	0.00	180.00	(180.00)
6610- GAS & OIL	0.00	0.00	107.40	0.00	0.00	0.00	107.40	(107.40)
6620- VEHICLE INSURANCE	0.00	0.00	2,135.54	0.00	0.00	0.00	2,135.54	(2,135.54)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	3,681.82	0.00	0.00	0.00	3,681.82	(3,681.82)
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	1,678.55	0.00	0.00	0.00	1,678.55	(1,678.55)
6722- PER DIEM - STAFF	0.00	0.00	269.00	0.00	0.00	0.00	269.00	(269.00)
6742- TRAINING - STAFF	0.00	0.00	5,578.17	0.00	0.00	0.00	5,578.17	(5,578.17)

LIHEAP 24B-2019 - Fund 207
November 1, 2023 to February 29, 2024

<u>207 0 HOME ENERGY ASSIST. PROG.</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual February 29, 2024</u>	<u>YTD Budget February 29, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	0.00	185,785.45	0.00	0.00	0.00	185,785.45	(185,785.45)
Total Revenues	0.00	0.00	185,785.45	0.00	0.00	0.00	185,785.45	(185,785.45)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	33,454.37	110,850.29	0.00	0.00	0.00	110,850.29	(110,850.29)
5020- ACCRUED VACATION PAY	0.00	1,919.59	6,318.00	0.00	0.00	0.00	6,318.00	(6,318.00)
5112- HEALTH INSURANCE	0.00	2,249.73	8,154.69	0.00	0.00	0.00	8,154.69	(8,154.69)
5114- WORKER'S COMPENSATION	0.00	171.28	577.52	0.00	0.00	0.00	577.52	(577.52)
5116- PENSION	0.00	1,624.41	5,669.43	0.00	0.00	0.00	5,669.43	(5,669.43)
5122- FICA	0.00	2,590.40	8,734.45	0.00	0.00	0.00	8,734.45	(8,734.45)
5124- SUI	0.00	780.06	2,705.70	0.00	0.00	0.00	2,705.70	(2,705.70)
5130- ACCRUED VACATION FICA	0.00	112.61	221.87	0.00	0.00	0.00	221.87	(221.87)
6110- OFFICE SUPPLIES	0.00	15.95	879.39	0.00	0.00	0.00	879.39	(879.39)
6112- DATA PROCESSING SUPPLIES	0.00	1,681.87	3,074.41	0.00	0.00	417.41	3,491.82	(3,491.82)
6170- POSTAGE & SHIPPING	0.00	0.00	809.67	0.00	0.00	0.00	809.67	(809.67)
6180- EQUIPMENT RENTAL	0.00	1,795.14	3,564.91	0.00	0.00	0.00	3,564.91	(3,564.91)
6181- EQUIPMENT MAINTENANCE	0.00	187.90	284.65	0.00	0.00	0.00	284.65	(284.65)
6320- TELEPHONE	0.00	135.57	697.80	0.00	0.00	0.00	697.80	(697.80)
6410- RENT	0.00	7,969.94	25,874.09	0.00	0.00	0.00	25,874.09	(25,874.09)
6420- UTILITIES/ DISPOSAL	0.00	495.82	1,768.11	0.00	0.00	0.00	1,768.11	(1,768.11)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	0.00	0.00	0.00	773.69	773.69	(773.69)
6436- PEST CONTROL	0.00	0.68	1.28	0.00	0.00	0.00	1.28	(1.28)
6437- BURGLAR & FIRE ALARM	0.00	0.48	1.11	0.00	0.00	0.00	1.11	(1.11)
6440- PROPERTY INSURANCE	0.00	66.08	143.28	0.00	0.00	0.00	143.28	(143.28)
6524- CONTRACTS	0.00	0.00	29,899.10	0.00	0.00	0.00	29,899.10	(29,899.10)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	60.00	0.00	0.00	0.00	60.00	(60.00)
6610- GAS & OIL	0.00	12.80	38.85	0.00	0.00	0.00	38.85	(38.85)
6620- VEHICLE INSURANCE	0.00	478.90	1,676.15	0.00	0.00	0.00	1,676.15	(1,676.15)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	23.00	140.14	0.00	0.00	0.00	140.14	(140.14)
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	2,216.41	0.00	0.00	0.00	2,216.41	(2,216.41)
6742- TRAINING - STAFF	0.00	0.00	925.00	0.00	0.00	0.00	925.00	(925.00)
6850- FEES & LICENSES	0.00	2.00	55.26	0.00	0.00	0.00	55.26	(55.26)
6852- FINGERPRINT	0.00	0.75	0.75	0.00	0.00	0.00	0.75	(0.75)
6875- EMPLOYEE HEALTH & WELFARE	0.00	41.83	106.36	0.00	0.00	(0.22)	106.14	(106.14)

State Migrant Full-Day Program - Basic Program

For the Period Ending

2/29/2024

Start Date 7/1/2023

Current Mnth 8

80.00%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	838,279	28,358.22	619,408.15	591,049.93	558,852	73.89%	-	619,408.15	218,870.85
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
TOTAL REVENUES		838,279	28,358.22	619,408.15	591,049.93	558,852	73.89%	-	619,408.15	218,870.85
EXPENDITURES										
5010	SALARIES & WAGES	540,977	10,619.16	395,117.95	384,498.79	360,651	73.04%	-	395,117.95	145,859.05
5020	ACCRUED VACATION PAY	34,000	611.88	23,934.72	23,322.84	22,667	70.40%	-	23,934.72	10,065.28
5112	HEALTH INSURANCE	65,455	948.61	48,202.16	47,253.55	43,637	73.64%	-	48,202.16	17,252.84
5114	WORKER'S COMPENSATION	21,705	523.49	15,477.91	14,954.42	14,470	71.31%	-	15,477.91	6,227.09
5116	PENSION	29,449	787.17	19,424.13	18,636.96	19,633	65.96%	-	19,424.13	10,024.87
5122	FICA	42,486	1,026.12	31,220.47	30,194.35	28,324	73.48%	-	31,220.47	11,265.53
5124	SUI	5,751	312.76	5,271.14	4,958.38	3,834	91.66%	-	5,271.14	479.86
5130	ACCRUED VACATION FRINGE	3,000	46.81	1,840.16	1,793.35	2,000	61.34%	-	1,840.16	1,159.84
6110	OFFICE SUPPLIES	-	46.45	339.75	293.30	-	-	-	339.75	(339.75)
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	194.81	370.43	175.62	-	-	-	370.43	(370.43)
6130	PROGRAM SUPPLIES	3,737	4,208.11	4,208.11	-	2,491	112.61%	-	4,208.11	(471.11)
6132	MEDICAL & DENTAL SUPPLIES	-	-	222.15	222.15	-	-	-	222.15	(222.15)
6134	INSTRUCTIONAL SUPPLIES	7,625	5,351.25	7,900.03	2,548.78	5,083	103.61%	-	7,900.03	(275.03)
6140	CUSTODIAL SUPPLIES	6,188	-	6,262.78	6,262.78	4,125	101.21%	-	6,262.78	(74.78)
6142	LINEN/LAUNDRY	-	-	-	-	-	-	-	-	-
6143	FURNISHINGS	-	-	-	-	-	-	-	-	-
6150	UNIFORM RENTAL/PURCHASE	-	-	-	-	-	-	-	-	-
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6410	RENT	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-
6433	GROUPS MAINTENANCE	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	7,985	1,316.25	7,951.60	6,635.35	5,323	99.58%	-	7,951.60	33.40
6610	GAS & OIL	-	-	-	-	-	-	-	-	-
6620	VEHICLE INSURANCE	-	-	-	-	-	-	-	-	-
6630	VEHICLE LICENSE & FEES	-	-	-	-	-	-	-	-	-
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	69,921	2,365.35	51,664.66	49,299.31	46,614	73.89%	-	51,664.66	18,256.34
Total Expenses		838,279	28,358.22	619,408.15	591,049.93	558,852	73.89%	-	619,408.15	218,870.85
									73.89%	

In Direct Calc. @ 9.1%	
51,664.66	
51,664.66	Total

Madera Regional Head Start
Budget to Actual
As of February 29, 2024

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
Revenues										
4110- GRANT INCOME-FEDERAL	\$ 4,522,453	508,623.25	3,141,801.30	2,633,178.05	(177,710.34)	3,319,511.64	74%	213,974.54	3,355,775.84	1,166,677.16
4210- DONATIONS	-	-	-	-	-	-	0%	-	-	-
4220- IN KIND CONTRIBUTIONS	\$ 1,065,680	148,989.78	713,744.86	564,755.08	(68,470.14)	782,215.00	67%	-	713,744.86	351,935.14
4330- SALE OF ASSETS	-	-	-	-	-	-	0%	-	-	-
4350- RENTAL INCOME	-	-	-	-	-	-	0%	-	-	-
4390- MISC INCOME	-	-	-	-	-	-	0%	-	-	-
Total Revenues	\$ 5,588,133	657,613.03	3,855,546.16	3,197,933.13	(246,180.48)	4,101,726.64	69%	213,974.54	4,069,520.70	1,518,612.30
5010 SALARIES & WAGES	\$ 1,881,822	256,305.72	1,607,831.07	1,351,525.35	246,443.59	1,361,387.48	85%	-	1,607,831.07	273,990.93
5019- SALARIES & WAGES C19	-	-	-	-	-	-	0%	-	-	-
5020 ACCRUED VACATION PAY	\$ 165,044	15,058.86	92,999.80	77,940.94	(25,198.28)	118,198.08	56%	-	92,999.80	72,044.20
5112 HEALTH INSURANCE	\$ 243,590	13,845.72	139,931.91	126,086.19	(33,093.09)	173,025.00	57%	-	139,931.91	103,658.09
5114 WORKER'S COMPENSATION	\$ 60,743	7,646.39	42,610.91	34,964.52	(1,297.40)	43,908.31	70%	-	42,610.91	18,132.09
5115- Worker's Compensation C19	-	-	-	-	-	-	0%	-	-	-
5116 PENSION	\$ 116,609	12,595.29	71,874.53	59,279.24	(12,361.52)	84,236.05	62%	-	71,874.53	44,734.47
5117- Pension C19	-	-	-	-	-	-	0%	-	-	-
5121- FICA C19	-	-	-	-	-	-	0%	-	-	-
5122 FICA	\$ 145,245	19,250.60	127,088.53	107,837.93	22,012.31	105,076.22	87%	-	127,088.53	18,156.47
5123- SUI C19	-	-	-	-	-	-	0%	-	-	-
5124 SUI	\$ 30,608	5,927.20	23,614.02	17,686.82	1,679.90	21,934.12	77%	-	23,614.02	6,993.98
5130 ACCRUED VACATION FRINGE	\$ 12,802	1,006.62	7,098.34	6,091.72	(2,066.58)	9,164.92	55%	-	7,098.34	5,703.66
6110 OFFICE SUPPLIES	\$ 32,172	801.81	9,761.01	8,959.20	(13,704.99)	23,466.00	35%	1,557.15	11,318.16	20,853.84
6112 DATA PROCESSING	\$ 85,000	6,548.41	40,424.48	33,876.07	(21,517.52)	61,942.00	48%	567.87	40,992.35	44,007.65
6121 FOOD	\$ 20,000	5,657.14	13,390.39	7,733.25	2,890.39	10,500.00	67%	-	13,390.39	6,609.61
6122 KITCHEN SUPPLIES	-	-	644.61	644.61	(2,855.39)	3,500.00	0%	-	644.61	(644.61)
6130 PROGRAM SUPPLIES	\$ 100,000	2,758.40	33,450.86	30,692.46	(37,710.14)	71,161.00	36%	2,898.86	36,349.72	63,650.28
6132 MEDICAL & DENTAL SUPPLIES	\$ 11,349	406.74	3,565.06	3,158.32	(4,378.94)	7,944.00	32%	97.33	3,662.39	7,686.61
6134 INSTRUCTIONAL SUPPLIES	\$ 22,000	3,357.11	19,546.73	16,189.62	3,774.73	15,772.00	98%	2,071.56	21,618.29	381.71
6140 CUSTODIAL SUPPLIES	\$ 30,000	143.53	15,502.63	15,359.10	(5,861.37)	21,364.00	52%	-	15,502.63	14,497.37
6142 LINEN/LAUNDRY	-	-	-	-	-	-	0%	-	-	-
6150 UNIFORM RENTAL/PURCHASE	\$ 300	-	150.00	150.00	(150.00)	300.00	50%	-	150.00	150.00
6170 POSTAGE & SHIPPING	\$ 900	15.73	450.61	434.88	(224.39)	675.00	50%	-	450.61	449.39
6180 EQUIPMENT RENTAL	\$ 25,000	3,017.03	20,127.94	17,110.91	2,312.94	17,815.00	81%	-	20,127.94	4,872.06
6181 EQUIPMENT MAINTENANCE	\$ 18,000	1,640.49	14,151.86	12,511.37	1,479.86	12,672.00	79%	-	14,151.86	3,848.14
6221 EQUIPMENT OVER >\$5000	\$ 164,000	-	66,785.38	66,785.38	(97,214.62)	164,000.00	85%	72,028.83	138,814.21	25,185.79
6231- BUILDING RENOVATION	-	-	-	-	-	-	0%	-	-	-
6310 PRINTING & PUBLICATIONS	\$ 5,000	1,424.63	12,514.63	11,090.00	8,764.63	3,750.00	250%	-	12,514.63	(7,514.63)
6312 ADVERTISING & PROMOTION	\$ 3,000	-	-	-	(2,400.00)	2,400.00	0%	-	-	3,000.00
6320 TELEPHONE	\$ 150,000	20,706.86	28,827.20	8,120.34	(83,645.80)	112,473.00	19%	-	28,827.20	121,172.80
6410 RENT	\$ 250,000	19,026.60	166,205.85	147,179.25	(21,293.15)	187,499.00	66%	-	166,205.85	83,794.15
6420 UTILITIES/ DISPOSAL	\$ 120,000	13,684.34	89,785.01	76,100.67	(214.99)	90,000.00	75%	-	89,785.01	30,214.99
6432 BUILDING REPAIRS/ MAINTEN	\$ 156,000	3,183.95	38,595.08	35,411.13	(78,404.92)	117,000.00	90%	102,410.84	141,005.92	14,994.08
6433 GROUNDS MAINTENANCE	\$ 30,000	43,378.85	70,981.52	27,602.67	48,481.52	22,500.00	237%	-	70,981.52	(40,981.52)
6435 BUILDING IMPROVEMENTS	-	-	-	-	-	-	0%	-	-	-
6436 PEST CONTROL	\$ 7,700	786.71	6,085.35	5,298.64	310.68	5,774.67	79%	-	6,085.35	1,614.65
6437 BURGLAR & FIRE ALARM	\$ 4,000	112.07	3,217.15	3,105.08	154.65	3,062.50	126%	1,830.54	5,047.69	(1,047.69)
6440 PROPERTY INSURANCE	\$ 10,020	1,192.84	10,652.08	9,459.24	3,137.08	7,515.00	106%	-	10,652.08	(632.08)
6520 CONSULTANTS	-	1,680.99	9,281.45	7,600.46	9,281.45	-	0%	12,664.00	21,945.45	(21,945.45)
6522 CONSULTANT EXPENSES	-	238.90	950.23	711.33	950.23	-	0%	-	950.23	(950.23)
6524 CONTRACTS	\$ 63,400	-	2,075.04	2,075.04	(17,924.96)	20,000.00	3%	-	2,075.04	61,324.96
6530 LEGAL	\$ 10,000	-	4,910.00	4,910.00	(3,090.00)	8,000.00	49%	-	4,910.00	5,090.00
6540 CUSTODIAL SERVICES	\$ 22,000	0.01	6,637.01	6,637.00	(9,862.96)	16,499.97	30%	-	6,637.01	15,362.99
6555 MEDICAL SCREENING/DEAT/ST	\$ 4,000	175.00	3,145.00	2,970.00	(355.00)	3,500.00	79%	-	3,145.00	855.00
6562 MEDICAL EXAM	-	-	-	-	-	-	0%	-	-	-
6564 MEDICAL FOLLOW-UP	-	-	-	-	-	-	0%	-	-	-

