



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

**Agenda**

**Thursday, February 9, 2023  
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](http://www.maderacap.org) for updates.*

**CALL TO ORDER BOARD OF DIRECTORS**

**ROLL CALL** – Cristal Sanchez

**A. PUBLIC COMMENT**

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

**B. ADOPTION OF THE AGENDA**

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

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

**C. TRAINING/ADVOCACY ISSUES**

None

**D. CONSENT ITEMS**

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

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – November 10, 2022.

D-2 Review and consider accepting the Bank of America Credit Card Statements:

- December 2022
- January 2023

D-3 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:

- December 2022

D-4 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:

- Monthly Enrollment Report – December 2022
- In-Kind Report – December 2022
- CACFP Program Report – November & December 2022

D-5 Review and consider approving the following **Madera Early Head Start** Reports:

- Monthly Enrollment Report – December 2022
- In-Kind Report – December 2022

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

- Monthly Enrollment Report – December 2022
- In-Kind Report – December 2022
- CACFP Program Report – November & December 2022
- Program Information Report (PIR) – December 2022

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

- Monthly Enrollment Report – December 2022
- In-Kind Report – December 2022
- CACFP Program Report – November & December 2022

D-8 Review the 2021-2022 Madera/Mariposa Regional and Early Head Start Annual Report. (Informational Only)

D-9 Review and consider approving the 2020-2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment 4th Year Update.

- D-10 Review and consider approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program.
- D-11 Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations
- D-12 Review the 2021-2022 CAPMC Madera Migrant/Seasonal Annual Report. (Informational Only)
- D-13 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 2023-2024.
- D-14 Review the Madera County Child Advocacy Center Report for January 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for January 2023. (Informational Only)
- D-16 Review the Community Services Program Report for January 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for January 2023. (Informational Only)
- D-18 Review the Victim Services Report for January 2023. (Informational Only)

**E. DISCUSSION ITEMS**

- E-1 Consider authorizing the Executive Director to sign and submit the application for the 2023 – 2024 CDBG Public Services Grant Application with the City of Madera.
- E-2 Consider authoring the Executive Director to submit the application for the Community Development Block Grant (CDBG) Housing Stabilization Project.
- E-3 Consider ratifying the submission of the Local Federal Emergency Management Agency (FEMA) – Phase 40 application.
- E-4 Review and consider approving the proposed enrollment reduction and program changes for the Madera/Mariposa Regional Head Start Program beginning June 1, 2023.
- E-5 Review and consider approving the submission of the 2023-2024 (June 1, 2023 – May 31, 2024) Madera/Mariposa Regional & Early Head Start Refunding Application and budgets.

- E-6 Review and consider approving the 2022-2023 Migrant/Seasonal Head Start Basic and Blended Comparison Budget Revisions.
- E-7 Consider ratifying the submission of the 2021-2023 Madera Migrant Seasonal Head Start One-Time American Rescue Plan (ARP) funds budget revision.

**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 2023  
F-4 Financial Statements – January 2023  
F-5 Head Start Policy Council/Committee Reports  
F-6 Work Related Injury Report – January 2023  
F-7 CAPMC Board of Directors Attendance Report – January 2023  
F-8 Staffing Changes Report for January 4 – January 31, 2023

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Office of Head Start dated January 5, 2023 regarding Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy

**I. ADJOURN**

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I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for February 9, 2023, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on February 3, 2023.



Cristal Sanchez  
Strategic Plan Coordinator &  
Assistant to the Executive Director



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**January 12, 2023**  
**1225 Gill Ave Madera, CA 93637**

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:31 p.m. by Chairperson Eric LiCalsi

**Members Present**

Eric LiCalsi, Chair  
Steve Montes  
Diana Palmer  
Debi Bray  
Trinice Lee, HS Rep  
Donald Holley  
Molly Hernandez  
Aurora Flores  
Secretary/Treasurer  
Supervisor Leticia Gonzalez  
Richard Gutierrez  
Martha Garcia  
David Hernandez, Vice-Chair  
Deborah Martinez

**Members Absent**

Sheriff Tyson Pogue  
Vicki Bandy

**Personnel Present**

Mattie Mendez  
Cristal Sanchez  
Irene Yang  
Daniel Seeto  
Jennifer Coronado  
Maritza Gomez-Zaragoza  
Nancy Contreras-Bautista  
Xai Vang  
Russ Ryan, Esq.

**Public – Other Present**

None

**A. PUBLIC COMMENT**

Board Member Donald Holley shared an upcoming community event in honor of Martin Luther King.

**B. ADOPTION OF THE AGENDA**

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

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

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

**C. TRAINING/ADVOCACY ISSUES**

*Desired Results Summary Report*

Norma Blanco, Head Start Deputy Director Child Development Services

Training was postponed.

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

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

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – November 10, 2022.
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – November 8, 2022.
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – November 9, 2022.
- D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – November 3, 2022.
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
  - November 2022
  - December 2022
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
  - October 2022
  - November 2022
- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
  - Monthly Enrollment Report – October 2022
  - In-Kind Report – October 2022
  - CACFP Program Report – October 2022
- D-8 Review and consider approving the following **Madera Early Head Start** Reports:
  - Monthly Enrollment Report – October 2022
  - In-Kind Report – October 2022

- D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – October 2022
  - In-Kind Report – October 2022
  - CACFP Program Report – October 2022
  - Program Information Report (PIR) – October 2022
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – October 2022
  - In-Kind Report – October 2022
  - CACFP Program Report – October 2022
- D-11 Review and consider approving the 2023 Holiday Schedule.
- D-12 Review and consider ratifying the modification of the Vacation Leave Accrual Payout Policy (603.09.01) for 2022 to reduce total hours required to be eligible for payout, and waive usage requirement detailed in Policy 603.01.00.
- D-13 Review the Madera County Child Advocacy Center Report for November & December 2022. (Informational Only)
- D-14 Review the Child Care Alternative Payment and Resource & Referral Program Report for November & December 2022. (Informational Only)
- D-15 Review the Community Services Program Report for November & December 2022. (Informational Only)
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for November & December 2022. (Informational Only)
- D-17 Review the Victim Services Report for November & December 2022. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by David Hernandez

Vote: Carried Unanimously

## **E. DISCUSSION / ACTION ITEMS**

### **E-1 Review and consider approving the revised and updated Agency Personnel Policies and Procedures Manual (PPP) to be effective as of January 1, 2023..**

The Agency's Legal Counsel, Russ Ryan, Esq., presented the revisions to the Personnel Policies and Procedures Manual (PPP). Mattie Mendez, Executive Director noted that after approval from the Board of Directors, the revised PPP would be presented to the Head Start Policy Councils for approval.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Aurora Flores

Vote: Carried Unanimously

**E-2 Review and consider approving the updated Accounting and Financial Policies and Procedures Manual.**

Daniel Seeto, Chief Financial Officer, presented regarding the updated Accounting and Financial Policies and Procedures Manual. The last full adoption of the Financial Procedures Manual took place on August 9, 2018, with revisions on October 10, 2019 and November 12, 2020. There were other smaller modifications related to various COVID-related leaves of absences on February 22, 2022 and October 4, 2022 that were not formally revised due to the temporary nature of the laws to be implemented. No material changes were noted.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Donald Holley

Vote: Carried Unanimously

**E-3 Review and consider approving the authorized signers and the bank accounts maintained at West America Bank.**

Daniel Seeto, Chief Financial Officer, presented regarding the authorized signers and the bank accounts maintained at West America Bank. This item is necessitated by the election of new officers at the October 13, 2022 Board of Directors' meeting. Historically, the Board Chairperson and the Secretary/Treasurer are authorized signers from the Board of Directors on the agency's West America bank accounts. In addition to these board members, the Executive Director and the Chief Financial Officer are authorized signers.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

**E-4 Review and consider approving the 2023 – 2027 CAPQuest Strategic Plan.**

Mattie Mendez, Executive Director, presented regarding the approval of the 2023 – 2027 CAPQuest Strategic Plan. In late 2021, strategic planning for CAPQuest 2023 – 2027 kicked-off with the Assessment Phase. During the Assessment Phase each department reviewed input from various customer satisfaction surveys and the Vision, Mission, The Community Action Promise, Core Values, and conducted a Strengths Weaknesses Opportunities Threats (SWOT) analysis. The second phase of the strategic planning process was the Strategy Development Phase where strategic goals were developed. It is important to highlight the emphasis on the uniqueness each department, their day-to-

day activities, and individual goals, objectives, initiatives, measures and its correlation at an agency wide level. Unlike CAPMC's first CAPQuest strategic plan, the 2023 – 2027 CAPQuest is a multi-layer plan that on its face showcases an agency wide strategic plan but in a deeper dive will illustrate how each specific department and their daily activities directly correlate to the agency wide strategic plan in language relevant to each department. Once the Strategy Development Phase was complete, departments entered the Implementation Development Phase where strategic initiatives and strategic performance measures were developed. Staff will present the completed plan in its entirety to the Board of Directors.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

**E-5 Review and consider approving the revision of the Vacation Leave Accrual Payout Policy (603.09.01).**

Daniel Seeto, Chief Financial Officer, presented regarding the approval of the revision of the Vacation Leave Accrual Payout Policy (603.09.01). In order for an employee's vacation accrual balance to not be classified as constructively received, the employee's control over receipt of income must be subject to substantial limitations or restrictions. CAPMC intends to fulfill this through two key limitations on options to cash out:

1. The employee must make an irrevocable election to cash out vacation leave accrual balance substantially in advance (for 2023, January 31st, 2023, for all subsequent years, December 31st of the preceding year) and
2. Only vacation leave accrued during the year in which leave is cashed out may be cashed out. Employees will be able to cash out up to 80 hours of leave per year. The first cash out period will be April 30 and the second will be November 30 of each year. Employees will not be able to opt out of their initial election.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Aurora Flores

Vote: Carried Unanimously

**E-6 Review and consider approving the resolution to authorize the Executive Director to sign California Department of Social Services (CDSS) contracts, subcontracts, and subsequent amendments, as applicable.**

Leticia Murillo, Child Care Alternative Payment and Resource & Referral Program Manager, presented regarding the approval of the resolution to authorize the Executive Director to sign California Department of Social Services (CDSS) contracts, subcontracts, and subsequent amendments, as applicable. The resolution would allow CAPMC to enter into transaction and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for Fiscal Year 2023-2024.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Martha Garcia

Vote: Carried Unanimously

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

- F-1 Finance Committee Report – None
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- F-3 Executive Director Monthly Report – November & December 2022
- F-4 Financial Statements – November & December 2022
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – November & December 2022
- F-7 CAPMC Board of Directors Attendance Report – November & December 2022
- F-8 Staffing Changes Report for November 1, 2022 – January 3, 2023

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Office of Head Start dated November 7, 2022 regarding enrollment reductions and conversion of Head Start slots to Early Head Start slots.
- H-2 2023 Fresno Madera Homeless Point in Time (PIT) Count Flyer
- H-3 Human Trafficking Awareness Day Flyer
- H-4 Teen Dating Violence Awareness Flyer
- H-5 Correspondence from the National Children’s Alliance Department of Grants dated January 1, 2023 regarding NCA 2023 Grant Award Notification.

**I. ADJOURN**

Chairperson Eric LiCalsi adjourned the Board of Directors meeting at 6:54 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by David Hernandez

Vote: Carried Unanimously

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

# January 2023 Statement

Mattie Mendez / Administration

<b>Date of Transaction</b>	<b>Name of Vendor</b>	<b>PO #</b>	<b>Description of Purchase</b>	<b>Amount of Purchase</b>	<b>Account Charged</b>	<b>Receipt</b>
12/15/2022	WEST GATE HOTEL	No	Credit for Previous Erroneous Charge	-\$45.00	200.0-6714-2.0-000-90	No
12/07/2022	AMAZON	No	Board of Directors Recognition	\$53.01	200.0-6130-2.0-000-90	Yes
12/09/2022	PAPIER	No	2023 Planners for Administration	\$73.09	200.0-6130-2.0-000-90	Yes
12/10/2022	AMAZON	No	Administration Office Supplies – Pens	\$14.05	200.0-6110-2.0-000-90	Yes
12/09/2022	MAILCHIMP	No	IT Newsletter Software	\$59.00	200.0-6110-2.0-000-90	Yes
12/10/2022	AMAZON	No	Administration Office Supplies – Desk Calendar	\$11.90	200.0-6110-2.0-000-90	Yes
12/11/2022	AMAZON	No	Administration Program Supplies – Highlighters and File Folders	\$25.96	200.0-6130-2.0-000-90	Yes
12/28/2022	AMAZON	No	Administration Office Supplies – Desk Wipes, Sticky Notes, Envelopes	\$68.46	200.0-6110-2.0-000-90	Yes
12/28/2022	AMAZON	No	Administration Program Supplies – Band-Aids	\$7.51	200.0-6130-2.0-000-90	Yes
12/27/2022	SAVE MART	No	Groceries for Program Participant – HELP Center	\$53.40	249.0-7230-2.0-000-90	Yes
12/29/2022	AMAZON	No	Administration Program Supplies – First Aid Kit	\$27.00	200.0-6130-2.0-000-60	Yes
12/29/2022	AMAZON	24521	CAC Office Supplies – Pens and Pen Cup	\$33.68	218.0-6110-2.0-000-40	Yes
12/29/2022	AMAZON	24521	CAC Office Supplies – Hanging Folders and Post-It Note Dispenser	\$22.54	218.0-6110-2.0-000-40	Yes
01/02/2023	AMAZON	24521	CAC Office Supplies – File Folders, Post-It Notes, Tape Dispensers	\$47.59	218.0-6110-2.0-000-40	Yes
			<b>Total</b>	<b>\$452.19</b>		

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

# January 2023 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
12/10/2022	Biometrics4all, Inc.	No	Livescan relay fees	1.50 0.75 0.75	272.0-6852-2.0-000-00 331.0-6852-3.3-000-00 401.0-6852-4.0-000-00	Yes
12/13/2022	Amazon Marketplace	24471	4 umbrella stands	382.20	Listed on the PO 24471	Yes
12/19/2022	Amazon Marketplace	24471	First aid kits for safety store	63.46	Listed on the PO 24471	Yes
12/21/2022	Cal Chamber of Commerce	No	2023 employment poster	272.76 54.55 272.76 409.13 136.38 27.28 54.55 136.37	311.0-6110-3.1-000-00 321.0-6110-3.2-000-00 331.0-6110-3.3-000-00 200.0-6110-2.0-000-90 236.0-6110-2.0-000-00 224.0-6110-2.0-000-00 500.0-6110-5.0-000-00 312.0-6110-3.1-000-00	Yes
1/1/2023	Indeed	No	December 2022 advertising for job openings	180.00 154.00 80.00 80.00	371.0-6852-3.0-000-00 533.0-6852-5.0-000-00 311.0-6852-3.1-000-00 321.0-6852-3.2-000-00	Yes
<b>TOTAL:</b>				<b>2306.44</b>		



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

# January 2023 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
1/10/2023	Flywheel	N/A	Website Hosting for CAPMC	\$ 30	200.0-6112-2.0-000-90	Yes
1/4/2023	Office Depot	N/A	USB Drives for application install on computers.	\$ 113.69	200.0-6112-2.0-000-90	Yes
1/5/2023	Best Buy	N/A	Hard Drive for storing virtual machine files	\$ 260.03	200.0-6112-2.0-000-90	Yes
1/11/2023	Best Buy	N/A	Hard Drives for file storage with cyber security insurance.	\$ 194.99	200.0-6112-2.0-000-90	Yes
1/12/2023	Office Depot	N/A	Portable Hard drives for data storage.	\$ 162.51	200.0-6112-2.0-000-90	Yes
1/12/2023	Office Depot	N/A	Portable Hard drives for data storage.	\$ 161.95	200.0-6112-2.0-000-90	Yes
1/17/2023	Microsoft	N/A	Microsoft Surface tablet repair	\$ 49.00	272.0-6112-2.0-000-00	Yes
1/17/2023	B&H Photo Video	N/A	AMD Graphics Card	\$ 229.99	200.0-6112-2.0-000-00	Yes
1/20/2023	Walmart	N/A	HP Laptop Chargers	\$ 180.43	311.0-6112-3.1-000-00 321.0-6112-3.2-000-00	Yes
1/23/2023	DRI VMWare	N/A	VMWare Workstation Application	\$ 309.88	200.0-6112-2.0-000-90	Yes
1/27/2023	PayPal *PowerSoftware	N/A	PowerISO DVD Buring Software	\$ 39.95	218.0-6112-2.0-000-00	Yes
			<b>Total</b>	<b>\$ 1,732.42</b>		

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

# January 2023 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
12/22/2022	SAVEMART	Supplies for our APP/R&R Wellness Staff Meeting		\$16.41	401.0-6875-4.0-000-00	YES
				\$32.82	426.0-6875-4.0-000-00	
				\$9.18	427.0-6875-4.0-000-00	
				\$7.22	428.0-6875-4.0-000-00	
12/23/22	Diciccos Italian Restaurant	APP/R&R Wellness Staff Meeting		\$32.70	401.0-6875-4.0-000-00	YES
				\$65.39	426.0-6875-4.0-000-00	
				\$18.30	427.0-6875-4.0-000-00	
				\$14.38	428.0-6875-4.0-000-00	
<b>TOTAL</b>				\$196.40		

Comments:

MBNA America Business Card  
 Credit Card Charges  
**December / diciembre 2022 Statement**  
**Maritza Gomez / Fresno Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
12/02/2022	24337	SP Passion Planner	Planners for office staff	\$141.47	331.0-6110-3.3-000-00 (\$141.47)	Yes
12/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$6.37	331.0-6130-3.3-000-00 <b>26%</b> (\$6.37)	No
12/12/2022	NA	SP Passion Planner	Planner for office staff	\$1.06	331.0-6130-3.3-000-00 <b>26%</b> (\$1.06)	Yes
12/12/2022	NA	SP Passion Planner	Planner for office staff	\$22.45	331.0-6130-3.3-000-00 <b>50%</b> (\$22.45)	Yes
12/19/2022	NA	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-031-00	Yes
01/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$6.37	331.0-6130-3.3-000-00 <b>26%</b> (\$6.37)	No
<b>TOTAL</b>				<b>\$192.71</b>		

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  
**December / diciembre 2022 Statement**  
**Maritza Gomez / Regional Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
12/02/2022	24337	SP Passion Planner	Planners for office staff	\$245.41	311.0-6110-3.1-000-00 (\$195.88) 312.0-6110-3.1-000-00 (\$43.53)	Yes
12/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$10.78	311.0-6130-3.1-000-00 <b>36%</b> (\$8.82) 312.0-6130-3.1-000-00 <b>8%</b> (\$1.96)	No
12/12/2022	NA	SP Passion Planner	Planner for office staff	\$7.31	311.0-6130-3.1-000-00 <b>36%</b> (\$5.98) 312.0-6130-3.1-000-00 <b>8%</b> (\$1.33)	Yes
12/13/2022	NA	Courtyard Dallas Hotel		\$145.00	310.0-6742-3.1-000-00	No
12/14/2022	NA	Teachstone	Recertification for CLASS	\$125.00	310.0-6742-3.1-000-00	Yes
12/12/2022	NA	Courtyard Dallas Hotel	Hotel for the Parent Engagement Conference	\$668.52	310.0-6714-3.1-000-00	Yes
12/19/2022	NA	Zoom	Video Conferencing system	\$14.99	311.0-6130-3.1-000-00 <b>48%</b> (\$7.20) 321.0-6130-3.2-000-00 <b>52%</b> (\$7.79)	Yes
12/19/2022	NA	Ihop	Family Faciliators Luncheon	\$138.68	312.0-6121-3.1-012-00	Yes
01/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$24.50	311.0-6130-3.1-000-00 <b>36%</b> (\$8.82) 312.0-6130-3.1-000-00 <b>8%</b> (\$1.96)	No
<b>TOTAL</b>				<b>\$1,380.19</b>		

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  
**December / diciembre 2022 Statement**  
**Maritza Gomez / Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
12/02/2022	24337	SP Passion Planner	Planners for office staff	\$163.24	321.0-6110-3.2-000-00 (\$163.24)	Yes
12/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$7.35	321.0-6130-3.2-000-00 <b>30%</b> (\$7.35)	No
12/08/2022	24454	Walmart.com	Lunch bags	\$687.69	321.0-6130-3.2-000-00	Yes
12/07/2022	NA	Hino Oishi	Center Director Luncheon	\$252.58	321.0-6121-3.2-000-00	Yes
12/12/2022	NA	SP Passion Planner	Planner for office staff	\$4.98	321.0-6130-3.2-000-00 <b>30%</b> (\$4.98)	Yes
12/12/2022	NA	SP Passion Planner	Planner for office staff	\$22.44	321.0-6130-3.2-000-00 <b>50%</b> (\$22.44)	Yes
12/13/2022	NA	Baby Nutrition Shop	Formula for Sierra Vista	\$82.96	321.0-6121-3.2-054-39	Yes
12/19/2022	NA	Zoom	Video Conferencing system	\$7.79	321.0-6130-3.2-000-00 <b>52%</b> (\$7.79)	Yes
01/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$24.50	321.0-6130-3.2-000-00 <b>30%</b> (\$7.35)	No
<b>TOTAL</b>				<b>\$1,253.53</b>		

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

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

**January 2023 Statement  
Ana Ibanez / Community Services**

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
12/2/2022	Greyhound Lines CNP	No	Bus ticket for homeless customer KM to home Abilene, TX	\$196.99	249.0-7210-2.0-000-00	Yes
12/2/2022	Walmart	No	Supplies for I.E. customer in new home	\$146.47	226-6130-2.0-000-00	Yes
12/15/2022	Walmart	No	Glasses and frames for Shunammite Resident	\$269.00	223.0-6132-2.0-000-00	Yes
12/27/2022	Office Depot # 648	No	5 TB external portable hard drive for IT Department	\$119.17	200.0-6112-2.0-000-90	Yes
12/2/2022	Bank of America	No	Finance charge reversed	\$-22.72		No
12/1/2022	Bank of America	No	Late fee reversed	\$-39.00		No
<b>Total</b>				<b>\$669.91</b>		