Madera Regional Head Start
Budget to Actual
As of February 29, 2024

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD					
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance	
6566 DENTAL EXAM		-	-	-	-	-	0%	-	-	-	
6568 DENTAL FOLLOW-UP		-	-	-	-	-	0%	-	-	-	
6610 GAS & OIL	\$ 10,000	1,009.94	9,734.17	8,724.23	2,237.17	7,497.00	97%	-	9,734.17	265.83	
6620 VEHICLE INSURANCE	\$ 17,000	1,782.35	15,549.79	13,767.44	2,796.79	12,753.00	91%	-	15,549.79	1,450.21	
6640 VEHICLE REPAIR & MAINTENA	\$ 18,000	243.12	6,784.58	6,541.46	(6,715.42)	13,500.00	38%	-	6,784.58	11,215.42	
6712 STAFF TRAVEL-LOCAL	\$ 7,500	270.52	2,263.46	1,992.94	(3,033.54)	5,297.00	30%	-	2,263.46	5,236.54	
6714 STAFF TRAVEL-OUT OF AREA	\$ 16,580	-	577.53	577.53	(7,712.47)	8,290.00	3%	-	577.53	16,002.47	
6722 PER DIEM - STAFF	\$ 1,680	-	-	-	(840.00)	840.00	0%	-	-	1,680.00	
6724 PER DIEM - PARENT		-	-	-	-	-	0%	-	-	-	
6730 VOLUNTEER TRAVEL		-	-	-	-	-	0%	-	-	-	
6742 TRAINING - STAFF	\$ 22,000	-	4,387.00	4,387.00	(7,613.00)	12,000.00	20%	-	4,387.00	17,613.00	
6744 TRAINING VOLUNTEERS		-	-	-	-	-	0%	-	-	-	
6746 TRAINING PARENTS		-	-	-	-	-	0%	-	-	-	
6748 EDUCATION REIMBURSEMENT	\$ 20,000	-	-	-	(30,000.00)	30,000.00	0%	-	-	20,000.00	
6750 FIELD TRIPS	\$ 2,800	-	-	-	(2,800.00)	2,800.00	0%	-	-	2,800.00	
6810 BANK CHARGES		-	-	-	-	-	0%	-	-	-	
6820 INTEREST CHARGES		-	-	-	-	-	0%	-	-	-	
6832 LIABILITY INSURANCE	\$ 360	28.06	251.28	223.22	(18.72)	270.00	70%	-	251.28	108.72	
6834 STUDENT ACTIVITY INSURANC	\$ 2,230	237.05	2,104.65	1,867.60	543.65	1,561.00	94%	-	2,104.65	125.35	
6840 PROPERTY TAXES	\$ 42	-	-	-	(42.00)	42.00	0%	-	-	42.00	
6850 FEES & LICENSES	\$ 10,000	1.00	33,416.49	33,415.49	25,919.49	7,497.00	334%	-	33,416.49	(23,416.49)	
6851 CPR FEES		-	-	-	-	-	0%	-	-	-	
6852 FINGER PRINTING	\$ 2,000	74.00	917.00	843.00	(583.00)	1,500.00	46%	-	917.00	1,083.00	
6860 DEPRECIATION EXPENSE		-	-	-	-	-	0%	-	-	-	
6870 EMPLOYEE RECOGNITION		-	-	-	-	-	0%	-	-	-	
6875- EMPLOYEE HEALTH & WELFARE COSTS	\$ 15,000	592.29	2,351.15	1,758.86	(12,648.85)	15,000.00	16%	-	2,351.15	12,648.85	
6880 VOLUNTEER RECONGNITION		-	-	-	-	-	0%	-	-	-	
6892 CASH SHORT / OVER		-	-	-	-	-	0%	-	-	-	
7110 PARENT ACTIVITIES		-	-	-	-	-	0%	-	-	-	
7111 PARENT MILEAGE	\$ 550	34.17	160.34	126.17	(279.66)	440.00	29%	-	160.34	389.66	
7112 PARENT INVOLVEMENT	\$ 9,120	-	612.30	612.30	(5,771.70)	6,384.00	7%	-	612.30	8,507.70	
7114 PPC ALLOWANCE		150.00	1,140.00	990.00	(1,485.00)	2,625.00	0%	-	1,140.00	(1,140.00)	
7115 PPC FOOD ALLOWANCE		-	-	-	-	-	0%	-	-	-	
7116 POLICY COUN. FOOD ALLOWAN	\$ 3,750	202.09	202.09	-	202.09	-	5%	-	202.09	3,547.91	
8110 IN KIND SALARIES	\$ 60,628	129,313.23	536,655.91	407,342.68	492,154.91	44,501.00	885%	-	536,655.91	(476,027.91)	
8120 IN KIND RENT	\$ 318,251	19,676.55	177,088.95	157,412.40	(56,509.05)	233,598.00	56%	-	177,088.95	141,162.05	
8130 IN KIND - STATE	\$ 686,801	-	-	-	(504,116.00)	504,116.00	0%	-	-	686,801.00	
9010 INDIRECT COST ALLOCATION	\$ 363,537	42,424.12	256,486.20	214,062.08	(6,714.12)	263,200.32	75%	17,847.56	274,333.76	89,203.24	
Total Expenses	\$ 5,588,133	657,613.03	3,855,546.16	3,197,933.13	(246,180.48)	4,101,726.64	73%	213,974.54	4,069,520.70	1,518,612.30	
Excess Revenue Over (Under) Expenditures	\$ -	-	-	-	-	-	-	-	-	-	
		466,199.13	2,818,529.72	2,352,330.59							
		42,424.12	256,486.20	214,062.08		9.10%					
								ADMINISTRATIVE EXPENSES		\$418,596.32	
								PERCENT ADMINISTATIVE		10.76%	
								LIMIT IS 15%			
								YTD Contract %		79.58%	

Fresno Migrant Head Start
 Budget to Actual (331 Basic)
 Period Ending January-24

Account Description	Grant Budget	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +	Budget Balance
		Period	YTD	YTD	YTD	Budget			Encumbered	
REVENUES										
4110 GRANT INCOME-FEDERAL	5,789,431.00	223,618.44	2,371,313.46	2,147,695.02	(105,669.04)	2,476,982.50	40.96%	34,961.49	2,406,274.95	(3,383,156.05)
4130 GRANT INCOME-AREA	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
4220 IN KIND CONTRIBUTIONS	800,744.00	100,950.91	440,165.22	339,214.31	97,570.22	342,595.00	54.97%	0.00	440,165.22	(360,578.78)
4330- SALE OF ASSETS	0.00	0.00			-		0.00%	0.00	0.00	0.00
4390 MISC INCOME	0.00	0.00			-		0.00%	0.00	0.00	0.00
TOTAL REVENUES	6,590,175.00	324,569.35	2,811,478.68	2,486,909.33	(8,098.82)	2,819,577.50	42.66%	34,961.49	2,846,440.17	(3,743,734.83)
5010 SALARIES & WAGES	6A 3,254,598.00	123,433.05	1,399,178.71	1,275,745.66	31,358.21	1,367,820.50	42.99%	0.00	1,399,178.71	(1,855,419.29)
5012- DIRECTOR'S SALARY	6A 0.00	0.00			-		0.00%		0.00	0.00
5019- SALARIES & WAGES C19	6A 0.00	0.00			-		0.00%		0.00	0.00
5020 ACCRUED VACATION PAY	6A 205,049.00	10,751.06	87,035.83	76,284.77	861.83	86,174.00	42.45%	0.00	87,035.83	(118,013.17)
5112 HEALTH INSURANCE	6B 241,714.00	14,698.88	92,025.00	77,326.12	(20,056.00)	112,081.00	38.07%	0.00	92,025.00	(149,689.00)
5114 WORKER'S COMPENSATION	6B 86,472.00	5,500.57	53,049.47	47,548.90	16,699.47	36,350.00	61.35%	0.00	53,049.47	(33,422.53)
5115- Worker's Compensation C19	6B 0.00	0.00			-		0.00%		0.00	0.00
5116 PENSION	6B 203,235.00	10,634.79	95,559.64	84,924.85	10,138.64	85,421.00	47.02%	0.00	95,559.64	(107,675.36)
5117- Pension C19	6B 0.00	0.00			-		0.00%		0.00	0.00
5121- FICA C19	6B 0.00	0.00			-		0.00%		0.00	0.00
5122 FICA	6B 205,841.00	13,144.28	118,829.32	105,685.04	32,319.32	86,510.00	57.73%	0.00	118,829.32	(87,011.68)
5124 SUI	6B 41,590.00	10,455.64	11,987.21	1,531.57	(5,510.79)	17,498.00	28.82%	0.00	11,987.21	(29,602.79)
5125- DIRECTOR'S FRINGE	6B 0.00	0.00			-		0.00%		0.00	0.00
5130 ACCRUED VACATION FRINGE	6B 13,139.00	779.54	6,614.52	5,834.98	1,093.52	5,521.00	50.34%	0.00	6,614.52	(6,524.48)
6714 STAFF TRAVEL-OUT OF AREA	6C 0.00	0.00			-		0.00%		0.00	0.00
6722 PER DIEM - STAFF	6C 0.00	0.00			-		0.00%		0.00	0.00
6221 EQUIPMENT OVER > \$5000	6D 48,000.00	0.00	34,407.80	34,407.80	(13,592.20)	48,000.00	71.68%	0.00	34,407.80	(13,592.20)
6110 OFFICE SUPPLIES	6E 14,500.00	285.78	4,316.46	4,030.68	(2,187.54)	6,504.00	29.77%	1,579.75	5,896.21	(8,603.79)
6112 DATA PROCESSING SUPPLIES	6E 70,000.00	22,713.26	41,384.41	18,671.15	11,713.41	29,671.00	59.12%	6,161.75	47,546.16	(22,453.84)
6121 FOOD	6E 10,500.00	293.72	7,089.89	6,796.17	1,842.89	5,247.00	67.52%	0.00	7,089.89	(3,410.11)
6122 KITCHEN SUPPLIES	6E 1,000.00	9.80	2,992.39	2,982.59	2,992.39	0.00	299.24%	0.00	2,992.39	1,992.39
6130 PROGRAM SUPPLIES	6E 73,696.00	318.80	33,060.65	32,741.85	(138.35)	33,199.00	44.86%	5,020.37	38,081.02	(35,614.98)
6134 INSTRUCTIONAL SUPPLIES	6E 5,000.00	0.00	0.00	0.00	(2,498.00)	2,498.00	0.00%	0.00	0.00	(5,000.00)
6140 CUSTODIAL SUPPLIES	6E 15,000.00	0.00	6,694.12	6,694.12	(680.88)	7,375.00	44.63%	0.00	6,694.12	(8,305.88)
6142 LINEN/LAUNDRY	6E 0.00	0.00			-		0.00%		0.00	0.00
6170 POSTAGE & SHIPPING	6E 750.00	31.55	237.91	206.36	(72.09)	310.00	31.72%	0.00	237.91	(512.09)
6132 MEDICAL & DENTAL SUPPLIES	6H 12,500.00	214.44	4,400.69	4,186.25	4,400.69	0.00	35.21%	419.99	4,820.68	(7,679.32)
6150 UNIFORM RENTAL/PURCHASE	6H 0.00	0.00	150.00	150.00	150.00	0.00	0.00%	0.00	150.00	150.00
6180 EQUIPMENT RENTAL	6H 36,000.00	2,062.18	15,618.74	13,556.56	633.74	14,985.00	43.39%	0.00	15,618.74	(20,381.26)
6181 EQUIPMENT MAINTENANCE	6H 25,000.00	19.11	9,134.22	9,115.11	(1,284.78)	10,419.00	36.54%	0.00	9,134.22	(15,865.78)
6212 EQUIPMENT PURCHASES < \$500	6H 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
6216 EQUIPMENT OVER > \$1000	6H 0.00	0.00			-		0.00%		0.00	0.00
6231 BUILDING RENOVATION	6H 0.00	0.00			-		0.00%		0.00	0.00
6232 BUILDING IMPROVEMENTS	6H 0.00	0.00			-		0.00%		0.00	0.00
6310 PRINTING & PUBLICATIONS	6H 5,000.00	0.00	0.00	0.00	-	0.00	0.00%	2,875.96	2,875.96	(2,124.04)
6312 ADVERTISING & PROMOTION	6H 0.00	0.00			-		0.00%		0.00	0.00
6320 TELEPHONE	6H 150,000.00	(58,212.14)	(15,979.06)	42,233.08	(78,484.06)	62,505.00	-10.65%	0.00	(15,979.06)	(165,979.06)
6410 RENT	6H 83,202.00	8,285.18	41,149.20	32,864.02	6,479.20	34,670.00	49.46%	0.00	41,149.20	(42,052.80)
6420 UTILITIES/ DISPOSAL	6H 75,000.00	4,420.12	26,278.84	21,858.72	(4,971.16)	31,250.00	35.04%	0.00	26,278.84	(48,721.16)
6432 BUILDING REPAIRS/ MAINT	6H 200,000.00	11,306.48	17,520.32	6,213.84	(65,819.68)	83,340.00	8.76%	0.00	17,520.32	(182,479.68)
6433 GROUNDS MAINTENANCE	6H 42,000.00	2,044.18	11,236.05	9,191.87	(6,263.95)	17,500.00	26.75%	1,100.00	12,336.05	(29,663.95)
6436 PEST CONTROL	6H 7,500.00	658.59	3,292.95	2,634.36	167.95	3,125.00	43.91%	0.00	3,292.95	(4,207.05)
6437 BURGLAR & FIRE ALARM	6H 6,500.00	149.20	1,432.28	1,283.08	(1,609.72)	3,042.00	22.04%	0.00	1,432.28	(5,067.72)
6440 PROPERTY INSURANCE	6H 13,795.00	8,721.52	9,875.72	1,154.20	4,085.72	5,790.00	71.59%	0.00	9,875.72	(3,919.28)
6520 CONSULTANTS	6H 10,000.00	774.57	7,493.15	6,718.58	2,495.15	4,998.00	74.93%	14,887.54	22,380.69	12,380.69
6522 CONSULTANT EXPENSES	6H 1,500.00	97.82	97.82	0.00	(645.18)	743.00	6.52%	0.00	97.82	(1,402.18)
6524 CONTRACTS	6H 15,000.00	0.00	0.00	0.00	(7,500.00)	7,500.00	0.00%	0.00	0.00	(15,000.00)
6530 LEGAL	6H 1,500.00	0.00	4,156.25	4,156.25	3,456.25	700.00	277.08%	0.00	4,156.25	2,656.25

Fresno Migrant Head Start
 Budget to Actual (331 Basic)
 Period Ending January-24

Account Description	Grant Budget	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +		
		Period	YTD	YTD	YTD	Budget			Encumbered	Budget Balance	
6540 CUSTODIAL SERVICES	6H	4,776.00	796.00	2,388.00	1,592.00	398.00	1,990.00	50.00%	0.00	2,388.00	(2,388.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	740.00	740.00	740.00	0.00	74.00%	0.00	740.00	(260.00)
6562 MEDICAL EXAM	6H	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
6566 DENTAL EXAM	6H	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
6610 GAS & OIL	6H	15,000.00	414.11	4,188.16	3,774.05	(2,111.84)	6,300.00	27.92%	0.00	4,188.16	(10,811.84)
6620 VEHICLE INSURANCE	6H	20,000.00	8,751.28	10,927.21	2,175.93	1,552.21	9,375.00	54.64%	0.00	10,927.21	(9,072.79)
6630 VEHICLE LICENSE AND FEES	6H	2,500.00	0.00			-		0.00%		0.00	(2,500.00)
6640 VEHICLE REPAIR & MAINTENANCE	6H	25,000.00	352.17	5,818.03	5,465.86	(4,681.97)	10,500.00	23.27%	0.00	5,818.03	(19,181.97)
6712 STAFF TRAVEL-LOCAL	6H	15,000.00	195.23	4,538.45	4,343.22	(2,955.55)	7,494.00	30.26%	0.00	4,538.45	(10,461.55)
6724 PER DIEM - PARENT	6H	0.00	0.00			-		0.00%		0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00			-		0.00%		0.00	0.00
6742 TRAINING - STAFF	6H	0.00	182.00	609.50	427.50	609.50	0.00	0.00%	0.00	609.50	609.50
6744 TRAINING - VOLUNTEER	6H	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
6746 TRAINING - PARENT	6H	0.00	0.00			-		0.00%		0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	10,000.00	0.00	0.00	0.00	(5,000.00)	5,000.00	0.00%	0.00	0.00	(10,000.00)
6750 FIELD TRIPS	6H	0.00	0.00			-		0.00%		0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00			-		0.00%		0.00	0.00
6832 LIABILITY INSURANCE	6H	504.00	39.28	196.40	157.12	(13.60)	210.00	38.97%	0.00	196.40	(307.60)
6834 STUDENT ACTIVITY INSURAN	6H	1,074.00	33.73	605.21	571.48	68.21	537.00	56.35%	0.00	605.21	(468.79)
6840 PROPERTY TAXES	6H	5,800.00	0.00	2,034.46	2,034.46	(3,765.54)	5,800.00	35.08%	0.00	2,034.46	(3,765.54)
6850 FEES & LICENSES	6H	22,000.00	610.72	8,030.00	7,419.28	(885.00)	8,915.00	36.50%	0.00	8,030.00	(13,970.00)
6851 CPR FEES	6H	0.00	0.00			-		0.00%		0.00	0.00
6852 FINGER PRINTING	6H	3,800.00	0.00	151.00	151.00	151.00	0.00	3.97%	0.00	151.00	(3,649.00)
6860 DEPRECIATION EXPENSE	6H	0.00	0.00			-		0.00%		0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00			-		0.00%		0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	6,375.00	0.00	5,079.24	5,079.24	(1,295.76)	6,375.00	79.67%	0.00	5,079.24	(1,295.76)
6892 CASH SHORT/OVER	6H	0.00	0.00			-		0.00%		0.00	0.00
7110 PARENT ACTIVITIES	6H	1,450.00	0.00	103.88	103.88	(476.12)	580.00	7.16%	0.00	103.88	(1,346.12)
7111- PARENT MILEAGE	6H	0.00	0.00			-		0.00%		0.00	0.00
7112 PARENT INVOLVEMENT	6H	0.00	0.00	362.78	362.78	362.78	0.00	0.00%	0.00	362.78	362.78
7114 PC ALLOWANCE	6H	1,680.00	0.00	300.00	300.00	(260.00)	560.00	17.86%	0.00	300.00	(1,380.00)
7116 PC FOOD	6H	0.00	0.00			-		0.00%		0.00	0.00
8110 INKIND SALARIES		581,122.00	86,992.33	370,372.32	283,379.99	100,452.32	269,920.00	63.73%	0.00	370,372.32	(210,749.68)
8120 INKIND RENT		217,266.00	13,958.58	69,792.90	55,834.32	(1,873.10)	71,666.00	32.12%	0.00	69,792.90	(147,473.10)
8130 INKIND OTHER		2,356.00	0.00	-	0.00	(1,009.00)	1,009.00	0.00%	0.00	0.00	(2,356.00)
9010 INDIRECT EXPENSE	6J	478,891.00	18,651.95	194,920.64	176,268.69	(7,679.36)	202,600.00	40.70%	2,916.13	197,836.77	(281,054.23)
TOTAL EXPENSES		6,590,175.00	324,569.35	2,811,478.68	2,486,909.33	(8,098.82)	2,819,577.50	42.66%	34,961.49	2,846,440.17	(3,743,734.83)

CHANGE IN NET ASSETS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

				TOTAL YTD	9.1%		Administrative
				INDIRECT EXP	INDIRECT EXP		YTD Expense
5,789,431.00	Prior Mth		1,937,018.53	176,268.69	0.00		2,382,409.80
800,744.00	Curr Mth		2,141,985.02	194,920.64	0.00		440,165.22
6,590,175.00							<u>2,822,575.02</u>
							YTD Admin
							227,959.00
							YTD %
							8.08%

State Migrant Full-Day Program - Basic Program

For the Period Ending

1/31/2024

Start Date 7/1/2023

Current Mnth 7

70.00%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	838,279	88,530.31	591,049.93	502,519.62	488,996	70.51%	-	591,049.93	247,229.07
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
TOTAL REVENUES		838,279	88,530.31	591,049.93	502,519.62	488,996	70.51%	-	591,049.93	247,229.07
EXPENDITURES										
5010	SALARIES & WAGES	540,977	50,787.82	384,498.79	333,710.97	315,570	71.07%	-	384,498.79	156,478.21
5020	ACCRUED VACATION PAY	34,000	3,807.09	23,322.84	19,515.75	19,833	68.60%	-	23,322.84	10,677.16
5112	HEALTH INSURANCE	65,455	8,873.22	47,253.55	38,380.33	38,182	72.19%	-	47,253.55	18,201.45
5114	WORKER'S COMPENSATION	21,705	2,449.74	14,954.42	12,504.68	12,661	68.90%	-	14,954.42	6,750.58
5116	PENSION	30,949	2,985.66	18,636.96	15,651.30	18,054	60.22%	-	18,636.96	12,312.04
5122	FICA	40,986	4,859.06	30,194.35	25,335.29	23,909	73.67%	-	30,194.35	10,791.65
5124	SUI	5,751	3,981.63	4,958.38	976.75	3,355	86.22%	-	4,958.38	792.62
5130	ACCRUED VACATION FRINGE	3,000	291.34	1,793.35	1,502.01	1,750	59.78%	-	1,793.35	1,206.65
6110	OFFICE SUPPLIES	-	277.42	293.30	15.88	-	-	-	293.30	(293.30)
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	175.62	175.62	-	-	-	-	175.62	(175.62)
6130	PROGRAM SUPPLIES	3,737	-	-	-	2,180	0.00%	-	-	3,737.00
6132	MEDICAL & DENTAL SUPPLIES	-	108.64	222.15	113.51	-	-	-	222.15	(222.15)
6134	INSTRUCTIONAL SUPPLIES	4,125	2,548.78	2,548.78	-	2,406	-	-	2,548.78	1,576.22
6140	CUSTODIAL SUPPLIES	9,688	-	6,262.78	6,262.78	5,651	64.64%	-	6,262.78	3,425.22
6142	LINEN/LAUNDRY	-	-	-	-	-	-	-	-	-
6143	FURNISHINGS	-	-	-	-	-	-	-	-	-
6150	UNIFORM RENTAL/PURCHASE	-	-	-	-	-	-	-	-	-
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6410	RENT	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-
6433	GROUPS MAINTENANCE	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	7,985	-	6,635.35	6,635.35	4,658	83.10%	-	6,635.35	1,349.65
6610	GAS & OIL	-	-	-	-	-	-	-	-	-
6620	VEHICLE INSURANCE	-	-	-	-	-	-	-	-	-
6630	VEHICLE LICENSE & FEES	-	-	-	-	-	-	-	-	-
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	69,921	7,384.29	49,299.31	41,915.02	40,787	70.51%	-	49,299.31	20,621.69
Total Expenses		838,279	88,530.31	591,049.93	502,519.62	488,996	70.51%	-	591,049.93	247,229.07
									70.51%	