American Express  
Credit Card Charges  
**DECEMBER 2022 Statement**  
Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone		
Comcast	Net service	1074.74	Yes
Community Playthings	Supplies for centers	422.18	Yes
Discount School Supply	Supplies for centers		
DS Water	Water/rental		
Ecolab	Dishwasher rental/repairs	112.67	Yes
Fedex	Postage	74.29	Yes
HD Pro / Supply Works	Supplies for office/centers	15763.22	Yes
Lakeshore	Supplies for centers	205.50	Yes
Matson Alarm/Mountain	Alarm service	599.50	Yes
Smart Care	Kitchen equipment repairs		
Verizon	Wireless devices	5244.21	Yes
Office Depot	Supplies for office/center	5432.92	Yes
	<b>TOTAL</b>	28929.23	12/29/22 LA

12/22  
JDC

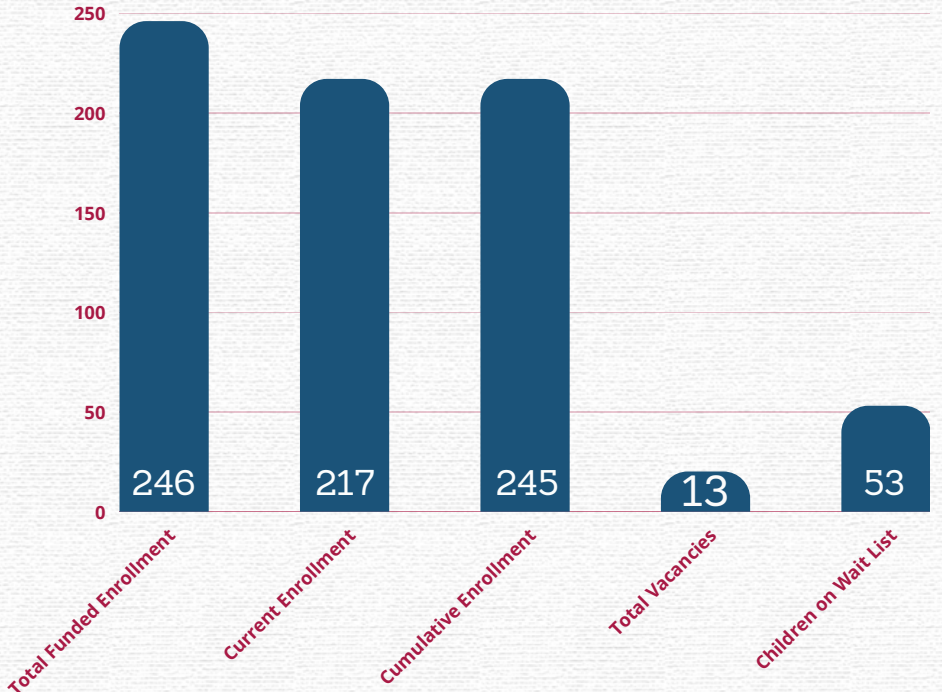




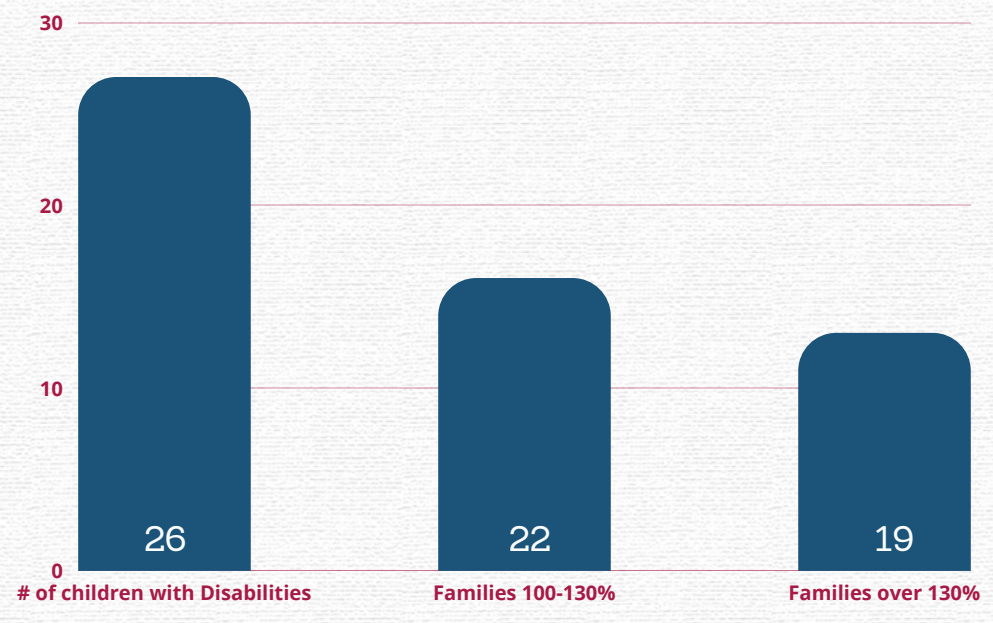


# Madera Regional Head Start Monthly Enrollment Report December

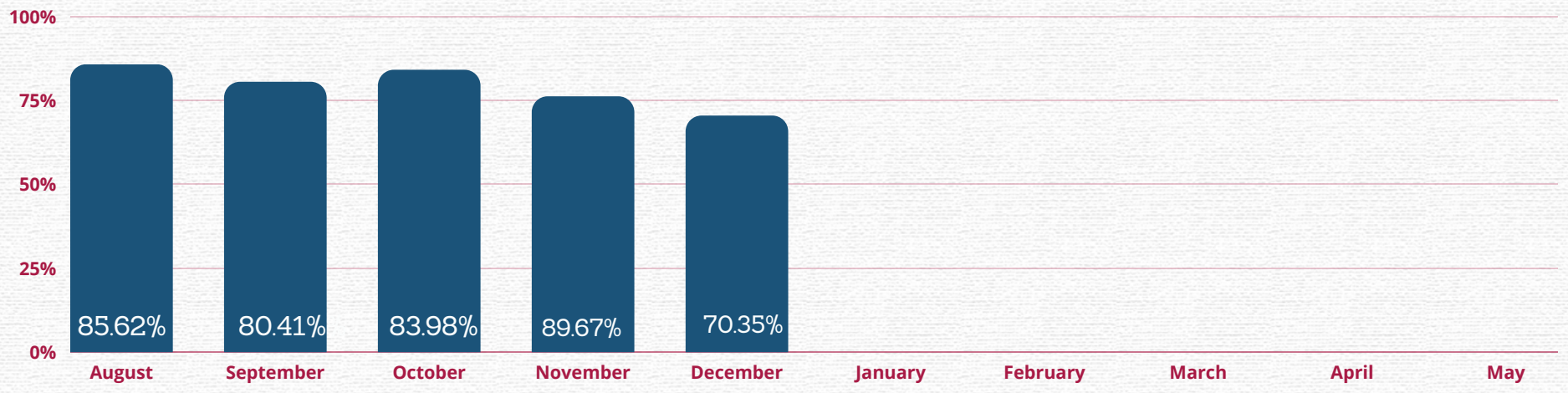
## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN

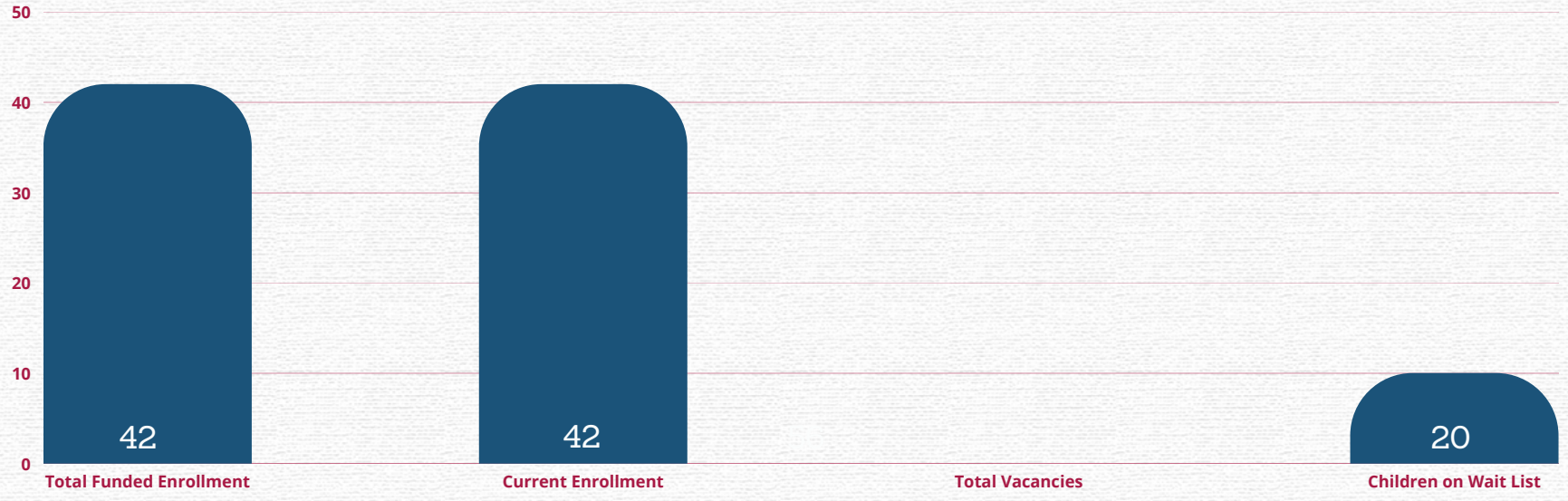


## ATTENANCE REPORT

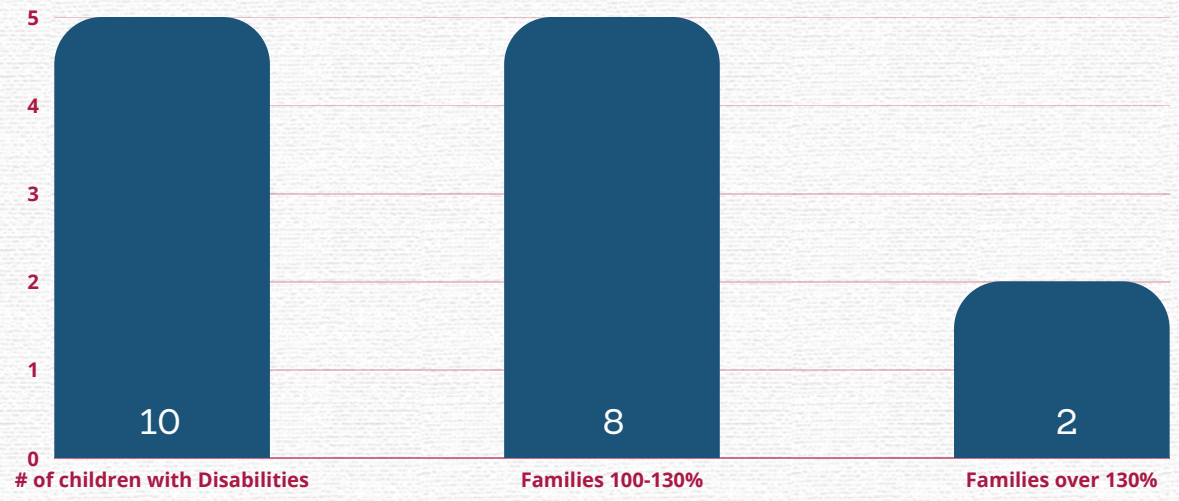


# Madera Early Head Start Monthly Enrollment Report December

## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**December**

**Year**

**2022-2023**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	59,969.00	201,697.04	-	201,697.04	(141,728.04)
A. Professional Services/Servicios Profesionales	-	5,287.00		5,287.00	(5,287.00)
B. Center Volunteers/Voluntarios en el Centro	57,516.00	196,410.04		196,410.04	(138,894.04)
C. Other/Policy Council/Otro/Comité de Póliza	2,453.00	0.00		-	2,453.00
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	424.00	70.00		70.00	354.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	318,251.00	118,059.30		118,059.30	200,191.70
Transportation/ Transportación	-	0.00		-	-
<b>TOTAL IN-KIND</b>	<b>378,644.00</b>	<b>319,826.34</b>	<b>-</b>	<b>319,826.34</b>	<b>58,817.66</b>
State Fund 319	<b>\$792,622</b>	<b>338,423.00</b>	<b>71,247.00</b>	<b>409,670.00</b>	<b>382,952.00</b>
<b>Grand Total</b>	<b>1,171,266.00</b>	<b>658,249.34</b>	<b>71,247.00</b>	<b>729,496.34</b>	<b>441,769.66</b>

B. YTD In-Kind **\$ 729,496.34**

C. Percent Y-T-D In-Kind **62.28%**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM  
INCOME CALCULATIONS  
November-2022**

FREE MEALS	0	132
REDUCED	0	0
BASE	0	0
TOTAL	0	132

**PERCENTAGES:**

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

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	2,247	X	100.0000%	X	\$2.2100	=	\$4,965.87
	2,247	X	0.0000%	X	\$1.9100	=	\$0.00
	2,247	X	0.0000%	X	\$0.4500	=	\$0.00
<b>LUNCH:</b>	2,380	X	100.0000%	X	\$4.0300	=	\$9,591.40
	0	X	100.0000%	X	\$4.0300	=	\$0.00
	0	X	0.0000%	X	\$3.6300	=	\$0.00
	0	X	0.0000%	X	\$0.4700	=	\$0.00
<b>SUPPLEMENTS:</b>	125	X	100.0000%	X	\$1.1800	=	\$147.50
	0	X	100.0000%	X	\$1.1800	=	\$0.00
	0	X	0.0000%	X	\$0.6400	=	\$0.00
	0	X	0.0000%	X	\$0.1900	=	\$0.00

	4,752			\$14,704.77
		TOTAL FEDERAL REIMBURSEMENT		
<b>CASH IN LIEU:</b>		LUNCHES X \$0.3000		\$714.00
<b>TOTAL REIMBURSEMENT</b>				<b>\$15,418.77</b>

	Breakfast	Lunch	Snack	Total
RHS	621	2,380	125	3,126
CSPP	1,626	-	-	1,626
	2,247	2,380	125	4,752

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$11,111.31	\$3,593.46	\$14,704.77
CASH IN LIEU:	<u>\$714.00</u>	<u>\$0.00</u>	<u>\$714.00</u>
	<b>\$11,825.31</b>	<b>\$3,593.46</b>	<b>\$15,418.77</b>



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM  
INCOME CALCULATIONS  
December-2022**

FREE MEALS	219		152
REDUCED	0		0
BASE	0		0
<b>TOTAL</b>	<b>219</b>		<b>152</b>

**PERCENTAGES:**

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

MEAL	#		%		RATE	
<b>BREAKFAST:</b>	1,999	X	100.0000%	X	\$2.2100 =	\$4,417.79
	1,999	X	0.0000%	X	\$1.9100 =	\$0.00
	1,999	X	0.0000%	X	\$0.4500 =	\$0.00
<b>LUNCH:</b>	2,143	X	100.0000%	X	\$4.0300 =	\$8,636.29
	0	X	100.0000%	X	\$4.0300 =	\$0.00
	0	X	0.0000%	X	\$3.6300 =	\$0.00
	0	X	0.0000%	X	\$0.4700 =	\$0.00
<b>SUPPLEMENTS:</b>	104	X	100.0000%	X	\$1.1800 =	\$122.72
	0	X	100.0000%	X	\$1.1800 =	\$0.00
	0	X	0.0000%	X	\$0.6400 =	\$0.00
	0	X	0.0000%	X	\$0.1900 =	\$0.00

**4,246** TOTAL FEDERAL REIMBURSEMENT \$13,176.80

**CASH IN LIEU:** LUNCHES X \$0.3000 \$642.90

**TOTAL REIMBURSEMENT** **\$13,819.70**

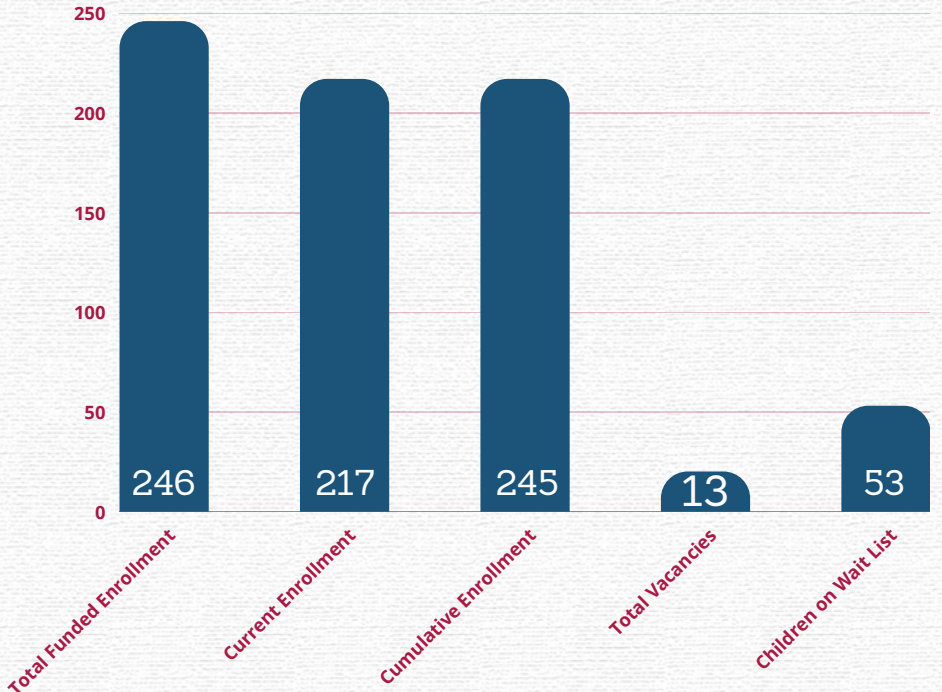
	Breakfast	Lunch	Snack	Total
RHS	406	2,143	104	2,653
CSPP	1,593	-	-	1,593
	<b>1,999</b>	<b>2,143</b>	<b>104</b>	<b>4,246</b>

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$9,656.27	\$3,520.53	\$13,176.80
CASH IN LIEU:	<u>\$642.90</u>	<u>\$0.00</u>	<u>\$642.90</u>
	<b>\$10,299.17</b>	<b>\$3,520.53</b>	<b>\$13,819.70</b>

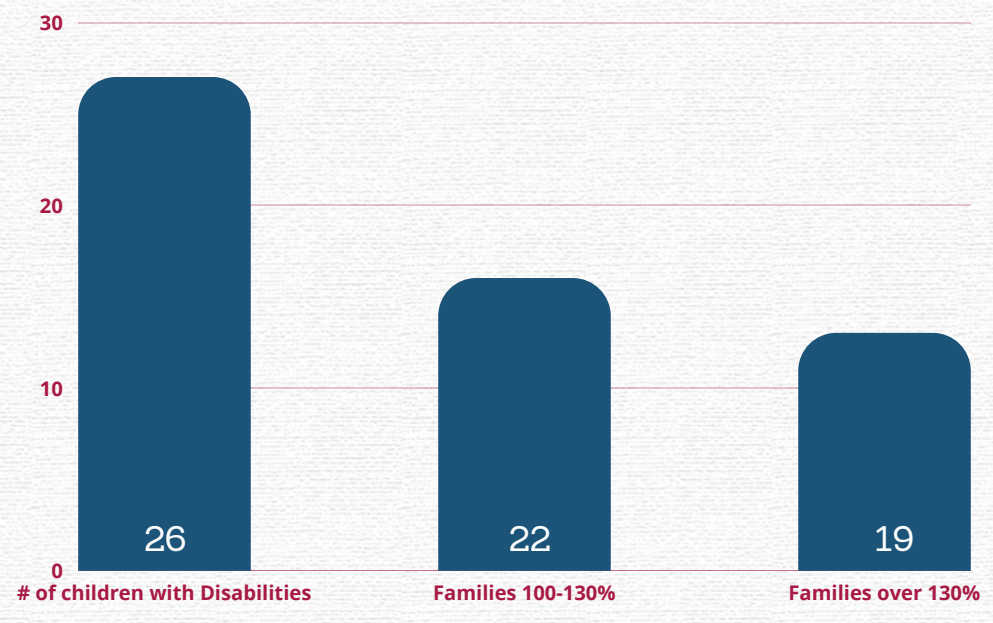


# Madera Regional Head Start Monthly Enrollment Report December

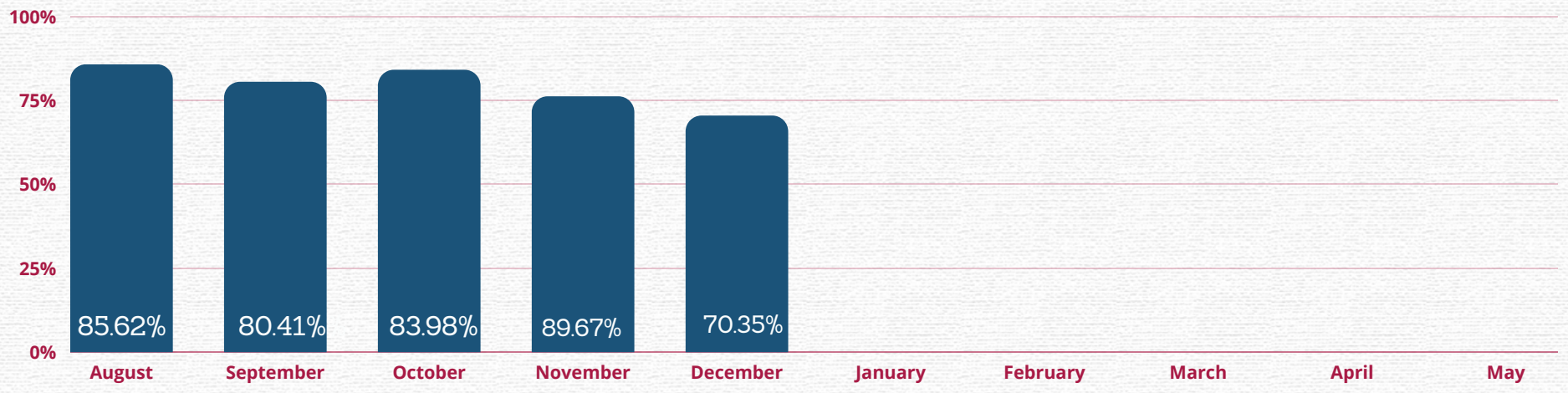
## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN

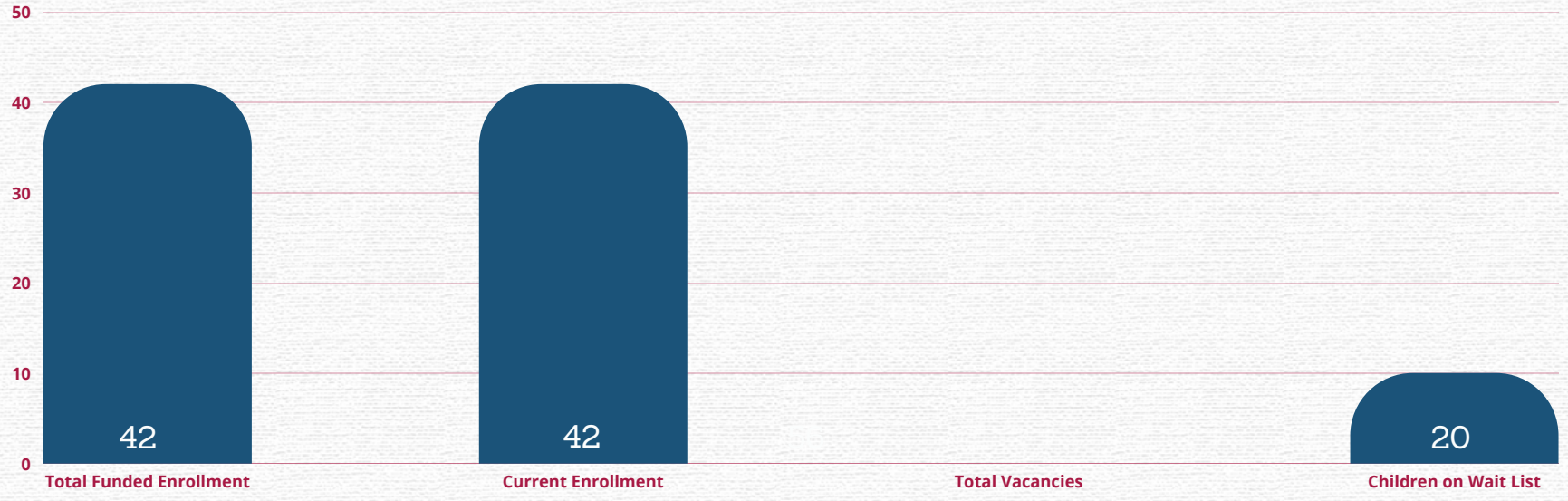


## ATTENANCE REPORT

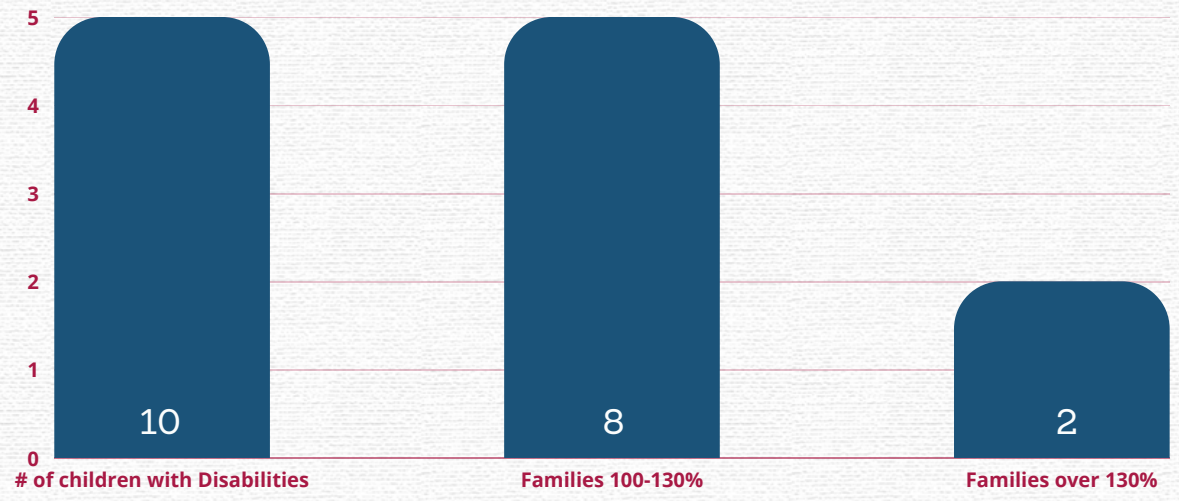


# Madera Early Head Start Monthly Enrollment Report December

## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**December**

**Year**

**2022**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	158,104.00	81,363.22	329.32	81,692.54	76,411.46
A. Professional Services/Servicios Profesionales	-	0.00		-	-
B. Center Volunteers/Voluntarios en el Centro	158,104.00	81,363.22	329.32	81,692.54	76,411.46
C. Other/Policy Council/Otro/Comité de Póliza	-	0.00		-	-
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	1,655.00	0.00		-	1,655.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	-	0.00		-	-
Transportation/ Transportación	-	0.00		-	-
<b>TOTAL IN-KIND</b>	<b>159,759.00</b>	<b>81,363.22</b>	<b>329.32</b>	<b>81,692.54</b>	<b>78,066.46</b>
	<b>0.00</b>	<b>0.00</b>			
<b>Grand Total</b>	<b>159,759.00</b>	<b>81,363.22</b>	<b>329.32</b>	<b>81,692.54</b>	<b>78,066.46</b>

B. YTD In-Kind \$ 81,692.54

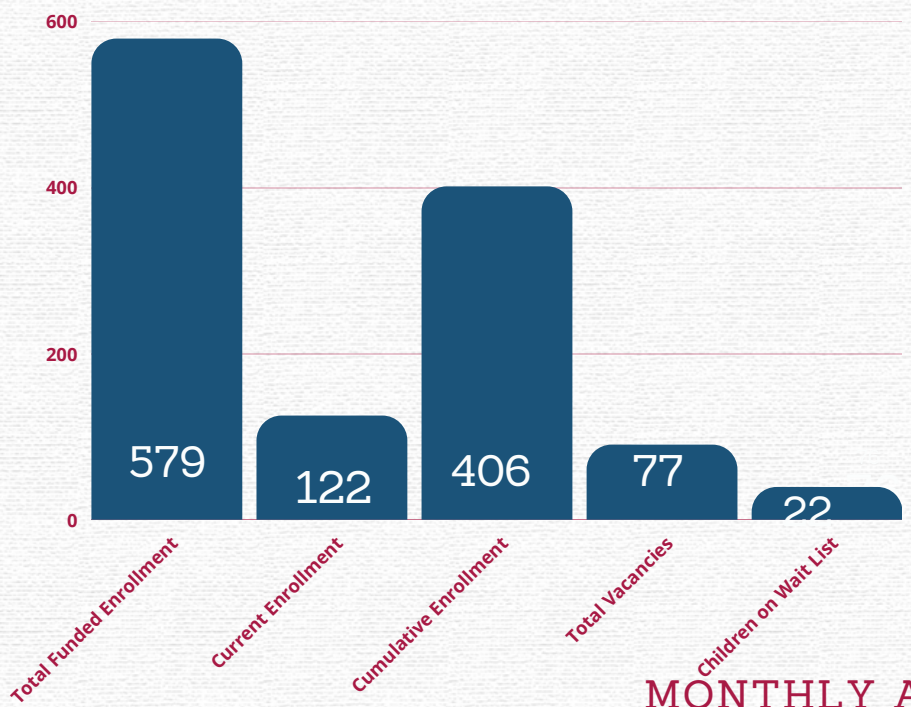
C. Percent Y-T-D In-Kind 51.13%





# Migrant Seasonal Head Start Monthly Enrollment Report December 2022

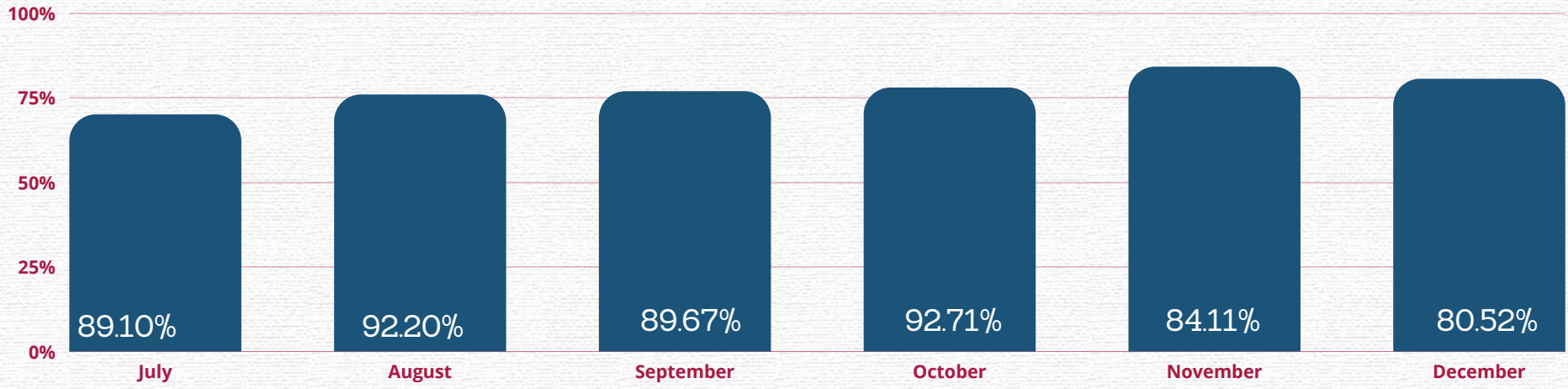
## ENROLLMENT REPORT



## 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 2022-2023 / REPORTE SUMARIO MENSUAL DE IN KIND 2023-2023**

**MIGRANT AND SEASONAL HEAD START 2022-2023 MIGRANTE/TEMPORAL HEAD START 2022-2023**  
**Month-Year DECEMBER 2022/ Mes-Año DICIEMBRE 2022**

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	320,252.00	574,356.90	31,645.68	606,002.58	(285,750.58)
A. Professional Services/Servicios Profesionales	0.00	120.00	0.00	120.00	(120.00)
B. Center Volunteers/Voluntarios en el Centro	320,252.00	574,236.90	31,645.68	605,882.58	(285,630.58)
Other/Policy Council/Otro/Comité de Póliza	0.00	3,350.81	0.00	3,350.81	(3,350.81)
State Collaboration/Colaboracion de Estado	933,227.00	647,362.54	113,827.45	761,189.99	172,037.01
Donated Supplies/Materiales Donanos	1,020.00	100.00	0.00	100.00	920.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	120,682.00	84,159.00	9,351.00	93,510.00	27,172.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
<b>TOTAL IN-KIND/TOTAL DE IN KIND</b>	<b>1,375,181.00</b>	<b>1,309,329.25</b>	<b>154,824.13</b>		<b>(88,972.38)</b>

A. Y-T-D In-Kind / In-Kind asta ahora	1,464,153.38
B. Contracted In-Kind/ In-kind Contratado	1,375,181.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	106.47%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY**  
**MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM**  
**INCOME CALCULATIONS**  
**December-2022**

FREE MEALS	128	41
REDUCED	0	0
BASE	0	0
<b>TOTAL</b>	<b>128</b>	<b>41</b>

**PERCENTAGES:**

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

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	1,502	X	100.0000%	X	\$2.2100	=	\$3,319.42
		X	0.0000%	X	\$1.9100	=	\$0.00
		X	0.0000%	X	\$0.4500	=	\$0.00
<b>LUNCH:</b>	1,009 457	X	100.0000%	X	\$4.0300	=	\$4,066.27
		X	100.0000%	X	\$4.0300	=	\$1,841.71
		X	0.0000%	X	\$3.6300	=	\$0.00
		X	0.0000%	X	\$0.4700	=	\$0.00
<b>SUPPLEMENTS:</b>	537 289	X	100.0000%	X	\$1.1800	=	\$633.66
		X	100.0000%	X	\$1.1800	=	\$341.02
		X	0.0000%	X	\$0.6400	=	\$0.00
		X	0.0000%	X	\$0.1900	=	\$0.00

**3,794**  
**TOTAL FEDERAL REIMBURSEMENT** \$10,202.08

**CASH IN LIEU:** LUNCHES X **\$0.3000** \$439.80

**TOTAL REIMBURSEMENT** **\$10,641.88**

	Breakfast	Lunch	Snack	Total
<b>CMIG-MADERA MIGRANT PRESCHOOL</b>	-	457	289	746
<b>MMHS-MADERA MIGRANT HEAD START</b>	1,502	1,009	537	3,048
	1,502	1,466	826	3,794

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$8,019.35	\$2,182.73	\$10,202.08
CASH IN LIEU:	<u>\$302.70</u>	<u>\$137.10</u>	<u>\$439.80</u>
	<b>\$8,322.05</b>	<b>\$2,319.83</b>	<b>\$10,641.88</b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
MADERA MIGRANT HEAD START FOOD PROGRAM  
INCOME CALCULATIONS  
November-2022**

FREE MEALS		137	
REDUCED		0	
BASE		0	
TOTAL		137	

**PERCENTAGES:**

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

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	1,467	X	100.0000%	X	\$2.2100	=	\$3,242.07
	0	X	0.0000%	X	\$1.9100	=	\$0.00
	0	X	0.0000%	X	\$0.4500	=	\$0.00
<b>LUNCH:</b>	1,230	X	100.0000%	X	\$4.0300	=	\$4,956.90
	0	X	0.0000%	X	\$3.6300	=	\$0.00
	0	X	0.0000%	X	\$0.4700	=	\$0.00
<b>SUPPLEMENTS:</b>	610	X	100.0000%	X	\$1.1800	=	\$719.80
	0	X	0.0000%	X	\$0.6400	=	\$0.00
	0	X	0.0000%	X	\$0.1900	=	\$0.00

<b>0</b>				
TOTAL FEDERAL REIMBURSEMENT:				<b>\$8,918.77</b>

<b>CASH IN LIEU:</b>	LUNCHES	X		\$0.3000		<b>\$369.00</b>
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<b>TOTAL REIMBURSEMENT</b>					<b>\$9,287.77</b>
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MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

December 2022

**406** cumulative children
 **327** cumulative families
 **36** teaching staff

PRIMARY TYPE OF ELIGIBILITY

(#)	(%)	
	Homeless Children	0%
	Foster Children	0%
113	Receives Public Assistance	28%
241	Income Below Federal Poverty	59%
29	Near Low Income (waiver required)	7%
29	Over Income (maximum 10%)	7%

CHILDREN WITH DISABILITIES

(#)	(%)	
44	Disabilities	8%

(% of funded; minimum 10%)

DEVELOPMENTAL SCREENING OF NEW ENROLLEES

(#)	(%)	
181	New Enrollees (cumulative)	45%
150	Received Screening <45 Days (Of new enrollees)	83%

CHILDREN'S HEALTH

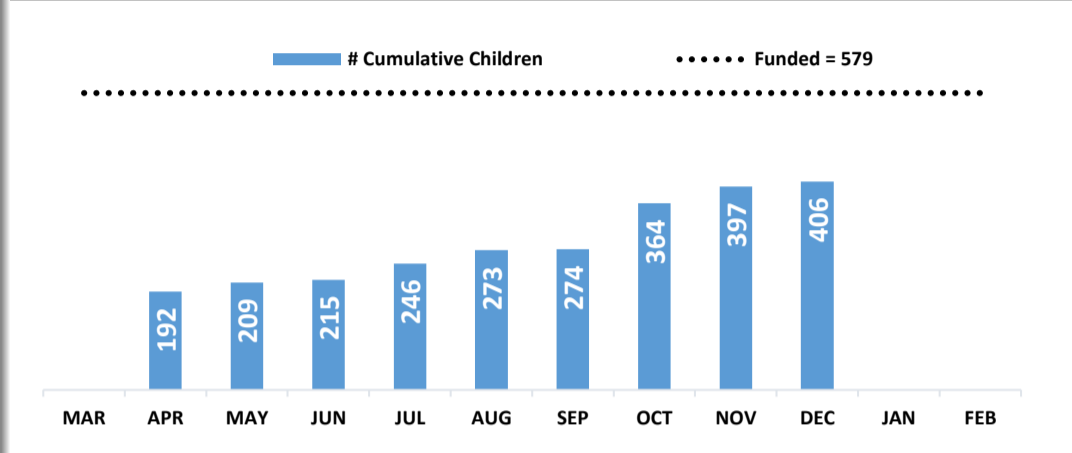
(#)	(%)	
406	Has Health Insurance	100%
290	EPSDT Up-to-Date	71%
19	Chronic Health Condition	5%
17	Received Medical Treatment (Of children with diagnosed chronic health conditions)	89%
406	Immunizations Up-to-Date (Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)	100%
404	Access to Dental Care	100%
172	Completed Dental Exam	79%
7	Received Dental Treatment (Of children who needed dental treatment other)	70%
160	Healthy BMI (Children under 3 years are excluded)	71%

STAFF EDUCATION

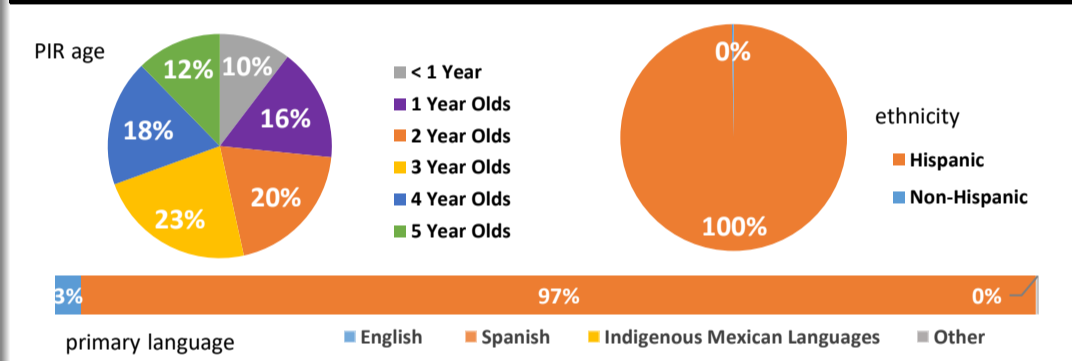
# Staff	% Meet Minimum Education Requirements
11	Preschool Teacher: BA+ 36%
	Preschool Teacher: AA+ 100%
4	Preschool Assistant: CDA+ 100%
21	Infant/Toddler Teacher: CDA+ 100%

(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).  
(Includes those who are currently enrolled in a CDA/equivalent program)  
All staff should meet minimum education requirements for their position.