In Direct Calc. @ 9.1%
49,299.31
49,299.31 Total

Madera Migrant Head Start
Budget to Actual

Start Date 3/1/2023
Current Mnth 11.00
92%

For the Period Ending 1/31/2024

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	6,158,497	457,933.04	4,817,542.14	4,359,609.10	62,323,989	78%	314,364.98	5,131,907.12	1,026,589.88
4220	IN KIND CONTRIBUTIONS	409,729	85,611.52	707,440.41	621,828.89	4,146,457	173%	-	707,440.41	(297,711.41)
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,568,226	543,544.56	5,524,982.55	4,981,437.99	66,470,446	84%	314,364.98	5,839,347.53	728,878.47
EXPENDITURES										
5010	Salaries & Wages	3,023,483	195,709.81	2,594,255.29	2,398,545.48	30,597,648	86%	-	2,594,255.29	429,227.71
5020	Accrued Vacation Pay	181,803	15,333.95	156,152.37	140,818.42	1,839,846	86%	-	156,152.37	25,650.63
5112	Health Insurance	318,058	33,944.48	279,176.13	245,231.65	3,218,747	88%	-	279,176.13	38,881.87
5114	Worker's Compensation	88,077	8,458.54	73,464.11	65,005.57	891,339	83%	-	73,464.11	14,612.89
5116	Pension	155,369	12,915.98	135,431.90	122,515.92	1,572,334	87%	-	135,431.90	19,937.10
5122	FICA	236,528	19,257.42	203,273.25	184,015.83	2,393,663	86%	-	203,273.25	33,254.75
5124	SUI	41,745	15,681.28	21,635.11	5,953.83	422,459	52%	-	21,635.11	20,109.89
5130	Accrued Vacation Fringe	14,700	1,173.06	11,927.54	10,754.48	148,764	81%	-	11,927.54	2,772.46
6110	Office supplies	15,410	913.21	8,084.62	7,171.41	155,949	52%	10,000.63	18,085.25	(2,675.25)
6112	Data Processing Supplies	133,319	17,004.47	104,826.80	87,822.33	1,349,188	79%	36,770.43	141,597.23	(8,278.23)
6121	Food	18,500	517.50	9,868.58	9,351.08	187,220	53%	2,746.72	12,615.30	5,884.70
6122	Kitchen Supplies	8,251	2,252.77	4,411.36	2,158.59	83,500	53%	1,129.23	5,540.59	2,710.41
6130	Program Supplies	112,168	32,760.60	52,440.20	19,679.60	1,135,140	47%	62,549.34	114,989.54	(2,821.54)
6132	Medical & Dental Supplies	17,800	1,302.16	15,850.58	14,548.42	180,136	89%	993.52	16,844.10	955.90
6134	Instructional Supplies	31,797	1,632.05	5,781.80	4,149.75	321,786	18%	29,293.41	35,075.21	(3,278.21)
6140	Custodial Supplies	30,388	24.55	22,386.66	22,362.11	307,527	74%	250.00	22,636.66	7,751.34
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	99,250	54,416.12	59,534.72	5,118.60	1,004,410	60%	31,931.04	91,465.76	7,784.24
6150	Uniform Rental / Purchases	156	-	150.00	150.00	1,579	96%	-	150.00	6.00
6170	Postage & Shipping	600	(3.54)	566.43	569.97	6,072	94%	-	566.43	33.57
6221	Equipment Over > \$5,000	251,825	-	34,407.81	34,407.81	2,548,469	-	17,347.06	51,754.87	200,070.13
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	22,600	698.32	19,085.19	18,386.87	228,712	84%	-	19,085.19	3,514.81
6181	Equipment Maintenance	15,700	1,525.47	14,218.06	12,692.59	158,884	91%	-	14,218.06	1,481.94
6310	Printing & Publications	6,775	-	5,023.69	5,023.69	68,563	74%	1,385.35	6,409.04	365.96
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	48,000	(52,959.17)	(1,437.77)	51,521.40	485,760	-3%	-	(1,437.77)	49,437.77
6410	Rent	209,210	17,282.34	191,755.74	174,473.40	2,117,205	92%	-	191,755.74	17,454.26
6420	Utilities / Disposal	135,800	4,554.15	113,703.09	109,148.94	1,374,296	84%	-	113,703.09	22,096.91
6432	Building Repairs / Maintenanc	54,494	1,662.84	49,151.45	47,488.61	551,479	90%	800.00	49,951.45	4,542.55
6433	Grounds Maintenance	138,097	1,928.83	20,115.81	18,186.98	1,397,542	15%	86,623.00	106,738.81	31,358.19
6436	Pest Control	7,248	375.07	6,837.39	6,462.32	73,350	94%	-	6,837.39	410.61
6437	Burglar & Fire Alarm	3,700	78.12	3,591.87	3,513.75	37,444	97%	-	3,591.87	108.13
6440	Property Insurance	28,280	11,911.64	25,178.52	13,266.88	286,194	89%	-	25,178.52	3,101.48
6520	Consultants	15,200	149.91	6,161.25	6,011.34	153,824	41%	3,864.00	10,025.25	5,174.75
6522	Consultants Expense	301	29.47	166.63	137.16	3,046	55%	-	166.63	134.37
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	10,450	-	10,079.38	10,079.38	105,754	96%	-	10,079.38	370.62
6540	Custodial Services	90,655	7,295.00	81,612.65	74,317.65	917,429	90%	-	81,612.65	9,042.35
6555	Medical Screening / DEAT / Staff	5,025	120.00	4,830.00	4,710.00	50,853	96%	-	4,830.00	195.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	11,900	888.48	10,796.60	9,908.12	120,428	91%	-	10,796.60	1,103.40
6620	Vehicle Insurance	26,600	8,943.32	22,266.33	13,323.01	269,192	84%	-	22,266.33	4,333.67
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	10,000	1,230.60	8,640.73	7,410.13	101,200	86%	-	8,640.73	1,359.27
6712	Staff Travel-Local	750	4.02	371.47	367.45	7,590	50%	-	371.47	378.53
6714	Staff Travel-Out of Area	-	(610.51)	-	610.51	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	5,170	-	120.00	120.00	52,320	2%	-	120.00	5,050.00
6746	Training - Parent	1,740	-	1,687.50	1,687.50	17,609	-	-	1,687.50	52.50
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	260	-	260.00	260.00	2,631	-	-	260.00	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	480	40.69	440.20	399.51	4,858	92%	-	440.20	39.80
6834	Student Activity Insurance	2,265	188.88	2,009.99	1,821.11	22,922	89%	-	2,009.99	255.01
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	15,890	785.38	15,803.44	15,018.06	160,807	99%	-	15,803.44	86.56
6852	Finger Printing	3,050	0.75	2,754.25	2,753.50	30,866	90%	-	2,754.25	295.75
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	8,036	249.35	4,173.62	3,924.27	81,324	52%	3,907.07	8,080.69	(44.69)
7110	Parent Activities	1,100	-	-	-	11,132	0%	-	-	1,100.00
7111	Parent Mileage	520	-	322.88	322.88	5,262	62%	-	322.88	197.12
7112	Parent Involvement	2,700	-	1,925.21	1,925.21	27,324	71%	-	1,925.21	774.79
7114	PPC Allowance	2,900	-	1,950.00	1,950.00	29,348	67%	-	1,950.00	950.00
7116	PPC Food Allowance	1,700	69.62	1,361.84	1,292.22	17,204	80%	-	1,361.84	338.16
8110	In-Kind Salaries	297,519	76,360.52	605,279.41	528,918.89	3,010,892	203%	-	605,279.41	(307,760.41)
8120	In-Kind Rent	112,210	9,251.00	101,761.00	92,510.00	1,135,565	91%	-	101,761.00	10,449.00
8130	In-Kind Other	-	-	400.00	400.00	-	-	-	400.00	(400.00)
9010	In-Direct Cost Allocation	492,674	38,196.06	398,959.87	360,763.81	4,985,861	81%	24,774.18	423,734.05	68,939.95
Total Expenses		6,568,226	543,544.56	5,524,982.55	4,981,437.99	66,470,446	84%	314,364.98	5,839,347.53	728,878.47
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,568,226	543,544.56	5,524,982.55						
In-Kind		(409,729)	(85,611.52)	(707,440.41)						
Total Expenses w/o In Kind		6,158,497	457,933.04	4,817,542.14	4,359,609.10				5,131,907.12	1,026,589.88
									83.33%	

ADMINISTRATION BUDGET LIMIT	\$722,621
YEAR-TO DATE ADMIN EXP.	\$572,213
PERCENT OF TOTAL EXPENSES	7.52%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	
398,959.87	
398,959.87	

Fund
Revenue & Expense with Encumbrances

From 7/01/2022 to 1/31/2024

426 0 ALT. PYMT. PROG- CAPP	Grant Budget	Current Month Actual	YTD Actual January 31, 2024	YTD Budget January 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,970,513.00	253,126.20	4,739,912.10	0.00	(0.95)	0.00	4,739,912.10	230,600.90
4120- GRANT INCOME-STATE	2,839,591.00	142,383.49	1,930,447.70	0.00	(0.68)	0.00	1,930,447.70	909,143.30
4315- CHILD CRE REVENUE-STATE	0.00	669.60	1,962.70	0.00	0.00	0.00	1,962.70	(1,962.70)
4320- INTEREST INCOME	0.00	0.00	829.00	0.00	0.00	0.00	829.00	(829.00)
Total Revenues	7,810,104.00	396,179.29	6,673,151.50	0.00	(0.85)	0.00	6,673,151.50	1,136,952.50
Expenses								
5010- SALARIES & WAGES	421,564.00	12,881.88	312,494.19	0.00	0.74	0.00	312,494.19	109,069.81
5020- ACCRUED VACATION PAY	28,030.00	735.49	14,782.86	0.00	0.53	0.00	14,782.86	13,247.14
Total Salaries	449,594.00	13,617.37	327,277.05	0.00	0.73	0.00	327,277.05	122,316.95
5112- HEALTH INSURANCE	48,391.00	413.11	21,056.32	0.00	0.44	0.00	21,056.32	27,334.68
5114- WORKER'S COMPENSATION	5,629.00	68.34	1,261.07	0.00	0.22	0.00	1,261.07	4,367.93
5116- PENSION	23,939.00	889.59	14,929.90	0.00	0.62	0.00	14,929.90	9,009.10
5122- FICA	35,488.00	1,033.56	24,897.50	0.00	0.70	0.00	24,897.50	10,590.50
5124- SUI	2,651.00	803.65	3,092.20	0.00	1.17	0.00	3,092.20	(441.20)
5130- ACCRUED VACATION FICA	421.00	6.57	357.82	0.00	0.85	0.00	357.82	63.18
Total Fringe Benefits	116,519.00	3,214.82	65,594.81	0.00	0.56	0.00	65,594.81	50,924.19
6110- OFFICE SUPPLIES	9,680.00	(386.57)	4,327.78	0.00	0.45	0.00	4,327.78	5,352.22
6112- DATA PROCESSING SUPPLIES	26,000.00	17,581.00	31,855.95	0.00	1.23	20,231.93	52,087.88	(26,087.88)
6130- PROGRAM SUPPLIES	6,700.00	0.00	1,875.98	0.00	0.28	0.00	1,875.98	4,824.02
6143- FURNISHINGS	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6170- POSTAGE & SHIPPING	6,900.00	117.17	6,629.88	0.00	0.96	0.00	6,629.88	270.12
Total Supplies	50,780.00	17,311.60	44,689.59	0.00	0.88	20,231.93	64,921.52	(14,141.52)
6180- EQUIPMENT RENTAL	6,610.00	344.29	5,863.21	0.00	0.89	0.00	5,863.21	746.79
6181- EQUIPMENT MAINTENANCE	4,046.00	186.77	2,647.20	0.00	0.65	0.00	2,647.20	1,398.80
6312- ADVERTISING & PROMOTION	490.00	0.00	0.00	0.00	0.00	0.00	0.00	490.00
6320- TELEPHONE	1,844.00	115.83	1,959.41	0.00	1.06	0.00	1,959.41	(115.41)
6410- RENT	39,865.00	4,404.39	64,689.66	0.00	1.62	0.00	64,689.66	(24,824.66)
6420- UTILITIES/ DISPOSAL	14,534.00	934.58	13,388.33	0.00	0.92	0.00	13,388.33	1,145.67
6432- BUILDING REPAIRS/ MAINTENANCE	6,050.00	0.00	2.87	0.00	0.00	0.00	2.87	6,047.13
6436- PEST CONTROL	12.00	0.63	7.52	0.00	0.63	0.00	7.52	4.48
6437- BURGLAR & FIRE ALARM	10.00	0.44	7.78	0.00	0.78	0.00	7.78	2.22
6440- PROPERTY INSURANCE	1,258.00	167.46	1,580.41	0.00	1.26	0.00	1,580.41	(322.41)
6520- CONSULTANTS	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
6530- LEGAL	4,000.00	0.00	3,046.88	0.00	0.76	0.00	3,046.88	953.12
6555- MEDICAL SCREENING/DEAT/STAFF	1,690.00	0.00	240.00	0.00	0.14	0.00	240.00	1,450.00
6610- GAS & OIL	400.00	0.00	59.44	0.00	0.15	0.00	59.44	340.56
6620- VEHICLE INSURANCE	400.00	22.61	412.65	0.00	1.03	0.00	412.65	(12.65)
6640- VEHICLE REPAIR & MAINTENANCE	400.00	40.22	278.55	0.00	0.70	0.00	278.55	121.45
6712- STAFF TRAVEL-LOCAL	800.00	0.00	12.45	0.00	0.02	0.00	12.45	787.55
6722- PER DIEM - STAFF	2,000.00	0.00	73.44	0.00	0.04	0.00	73.44	1,926.56
6742- TRAINING - STAFF	5,000.00	0.00	3,070.73	0.00	0.61	0.00	3,070.73	1,929.27
6840- PROPERTY TAXES	500.00	0.00	19.72	0.00	0.04	0.00	19.72	480.28
6850- FEES & LICENSES	4,480.00	40.75	3,899.25	0.00	0.87	0.00	3,899.25	580.75

Fund
Revenue & Expense with Encumbrances

From 7/01/2022 to 1/31/2024

	Grant Budget	Current Month Actual	YTD Actual January 31, 2024	YTD Budget January 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
426 0 ALT. PYMT. PROG- CAPP								
6852- FINGERPRINT	500.00	0.00	590.25	0.00	1.18	0.00	590.25	(90.25)
6875- EMPLOYEE HEALTH & WELFARE	947.00	180.79	999.04	0.00	1.05	8.70	1,007.74	(60.74)
Total Other & Services	97,236.00	6,438.76	102,848.79	0.00	1.06	8.70	102,857.49	(5,621.49)
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	1,200.00	0.00	525.20	0.00	0.44	0.00	525.20	674.80
Travel-Out of Area	1,200.00	0.00	525.20	0.00	0.44	0.00	525.20	674.80
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	6,443,336.00	320,592.75	5,573,811.40	0.00	0.87	0.00	5,573,811.40	869,524.60
7245- DIRECT BENEFITS - STATE	0.00	669.60	1,962.70	0.00	0.00	0.00	1,962.70	(1,962.70)
Total Direct Benefits	6,443,336.00	321,262.35	5,575,774.10	0.00	0.87	0.00	5,575,774.10	867,561.90
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST ALLOCATION	651,439.00	32,989.35	556,441.96	0.00	0.85	0.00	556,441.96	94,997.04
Total Expenses	7,810,104.00	394,834.25	6,673,151.50	0.00	0.85	20,240.63	6,693,392.13	1,116,711.87
Excess Revenue Over (Under) Expenditures	0.00	1,345.04	0.00	0.00	0.00	(20,240.63)	(20,240.63)	20,240.63

**Child Care Alternative Payment Program
Stage2 Funds 427**

**Fiscal Year July thru June
as of 1/31/2024**

427 0 ALT. PYMT. PROG. C2AP	Grant Budget	Current Month Actual	YTD Actual January 31, 2024	YTD Budget January 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	330,867.00	2,473.91	16,422.88	0.00	(0.05)	0.00	16,422.88	314,444.12
4120- GRANT INCOME-STATE	876,828.00	121,221.65	798,254.41	0.00	(0.91)	0.00	798,254.41	78,573.59
Total Revenues	1,207,695.00	123,695.56	814,677.29	0.00	(0.67)	0.00	814,677.29	393,017.71
EXPENSES								
5010- SALARIES & WAGES	62,950.00	7,881.90	45,163.29	0.00	0.72	0.00	45,163.29	17,786.71
5020- ACCRUED VACATION PAY	4,800.00	434.95	2,384.94	0.00	0.50	0.00	2,384.94	2,415.06
Total Salaries	67,750.00	8,316.85	47,548.23	0.00	0.70	0.00	47,548.23	20,201.77
5112- HEALTH INSURANCE	3,403.00	164.36	1,508.16	0.00	0.44	0.00	1,508.16	1,894.84
5114- WORKER'S COMPENSATION	301.00	42.20	246.48	0.00	0.82	0.00	246.48	54.52
5116- PENSION	3,141.00	614.51	2,371.75	0.00	0.76	0.00	2,371.75	769.25
5122- FICA	5,550.00	638.30	3,740.11	0.00	0.67	0.00	3,740.11	1,809.89
5124- SUI	634.00	494.76	594.98	0.00	0.94	0.00	594.98	39.02
5130- ACCRUED VACATION FICA	160.00	11.49	74.35	0.00	0.46	0.00	74.35	85.65
Fringe Benefits	13,189.00	1,965.62	8,535.83	0.00	0.65	0.00	8,535.83	4,653.17
6110- OFFICE SUPPLIES	720.00	(78.75)	368.69	0.00	0.51	0.00	368.69	351.31
6112- DATA PROCESSING SUPPLIES	8,300.00	3,583.35	4,384.08	0.00	0.53	3,789.82	8,173.90	126.10
6170- POSTAGE & SHIPPING	1,170.00	23.86	1,013.95	0.00	0.87	0.00	1,013.95	156.05
Supplies	10,190.00	3,528.46	5,766.72	0.00	0.57	3,789.82	9,556.54	633.46
6180- EQUIPMENT RENTAL	1,044.00	67.88	467.23	0.00	0.45	0.00	467.23	576.77
6181- EQUIPMENT MAINTENANCE	580.00	36.83	317.92	0.00	0.55	0.00	317.92	262.08
6320- TELEPHONE	950.00	67.66	463.43	0.00	0.49	0.00	463.43	486.57
6410- RENT	11,331.00	886.92	6,007.92	0.00	0.53	0.00	6,007.92	5,323.08
6420- UTILITIES/ DISPOSAL	2,700.00	190.58	1,328.95	0.00	0.49	0.00	1,328.95	1,371.05
6440- PROPERTY INSURANCE	488.00	34.15	190.38	0.00	0.39	0.00	190.38	297.62
6555- MEDICAL SCREENING/DEAT/STAFF	36.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00
6610- GAS & OIL	45.00	0.00	4.55	0.00	0.10	0.00	4.55	40.45
6620- VEHICLE INSURANCE	200.00	22.61	108.45	0.00	0.54	0.00	108.45	91.55
6640- VEHICLE REPAIR & MAINTENANCE	36.00	8.19	11.62	0.00	0.32	0.00	11.62	24.38
6712- STAFF TRAVEL-LOCAL	0.00	0.00	3.48	0.00	0.00	0.00	3.48	(3.48)
6714- STAFF TRAVEL-OUT OF AREA	150.00	0.00	102.06	0.00	0.68	0.00	102.06	47.94
6722- PER DIEM - STAFF	0.00	0.00	14.96	0.00	0.00	0.00	14.96	(14.96)
6742- TRAINING - STAFF	660.00	0.00	424.20	0.00	0.64	0.00	424.20	235.80
6840- PROPERTY TAXES	9.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00
6850- FEES & LICENSES	945.00	14.50	83.57	0.00	0.09	0.00	83.57	861.43
6852- FINGERPRINT	90.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
6875- EMPLOYEE HEALTH & WELFARE	219.00	38.41	71.87	0.00	0.33	3.02	74.89	144.11
Total Other & Services	19,483.00	1,367.73	9,600.59	0.00	0.49	3.02	9,603.61	9,879.39
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	996,348.00	97,514.59	675,273.92	0.00	0.68	0.00	675,273.92	321,074.08
Direct Benefits	996,348.00	97,514.59	675,273.92	0.00	0.68	0.00	675,273.92	321,074.08

**Child Care Alternative Payment Program
Stage2 Funds 427**

**Fiscal Year July thru June
as of 1/31/2024**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2024	YTD Budget January 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
427 0 ALT. PYMT. PROG. C2AP								
9010- INDIRECT COST ALLOCATION	<u>100,735.00</u>	<u>10,317.41</u>	<u>67,952.00</u>	<u>0.00</u>	<u>0.67</u>	<u>0.00</u>	<u>67,952.00</u>	<u>32,783.00</u>
TOTAL EXPENSES	<u>1,207,695.00</u>	<u>123,010.66</u>	<u>814,677.29</u>	<u>0.00</u>	<u>0.67</u>	<u>3,792.84</u>	<u>818,470.13</u>	<u>389,224.87</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>684.90</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,792.84)</u>	<u>(3,792.84)</u>	<u>3,792.84</u>

**Child Care Alternative Payment Program
Stage 3 Funds 428**

**Fiscal Year July thru June
as of 1/31/2024**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2024	YTD Budget January 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
428 0 ALT. PYMT. PROG. C3AP								
Revenues								
4110- GRANT INCOME-FEDERAL	627,232.00	58,987.58	380,963.62	0.00	(0.61)	0.00	380,963.62	246,268.38
4120- GRANT INCOME-STATE	708,396.00	56,674.34	359,828.98	0.00	(0.51)	0.00	359,828.98	348,567.02
4315- CHILD CRE REVENUE-STATE	0.00	166.75	527.55	0.00	0.00	0.00	527.55	(527.55)
Total Revenues	1,335,628.00	115,828.67	741,320.15	0.00	(0.56)	0.00	741,320.15	594,307.85
EXPENSES								
5010- SALARIES & WAGES	71,112.00	4,394.73	32,628.21	0.00	0.46	0.00	32,628.21	38,483.79
5020- ACCRUED VACATION PAY	4,700.00	255.97	1,851.82	0.00	0.39	0.00	1,851.82	2,848.18
Total Salaries	75,812.00	4,650.70	34,480.03	0.00	0.45	0.00	34,480.03	41,331.97
5112- HEALTH INSURANCE	4,935.00	124.15	1,530.24	0.00	0.31	0.00	1,530.24	3,404.76
5114- WORKER'S COMPENSATION	304.00	23.00	176.43	0.00	0.58	0.00	176.43	127.57
5116- PENSION	3,467.00	310.10	1,730.26	0.00	0.50	0.00	1,730.26	1,736.74
5122- FICA	5,852.00	348.07	2,682.39	0.00	0.46	0.00	2,682.39	3,169.61
5124- SUI	655.00	269.78	343.98	0.00	0.53	0.00	343.98	311.02
5130- ACCRUED VACATION FICA	150.00	9.69	97.56	0.00	0.65	0.00	97.56	52.44
Fringe Benefits	15,363.00	1,084.79	6,560.86	0.00	0.43	0.00	6,560.86	8,802.14
6110- OFFICE SUPPLIES	990.00	(78.73)	368.70	0.00	0.37	0.00	368.70	621.30
6112- DATA PROCESSING SUPPLIES	9,100.00	3,609.41	4,048.03	0.00	0.44	4,180.20	8,228.23	871.77
6170- POSTAGE & SHIPPING	1,515.00	23.86	743.61	0.00	0.49	0.00	743.61	771.39
Supplies	11,605.00	3,554.54	5,160.34	0.00	0.44	4,180.20	9,340.54	2,264.46
6180- EQUIPMENT RENTAL	1,100.00	72.74	500.61	0.00	0.46	0.00	500.61	599.39
6181- EQUIPMENT MAINTENANCE	650.00	39.46	297.25	0.00	0.46	0.00	297.25	352.75
6320- TELEPHONE	525.00	43.53	302.76	0.00	0.58	0.00	302.76	222.24
6410- RENT	11,695.00	886.92	6,373.71	0.00	0.54	0.00	6,373.71	5,321.29
6420- UTILITIES/ DISPOSAL	2,700.00	190.58	1,410.25	0.00	0.52	0.00	1,410.25	1,289.75
6440- PROPERTY INSURANCE	715.00	34.15	194.23	0.00	0.27	0.00	194.23	520.77
6555- MEDICAL SCREENING/DEAT/STAFF	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6610- GAS & OIL	53.00	0.00	4.55	0.00	0.09	0.00	4.55	48.45
6620- VEHICLE INSURANCE	105.00	0.00	19.30	0.00	0.18	0.00	19.30	85.70
6640- VEHICLE REPAIR & MAINTENANCE	42.00	8.19	11.38	0.00	0.27	0.00	11.38	30.62
6712- STAFF TRAVEL-LOCAL	0.00	0.00	2.74	0.00	0.00	0.00	2.74	(2.74)
6714- STAFF TRAVEL-OUT OF AREA	150.00	0.00	80.67	0.00	0.54	0.00	80.67	69.33
6722- PER DIEM - STAFF	0.00	0.00	14.96	0.00	0.00	0.00	14.96	(14.96)
6742- TRAINING - STAFF	690.00	0.00	333.30	0.00	0.48	0.00	333.30	356.70
6840- PROPERTY TAXES	11.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00
6850- FEES & LICENSES	828.00	14.23	77.32	0.00	0.09	0.00	77.32	750.68
6852- FINGERPRINT	105.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00
6875- EMPLOYEE HEALTH & WELFARE	139.00	38.54	73.16	0.00	0.53	3.12	76.28	62.72
Total Other & Services	19,550.00	1,328.34	9,696.19	0.00	0.50	3.12	9,699.31	9,850.69
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,101,893.00	95,088.27	623,105.88	0.00	0.57	0.00	623,105.88	478,787.12

**Child Care Alternative Payment Program
Stage 3 Funds 428**

**Fiscal Year July thru June
as of 1/31/2024**

	Grant Budget	Current Month Actual	YTD Actual January 31, 2024	YTD Budget January 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
428 0 ALT. PYMT. PROG. C3AP	0.00	166.75	527.55	0.00	0.00	0.00	527.55	(527.55)
7245- DIRECT BENEFITS - STATE								
Direct Benefits	1,101,893.00	95,255.02	623,633.43	0.00	0.57	0.00	623,633.43	478,259.57
9010- INDIRECT COST ALLOCATION	111,405.00	9,647.33	61,789.30	0.00	0.55	0.00	61,789.30	49,615.70
TOTAL EXPENSES	1,335,628.00	115,520.72	741,320.15	0.00	0.56	4,183.32	745,503.47	590,124.53
Excess Revenue Over (Under) Expenditures	0.00	307.95	0.00	0.00	0.00	(4,183.32)	(4,183.32)	4,183.32