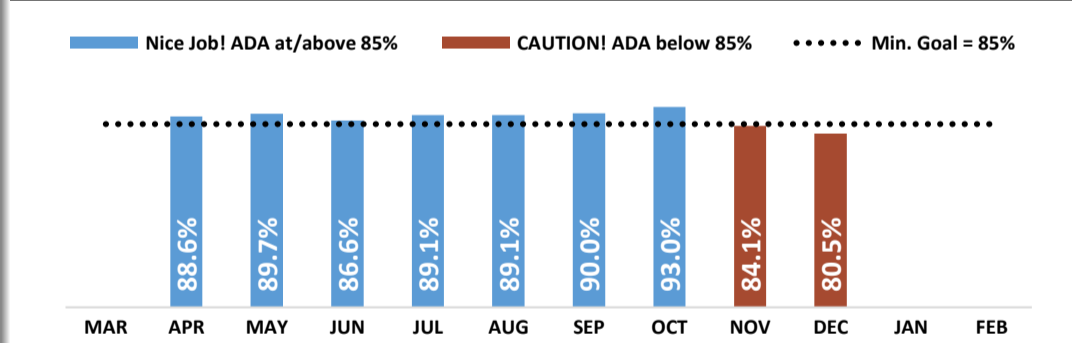
CUMULATIVE ENROLLMENT OF CHILDREN



DEMOGRAPHICS OF ENROLLED CHILDREN

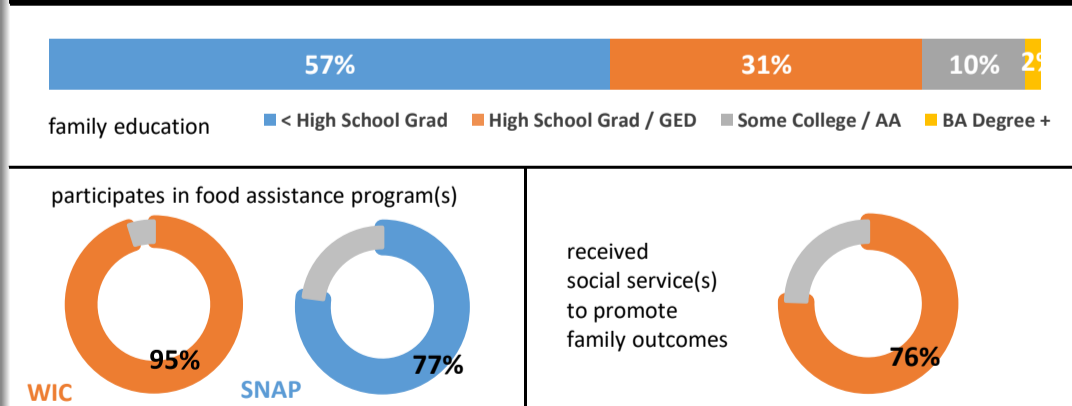


AVERAGE DAILY ATTENDANCE (ADA)



% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): **51%**

FAMILY INFORMATION



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]

diciembre 2022

**406**  
Niños Acumulados

**327**  
Familias Acumuladas

**36**  
Maestras

Tipo de Elegibilidad

(#)	(%)	
	Niños Sin Hogar	0%
	Niños en Adopción Temporal	0%
113	Recibe Asistencia Pública	28%
241	Ingresos por Debajo de la Pobreza Federal	59%
29	Ingresos Cerca de Bajos (requiere una exención)	7%
29	Ingresos Sobre las Pautas (maximo 10%)	7%

Niños con Discapacidades

(#)	(%)	
44	Discapacidades	8%

(% de la matrícula contratada; mínimo 10%)

Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos

(#)	(%)	
181	Nuevos Niños(as) Inscritos (acumulados)	45%
150	Recibió Evaluación <45 días de los Nuevos Niños(as) Inscritos	83%

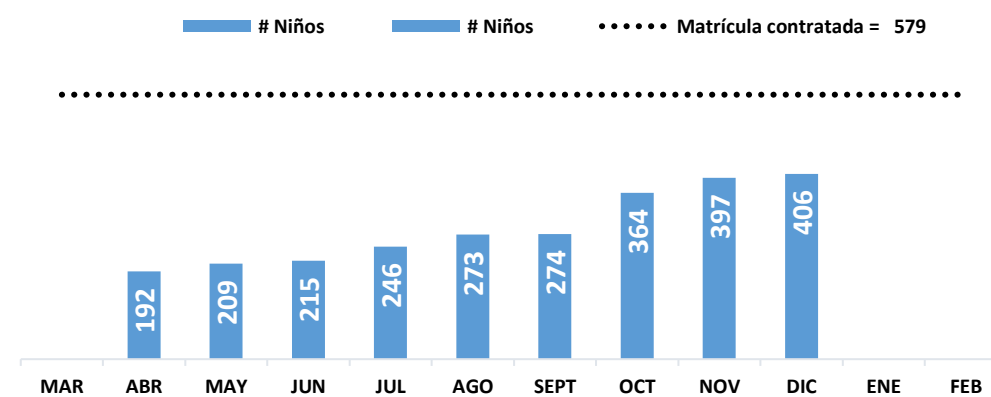
Salud de los Niños

(#)	(%)	
406	Tiene Seguro Médico	100%
290	al Día Con el Cuidado de Salud Preventivo	71%
19	Condición de Salud Crónica	5%
17	Recibieron Tratamiento Médico de niños con enfermedades crónicas diagnosticadas	89%
406	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)	100%
404	Acceso a Servicios Dentales	100%
172	Completaron Exámenes Dentales Profesional	79%
7	Recibió Tratamiento Dental (de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)	70%
160	BMI Saludable (los niños menores de 3 años están excluidos)	71%

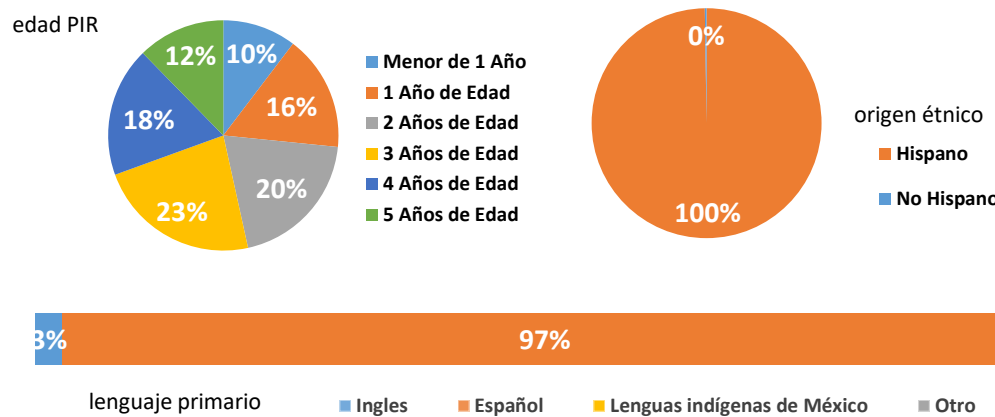
Educación del Personal

# Personal	% llenan los requisitos mínimo de educación	
11	Maestras de la Clase Preescolar: BA+	36%
	Maestras de la Clase Preescolar: AA+	100%
(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)		
4	Asistentes de Maestra de la Clase Preescolar: CDA+	100%
21	Maestras de la Clase de Infantes / Niños Pequeños: CDA+	100%
(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).		

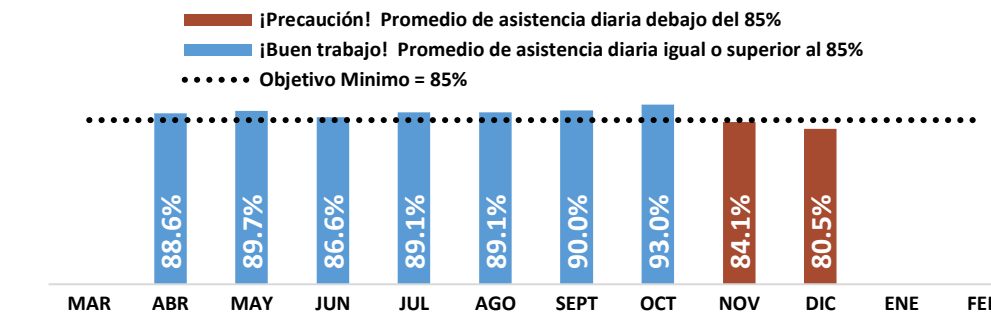
Matrícula Cumulativa de Niños



Demografía de los Niños Matriculados

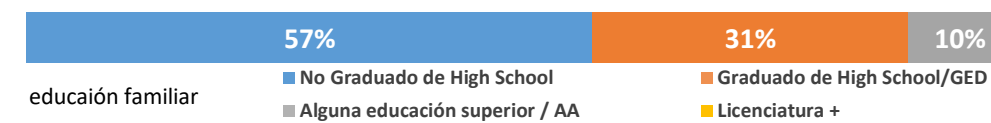


Promedio de Asistencia Diaria

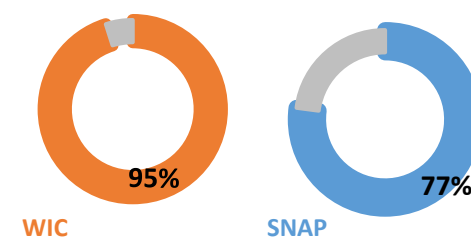


% de niños crónicamente ausentes (ausente más del 10% de los días de clase): **51%**

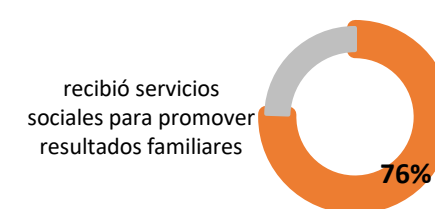
Información Familiar



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

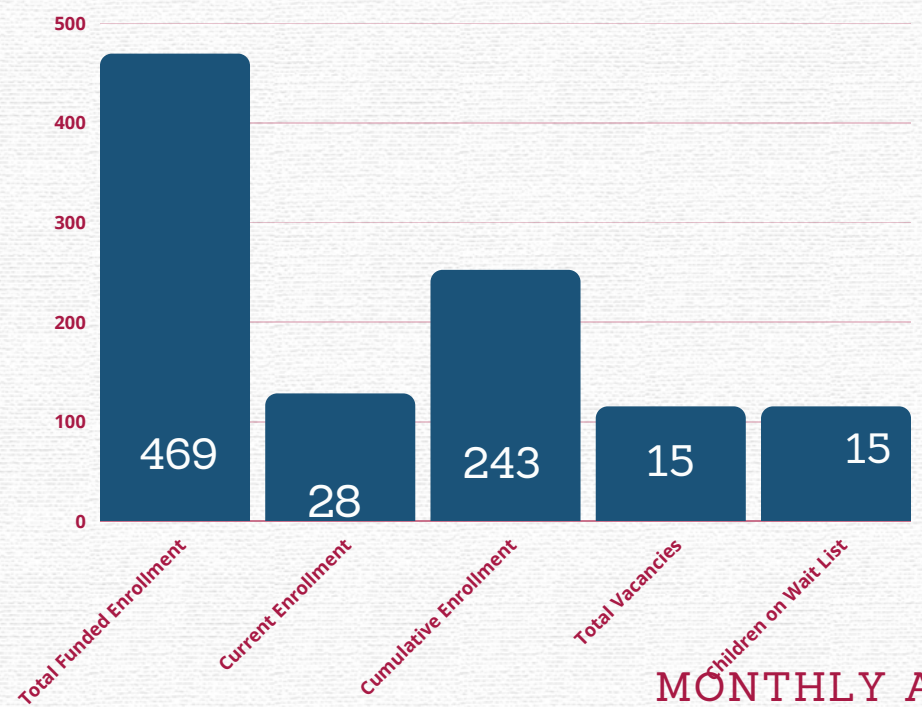
✖ = ¡Tomar acción!

No cumple con las regulaciones de Head Start

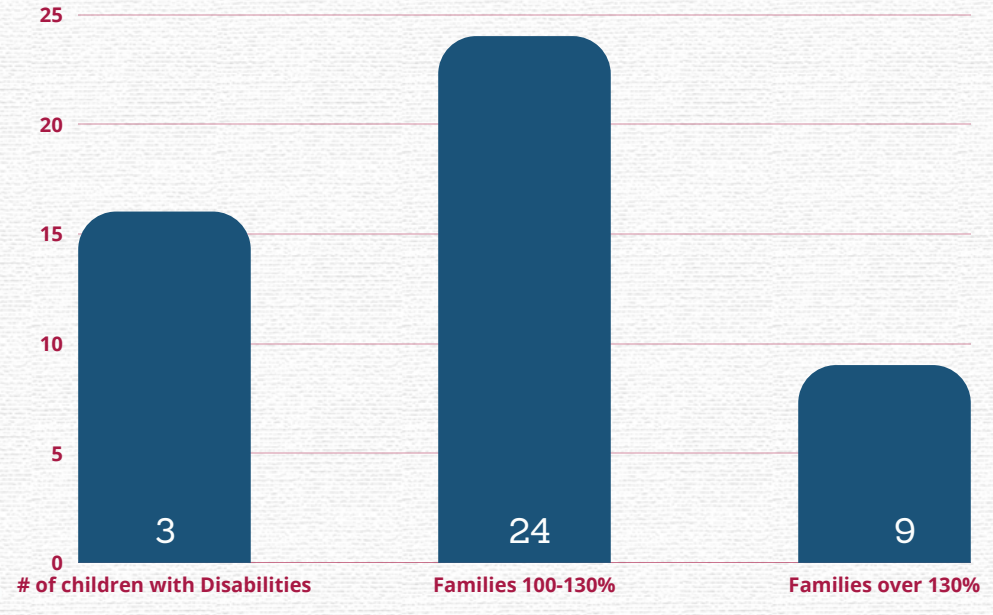


# Fresno Migrant Seasonal Head Start Monthly Enrollment Report December 2022

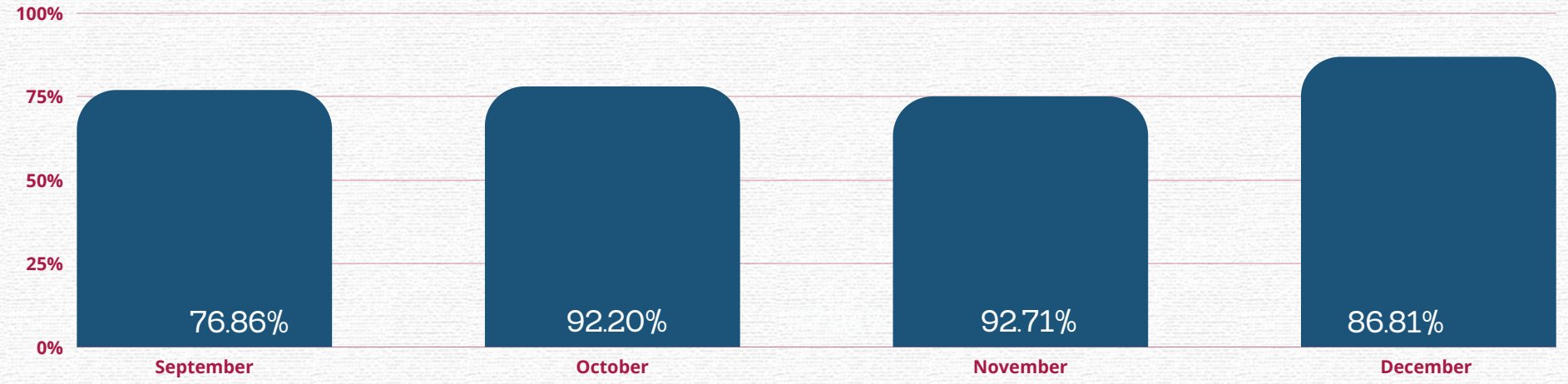
## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



## MONTHLY ATTENDANCE REPORT



## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**November**

**Year**

**2022**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	<b>451,921.00</b>	140,699.32	85,298.54	225,997.86	(225,923.14)
A. Professional Services	<b>0.00</b>	0.00		0.00	0.00
B. Center Volunteers	<b>451,921.00</b>	140,699.32	<b>85,298.54</b>	225,997.86	(225,923.14)
C. Policy Concil/Committee	<b>0.00</b>	0.00		0.00	0.00
OTHER - FOOD DONATION	<b>0.00</b>	0.00		0.00	0.00
DONATED SUPPLIES	<b>3,687.00</b>	0.00		0.00	(3,687.00)
DONATED EQUIPMENT	<b>0.00</b>	0.00		0.00	0.00
DONATED - BUS STORAGE	<b>0.00</b>	0.00		0.00	0.00
DONATED SPACE	<b>210,665.00</b>	29,815.50	<b>14,907.75</b>	44,723.25	(165,941.75)
TRANSPORTATION	<b>0.00</b>	0.00		0.00	0.00
<b>TOTAL IN-KIND</b>	<b>666,273.00</b>	170,514.82	<b>100,206.29</b>	270,721.11	<b>(395,551.89)</b>
C. Salarie & FB (First 5)	<b>0.00</b>	0.00		0.00	0.00
<b>Grand Total</b>	<b>666,273.00</b>	170,514.82	100,206.29	270,721.11	<b>(395,551.89)</b>

A. Y-T-D In-Kind	270,721.11
B. Contracted In-Kind	666,273.00
C. Percent Y-T-D In-Kind	40.63%



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
 FRESNO MIGRANT HEAD START FOOD PROGRAM  
 INCOME CALCULATIONS  
 November-2022**

FREE MEALS	205
REDUCED	-
BASE	-
TOTAL	205

**PERCENTAGES:**

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

MEAL	#		%		RATE			
<b>BREAKFAST:</b>	584	X	100.0000%	X	\$2.2100	=	\$1,290.64	
<b>LUNCH:</b>	588	X	100.0000%	X	\$4.0300	=	\$2,369.64	
<b>SUPPLEMENTS:</b>	530	X	100.0000%	X	\$1.1800	=	\$625.40	
	<b>1,702</b>						<b>\$4,285.68</b>	
	TOTAL FEDERAL REIMBURSEMENT							<b>\$4,285.68</b>
<b>CASH IN LIEU:</b>	LUNCHES		X	\$0.3000			\$176.40	
<b>TOTAL REIMBURSEMENT</b>							<b>\$4,462.08</b>	

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
 FRESNO MIGRANT HEAD START FOOD PROGRAM  
 INCOME CALCULATIONS  
 December-2022**

FREE MEALS		30
REDUCED		-
BASE		-
TOTAL		30

**PERCENTAGES:**

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

	#		%		RATE			
<b>MEAL BREAKFAST:</b>	269	X	100.0000%	X	\$2.2100	=	\$594.49	
<b>LUNCH:</b>	263	X	100.0000%	X	\$4.0300	=	\$1,059.89	
<b>SUPPLEMENTS:</b>	233	X	100.0000%	X	\$1.1800	=	\$274.94	
	<b>765</b>						<b>\$1,929.32</b>	
	TOTAL FEDERAL REIMBURSEMENT							\$1,929.32
<b>CASH IN LIEU:</b>							\$78.90	
							<b>\$78.90</b>	
<b>TOTAL REIMBURSEMENT</b>							<b>\$2,008.22</b>	



# Report to the Board of Directors

Agenda Item Number: D-8

Board of Directors Meeting for: February 9, 2023

Author: Maritza Gomez-Zaragoza

---

DATE: January 9, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: 2021-2022 CAPMC Madera/Mariposa Regional and Early Head Start Annual Public Report.

## **I. RECOMMENDATIONS**

Review the 2021-2022 Madera/Mariposa Regional and Early Head Start Annual Report. (Informational Only)

## **II. SUMMARY**

Per the 2007 Head Start Act, CAPMC Madera/Mariposa Regional and Early 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 June 1, 2021-May 31, 2022. The annual report must also include the following:

- (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 2021-2022 fiscal year.
- (C) The total number of children and families served in the 2021-2022 Madera 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.

## **III. DISCUSSION**

Utilizing the Child Plus and Accufund systems, 2021-2022 Program Information Report (PIR) and monitoring reports, the Head Start Department is pleased to share their Madera/Mariposa Regional and Early Head Start annual report. The report will be reviewed in its entirety to reflect areas of need and the strengths of the program. This information will be shared with the Board of Directors, staff, parents/families, and community partners from Madera and Mariposa Counties. The report will also be made available on CAPMC's website.

- The 2021-2022 CAPMC Madera/Mariposa Regional and Early Head Start Annual Public Report will be presented to the Policy Council on February 2, 2023.

**IV. FINANCING - Minimal**



# *Madera / Mariposa Regional Head Start*

## *Madera Early Head Start*



# Annual Report 2021-2022

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**2021-2022 Family Outcomes**

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**Madera / Mariposa Regional Head Start Locations**



# 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 Madera/Mariposa Regional and Early Head Start programs provide to the children and families in Madera and Mariposa counties. The 2021-2022 Annual Report's data provides an overview of the funding, staffing, enrollment, attendance, school readiness results, and overall services provided by the program.

Madera/Mariposa Regional and Early Head Start are direct grantees of the Office of Head Start Region IX. A grant application is submitted annually and funding is awarded to CAPMC. For the 2021-2022 program year, CAPMC was funded to serve 246 preschool children and 42 children ages zero to three, including pregnant women. By the end of the program year, a total of 242 preschool children and 87 Early Head Start children and families were served. During the children and families' participation in the program, they 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.

Although the program continues to implement safeguards due to COVID-19, Head Start staff continues to make every effort to provide an exceptional educational experience for children and provide support and resources to the parents and families participating in the program. Although the ongoing effects of COVID-19 have impacted the data collected, staff have made every effort to ensure all data is accurate and reflective of services provided to children and families participating in the program.

I want to acknowledge our exceptional staff for all their dedication to providing quality educational experiences to our children, the Policy Council 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. A special recognition and gratitude to the families of the program that allow program staff the honor of educating and caring for their children on a daily basis. It is a privilege to be able to serve the families of Madera County.