Fiscal Year July 23- June 24
February 29, 2024

<u>426 0 ALT. PYMT. PROG- CAPP</u>	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>% Spent</u>	<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>February 29, 2024</u>	<u>February 29, 2024</u>		<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>						
Revenues								
4110- GRANT INCOME-FEDERAL	4970513.00	245515.65	4985427.75	0.00	(1.00)	0.00	4985427.75	(14914.75)
4120- GRANT INCOME-STATE	2839591.00	138102.55	2068550.25	0.00	(0.73)	0.00	2068550.25	771040.75
4315- CHILD CRE REVENUE-STATE	0.00	467.50	2430.20	0.00	0.00	0.00	2430.20	(2430.20)
4320- INTEREST INCOME	0.00	0.00	829.00	0.00	0.00	0.00	829.00	(829.00)
Total Revenues	7810104.00	384085.70	7057237.20	0.00	(0.90)	0.00	7057237.20	752866.80
Expenses								
5010- SALARIES & WAGES	421564.00	23968.69	340283.08	0.00	0.81	0.00	340283.08	81280.92
5020- ACCRUED VACATION PAY	28030.00	1321.33	16273.45	0.00	0.58	0.00	16273.45	11756.55
Total Salaries	449594.00	25290.02	356556.53	0.00	0.79	0.00	356556.53	93037.47
5112- HEALTH INSURANCE	48391.00	564.34	21629.53	0.00	0.45	0.00	21629.53	26761.47
5114- WORKER'S COMPENSATION	5629.00	120.04	1400.89	0.00	0.25	0.00	1400.89	4228.11
5116- PENSION	23939.00	1542.44	18656.71	0.00	0.78	0.00	18656.71	5282.29
5122- FICA	35488.00	1821.53	27022.07	0.00	0.76	0.00	27022.07	8465.93
5124- SUI	2651.00	695.72	3903.49	0.00	1.47	0.00	3903.49	(1252.49)
5130- ACCRUED VACATION FICA	421.00	95.23	466.00	0.00	1.11	0.00	466.00	(45.00)
Total Fringe Benefits	116519.00	4839.30	73078.69	0.00	0.63	0.00	73078.69	43440.31
6110- OFFICE SUPPLIES	9680.00	0.00	4352.36	0.00	0.45	0.00	4352.36	5327.64
6112- DATA PROCESSING SUPPLIES	26000.00	1171.47	33027.42	0.00	1.27	22180.50	55207.92	(29207.92)
6130- PROGRAM SUPPLIES	6700.00	432.75	2308.73	0.00	0.34	374.30	2683.03	4016.97
6143- FURNISHINGS	1500.00	0.00	0.00	0.00	0.00	0.00	0.00	1500.00
6170- POSTAGE & SHIPPING	6900.00	0.00	6629.88	0.00	0.96	0.00	6629.88	270.12
Total Supplies	50780.00	1604.22	46318.39	0.00	0.91	22554.80	68873.19	(18093.19)
6180- EQUIPMENT RENTAL	6610.00	344.29	6207.50	0.00	0.94	0.00	6207.50	402.50
6181- EQUIPMENT MAINTENANCE	4046.00	168.95	2816.15	0.00	0.70	0.00	2816.15	1229.85
6310- PRINTING & PUBLICATIONS	0.00	425.06	425.06	0.00	0.00	73.07	498.13	(498.13)
6312- ADVERTISING & PROMOTION	490.00	52.65	52.65	0.00	0.11	0.00	52.65	437.35
6320- TELEPHONE	1844.00	115.55	2074.96	0.00	1.13	0.00	2074.96	(230.96)
6410- RENT	39865.00	4935.33	70155.93	0.00	1.76	0.00	70155.93	(30290.93)
6420- UTILITIES/ DISPOSAL	14534.00	927.48	14319.86	0.00	0.99	0.00	14319.86	214.14
6432- BUILDING REPAIRS/ MAINTENANCE	6050.00	3598.78	3601.65	0.00	0.60	0.00	3601.65	2448.35
6436- PEST CONTROL	12.00	0.70	8.22	0.00	0.69	0.00	8.22	3.78
6437- BURGLAR & FIRE ALARM	10.00	0.50	8.28	0.00	0.83	0.00	8.28	1.72
6440- PROPERTY INSURANCE	1258.00	167.46	1747.87	0.00	1.39	0.00	1747.87	(489.87)
6520- CONSULTANTS	1400.00	0.00	0.00	0.00	0.00	0.00	0.00	1400.00
6530- LEGAL	4000.00	0.00	3046.88	0.00	0.76	0.00	3046.88	953.12
6555- MEDICAL SCREENING/DEAT/STAFF	1690.00	145.00	385.00	0.00	0.23	0.00	385.00	1305.00
6610- GAS & OIL	400.00	0.00	59.44	0.00	0.15	0.00	59.44	340.56
6620- VEHICLE INSURANCE	400.00	22.61	435.26	0.00	1.09	0.00	435.26	(35.26)

Fiscal Year July 23 - June 24
February 29, 2024

<u>426 0 ALT. PYMT. PROG- CAPP</u>	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
	<u>Budget</u>	<u>Month</u> <u>Actual</u>	<u>February 29, 2024</u>	<u>February 29, 2024</u>				
6640- VEHICLE REPAIR & MAINTENANCE	400.00	0.00	278.55	0.00	0.70	0.00	278.55	121.45
6712- STAFF TRAVEL-LOCAL	800.00	0.00	12.45	0.00	0.02	0.00	12.45	787.55
6722- PER DIEM - STAFF	2000.00	0.00	73.44	0.00	0.04	0.00	73.44	1926.56
6742- TRAINING - STAFF	5000.00	0.00	3070.73	0.00	0.61	0.00	3070.73	1929.27
6840- PROPERTY TAXES	500.00	0.00	19.72	0.00	0.04	0.00	19.72	480.28
6850- FEES & LICENSES	4480.00	1.00	3900.25	0.00	0.87	0.00	3900.25	579.75
6852- FINGERPRINT	500.00	17.00	607.25	0.00	1.21	0.00	607.25	(107.25)
6875- EMPLOYEE HEALTH & WELFARE	947.00	25.16	1024.20	0.00	1.08	0.00	1024.20	(77.20)
Total Other & Services	97236.00	10947.52	114331.30	0.00	1.18	73.07	114404.37	(17168.37)
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	1200.00	0.00	525.20	0.00	0.44	0.00	525.20	674.80
Travel-Out of Area	1200.00	0.00	525.20	0.00	0.44	0.00	525.20	674.80
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	6443336.00	301746.04	5875557.44	0.00	0.91	0.00	5875557.44	567778.56
7245- DIRECT BENEFITS - STATE	0.00	467.50	2430.20	0.00	0.00	0.00	2430.20	(2430.20)
Total Direct Benefits	6443336.00	302213.54	5877987.64	0.00	0.91	0.00	5877987.64	565348.36
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST ALLOCATION	651439.00	31997.49	588439.45	0.00	0.90	0.00	588439.45	62999.55
Total Expenses	7,810,104.00	376,892.09	7,057,237.20	0.00	0.90	22,627.87	7,079,865.07	730,238.93

Fiscal Year July 23- June 24
February 29, 2024

<u>427 0 ALT. PYMT. PROG. C2AP</u>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>February 29, 2024</u>	<u>YTD Budget</u> <u>February 29, 2024</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	330867.00	8686.35	25109.23	0.00	(0.08)	0.00	25109.23	305757.77
4120- GRANT INCOME-STATE	876828.00	99892.98	898147.39	0.00	(1.02)	0.00	898147.39	(21319.39)
Total Revenues	1207695.00	108579.33	923256.62	0.00	(0.76)	0.00	923256.62	284438.38
EXPENSES								
5010- SALARIES & WAGES	62950.00	8077.44	49420.53	0.00	0.79	0.00	49420.53	13529.47
5020- ACCRUED VACATION PAY	4800.00	428.82	2644.50	0.00	0.55	0.00	2644.50	2155.50
Total Salaries	67750.00	8506.26	52065.03	0.00	0.77	0.00	52065.03	15684.97
5112- HEALTH INSURANCE	2603.00	67.13	1566.42	0.00	0.60	0.00	1566.42	1036.58
5114- WORKER'S COMPENSATION	601.00	42.19	268.89	0.00	0.45	0.00	268.89	332.11
5116- PENSION	3141.00	541.85	2725.27	0.00	0.87	0.00	2725.27	415.73
5122- FICA	5550.00	640.87	4077.94	0.00	0.73	0.00	4077.94	1472.06
5124- SUI	1134.00	316.77	796.18	0.00	0.70	0.00	796.18	337.82
5130- ACCRUED VACATION FICA	160.00	29.35	90.75	0.00	0.57	0.00	90.75	69.25
Fringe Benefits	13189.00	1638.16	9525.45	0.00	0.72	0.00	9525.45	3663.55
6110- OFFICE SUPPLIES	520.00	0.00	373.54	0.00	0.72	0.00	373.54	146.46
6112- DATA PROCESSING SUPPLIES	8500.00	310.49	4694.57	0.00	0.55	4189.57	8884.14	(384.14)
6130- PROGRAM SUPPLIES	300.00	78.14	78.14	0.00	0.26	76.25	154.39	145.61
6143- FURNISHINGS	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6170- POSTAGE & SHIPPING	1920.00	0.00	1013.95	0.00	0.53	0.00	1013.95	906.05
Supplies	11840.00	388.63	6160.20	0.00	0.52	4265.82	10426.02	1413.98
6180- EQUIPMENT RENTAL	831.00	67.88	535.11	0.00	0.64	0.00	535.11	295.89
6181- EQUIPMENT MAINTENANCE	580.00	33.32	351.24	0.00	0.61	0.00	351.24	228.76
6310- PRINTING & PUBLICATIONS	102.00	86.59	86.59	0.00	0.85	14.89	101.48	0.52
6312- ADVERTISING & PROMOTION	10.00	9.51	9.51	0.00	0.95	0.00	9.51	0.49
6320- TELEPHONE	875.00	67.62	531.05	0.00	0.61	0.00	531.05	343.95
6410- RENT	10876.00	995.19	7111.38	0.00	0.65	0.00	7111.38	3764.62
6420- UTILITIES/ DISPOSAL	2200.00	188.24	1517.19	0.00	0.69	0.00	1517.19	682.81
6432- BUILDING REPAIRS/ MAINTENANCE	770.00	733.09	733.09	0.00	0.95	0.00	733.09	36.91
6440- PROPERTY INSURANCE	388.00	34.15	224.53	0.00	0.58	0.00	224.53	163.47
6610- GAS & OIL	15.00	0.00	4.55	0.00	0.30	0.00	4.55	10.45
6620- VEHICLE INSURANCE	222.00	22.61	131.06	0.00	0.59	0.00	131.06	90.94
6640- VEHICLE REPAIR & MAINTENANCE	36.00	0.00	11.62	0.00	0.32	0.00	11.62	24.38
6712- STAFF TRAVEL-LOCAL	5.00	0.00	3.48	0.00	0.70	0.00	3.48	1.52
6714- STAFF TRAVEL-OUT OF AREA	150.00	0.00	102.06	0.00	0.68	0.00	102.06	47.94

Fiscal Year July 23- June 24
February 29, 2024

<u>427 0 ALT. PYMT. PROG. C2AP</u>	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>% Spent</u>	<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>February 29, 2024</u>	<u>February 29, 2024</u>		<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
6722- PER DIEM - STAFF	15.00	0.00	14.96	0.00	1.00	0.00	14.96	0.04
6742- TRAINING - STAFF	435.00	0.00	424.20	0.00	0.98	0.00	424.20	10.80
6840- PROPERTY TAXES	9.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00
6850- FEES & LICENSES	95.00	0.00	83.57	0.00	0.88	0.00	83.57	11.43
6875- EMPLOYEE HEALTH & WELFARE	219.00	8.72	80.59	0.00	0.37	0.00	80.59	138.41
Total Other & Services	17833.00	2246.92	11955.78	0.00	0.67	14.89	11970.67	5862.33
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	996348.00	91267.67	766541.59	0.00	0.77	0.00	766541.59	229806.41
Direct Benefits	996348.00	91267.67	766541.59	0.00	0.77	0.00	766541.59	229806.41
9010- INDIRECT COST ALLOCATION	100735.00	9056.57	77008.57	0.00	0.76	0.00	77008.57	23726.43
TOTAL EXPENSES	1,207,695.00	113,104.21	923,256.62	0.00	0.76	4,280.71	927,537.33	280,157.67

Fiscal Year July 23-June 24
February 29, 2024

<u>428 0 ALT. PYMT. PROG. C3AP</u>	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>% Spent</u>	<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>February 29, 2024</u>	<u>February 29, 2024</u>		<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>						
Revenues								
4110- GRANT INCOME-FEDERAL	627232.00	52806.27	433769.89	0.00	(0.69)	0.00	433769.89	193462.11
4120- GRANT INCOME-STATE	708396.00	50735.43	410564.41	0.00	(0.58)	0.00	410564.41	297831.59
4315- CHILD CRE REVENUE-STATE	0.00	139.70	667.25	0.00	0.00	0.00	667.25	(667.25)
Total Revenues	1335628.00	103681.40	845001.55	0.00	(0.63)	0.00	845001.55	490626.45
EXPENSES								
5010- SALARIES & WAGES	70749.00	5222.75	37850.96	0.00	0.54	0.00	37850.96	32898.04
5020- ACCRUED VACATION PAY	4700.00	284.58	2136.40	0.00	0.45	0.00	2136.40	2563.60
Total Salaries	75449.00	5507.33	39987.36	0.00	0.53	0.00	39987.36	35461.64
5112- HEALTH INSURANCE	3685.00	74.67	1604.91	0.00	0.44	0.00	1604.91	2080.09
5114- WORKER'S COMPENSATION	304.00	26.86	203.29	0.00	0.67	0.00	203.29	100.71
5116- PENSION	3967.00	389.57	2119.84	0.00	0.53	0.00	2119.84	1847.16
5122- FICA	5852.00	408.80	3091.19	0.00	0.53	0.00	3091.19	2760.81
5124- SUI	1305.00	171.73	515.71	0.00	0.40	0.00	515.71	789.29
5130- ACCRUED VACATION FICA	250.00	19.22	116.78	0.00	0.47	0.00	116.78	133.22
Fringe Benefits	15363.00	1090.85	7651.72	0.00	0.50	0.00	7651.72	7711.28
6110- OFFICE SUPPLIES	690.00	0.00	373.89	0.00	0.54	0.00	373.89	316.11
6112- DATA PROCESSING SUPPLIES	9100.00	253.48	4301.51	0.00	0.47	4576.57	8878.08	221.92
6130- PROGRAM SUPPLIES	300.00	90.16	90.16	0.00	0.30	76.24	166.40	133.60
6143- FURNISHINGS	1000.00	0.00	0.00	0.00	0.00	0.00	0.00	1000.00
6170- POSTAGE & SHIPPING	1615.00	0.00	743.61	0.00	0.46	0.00	743.61	871.39
Supplies	12705.00	343.64	5509.17	0.00	0.43	4652.81	10161.98	2543.02
6180- EQUIPMENT RENTAL	900.00	72.74	573.35	0.00	0.64	0.00	573.35	326.65
6181- EQUIPMENT MAINTENANCE	650.00	35.69	332.94	0.00	0.51	0.00	332.94	317.06
6310- PRINTING & PUBLICATIONS	130.00	86.59	86.59	0.00	0.67	14.88	101.47	28.53
6312- ADVERTISING & PROMOTION	20.00	10.96	10.96	0.00	0.55	0.00	10.96	9.04
6320- TELEPHONE	775.00	43.52	346.28	0.00	0.45	0.00	346.28	428.72
6410- RENT	11458.00	995.19	7477.17	0.00	0.65	0.00	7477.17	3980.83
6420- UTILITIES/ DISPOSAL	2300.00	188.25	1598.50	0.00	0.70	0.00	1598.50	701.50
6432- BUILDING REPAIRS/ MAINTENANCE	805.00	733.08	733.08	0.00	0.91	0.00	733.08	71.92
6440- PROPERTY INSURANCE	415.00	34.15	228.38	0.00	0.55	0.00	228.38	186.62
6555- MEDICAL SCREENING/DEAT/STAFF	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6610- GAS & OIL	13.00	0.00	4.55	0.00	0.35	0.00	4.55	8.45
6620- VEHICLE INSURANCE	105.00	0.00	19.30	0.00	0.18	0.00	19.30	85.70
6640- VEHICLE REPAIR & MAINTENANCE	42.00	0.00	11.38	0.00	0.27	0.00	11.38	30.62
6712- STAFF TRAVEL-LOCAL	5.00	0.00	2.74	0.00	0.55	0.00	2.74	2.26
6714- STAFF TRAVEL-OUT OF AREA	150.00	0.00	80.67	0.00	0.54	0.00	80.67	69.33
6722- PER DIEM - STAFF	35.00	0.00	14.96	0.00	0.43	0.00	14.96	20.04

Fiscal Year July 23-June 24
February 29, 2024

<u>428 0 ALT. PYMT. PROG. C3AP</u>	<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>February 29, 2024</u>	<u>February 29, 2024</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>						
6742- TRAINING - STAFF	690.00	0.00	333.30	0.00	0.48	0.00	333.30	356.70
6840- PROPERTY TAXES	11.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00
6850- FEES & LICENSES	128.00	0.00	77.32	0.00	0.60	0.00	77.32	50.68
6875- EMPLOYEE HEALTH & WELFARE	139.00	9.02	82.18	0.00	0.59	0.00	82.18	56.82
Total Other & Services	18813.00	2209.19	12013.65	0.00	0.64	14.88	12028.53	6784.47
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1101893.00	85640.84	708746.72	0.00	0.64	0.00	708746.72	393146.28
7245- DIRECT BENEFITS - STATE	0.00	139.70	667.25	0.00	0.00	0.00	667.25	(667.25)
Direct Benefits	1101893.00	85780.54	709413.97	0.00	0.64	0.00	709413.97	392479.03
9010- INDIRECT COST ALLOCATION	111405.00	8636.38	70425.68	0.00	0.63	0.00	70425.68	40979.32
TOTAL EXPENSES	1335628.00	103567.93	845001.55	0.00	0.63	4667.69	849669.24	485958.76

Madera Regional Head Start
Budget to Actual
As of January 31, 2024

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
Revenues										
4110- GRANT INCOME-FEDERAL	\$ 4,522,453	293,595.42	2,633,178.05	2,339,582.63	(177,628.44)	2,810,806.49	64%	270,213.77	2,903,391.82	1,619,061.18
4210- DONATIONS		-					0%		-	-
4220- IN KIND CONTRIBUTIONS	\$ 1,065,680	328,390.32	564,755.08	236,364.76	(97,587.92)	662,343.00	53%	-	564,755.08	500,924.92
4330- SALE OF ASSETS		-					0%	-	-	-
4350- RENTAL INCOME		-					0%	-	-	-
4390- MISC INCOME		-					0%	-	-	-
Total Revenues	\$ 5,588,133	621,985.74	3,197,933.13	2,575,947.39	(275,216.36)	3,473,149.49	57%	270,213.77	3,468,146.90	2,119,986.10
5010 SALARIES & WAGES	\$ 1,881,822	183,177.73	1,351,525.35	1,168,347.62	235,197.39	1,116,327.96	72%	-	1,351,525.35	530,296.65
5019- SALARIES & WAGES C19		-					0%		-	-
5020 ACCRUED VACATION PAY	\$ 165,044	14,754.59	77,940.94	63,186.35	(17,828.60)	95,769.54	47%	-	77,940.94	87,103.06
5112 HEALTH INSURANCE	\$ 243,590	31,767.22	126,086.19	94,318.97	(23,419.81)	149,506.00	52%	-	126,086.19	117,503.81
5114 WORKER'S COMPENSATION	\$ 60,743	7,602.70	34,964.52	27,361.82	(1,005.77)	35,970.29	58%	-	34,964.52	25,778.48
5115- Worker's Compensation C19		-					0%		-	-
5116 PENSION	\$ 116,609	11,055.47	59,279.24	48,223.77	(9,672.57)	68,951.81	51%	-	59,279.24	57,329.76
5117- Pension C19		-					0%		-	-
5121- FICA C19		-					0%		-	-
5122 FICA	\$ 145,245	18,369.53	107,837.93	89,468.40	21,676.19	86,161.74	74%	-	107,837.93	37,407.07
5123- SUI C19		-					0%		-	-
5124 SUI	\$ 30,608	15,136.66	17,686.82	2,550.16	(97.23)	17,784.05	58%	-	17,686.82	12,921.18
5130 ACCRUED VACATION FRINGE	\$ 12,802	1,128.76	6,091.72	4,962.96	(1,332.34)	7,424.06	48%	-	6,091.72	6,710.28
6110 OFFICE SUPPLIES	\$ 32,172	855.53	8,959.20	8,103.67	(11,604.80)	20,564.00	33%	1,753.97	10,713.17	21,458.83
6112 DATA PROCESSING	\$ 85,000	9,133.08	33,876.07	24,742.99	(20,379.93)	54,256.00	42%	1,938.31	35,814.38	49,185.62
6121 FOOD	\$ 20,000	1,623.53	7,733.25	6,109.72	(1,266.75)	9,000.00	39%	-	7,733.25	12,266.75
6122 KITCHEN SUPPLIES		-	644.61	644.61	(2,355.39)	3,000.00	0%	-	644.61	(644.61)
6130 PROGRAM SUPPLIES	\$ 100,000	5,670.33	30,692.46	25,022.13	(30,855.54)	61,548.00	36%	5,243.90	35,936.36	64,063.64
6132 MEDICAL & DENTAL SUPPLIES	\$ 11,349	1,168.59	3,158.32	1,989.73	(3,650.68)	6,809.00	32%	467.53	3,625.85	7,723.15
6134 INSTRUCTIONAL SUPPLIES	\$ 22,000	907.36	16,189.62	15,282.26	2,493.62	13,696.00	81%	1,567.19	17,756.81	4,243.19
6140 CUSTODIAL SUPPLIES	\$ 30,000	624.39	15,359.10	14,734.71	(3,128.90)	18,488.00	51%	-	15,359.10	14,640.90
6142 LINEN/LAUNDRY		-					0%		-	-
6150 UNIFORM RENTAL/PURCHASE	\$ 300	150.00	150.00	-	(150.00)	300.00	50%	-	150.00	150.00
6170 POSTAGE & SHIPPING	\$ 900	47.14	434.88	387.74	(165.12)	600.00	48%	-	434.88	465.12
6180 EQUIPMENT RENTAL	\$ 25,000	1,300.78	17,110.91	15,810.13	1,690.91	15,420.00	68%	-	17,110.91	7,889.09
6181 EQUIPMENT MAINTENANCE	\$ 18,000	1,228.77	12,511.37	11,282.60	1,615.37	10,896.00	70%	-	12,511.37	5,488.63
6221 EQUIPMENT OVER >\$5000	\$ 164,000	-	66,785.38	66,785.38	(97,214.62)	164,000.00	85%	72,028.83	138,814.21	25,185.79
6231- BUILDING RENOVATION		-					0%		-	-
6310 PRINTING & PUBLICATIONS	\$ 5,000	-	11,090.00	11,090.00	7,340.00	3,750.00	251%	1,460.32	12,550.32	(7,550.32)
6312 ADVERTISING & PROMOTION	\$ 3,000	-	-	-	(1,800.00)	1,800.00	0%	-	-	3,000.00
6320 TELEPHONE	\$ 150,000	(92,832.70)	8,120.34	100,953.04	(91,855.66)	99,976.00	5%	-	8,120.34	141,879.66
6410 RENT	\$ 250,000	18,769.75	147,179.25	128,409.50	(19,486.75)	166,666.00	59%	-	147,179.25	102,820.75
6420 UTILITIES/ DISPOSAL	\$ 120,000	6,390.37	76,100.67	69,710.30	(3,899.33)	80,000.00	63%	-	76,100.67	43,899.33
6432 BUILDING REPAIRS/ MAINTEN	\$ 156,000	10,663.04	35,411.13	24,748.09	(68,588.87)	104,000.00	89%	103,291.31	138,702.44	17,297.56
6433 GROUNDS MAINTENANCE	\$ 30,000	1,950.00	27,602.67	25,652.67	7,602.67	20,000.00	229%	41,176.26	68,778.93	(38,778.93)
6435 BUILDING IMPROVEMENTS		-					0%		-	-
6436 PEST CONTROL	\$ 7,700	673.15	5,298.64	4,625.49	165.60	5,133.04	69%	-	5,298.64	2,401.36
6437 BURGLAR & FIRE ALARM	\$ 4,000	108.99	3,105.08	2,996.09	342.08	2,763.00	78%	-	3,105.08	894.92
6440 PROPERTY INSURANCE	\$ 10,020	4,771.36	9,459.24	4,687.88	2,779.24	6,680.00	94%	-	9,459.24	560.76
6520 CONSULTANTS		844.42	7,600.46	6,756.04	7,600.46	-	0%	18,611.38	26,211.84	(26,211.84)
6522 CONSULTANT EXPENSES		53.60	711.33	657.73	711.33	-	0%	-	711.33	(711.33)
6524 CONTRACTS	\$ 63,400	-	2,075.04	2,075.04	2,075.04	-	3%	-	2,075.04	61,324.96
6530 LEGAL	\$ 10,000	-	4,910.00	4,910.00	(3,090.00)	8,000.00	49%	-	4,910.00	5,090.00
6540 CUSTODIAL SERVICES	\$ 22,000	840.00	6,637.00	5,797.00	(8,029.64)	14,666.64	30%	-	6,637.00	15,363.00
6555 MEDICAL SCREENING/DEAT/ST	\$ 4,000	325.00	2,970.00	2,645.00	170.00	2,800.00	74%	-	2,970.00	1,030.00
6562 MEDICAL EXAM		-					0%		-	-
6564 MEDICAL FOLLOW-UP		-					0%		-	-

Madera Regional Head Start
Budget to Actual
As of January 31, 2024

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
6566 DENTAL EXAM		-			-		0%			-
6568 DENTAL FOLLOW-UP		-			-		0%			-
6610 GAS & OIL	\$ 10,000	1,151.58	8,724.23	7,572.65	2,060.23	6,664.00	87%	-	8,724.23	1,275.77
6620 VEHICLE INSURANCE	\$ 17,000	7,129.40	13,767.44	6,638.04	2,431.44	11,336.00	81%	-	13,767.44	3,232.56
6640 VEHICLE REPAIR & MAINTENA	\$ 18,000	819.26	6,541.46	5,722.20	(5,458.54)	12,000.00	36%	-	6,541.46	11,458.54
6712 STAFF TRAVEL-LOCAL	\$ 7,500	210.26	1,992.94	1,782.68	(2,571.06)	4,564.00	27%	-	1,992.94	5,507.06
6714 STAFF TRAVEL-OUT OF AREA	\$ 16,580	-	577.53	577.53	(7,712.47)	8,290.00	3%	-	577.53	16,002.47
6722 PER DIEM - STAFF	\$ 1,680	-	-	-	(840.00)	840.00	0%	-	-	1,680.00
6724 PER DIEM - PARENT		-			-		0%			-
6730 VOLUNTEER TRAVEL		-			-		0%			-
6742 TRAINING - STAFF	\$ 22,000	217.00	4,387.00	4,170.00	(3,613.00)	8,000.00	20%	-	4,387.00	17,613.00
6744 TRAINING VOLUNTEERS		-			-		0%			-
6746 TRAINING PARENTS		-			-		0%			-
6748 EDUCATION REIMBURSEMENT	\$ 20,000	-	-	-	(30,000.00)	30,000.00	0%	-	-	20,000.00
6750 FIELD TRIPS	\$ 2,800	-	-	-	(2,800.00)	2,800.00	0%	-	-	2,800.00
6810 BANK CHARGES		-			-		0%			-
6820 INTEREST CHARGES							0%			
6832 LIABILITY INSURANCE	\$ 360	28.06	223.22	195.16	(16.78)	240.00	62%	-	223.22	136.78
6834 STUDENT ACTIVITY INSURANC	\$ 2,230	237.05	1,867.60	1,630.55	529.60	1,338.00	84%	-	1,867.60	362.40
6840 PROPERTY TAXES	\$ 42	-	-	-	(42.00)	42.00	0%	-	-	42.00
6850 FEES & LICENSES	\$ 10,000	574.35	33,415.49	32,841.14	26,751.49	6,664.00	334%	-	33,415.49	(23,415.49)
6851 CPR FEES		-			-		0%			-
6852 FINGER PRINTING	\$ 2,000	1.50	843.00	841.50	(657.00)	1,500.00	42%	-	843.00	1,157.00
6860 DEPRECIATION EXPENSE							0%			
6870 EMPLOYEE RECOGNITION		-			-		0%			-
6875- EMPLOYEE HEALTH & WELFARE COSTS	\$ 15,000	171.44	1,758.86	1,587.42	(13,241.14)	15,000.00	13%	136.32	1,895.18	13,104.82
6880 VOLUNTEER RECONGNITION		-			-		0%			-
6892 CASH SHORT / OVER		-			-		0%			-
7110 PARENT ACTIVITIES		-			-		0%			-
7111 PARENT MILEAGE	\$ 550	77.04	126.17	49.13	(203.83)	330.00	23%	-	126.17	423.83
7112 PARENT INVOLVEMENT	\$ 9,120	5.63	612.30	606.67	(4,859.70)	5,472.00	7%	-	612.30	8,507.70
7114 PPC ALLOWANCE		225.00	990.00	765.00	(1,260.00)	2,250.00	0%	-	990.00	(990.00)
7115 PPC FOOD ALLOWANCE		-			-		0%			-
7116 POLICY COUN. FOOD ALLOWAN	\$ 3,750	-			-		0%			3,750.00
8110 IN KIND SALARIES	\$ 60,628	269,323.04	407,342.68	138,019.64	369,661.68	37,681.00	672%	-	407,342.68	(346,714.68)
8120 IN KIND RENT	\$ 318,251	59,067.28	157,412.40	98,345.12	(40,387.60)	197,800.00	49%	-	157,412.40	160,838.60
8130 IN KIND - STATE	\$ 686,801	-	-	-	(426,862.00)	426,862.00	0%	-	-	686,801.00
9010 INDIRECT COST ALLOCATION	\$ 363,537	24,488.71	214,062.08	189,573.37	(6,707.28)	220,769.36	65%	22,538.45	236,600.53	126,936.47
Total Expenses	\$ 5,588,133	621,985.74	3,197,933.13	2,575,947.39	(275,216.36)	3,473,149.49	62%	270,213.77	3,468,146.90	2,119,986.10
Excess Revenue Over (Under) Expenditures	\$ -	-	-	-	-	-	-	-	-	-
		269,106.71	2,352,330.59	2,083,223.88						
		24,488.71	214,062.08	189,573.37		9.10%				
								ADMINISTRATIVE EXPENSES		\$340,523.18
								PERCENT ADMINISTATIVE		10.54%
								LIMIT IS 15%		
								YTD Contract %		68.85%