Respectfully,

*Maritza Gomez-Zaragoza*

Maritza Gomez  
**Head Start Program Director**  
**Community Action Partnership of Madera County**





# Shared Governance

## Board of Directors

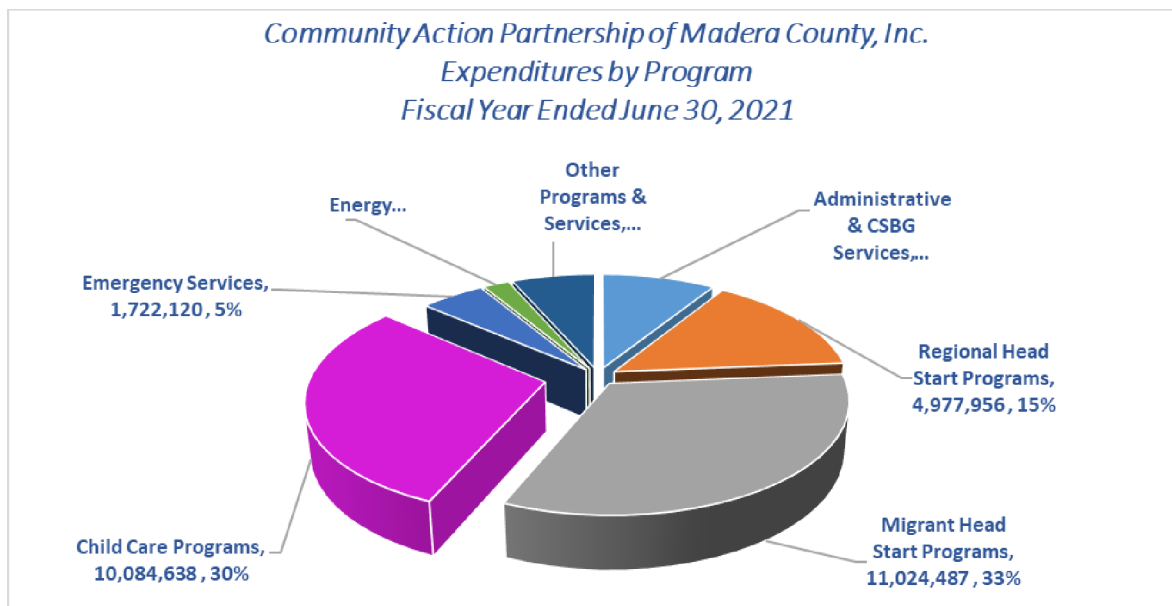
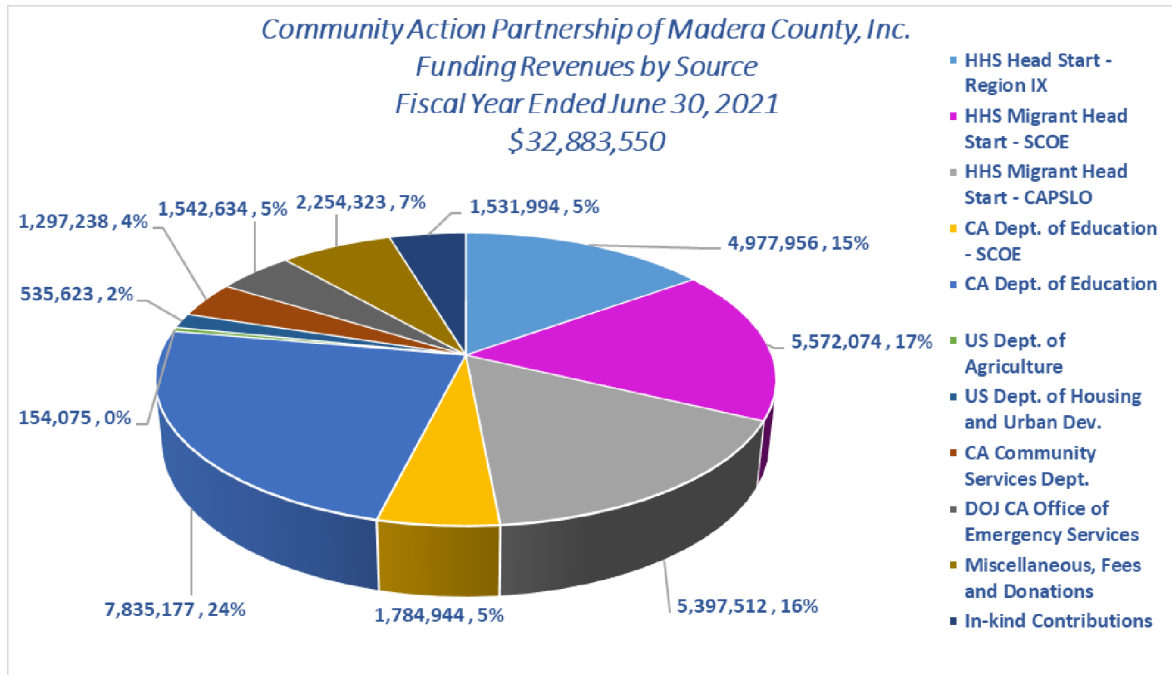
Deborah Martinez  
**Department of Social Services**  
David Hernandez  
**Madera Unified School District**  
Robert Poythress  
**Madera County Board of Supervisors**  
Steve Montes  
**Madera City Council**  
Diana Palmer  
**City of Chowchilla**  
Debi Bray  
**Madera Chamber of Commerce**  
Alma Hernandez  
**Head Start Policy Council**  
Donald Holley  
**Community Affairs Expertise**  
Eric LiCalsi  
**Criminal Defense and Labor Law**  
Vicky Bandy  
**Early Childhood Education/Development**  
Martha Garcia  
**Central Madera/Alpha**  
Tyson Pogue  
**Eastern Madera County**  
Molly Hernandez  
**Fairmead/Chowchilla**  
Aurora Flores  
**Monroe/Washington**

## Policy Committee

**Chowchilla**  
*Representative:* Erika Iniquez  
*Alternate:* Brenda Zapien  
**Cottonwodd**  
*Representative:* Connie Hernandez  
*Alternate:* Monica A. Chicas  
**Eastside**  
*Representative:* Joanna Reducindo  
*Alternate:* Marvit Vasquez Garin  
**Early Head Start**  
*Representative:* Lizette Urbina  
*Alternate:* Berenice Cruz  
**Early Head Start**  
*Representative:* Ana Covarrubias's Rodriguez  
*Alternate:* Yulissa Romo  
**Fairmead**  
*Representative:* Tania Martinez  
*Alternate:* Griselda Solorio  
**Mariposa**  
*Representative:* Jeff Blalock  
*Alternate:* Tina Congdon  
**Mis Tesoros**  
*Representative:* Alvaro Rodriguez  
*Alternate:* Maria Cortez  
**North Fork**  
*Representative:* Vacant  
*Alternate:* April Hopkins  
**Oakhurst**  
*Representative:* Vacant  
*Alternate:* Vacant  
**Ruth Gonzales**  
*Representative:* Patricia Trevino  
*Alternate:* Tori Plumb  
**Valley West**  
*Representative:* Trinice Lee  
*Alternate:* Trina McCraw  
**Verdell McKelvey**  
*Representative:* Karen Castillo  
*Alternate:* Mariela Lopez  
**Board Representation**  
*Representative:* Martha Garcia  
**Community Representation**  
*Representative:* Amber Pickett



# Agency Budget 2020-2021



*An audit was conducted by Randolph Scott & Company as of June 30, 2021. 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.*



# 2021 – 2022 Madera/Mariposa & Early Head Start Budget

Legal Name: Community Action Partnership of Madera County

**Grant Number: 90-CH-9950**

Annual Funding Cycle: June 1, 2021–May 31, 2022

Number of Eligible Children Served in Madera County:

**0-2 Year Old's: 304**

**3-5 Year Old's: 639**

**Total: 943**

Program Option: Center-Based and Early Head Start  
Licensed by Community Care Licensing

**Total Funds Awarded: \$4,778,029**

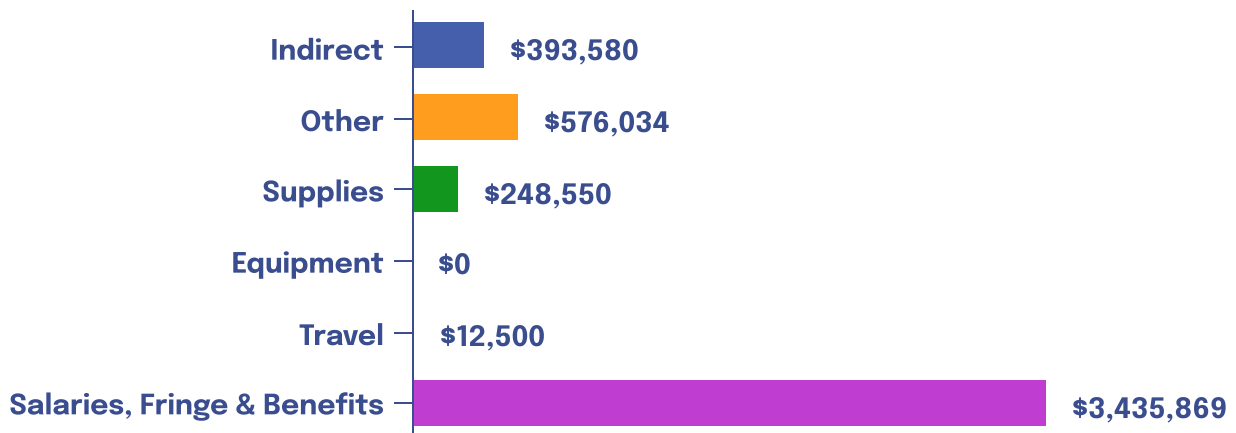
### ***Regional***

- Basic Funds: \$4,110,180
- T&TA Funds: \$46,025
- **Non-Federal Funds:** \$1,039,051

### ***Early Head Start***

- Basic Funds: \$608,451
- T&TA Funds: \$13,373
- **Non-Federal Funds:** \$155,456

### ***Fiscal Year 2021-2022 Expenditures***



*In 2022 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 Madera/Mariposa Regional and Early Head Start Programs met the funded enrollment for the 2021-2022 program year. The breakdown of the ages of enrolled children is as follows.

317

**Total Number of Children Served in Madera & Mariposa County**

12

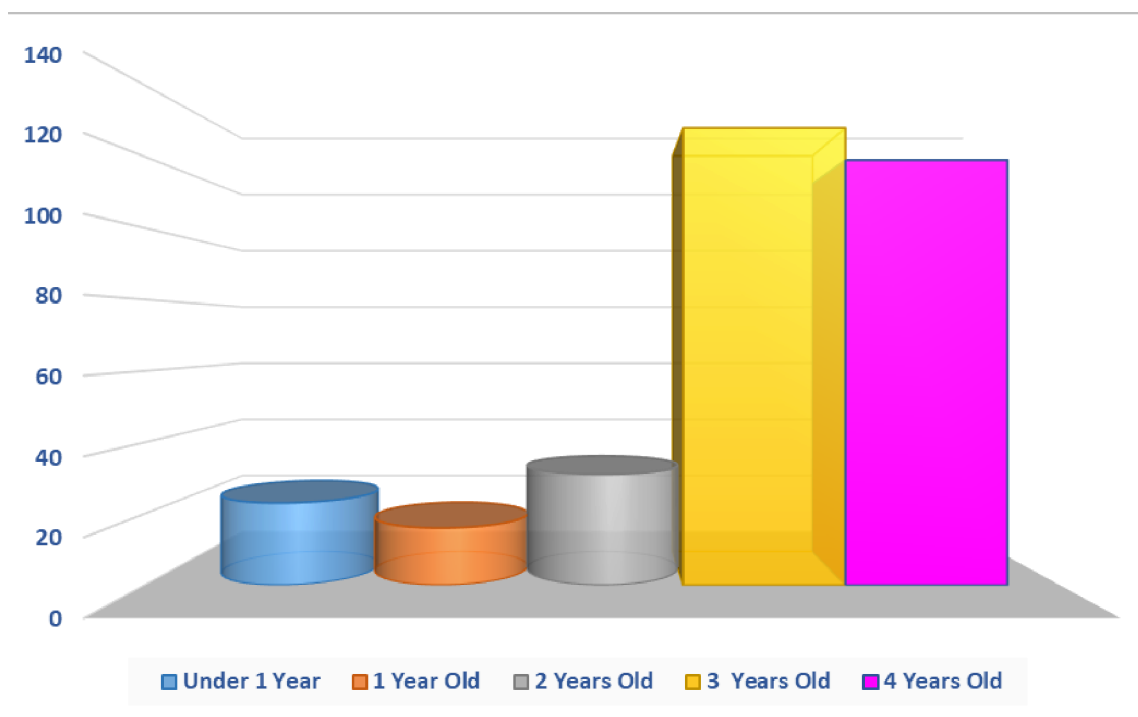
**Total Number of Pregnant Women Served**

288

**Funded Number of Children to be served in Madera County**

291

**Total Number of Families Served**



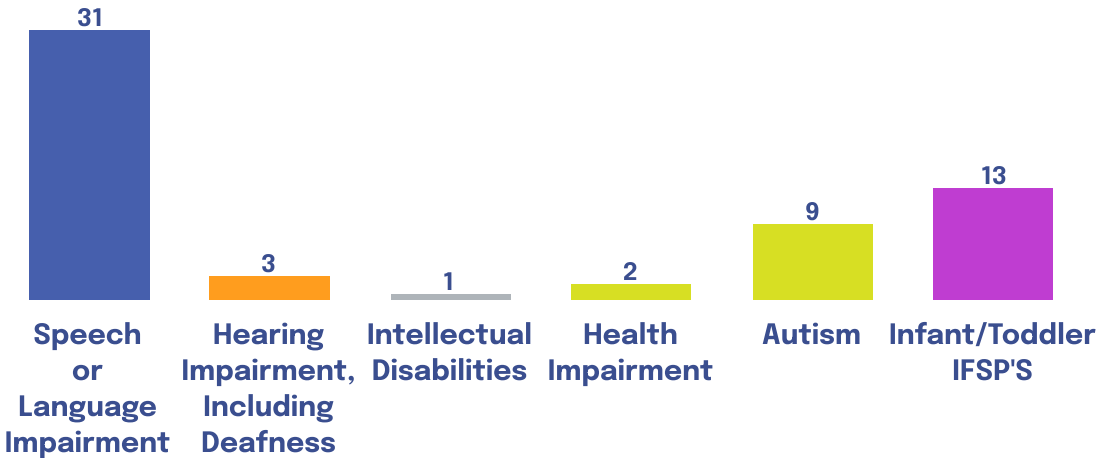
# Enrollment:

<i>Eligibility</i>	<i>Children Enrolled</i>
Income Below 100% of Federal Poverty Line	219
Receipt of Public Assistance	44
Foster Children	9
Homeless	0
Over Income	35

**Average Monthly Attendance**  
**76.60%**

# Children with Disabilities:

## Preschool IEP'S

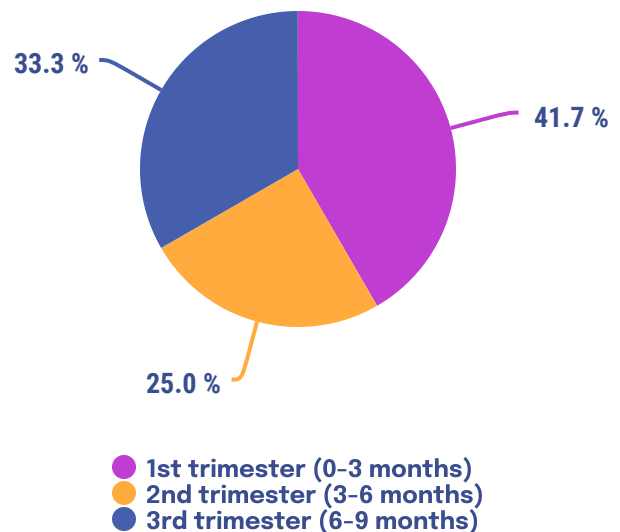


**Enrolled Children with Disabilities**  
**18.61%**



# Services Provided to Expectant Mothers:

<i>Services Provided</i>	<i>Number of Women</i>
Prenatal health care	12
Postpartum health care	6
A professional oral health assessment, examination, and/or treatment	9
Mental health interventions and follow-up	2
Education on fetal development	12
Education on the benefits of breastfeeding	12
Education on the importance of nutrition	12
Education on infant care and safe sleep practices	11
Education on the risks of alcohol, drugs, and/or smoking	12
Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	5



# Medical & Dental Services

The Madera/Mariposa Regional & Early Head Start Programs 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

**317**

Number of children with health insurance

**87%**

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

## Dental Services

**252**

Number of children with continuous, accessible dental care provided by a dentist

**157**

Number of children who received preventative care

**64**

Number of infant toddlers who are up-to-date with age-appropriate preventative dental care

## Chronic Health Conditions

Number of children diagnosed with chronic condition needing medical treatment **56**

## Recipients of treatment for chronic conditions

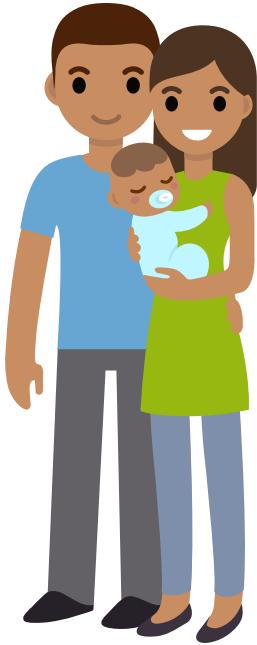
Autism spectrum disorder (ASD)	<b>2</b>
Asthma	<b>10</b>
Hearing Problems	<b>5</b>
Vision Problems	<b>16</b>

## Body Mass Index

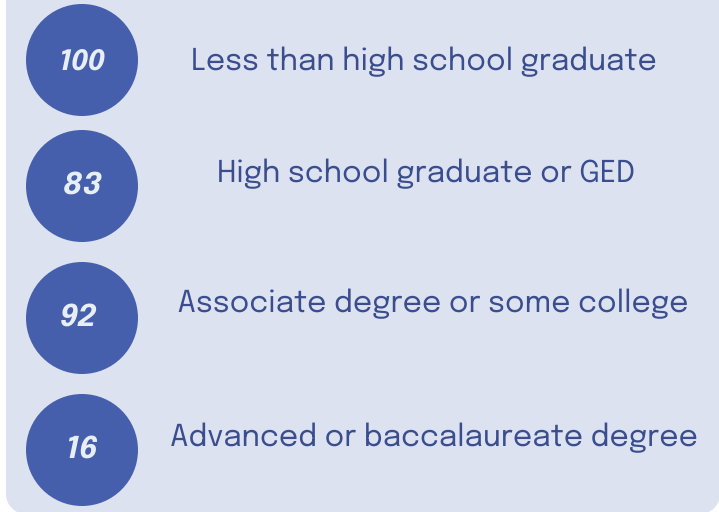
Underweight	<b>7</b>
Healthy Weight	<b>152</b>
Overweight BMI	<b>37</b>
Obese BMI	<b>41</b>



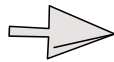
# Parent & Family Data



## Parent Education Level



## Family Type



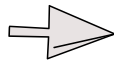
### Two-Parent Families



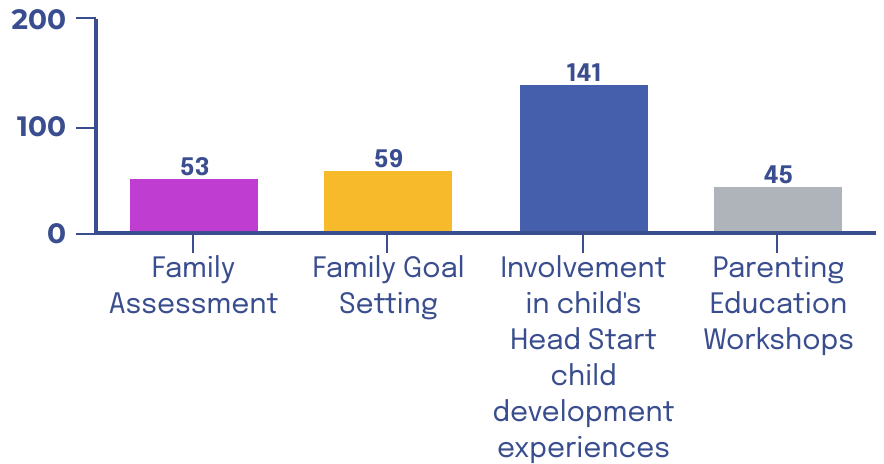
### Single-Parent Families



## Father Engagement



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





# Program Staff & Qualifications

## Mid-Management & Management Staff

<i>Graduate Degree</i>	<b>3</b>
<i>Bachelor's Degree</i>	<b>9</b>



## Teaching Staff

	Preschool Classrooms	Infant/Toddler Classrooms
<i>Graduate Degree</i>	<b>1</b>	<b>0</b>
<i>Bachelor's Degree</i>	<b>7</b>	<b>0</b>
<i>Associate Degree</i>	<b>14</b>	<b>0</b>
<i>Child Development Associate Credential</i>	<b>2</b>	<b>0</b>
<b>Total</b>	<b>24</b>	<b>0</b>

*Total Number of Staff*

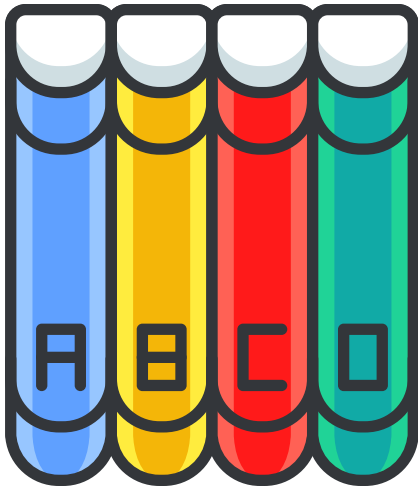
**108**

*Staff who are current or former Head Start Parents*

**25**



# School Readiness Goals



The Improving Head Start for School Readiness Act of 2007 and the School Readiness in Programs Serving Preschool Children Program Instruction (ACFPIOHS-11-04) require Head Start programs to adopt school readiness goals for preschool children. Madera/Mariposa Regional Head Start has adopted the following five School Readiness Goals:



## Goal #1 Approaches to Learning

Children will be persistent in demonstrating an interest in different topics and activities, desire to learn, creativeness, and independence in learning.



## Goal #2 Social Emotional Development

Children will be able to recognize, and regulate emotions, attention, impulses, and behavior.



## Goal #3 Language & Literacy

Children will demonstrate improvement on understanding complex communication, language, and literacy skills.



## Goal #4 Cognition

Children will use cognitive skills in every day routines to count, compare, relate, pattern, and problem solve.