CAPMC
Work Related Injuries Report - February 2024
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
------------------	-----------------	----------------	-----	-----	-------------	-----------	----------

Medcor: Self Treat First Aid

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Instructional Aide I/ Janitor	Chowchilla	Contusion	2/15/2024	10:00 AM	EE was in the playground with children and child head-butted EE on the middle of her stomach.	0	2/15/24: Called Medcor; self-care/first aid.
Instructional Aide I/ Janitor	Chowchilla	Bite	2/26/2024	10:18 AM	EE was changing a child when the child bit EE's stomach.	0	2/26/24: Called Medcor-self-treat/first aid.

Claims

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
------------------	-----------------	----------------	-----	-----	-------------	-----------	----------

Up To Date Injuries: January 2024 to December 2024

() Hand Injuries	() Feet Injuries	() Chest Injuries					
(1) Back Injuries	() Eye Injuries	() Neck Injuries	() Bottom				
(2) Knee Injuries	() Leg Injuries	() Head Injuries	(1) Hip				
() Arm Injuries	() Wrist Injuries	() Ankle Injuries					
() Elbow Injuries	() Burn Injuries	() Respiratory Injuries					
(1) Shoulder Injuries	(2) Abdomen Injuries	(1) Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					

CAPMC
Work Related Injuries Report - March 2024
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
------------------	-----------------	----------------	-----	-----	-------------	-----------	----------

Medcor: Self Treat First Aid

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
------------------	-----------------	----------------	-----	-----	-------------	-----------	----------

Advocate III / ERSEA Specialist	Pine/Howard	Soreness	3/25/2024	1:20 PM	EE was traveling from the childcare center to the administrative office. When EE was passing through an intersection, another vehicle ran the traffic light and collided with EE on the passenger side of EE's vehicle. EE felt soreness on both shoulders and chest area.	0	03/25/24: Called Medcor; self-care/first aid.
---------------------------------	-------------	----------	-----------	---------	--	---	---

Claims

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
------------------	-----------------	----------------	-----	-----	-------------	-----------	----------

Food Service Worker I	Eastside	Contusion	3/20/2024	8:29 AM	EE was loading kitchen equipment into the back of the agency van. When EE pulled the latch to close the door, the latch struck EE on the top left side of head causing a headache and contusion.	2	3/20/24: Called Medcor, went to Concentra to seek treatment. EE placed on modified duties. The Agency cannot accommodate. EE placed on w/c leave.
-----------------------	----------	-----------	-----------	---------	--	---	---

Up To Date Injuries: January 2024 to December 2024

() Hand Injuries	() Feet Injuries	(1) Chest Injuries		
(1) Back Injuries	() Eye Injuries	() Neck Injuries	() Bottom	
(2) Knee Injuries	() Leg Injuries	(1) Head Injuries	(1) Hip	
() Arm Injuries	() Wrist Injuries	() Ankle Injuries		
() Elbow Injuries	() Burn Injuries	() Respiratory Injuries		
(2) Shoulder Injuries	(2) Abdomen Injuries	(2) Face Injuries		

DOI: DATE OF INJURY

TOI: TIME OF INJURY



BOARD OF DIRECTORS 2024 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez	Department of Social Services	X	P	-									
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	P	-									
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	-									
Steve Montes A: Anita Evans	Madera City Council	P	P	-									
Jeff Troost	Chowchilla City Council	P	X	-									
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	-									
Otilia Vasquez	Head Start Policy Council	P	P	-									
Donald Holley	Community Affairs	P	P	-									
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	P	-									
Molly Hernandez	Early Childhood Education & Development	P	X	-									
Low-Income Target Area Officials													
Martha Garcia	Central Madera/Alpha	X	X	-									
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P	P	-									
Richard Gutierrez	Eastside/Parksdale	P	P	-									
Diana Plamer <i>(Seated on 1/11/2024)</i>	Fairmead/Chowchilla	P	P	-									
Aurora Flores	Monroe/Washington	X	X	-									
<i>Total Directors</i>		11/14	11/15	-									

STAFFING CHANGES
February 3, 2024 - April 2, 2024
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61450	Program Assistant / Clerk Typist II	Gill - Human Resources	2/13/2024	40	Open Position
61446	Family Services Associate I	Gill - Alternative Payment Program & Resource & Referral	3/11/2024	80	Open Position
61449	Family Services Associate III	Gill - Alternative Payment Program & Resource & Referral	3/7/2024	80	Open Position
61451	Family Services Associate I	Gill - Alternative Payment Program & Resource & Referral	3/25/2024	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61440	Family Services Associate I	Gill - Alternative Payment Program / Resource & Referral	3/6/2024	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
61404	Shelter Resident Support Aide	Martha Diaz - Victim Services	3/28/2024	48	Policy 1004.0.00 Involuntary termination for cause
HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61288	Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Services Content Specialist	Pine - Madera Head Start	3/18/2024	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61425	Data Technician	Pine - Madera Head Start	2/9/2024	80	Resignation
61398	Family Skills Instructor	Strengthening Families Program - Madera Head Start	3/21/2024	80	Resignation
TERMINATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

February 22, 2024

Madera County Board of Supervisors/CAPMC

Re: Grant No. 09CH011519

Dear Grant Recipient:

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Results from CLASS[®] Video Review Observation

To: Board Chairperson

Mr. Eric LiCalsi, Board Chairperson
Madera County Board of Supervisors/CAPMC
1225 Gill Ave
Madera, CA 93637-5234

From: Responsible HHS Official

Khari M. Garvin

Date: 02/21/2024

Mr. Khari M. Garvin

Director, Office of Head Start

Thank you for your support during the recent Office of Head Start CLASS[®] Video review conducted from 11/27/2023 to 02/20/2024 of your Head Start program, Grant #09CH011519.

Observations were conducted in preschool center-based classrooms using the 2008 Classroom Assessment Scoring System (CLASS[®]). The CLASS[®] tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven-point scale. Please share these results with the appropriate governing board, policy council, management, staff, and stakeholders.

Your program scores are in the table below.

DIMENSION	SCORE
Emotional Support*	6.3229
Positive Climate	6.33
Negative Climate	1.00
Teacher Sensitivity	6.21
Regard for Student Perspectives	5.75
Classroom Organization	5.8611
Behavior Management	6.08
Productivity	6.13
Instructional Learning Formats	5.38
Instructional Support	3.2639
Concept Development	3.00
Quality of Feedback	3.13
Language Modeling	3.67

*To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspectives scores, then divide by 4.

The Head Start Program Performance Standards (HSPPS) include thresholds for each CLASS[®] domain(s). These quality thresholds represent the expectations of the Office of Head Start (OHS) for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus on teacher-child interactions, with support from OHS. The competitive thresholds reflect the minimum score that programs must achieve in each CLASS[®] domain. For the upcoming FY24 monitoring year, scores from CLASS[®] observations will be used in the Designation Renewal System (DRS) determinations using the competitive thresholds.

DOMAIN	YOUR PROGRAM'S SCORE	Quality Threshold	Competitive Threshold
Emotional Support	6.3229	6	5
Classroom Organization	5.8611	6	5
Instructional Support	3.2639	3	2.3**

***The competitive threshold for Instructional Support is 2.3 for CLASS[®] reviews conducted through July 31, 2025, and then raises to 2.5 for CLASS[®] reviews conducted on and after August 1, 2025.*

If your program's scores from this CLASS[®] review fall below the competitive thresholds, the Office of Head Start will be in contact with you about next steps in the competitive process.

If your CLASS[®] scores fall below the quality or competitive benchmarks in any domain, the Office of Head Start provides training and technical resources here: <https://eclkc.ohs.acf.hhs.gov/teaching-practices/article/class-quality-improvement>.

You can also coordinate with your Regional Office for additional assistance to enhance classroom environments and teacher-child interactions specific to your program's needs.

For more information on CLASS[®] domains and dimensions, please see the attached "About CLASS[®]" document and visit the Early Childhood Learning and Knowledge Center, National Center on Quality Teaching and Learning at <https://eclkc.ohs.acf.hhs.gov/teaching-practices/article/learn-more-about-class>.

If you have any questions, please contact your Regional Office.

cc: Ms. Cynthia Yao, Regional Program Manager

Ms. Trinice Lee, Policy Council Chairperson

Ms. Mattie Mendez, CEO/Executive Director

Ms. Maritza Gomez-Zaragoza, Head Start Director

About CLASS[®]

The Improving Head Start for School Readiness Act of 2007 requires that the Office of Head Start (OHS) include in the monitoring reviews of Head Start agencies a valid and reliable research-based observational instrument that assesses classroom quality, including the assessment of multiple dimensions of teacher-child interactions that are linked to positive child outcomes and later achievement. OHS will continue to use the 2008 edition of the CLASS[®] Pre-K Teacher-Child Observation Instrument to meet this requirement.

CLASS[®] assesses interactions between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. The Office of Head Start believes that the domains of quality measured by CLASS[®] remain central to its approach to child development and education, and serve as important indicators of the future school readiness of all Head Start children.

For all dimensions,[†] the scoring principles are as follows:

Low Range Score

- 1-The low range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the low range are present.
- 2-The low range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators that are in the middle range.

Middle Range Score

- 3-The middle range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low range.
- 4-The middle range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the middle range are present.
- 5-The middle range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the high range.

High Range Score

- 6-The high range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low/middle range.
- 7-The high range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the high range are present.

[†]Note: The Negative Climate dimension is inversely scored with a higher score indicating lower quality. For all other dimensions and domains, a higher score indicates higher quality.

The scores from each class observation are averaged across the grant to result in grant-level dimension scores. The grant-level dimension scores are then used to calculate the grant-level domain scores.

The scores from CLASS[®] observations can be used for various purposes, including professional development, program improvement, policy, goal setting, and monitoring. The Office of Head Start began using CLASS[®] for monitoring purposes in FY2010 to collect information on the experiences of children at each grant recipient.

In FY2012, OHS refined the use of CLASS[®] in monitoring to include the use of a randomly selected sample of center-based preschool classes for observations and a clearly articulated methodology. For each preschool class selected in the sample, trained, and certified CLASS[®] reviewers conduct two 20-minute observations and score at the dimension level using a 7-point scale at the end of each observation cycle.


NUNCA HAY
EXCUSA
NI INVITACION
PARA UNA
VIOLACION

**DENIM
DAY**
EST. 1999

THERE IS NO
EXCUSE
AND NEVER
AN INVITATION
TO RAPE



APRIL 24, 2024
MAKE A STATEMENT
WITH YOUR CLOTHES
WEAR JEANS
WITH A PURPOSE



*Community Action
Partnership of Madera County
Victim Services*

Presents

National Crime Victims' Rights Week
Victim Memorial Display

2024 Award Recipients:

Esthela Williamson

Madera County District Attorney's Office

Karlene Ortiz

Department of Social Services

Kayla Bianchi

Madera Police Department

Immigrant Legal Resource Center

Madera County Probation

April

Friday

26

5:30PM - 7:00PM

675 S. Pine Street #101
Madera, Ca 93637

For more information contact
Walter Perez at 559-675-5710



*Community Action
Partnership of Madera County
Victim Services*

Presenta

Semana Nacional de los Derechos para Las
Víctimas del Crimen

Exhibición Memorial de Víctimas

Recipientes del Año 2024

Esthela Williamson

Madera County District Attorney's Office

Karlene Ortiz

Department of Social Services

Kayla Bianchi

Madera Police Department

Immigrant Legal Resource Center

Madera County Probation

Abril

Viernes

26

5:30PM - 7:00PM

675 S. Pine Street #101
Madera, Ca 93637

Para más información comuníquese con
Walter Perez al 559-675-5710

Advocate Training



Community Action Partnership of Madera County-Victim Services, is seeking volunteers for the domestic violence/sexual assault hotline.

Must complete 65-hour training and pass a background check.

**Training starts June 10 - July 17, 2024
3x a week (M-W) 4:00 p.m. - 8:00 p.m.
(light dinner provided)**

Applications are available at 812 W. Yosemite Ave. Ste 101, Madera, CA 93637 or online at www.maderacap.org

**Submit application by May 24, 2024 to jcoronado@maderacap.org or VS Office.
For questions call: (559) 661-1000**