## Goal #5 Perceptual, Motor, and Physical Development

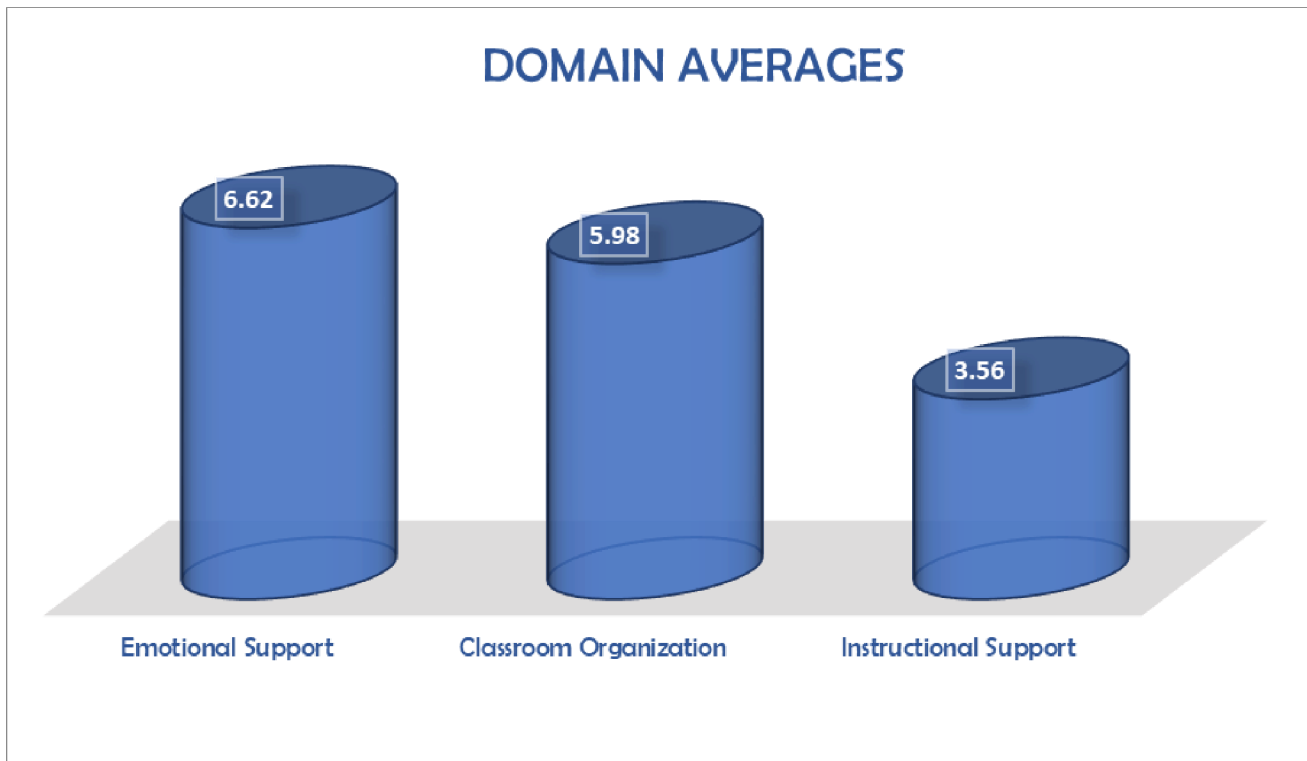
Children will participate in activities and play to develop increased control in gross and fine motor skills, to support and demonstrate an understanding of healthy practices.



# School Readiness



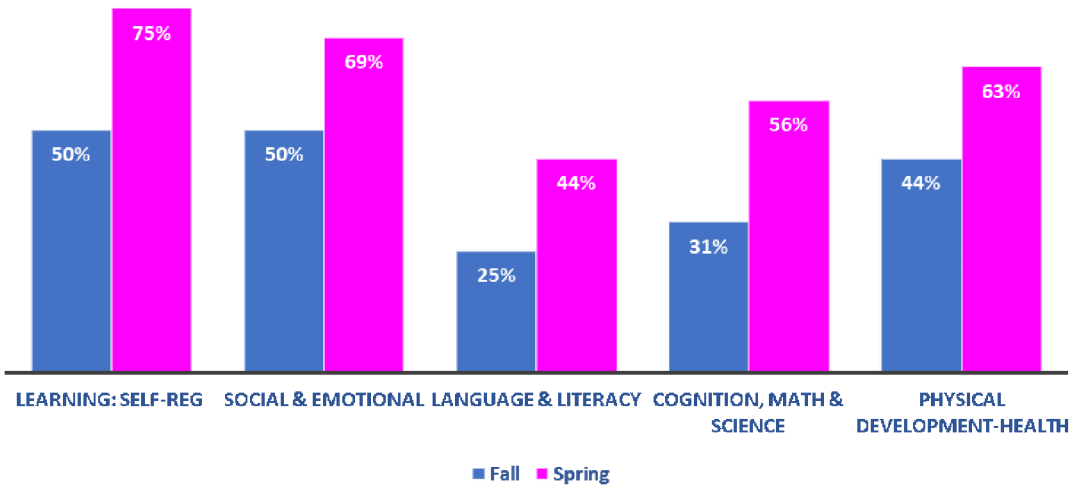
The Classroom Assessment Scoring System (CLASS) is a tool for observing teacher-student interactions. It is based on research that demonstrates that interactions between teachers and students are the most impactful elements of teaching quality. The premise of the CLASS measure is that effective teachers draw children into learning and keep them engaged. Effective interactions also support the development of children’s learning-to-learn skills, including attention and persistence. In these ways, effective interactions-as measured by the CLASS tool-link to better early learning outcomes. The scores are data from the three domains below and is rated on a seven-point scale.



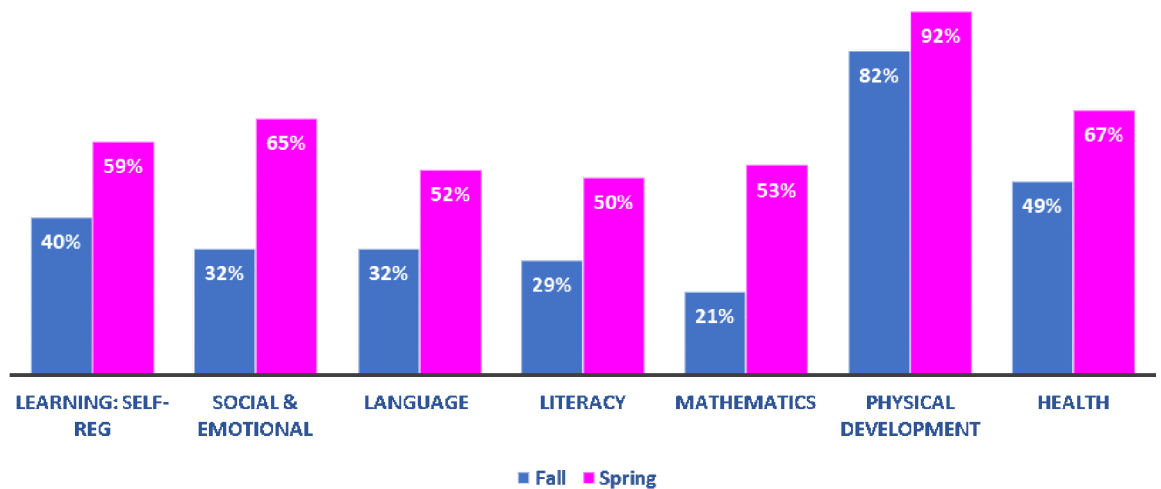
# School Readiness

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 well-being for children and families. The Madera/Mariposa Regional & Early Head Start Program analyses data three times during the season. Below are the 2021-2022 DRDP collection results from the beginning and end of the program year.

## DRDP Results for Infants & Toddlers

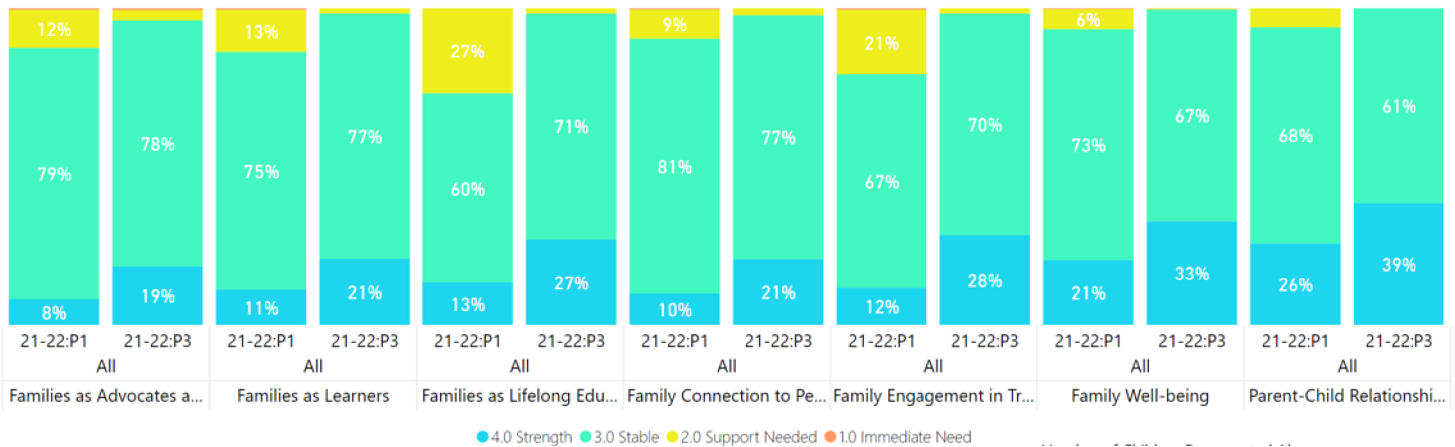


## DRDP Results for Preschoolers



## 2021-2022 Family Outcomes

Out of 291 families enrolled in the program, 234 (80%) of parents and guardians of children enrolled in our program completed a pre and post family assessments to find their needs and strengths on how the program may support them. Overwhelmingly, parents and guardians had significant growth under the following outcomes. These results are a strong testament from the respondents about how much our program contributes to families' well-being.

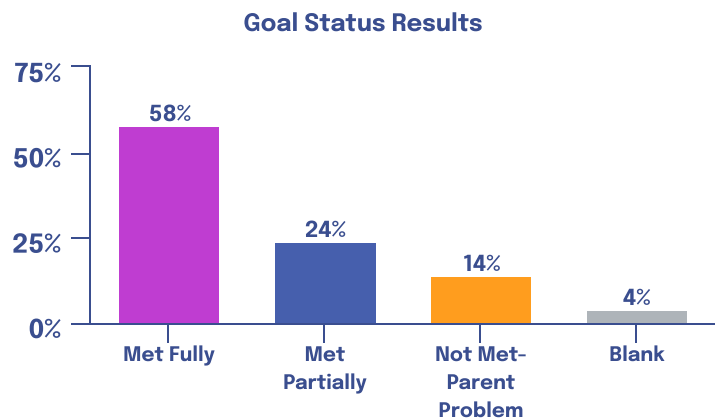
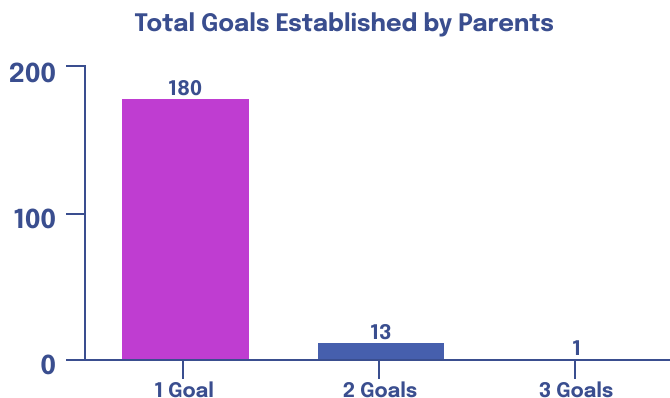


Based on the results from graph above, the top three areas where parents had the most growth were Families as Lifelong Educators, Family Engagement in Transitions and Family as Learners.

### Family Goals

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.

Out of 291 families, 194 participated in establishing a goal during the program year 2021-2022. Below are a summary of total goals established and results.



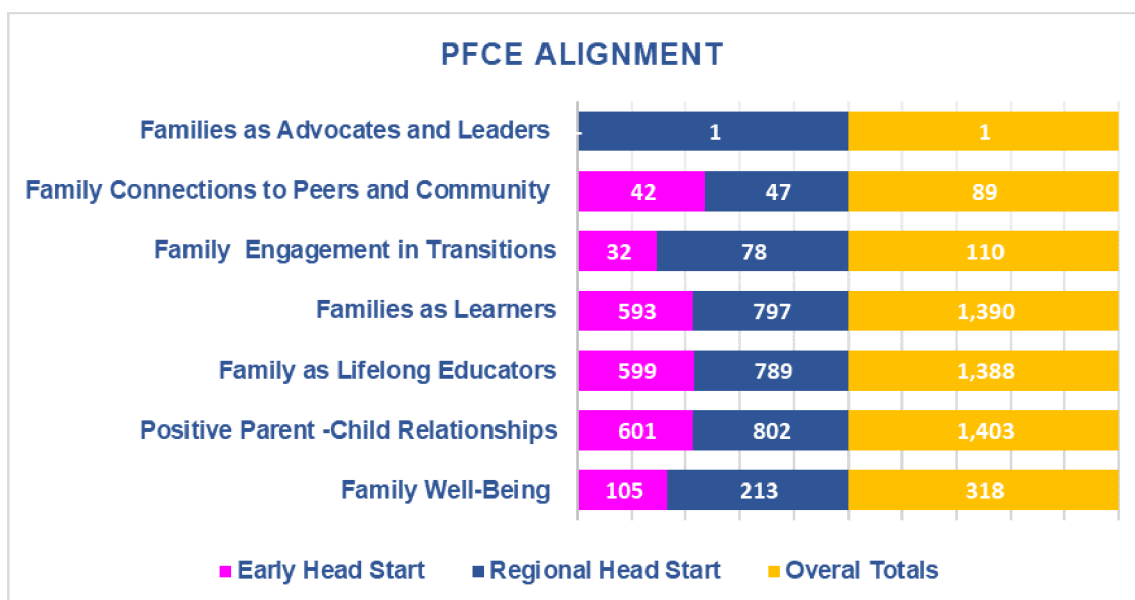
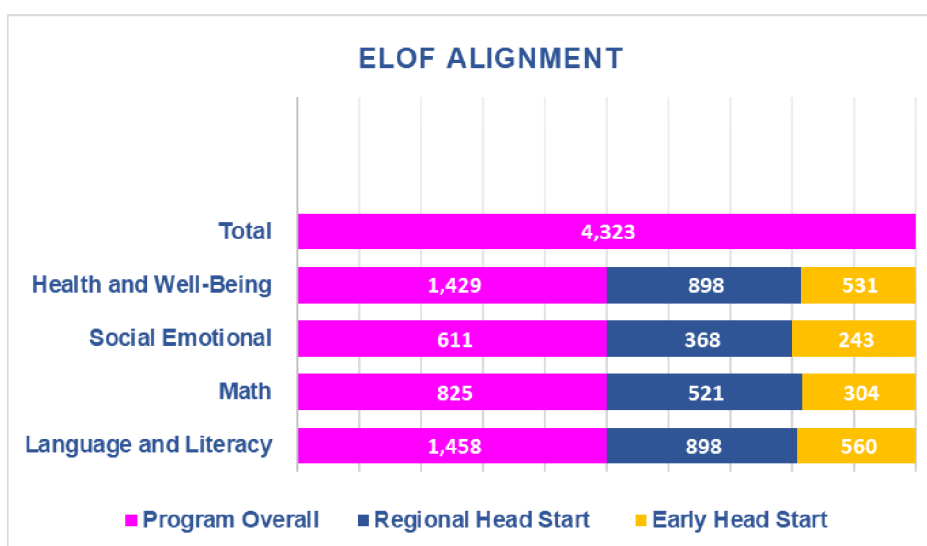
# 2021-2022 Family Outcomes

## Parent Curriculum – Ready Rosie

The program offered the opportunity for parents to participate in the parent curriculum – Ready Rosie.

Out of 291 families, 140 (48%) were registered to participate in the Ready Rosie platform. Out of the 140 registered users, 131 (93%) were connected to a classroom.

Based on the results, 1,239 videos were viewed by parents. Out of 1,239 video views, 4,699 views aligned to the Parent, Family, and Community Engagement Framework (PFCE) and 4,323 views to the Early Learning Outcomes Framework (ELOF). Below are the results by domain and programs.



# 2021-2022 Family Outcomes

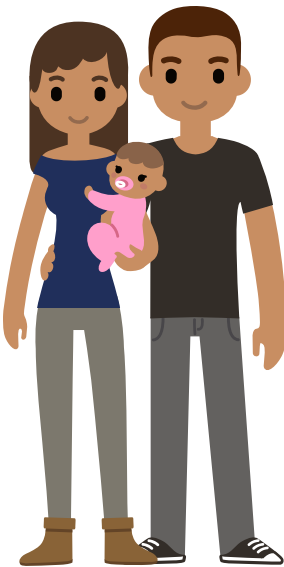
As part of the parent curriculum, the following educational workshops were also offered to the parents during the parent meetings.



1. Ready for Kindergarten
2. Words Matter - Language and Literacy
3. Positive Discipline Strategies
4. Relationships Matter
5. Family Role in Social Emotional Skills



The following topics were also provided to families in addition to the Ready Rosie topics.



- Financial Literacy
- Mental Health: Stress and Anxiety
- Nutrition: My Plate & Sugary Drinks
- Health Topics:
  1. Car Seat Safety
  2. Keeping Children Safe at School and Home
  3. Child Abuse
  4. Car Safety
  5. Technology Safety
  6. SIDS
  7. Lead
- I Am Moving, I Am Learning

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.



# Madera / Mariposa Regional Head Start Locations:

## **CHOWCHILLA**

265 Hospital Dr., Chowchilla, California 93610  
(559) 665-0291

## **COTTONWOOD**

2236 Tozer Ave., Madera, California 93638  
(559) 664-1109

## **EASTSIDE**

1112 South A St., Madera, California 93638  
(559) 674-1268

## **FAIRMEAD**

22850 Rd 19 1/2, Chowchilla, California 93610  
(559) 665-5559

## **MARIPOSA**

5058 Jones St., Mariposa, California 95338  
(209) 966-6161

## **MIS TESOROS**

131 Mace St., Madera, California 93638  
(559) 673-1011

## **NORTH FORK**

33087 Road 228, North Fork, California 93643  
(559) 887-2352

## **RUTH GONZALES**

838 Lilly St., Madera, California 93638  
(559) 675-8518

## **SUNSET**

8564 Road 23, Madera, California 93638  
(559) 675-1921

## **VALLEY WEST**

101 Adell St., Madera, California 93638  
(559) 673-4959

## **VERDELL MCKELVEY**

1901 Clinton St., Madera, California 93638  
(559) 673-1500

## **EARLY HEAD START**

201 South B St., Madera, California 93638  
(559) 661-1127  
Children Ages 0-3 & 2 Prenatal Women

***Madera / Mariposa & Early 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: February 9, 2023

Author: Maritza Gomez-Zaragoza

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DATE: January 9, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2020-2025 Community Assessment Update for Community Action Partnership of Madera County- Madera/Mariposa Regional and Early Head Start

## I. RECOMMENDATIONS

Review and consider approving the 2020-2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment 4<sup>th</sup> Year Update.

## II. SUMMARY

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

Staff is providing the update on the 2020-2025 Community Assessment Executive Summary 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 Head Start services at the beginning of the 5 year grant cycle and updated every year thereafter.
  - CAPMC has conducted the community assessment for both Madera and Mariposa Counties. The process for the completion of the assessment included gathering of demographic data from the census and data on community resources.
  - The information gathered was utilized to establish goals for the program, selection criteria if changes are needed, and identify the other areas in need of Head Start services.
  - The 2022-2023 community assessment update includes current data and program information that will be used for program planning and service delivery.
- The Community Assessment 4<sup>th</sup> year Update for Community Action Partnership of Madera County- Madera/Mariposa Regional and Early Head Start will be presented to the Policy Council on February 2, 2023.

## IV. FINANCING: Minimal

# COMMUNITY ASSESSMENT

MADERA/MARIPOSA REGIONAL HEAD START  
2020-2025 Grant Cycle – Year Four

Data about the population in the service areas of Madera County and Mariposa County.

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# EXECUTIVE SUMMARY

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## OVERVIEW OF THE GRANTEE

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Community Action Partnership of Madera County (CAPMC) is a non-profit organization established in 1965 to provide a breadth of services aiming at eliminating the effects of poverty. Over the years, CAPMC has continued to evolve in order to meet the changing community needs. CAPMC's mission is *"Helping people, changing lives, and making our community a better place to be by providing resources and services that inspire personal growth and independence."* CAPMC's vision is, *"CAPMC is recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain the knowledge and skills to achieve self-reliance and economic stability...one life at a time."*

CAPMC's Head Start and Early Head Start programs are currently funded to serve 246 Head Start children and 42 Early Head Start children including pregnant women, and their families. The service area of these CAPMC Head Start programs includes Madera County and Mariposa County. The two counties span 3,616 square miles that border Merced and Tuolumne counties toward the north, Mono County of the east, and Fresno County to the south and east.

## COMMUNITY ASSESSMENT PROCESS AND DATA ANALYSIS

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Every five years Head Start grantees are required to conduct a comprehensive community assessment that is used in decision-making for program planning, implementation, and evaluation. The assessment is designed to help the staff and Policy Council of CAPMC Head Start programs to identify current trends in the communities they serve, understand the needs of Head Start eligible children and families, become aware of resources that are available, and define gaps. The community assessment represents a critical piece of the planning process developed to encourage strategic thinking about the agency's capacity to impact families and the community in a meaningful way. This is an ongoing process which engages staff, the Board of Directors, and community partners to stimulate understanding about the strengths, needs and resources of the communities and families we serve.

To complete the Community Assessment, CAPMC followed guidance from the Head Start Performance Standards and Office of Head Start resources. A Community Assessment Team comprised of the Head Start Director, Service Area Managers, support staff, and a consultant worked together to collect internal and external data and conduct parent surveys. The Policy Council and Board of Directors approved the Community Assessment Plan and received ongoing updates throughout the process.

Worthwhile data analysis includes reviewing both quantitative and qualitative data. For quantitative data analysis, charts, graphs and tables are formulated out of data points to seek out emerging trends. Analyzing qualitative data requires reviewing input from multiple sources, where open-ended and feedback-eliciting questions are asked of a target population.

## MAJOR FINDINGS

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The population in Madera and Mariposa counties has increased overall. In Madera County population increased 5.95% over the past 6 years, from 153,187 in 2015 to 155,925 in 2020. In Mariposa County, population has decreased 6.08% from 17,789 in 2015 to 17,319 in 2020.

According to the American Community Survey, the percentage of children under the age of five who are living in poverty is decreasing. In 2015 in Madera County, about 31.7% of children under the age of five lived in poverty, and in 2020, it increased to 35.57%. While it appears that the financial state of families in the service area is improving, many still find it difficult to make ends meet. California Budget & Policy Center estimates that it takes a two-parent working family \$61,636 to pay for housing, utilities, food, child care, health care, transportation, taxes, and miscellaneous. According to the American Community Survey's 2020 data, the median household income was \$61,924, producing a \$4,000 deficit yearly for families to meet their basic needs.

	Madera County		Mariposa County	
	0-2 Year Olds	3-5 Year Olds	0-2 Year Olds	3-5 Year Olds
Child Population	7,011	6,987	467	514
County Poverty Rate for 0-5 Year Olds	35.57%		36.35%	
Estimated Income Eligible Children	2,234	2,288	124	110
Children proposed to be served by CAPMC Regional and Early Head Start	42	246	0	20
Percentage of eligible children proposed to be served by CAPMC	1.88%	10.75%	0.0%	18.2%

While children in poverty are decreasing, the children from at-risk populations are increasing. This includes homeless, foster care, and children with disabilities. In 2015, the incidence rate of a children entering foster care was 5.2 in 1,000, in 2021 that decreased to 4.4, producing a downward trend. Children 0-5 with disabilities have increased from 359 students per year in 2014 to 448 students in 2019.

The economies of Madera and Mariposa counties represent different challenges. In Madera County, many historically manual agricultural jobs are becoming increasingly mechanized, most likely due to improved technology, the minimum wage increase, and employer laws and regulations. Mariposa's major industries are tourism and government. According to the National Park Service's Monthly Use Report for Yosemite National Park, annual park visits have increased 13.8% from 2014 to 2019.

#### PRIORITIZED RECOMMENDATIONS

1. Parent Education: Both staff and parents listed this item as a main priority, particularly focusing on parenting, communication, and finances.
2. Nutrition: Head Start parents want to be informed when feeding their families. Additionally, many Head Start centers are located in food deserts, where healthy, fresh foods are not accessible.
3. Mental Health Services: Mental health concerns dominate conversations nationally and locally, as resources seem scarce and inaccessible.
4. Safety: Safety concerns have heightened, mostly likely due to national events. Parents are worried and have questions about gangs, human trafficking, and drugs. Additionally, maintaining safety at the Head Start centers is a concern.

- Center staffing: Staff at CAPMC say that wages are a concern. Additionally, finding qualified staff and substitutes is a challenge. Classrooms cannot operate without meeting a ratio of qualified staff members, so it is imperative that substitutes are available in the event that regular staff are out.

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#### Our 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.*

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#### Our 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.*

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## OVERVIEW OF THE STATE OF THE GRANTEE

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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 population for over the past four decades. Although Madera County is the primary focus, CAPMC has also been awarded funds to expand Head Start services to Regional families in Mariposa County and Migrant/Seasonal families in Fresno County.

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### OUR AGENCY

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### FINANCES

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A majority of CAPMC's \$32,883,550 annual funding allocation comes from state and federal sources. These funds are focused on services for low-income and disadvantaged populations of our community. Table 1 illustrates expenditures by category, while

Table 2 displays funding by revenue source.

TABLE 1

**Community Action Partnership of Madera County, Inc.  
Expenditures by Program  
Fiscal Year Ended June 30, 2021**

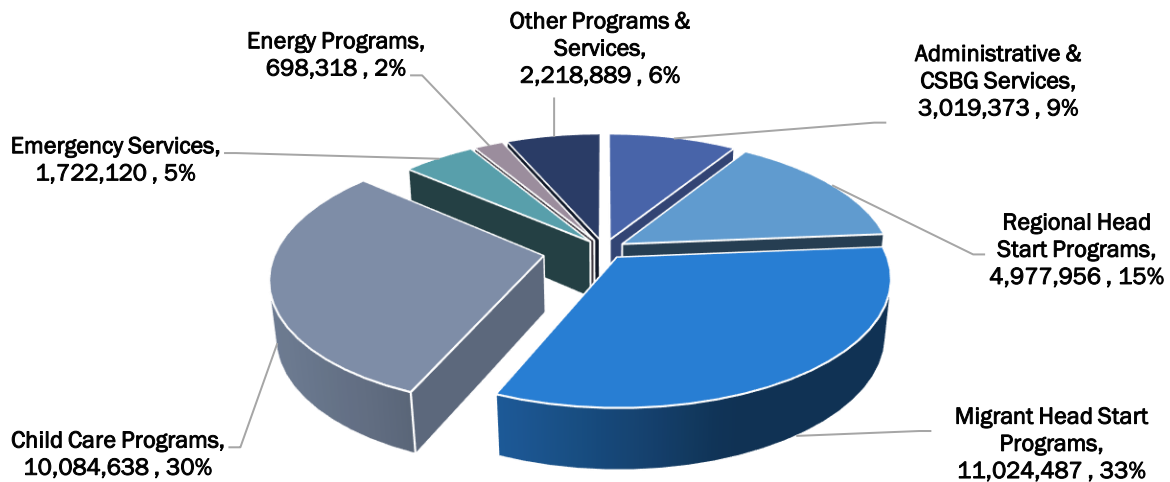
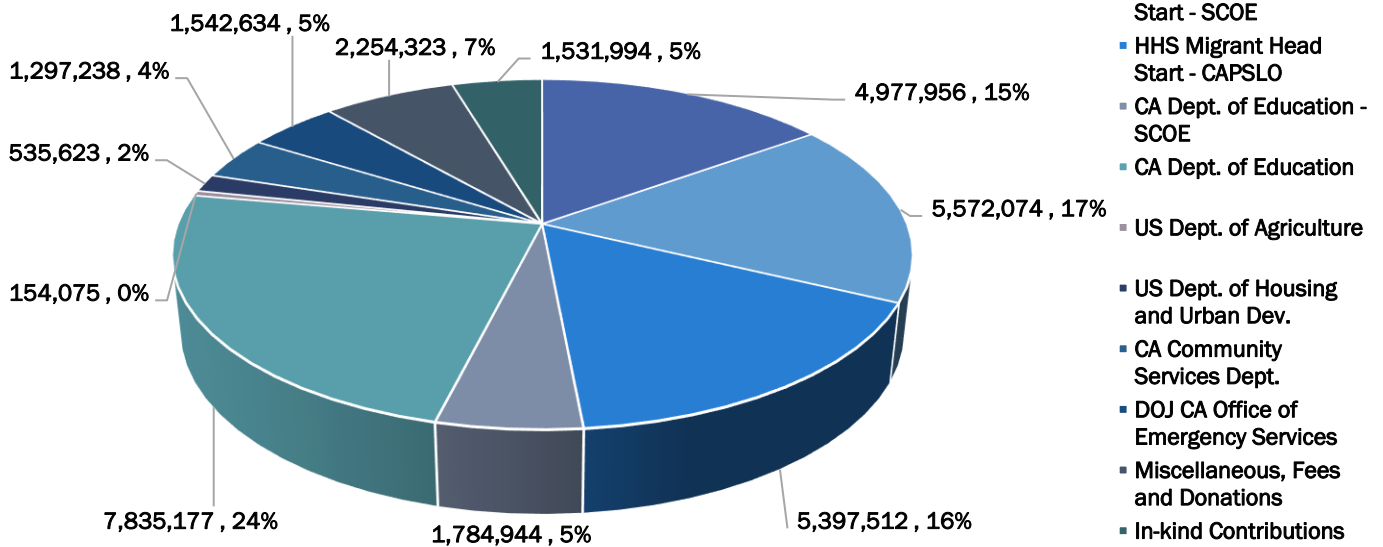


TABLE 2

**Community Action Partnership of Madera County, Inc.  
Funding Revenues by Source  
Fiscal Year Ended June 30, 2021  
\$32,883,550**



**OUR REGIONAL HEAD START PROGRAM**

Program Director Maritza Gomez-Zaragoza continues to lead the Madera Head Start Management Team. Mrs. Gomez-Zaragoza and has been a part of the program for over twenty years. The team has extensive experience in the field of Child Development and Early Childhood Education. It consists of: a Deputy Director of Child Development

Services, Deputy Director of Direct Services, Support Services Manager (ERSEA), three Education Area Managers, one Parent & Governance Specialist, one Disability/Mental Health Specialist, one Health Content Specialist, one Nutrition Content Specialist, one Professional Development Coach, Human Resources Assistant, and Administrative Assistant.

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## HEAD START CENTER LOCATIONS

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### **Chowchilla Regional Head Start Center**

265 Hospital Drive, Chowchilla, CA 93610

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### **Cottonwood Regional Head Start Center**

2236 Tozer Avenue, Madera, CA 93638

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### **Eastside Regional Head Start Center**

1112 South A Street, Madera, CA 93638

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### **Fairmead Regional Head Start Center**

22850 Road 19 ½, Chowchilla, CA 93610

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### **Mis Tesoros Regional Head Start**

131 Mace Street, Madera, CA 93638

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### **North Fork Regional Head Start Center**

33087 Road 228, North Fork, CA 93643

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### **Oakhurst Regional Head Start Center**

40094 Indian Springs Road, Oakhurst, CA 93644

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### **Ruth Gonzales Regional Head Start Center**

838 Lilly Street, Madera, CA 93638

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### **Valley West Regional Head Start Center**

101 Adell Street, Madera, CA 93637

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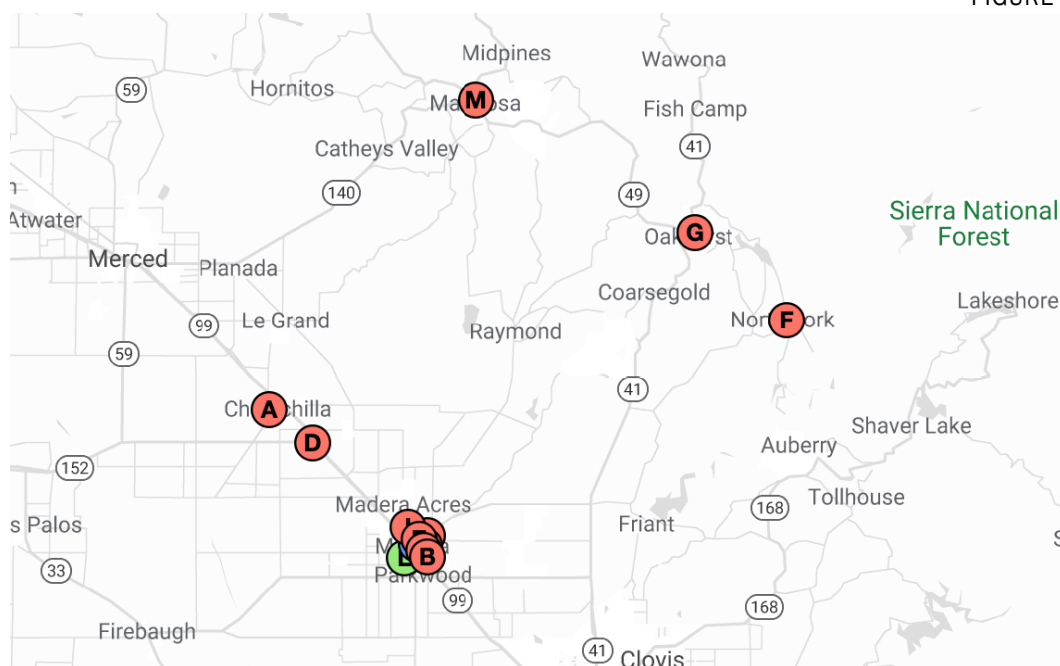
**Verdell McKelvey Regional Head Start Center**  
1901 Clinton Avenue, Madera, CA 93638

**Mariposa Regional Head Start Center**  
5058 Jones Street, Mariposa, CA 95338

**CAPMC Administrative Office**  
1225 Gill Ave., Madera, CA 93637

The Head Start center locations and main offices are mapped below.

FIGURE 1



### FUNDED ENROLLMENT & PROGRAM OPTIONS

In accordance with the Award Notice, CAPMC plans to serve 40 eligible children and 2 pregnant women in a home-based setting, and 246 eligible children and families in a center-based setting in the 2022-2023 program year. The State of California’s Community Care Licensing Department, under Title 22, regulates and monitors all Head Start sites. Centers are open 3 ½ to 6 hours per day and serve children five days per week.

#### 2022-2023 Proposed Enrollment

##### CENTER-BASED

Chowchilla	40 preschoolers	Full-day slots
Cottonwood	20 preschoolers	Full day slots
Eastside	20 preschoolers	Full day slots
Fairmead	17 preschoolers	Full day slots



Mariposa	15 preschoolers am/15 preschoolers pm	Part-day double session
Mis Tesoros	17 preschoolers	Full day slots
North Fork	17 preschoolers	Full day slots
Oakhurst	15 preschoolers	Part-day single session
Ruth Gonzales	20 preschoolers	Full day slots
Valley West	15 preschoolers am/15 preschoolers pm	Part-day double session
Verdell McKelvey	20 preschoolers	Full day slots

HOME-BASED  
Early Head Start 40 infant/toddlers children and 2 pregnant women

### CURRENT ENROLLMENT

Table 3 displays each site's capacity and current enrollment.

TABLE 3

Service Area	Capacity	Enrollment as of December 1, 2022		
		Infants	Toddlers	Preschoolers
<b>Madera County</b>				
Chowchilla	40			40
Cottonwood	20			18
Eastside	20			20
Fairmead	17			17
Mis Tesoros	17			17
North Fork	17			14
Oakhurst	15			8
Ruth Gonzales	20			20
Valley West	30			30
Verdell McKelvey	20			20
Early Head Start	42			42
<b>Mariposa County</b>				
Mariposa	30			14

### CURRENT WAITING LIST

Table 4 below indicates the waiting list pulled from ChildPlus as of December 1 2022.

TABLE 4

Service Area	Capacity	Waiting List as of December 1, 2022		
		Infants	Toddlers	Preschoolers
<b>Madera County</b>				
Chowchilla	12			2
Cottonwood	15			4
Eastside	15			7
Fairmead	12			1
Mis Tesoros	15			3
North Fork	15			1
Oakhurst	15			5
Ruth Gonzales	15			6
Valley West	15			2
Verdell McKelvey	12			6
Early Head Start	42			6
<b>Mariposa County</b>				
Mariposa	15			1

Source: CAPMC, Waiting List

# SERVICE AREA DATA: OVERVIEW OF THE SERVICES AND RECRUITMENT AREA

## DEMOGRAPHIC FEATURES

TABLE 5

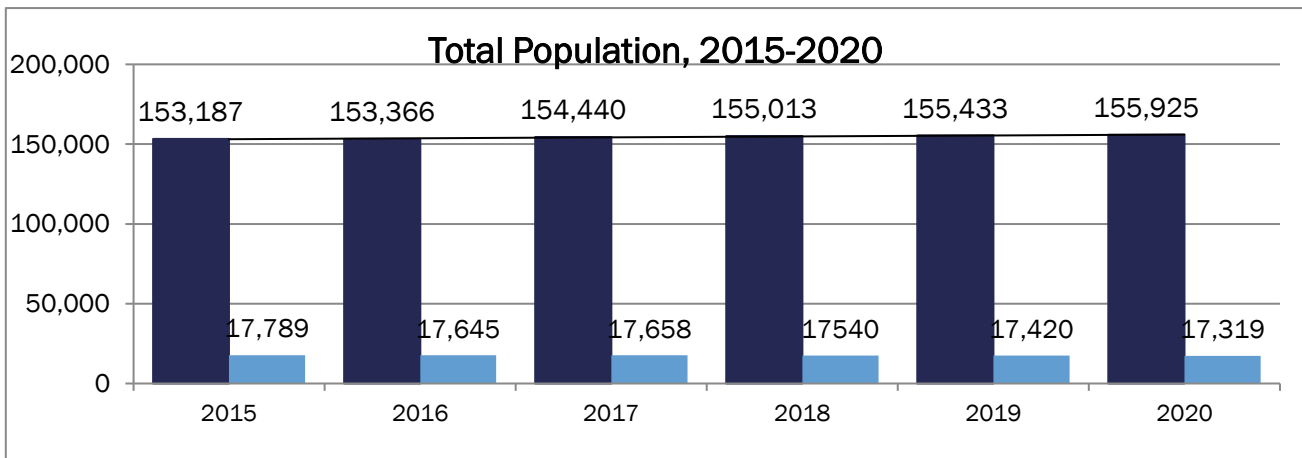
	Madera County	Mariposa County	State of California
Median Resident Age	34.1	51.8	36.7
Size of Labor Force	58,917	6,914	18,646,894
Median Household Income	\$61,924	\$50,960	\$78,672
Total Households	44,479	7,846	13,103,114
Average Household Size	3.32	2.06	2.94
Average Family Size	3.70	2.59	3.52
Median Value of Owner-Occupied Housing Unit	\$273,500	\$317,500	\$557,100
Persons Below Poverty Level	18%	15.4%	12.33%

Source: U.S. Census Bureau, American Community Survey, 2015-2020 5-Year Estimates. DP02, DP05, B19013 , S2506.

## POPULATION

Madera County’s population has risen steadily since 2015. The American Community Survey revealed the most recent population in 2020 as 155,925. Similar to the experience of other counties in the Central Valley, the Madera County population has increased 5.95% since 2015. The population rate is increasing despite the region being mostly rural and offering fewer employment opportunities. Agriculture is attracting a substantial flow of immigrants from Mexico and Central America, as well as a small steady flow of Asian and Eastern Asian groups to our area. In addition, the high cost of housing in large populated cities (Los Angeles, San Francisco Bay Area) is driving people to seek more affordable homes in our community. Mariposa County, on the other hand, shows a 6.08% decrease in population from 2015 to 2020.

TABLE 6



Source: U.S. Census Bureau, American Community Survey 2015-2020, 5-Year Estimates. B01003.

According to the American Community Survey, the number of 0-5 year olds in Madera County shows a steady or slight decrease over the time period. Although the overall county population shows an increase of over 5.95%, the children ages 0-5 show a population decrease of 6.02% for the same period. Because of Mariposa’s small population size, this data is not available for the county.

TABLE 7

	Population of Children Age 0-5					
Service Area	Madera County					
	2015	2016	2017	2018	2019	2020
Under 3	6,838	7,255	7,103	7,119	6,960	7,011
3 and 4 years	4,872	4,408	4,587	4,678	4,651	4,373
5 years	2,347	2,488	2,193	2,351	2,478	2,614
<b>Total</b>	<b>14,057</b>	<b>14,151</b>	<b>13,883</b>	<b>14,148</b>	<b>14,089</b>	<b>13,998</b>

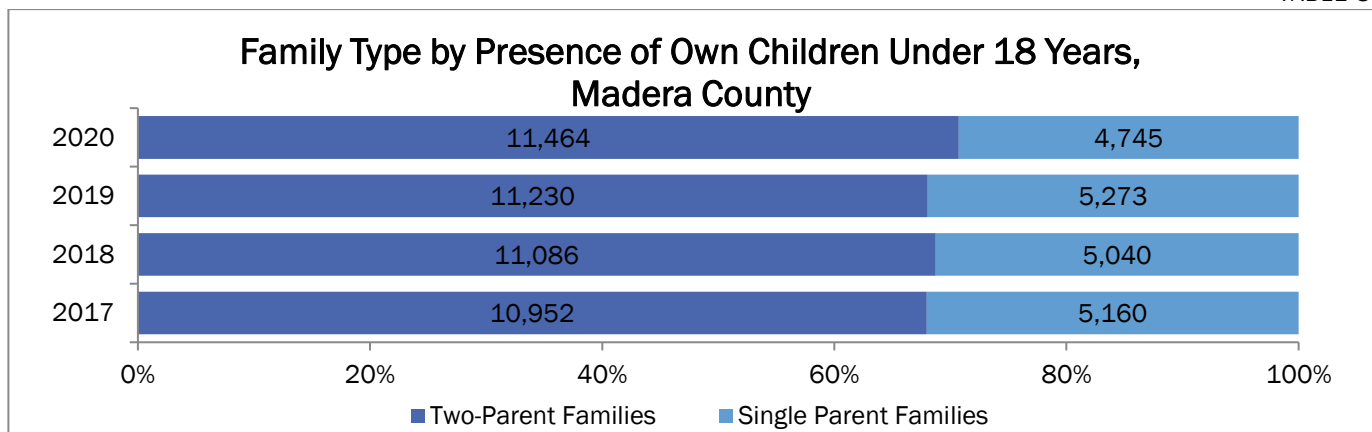
Source: U.S. Census Bureau, American Community Survey 2015-2020, 5-Year Estimates. B09001.

### FAMILY SIZE AND TYPE

According to the American Community Survey, the average family size in 2020 in Madera County was 3.70 people, a 3.81 decrease since 2015’s. Family Size in Mariposa County also showed a decrease from 2.71 in 2015 to 2.59 in 2020.

The charts below (Table 8) display family type of the Madera County populations with children under 18 years of age. The data shows a growing trend toward two-parent families from 2015 to 2020.

TABLE 8

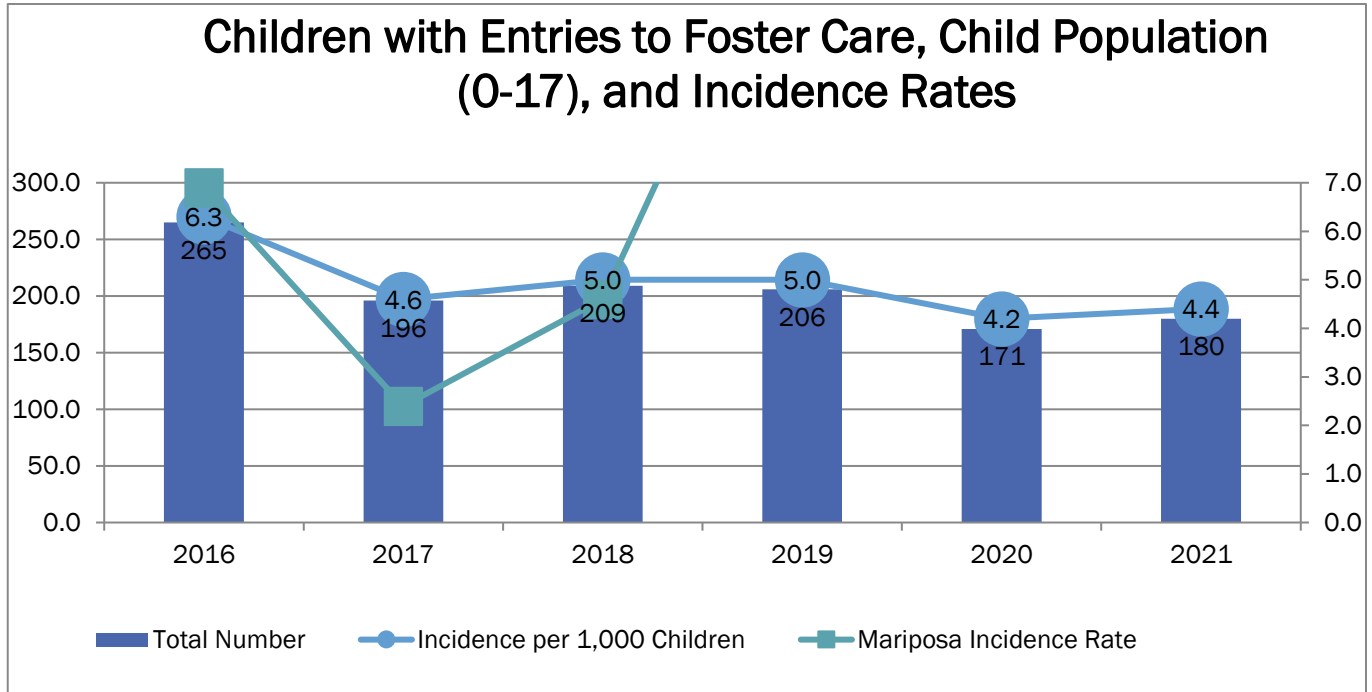


Source: U.S. Census Bureau, American Community Survey 2015-2020, 5-Year Estimates. B11003.

## FOSTER CHILDREN

The number of foster children in Madera County has fluctuated over the period 2015 to 2021, with a spike in 2016 and 2018. Mariposa's rate fluctuates a bit more, as their child population is much smaller, and any increase or decrease can highly impact the rate. However, for the year 2019, 2020 and 2021 Mariposa incidence rate was not available.

TABLE 9



Source: Center for Social Services Research, University of California at Berkeley. Children with Entries to Foster Care, Child Population (0-17), and Incidence Rates.



# Report to the Board of Directors

Agenda Item Number: D-10

Board of Directors Meeting for: February 9, 2023

Author: Maritza Gomez-Zaragoza

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DATE: January 9, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Madera/Mariposa Head Start & Early Head Start 2020-2025 Program Goals and Objectives Update

## I. **RECOMMENDATIONS**

Review and consider approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program.

## II. **SUMMARY**

After the completion and analysis of the community assessment, Head Start management staff developed the program's five year goals and objectives for the 2020-2025 refunding cycle with parent and program staff input. The 2022-2023 updates is being presented for review and consideration.

## III. **DISCUSSION**

- Program staff continue to work on accomplishing the established program goals. Some timeliness and activities are being modified due to the on-going COVID-19 pandemic.
- Although some of the activities were delayed, staff have made progress in accomplishing the objectives for each goal. Some of the objectives activities have been completed and are documented as such on the document. Staff will continue to document and collect data to support its goal accomplishments.
- The Policy Council and Board of Directors will continue to be provided with annual updates on the status and/or progress of the goals and objectives.

- The Madera/Mariposa Head Start & Early Head Start 2020-2025 Program Goals and Objectives Update will be presented to the Policy Council on February 2, 2023.

## IV. **FINANCING**: Minimal



Madera/Mariposa Head Start & Early Head Start  
**2020-2025 Goals & Objectives Action Plan**

**Program Goal:** *Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Programs.*

**Objective I:** Program will intentionally use its data plan at all levels for program activities, planning, and service delivery to increase the quality of service to children and families beginning August of 2020.

**Expected Outcome(s):** Program staff will collect, analyze, and utilize program data for informed decision making for all center and program service delivery.

**Expected Challenge(s):** Effective and timely collection of data, staff's understanding in analysis of data, potential technical issues – internet, equipment, etc.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Area Managers will work with center staff to ensure current data tools are being utilized as intended to collect children's developmental assessments in Learning Genie.	Area Managers Data Entry	December 2020 On-going	Minimal – TA is provided by Learning Genie
<b>2022-2023 Update:</b> To ensure program collects data to fidelity, Area managers provided a DRDP training (children's assessment tool) on July 28-29, 2022 to 80% of teachers. The additional 20% of the teachers hired after July received coaching on DRDP from site supervisors & area managers.  After completing Education File review during the month of October, Area managers identified 70% of the program files had some	Deputy Director CD Services Area Managers	September 2022 Ongoing	None

<p>inconsistencies on utilizing data while completing the children's individual school readiness goals. Area Managers reviewed this data with all Site Supervisors during meeting on 11/28/22, and scheduled a School Readiness Check-in with teaching staff on 1/11/23, prior the mid-point collection is complete to review usage of data while updating the children's goals.</p> <p>Program schedule a Learning Genie monitoring on January 2023 to continue reviewing DRDP completion.</p>			
Advocates and Data Entry staff will be provided with specific timeframes and guidelines for entering child and family information	Support Services Manager	August 2020 On-going	Minimal
<b>2022-2023 Update:</b> Timelines and training were provided to Advocates during preservice at the beginning of the 22-23 program year. Follow up training will continue to be provided during the monthly meetings. PIR is monitored monthly and corrections are made as needed. Data is monitored monthly by Specialist for accuracy.	Support Services Manager	August 2022 and On-going	None
Training will be provided to center staff on the purpose of the data management plan, its components, and usability for center level planning.	Deputy Director – CD Services Area Managers	August 2021	Minimal
<b>2022-2023 Update:</b> Program continues reviewing School Readiness Goals data with site supervisors/teachers at least three times per year. Site supervisors completed the center level goal with the assistance of area managers.	Deputy Director – CD Services Area Managers	Three times per program year	None
During monthly Site Supervisor meetings, data points for each service area will be discussed and utilized for planning center activities and/or staff trainings.	Deputy Directors Area Managers Program Specialist Head Start Director	January 2022  On-going	Minimal

<b>2022-2023 Update:</b> Education managers reviewed data during site supervisor meetings the following dates: December 10, 2021, January 21, 2022, and April 29 2022. Education Managers reviewed the data reports and the updated for School Readiness Goals.	Deputy Director – CD Services Area Managers	Three times per program year	None
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**Program Goal:** *Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Programs.*

**Objective II:** Utilize program data, develop a comprehensive professional development and resource plan to provide knowledge and skills to teachers, Advocates, and families beginning January 2021.

**Expected Outcome(s):** Teachers and parents experiencing challenging behaviors will be equipped with techniques and resources to support children in the classroom and home.

**Expected Challenge(s):** Funding, availability of speakers and cost, effective planning to schedule training during non-child days

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Based on staff and parent/family needs identify training topics, resources, and strategies to address the social emotional needs of children in the classroom and home.	Disabilities/Mental Health Specialist Head Start Director	January 2021 - Ongoing	Cost will be part of the T&TA budget
<b>2022-2023 Update:</b> The links to the presentations were provided to families and staff. 21 RHS staff watched Trauma: How it Affects the Body and the Brain..	D/MH Specialist		Quality Improvement





<p><b><u>2022-2023 Update:</u></b> Staff continue to encourage parents/guardians to utilize the Ready Rosie Platform for social-emotional topics.</p> <p>Resources are being provided to parents/guardians of children with concerning behaviors. i.e. Breathing Wand, set of 7 Sophie books that teach: calm breathing, regulating strong feelings, helping child to make an acceptable choice, helping a child find their assertive voice, encouraging helpfulness, how to appropriately ask for a turn These resources are for parents to keep and utilize with their child/ren in the home. Thusfar, 7 families have received the Conscious Discipline materials to use at home with their children. Staff are reporting that so far 3 children have improved behaviors.</p>	<p>Family Advocates</p> <p>D/MH Specialist</p>	<p>August 2022 and on-going</p> <p>August 2022 and on-going as needed</p>	<p>None</p> <p>COVID Funds were utilized to cover cost.</p>
<p>Disabilities/Mental Health Specialist, as part of the child's support plan, will encourage parent/families to participate in parenting classes through CAPMC-Head Start or other available parenting classes in the community.</p>	<p>Disabilities/Mental Health Specialist Advocates Support Services Manager</p>	<p>January 2021 – Ongoing</p>	<p>None – Parenting classes are offered at no cost</p>
<p><b><u>2022-2023 Update:</u></b> Strengthening Families information continues to be provided to parents/guardians at support meetings Family Advocates emailed all parents information on Triple P that Strengthen Families staff are offering. As of 12/12/22, 4 parents from Early Head Start have been referred to SFP. So far, no parents have participated this year.</p>	<p>D/MH Specialist</p>	<p>August 2022 and ongoing</p>	<p>None</p>

**Program Goal:** *Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Programs.*

**Objective II:** Address the salary disparity between local preschool/childcare programs and CAPMC-Head Start to decrease staff turn-over and ensure continuity of services for children and families beginning June of 2020.

**Expected Outcome(s):** Maintain current workforce to provide continuity of services for children and families enrolled in Early Head Start and Head Start.

**Expected Challenge(s):** Availability of funding, continued pay disparity with local preschool programs, employees opting for higher salaries

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Apply for additional funding as opportunities become available from Office of Head Start to increase salaries.	Head Start Director CAPMC Executive Director	Beginning June 2020 – On-going	5% increase in salaries constitutes over \$100,000 in additional funding
<b>2022-2023 Update:</b> Office of Head Start allocated funding to support Head Start Program with a Cost of Living Adjustment of 2.28% plus Quality Improvement funds. By combining both awarded funds, CAPMC was able to provide a 3% salary increase to all Head Start staff.	Head Start Director CAPMC Executive Director	Salary adjustments were implemented effective June 2022	All funds received were applied to salaries & fringe benefits
Review CAPMC’s teacher job classifications create a tier within current job classifications to augment pay for a higher tier that will require higher education qualifications.	Head Start Director Human Resources Director	June 2022	Unknown

<p><b>2022-2023 Update:</b> CAPMC management staff is continuing to reviewing the current job classifications and researching other program’s job descriptions, teaching staff salary schedules, and conducting comparisons with local and alike agencies.</p> <p>CAPM is also looking into potential changes to its services in order to allocate additional funding for salary increases to retain and attract qualified teaching staff.</p>	<p>Executive Director Head Start Director Human Resources Director</p>	<p>June 2023</p>	<p>Unknown at this time</p>
<p>Seek funding opportunities from other sources – state – to address the upcoming California’s minimum wage.</p>	<p>Head Start Director CAPMC Executive Director Human Resources Director</p>	<p>June 2021 – On-going</p>	<p>5% increase in salaries constitutes over \$100,000 in additional funding</p>
<p><b>2022-2023 Update:</b> CAPMC continues to apply any available Office of Head Start funding to salary increases. Since the start of the funding cycle CAPMC has increased staff’s salary by 8.72% which includes the 2022-2023 3% increase.</p> <p>CAPMC will continue to seek other funding opportunities that can support salary increases for Head Start staff in order to become more competitive in the Madera &amp; Mariposa Counties job market.</p>	<p>Head Start Director CAPMC Executive Director</p>	<p>Salary Adjustment were implemented effective June 2022</p>	<p>All funds received were applied to salaries &amp; fringe benefits</p>

**Program Goal:** Program will prepare children enrolled in Head Start to enter Kindergarten.

**Objective:** Program will develop connections with Local School Districts to improve transitions and share program data.

**Expected Outcome(s):** Children will be exposed to elementary school experiences. Program and School District will develop a process of data sharing.

**Expected Challenge(s):** Head Start children having the opportunity to visit elementary schools. School District's being open to partnering with CAPMC Head Start.

<b>Action/Strategy</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Financial Supports</b>
Program staff will contact local school districts to develop a stronger partnership and collaboration. Center staff will have a better understanding of Kindergarten expectations, enrollment process, and data/information sharing between Head Start and the elementary schools.	Deputy Director - ECE Area Mangers	December 2020 – On-going	N/A
<b>2022-2023 Update:</b> Site supervisors / Family advocates contacted the local elementary schools kindergarten teachers or principals to obtain information related to kinder requirements. Due to administrative changes for the Madera, School District Preschool State programs, education managers have not being able to connect with new Program Director of Early Childhood Education. Program staff will contact Mariposa & Chowchilla school districts and partner with them.	Deputy Director – ECE Area Managers	February 2023 Ongoing	N/A
Teachers will schedule a meeting with the closest Elementary School's teaching staff to share children's outcomes and K-SEP data. Parent's consent will be obtained prior to data/information sharing.	Teachers Area Managers	April-May of each year	Minimal

<p><b>2022-2023 Update:</b> Teachers reviewed K-SEP data with parents during parent conference. Teachers encourage parents to share KSEP information with child's kindergarten teacher. Below see the KSEP data obtained for the 2021-2022 program year:</p> <table border="0"> <tr> <td>4yr Olds who completed KSEP</td> <td>64</td> </tr> <tr> <td>4yr Olds at or above developmental level &amp; ready for kinder</td> <td>77%</td> </tr> <tr> <td>4yr Olds below developmental level &amp; almost ready for kinder</td> <td>23%</td> </tr> </table>	4yr Olds who completed KSEP	64	4yr Olds at or above developmental level & ready for kinder	77%	4yr Olds below developmental level & almost ready for kinder	23%	Teachers Area Managers	April-May of each year	Minimal
4yr Olds who completed KSEP	64								
4yr Olds at or above developmental level & ready for kinder	77%								
4yr Olds below developmental level & almost ready for kinder	23%								
<p>Children will have the opportunity to visit an elementary school prior to kindergarten enrollment. Information will be documented on transition plan.</p>	Teachers Area Mangers	April-May of each year	N/A						
<p><b>2022-2023 Update:</b> Teachers continue inviting Kindergarten teachers to be part of parent meetings to speak and share information with parents related to kindergarten enrollment.  Teachers also invite kinder teachers to meet with children in the classroom virtually. Kinder teachers attend when available. During the 2021-2022 school year, 2 sites were able to connect with the kindergarten teachers and have a virtual presentation for children.</p>	Teachers Area Managers	April-May of each year	Minimal						
<p>At the end of each program year, management staff in collaboration with center staff will review the transition plan for effectiveness. If any gaps or opportunities for improvement are identified, the plan will be revised prior to the start of each program year.</p>	Area Managers Teachers / Family Advocates	May 2021 – On-going	Minimal						

**Program Goal:** Program will prepare children enrolled in Head Start to enter Kindergarten.

**Objective:** Program will utilize the end of the year family survey as a measure for child/family Kindergarten readiness – Indicator: Family as Lifelong Educator will indicate 65%-70% in the domain of Family Engagement in Transition.

**Expected Outcome(s):** Program will strengthen parents’ understanding of the importance of their role in supporting their children’s transition to school.

**Expected Challenge(s):** Having a low parent participation during activities offered.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Teachers will review their classroom outcome data after each collection. They will complete a Summary of Findings. Upon completion, this data will be shared with parents along with strategies that can be implemented at home.	Deputy Director - ECE Area Managers Teachers Family Advocates	August 2022- On-going	
<b>2022-2023 Update:</b> Education managers reviewed DRDP collections data for the school year with site supervisors on 12/10/2021, 1/21/2022, & 4/29/2022 and the Summary of Finding were completed.	Deputy Director - ECE Area Managers Teachers Family Advocates	Three times per program year	None
Program will develop a School Readiness event for families. During these event families will received strategies to help their children on developing skills and getting ready for school.	Deputy Director – Direct Services Area Manager Family Advocates Education Staff	August 2021- On-going	
<b>2022-2023 Update:</b> During 21-22 program year, virtual parent meetings were provided due to COVID. The family workshop “Ready for Kindergarten” is included on the parent schedule.	Area Managers Deputy Director Direct Services	August 2022- On-going	Minimal

Area Managers will review the Family Strengths/Needs Assessment (pre and post data) to identify family trends and teaching staff training needs. This information will provide a baseline for planning purposes.	Deputy Directors Area Managers	Twice a year beginning 2021	
<b>2022-2023 Update:</b> Deputy Director Direct Services reviewed data reports with education managers on 10/17/22. Based on the data reviewed, area managers had a clear understanding of the family data.	Deputy Directors Area Managers	End of the program year - 2022	

**Program Goal:** Program will support the safety of children and families in the community

**Objective:** Booklet will be provided to families with information on safety community resources – data will indicate that 70% of families received resources

**Expected Outcome(s):** Families will have resources on agencies/services that can provide guidance on safety measures at school and home.

**Expected Challenge(s):** Accuracy of information from year to year. Programs/agencies closing and not providing services due to funding.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
A committee will be established and the primary goal will be to complete a booklet on safety community resources.	Health Specialist	Winter of 2021	\$1000 printing cost
<b>2022-2023 Update:</b> The Safety Resources Committee underwent several obstacles in continuing monthly meetings such as change in	Health Specialist	April 2023	Pending



staff and absence of Health Specialist. A new team will be created and meetings will resume in April 2023.			
Agencies that provide safety resources will be contacted to ensure information on resource books is accurate and appropriate.	Safety Resource Committee	June 2020-annually	None
<b>2022-2023 Update:</b> Although a new Safety Resources Committee team is pending, the Health Specialist continues to have communication with all community partnerships to ensure that all current staff names, titles, and phone numbers are up to date.	Health Specialist	Ongoing	None
Annual search for new agencies/resources, and review of current resources to ensure information is current.	Health Specialist, Safety Resource Committee	June 2023 - annually	
<b>2022-2023 Update:</b> CAPMC-Head Start has continued to increase its partnerships and working relation with community partners to ensure services and resources are provided to families specifically in; health, COVID-19 guidance, mental health, vision support, and programs supporting father/father figure. New Services include Dad's Matter program from First Five, Cribs for Kids program from Madera County Health Department, and Safe Kids program from Valley Children's Hospital.	Health Specialist	Ongoing	None

**Program Goal:** Program will support the safety of children and families in the community

**Objective:** Safety topics will be presented to parents at parent meetings – Parent meeting agendas will indicate “safety topic” – 100% of centers will provide at least 1-2 safety topics during the school year.

**Expected Outcome(s):** Parents will be provided with information on safety measures for their home, school, and community.

**Expected Challenge(s):** Parent participation in meeting. Availability of community presenters and programs/agencies that meet parent’s needs.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Parent meeting schedule will be revised to include safety topics of interest to families.	Health Specialist Deputy Director – Direct Services	July 2020	\$150 printing cost
<b>2022-2023 Update:</b> Parent meeting schedule continues to include safety topics of interest to families. Meetings are now in person with continued safety practices to help prevent the spread of illnesses.	Health Specialist Deputy Director- Direct Services	Ongoing	None
Identify programs and agencies that provide presentations for parents on safety in the home, schools, and neighborhoods/community.	Health Specialist	July – August 2020	None
<b>Update:</b> Family Advocates and EHS Family Facilitators have been provided with a list of community agencies/services that address safety to conduct presentations and resources for parents.		<b>COMPLETED</b>	

Revised parent meeting survey, list of resources and community presenter will be provided to Advocate during pre-service.	Health Specialist	August 2020	\$500 venue/materials
<b>Update:</b> A list of health and safety resources that aligns with the parent meeting survey was provided to the Advocates and EHS Facilitators. Information is organized to align with titles on survey that provide easy identification of resources.		<b>COMPLETED</b>	
Safety topics identified by parents on the parent meeting survey will be included on the “parent meeting plan”. Information will be documented on agenda & meeting minutes.	Advocates Family Facilitators	September 2020 - annually	None
<b>2022-2023 Updates:</b> No additional items have been added or removed from the meeting schedule. Meetings are now held in person with continued safety practices to help prevent the spread of illnesses.	Advocates Family Facilitators	Ongoing	None
Ongoing monitoring will ensure at least one safety topic is being presented to the parents during the school year.	Health Specialist	October 2020- ongoing	None
<b>2022-2023 Update:</b> We continue conducting ongoing monitoring to ensure safety topics are being presented to the families. Resources for such topics are still being added and provided to the Advocates as they arise. As of December 2022, at least one health and safety topic was presented to the parents.	Health Specialist	Ongoing	None

**Program Goal:** Program will support the safety of children and families in the community

**Objective:** The program will conduct a safety assessment of all sites and develop a plan to address any safety concerns by August of 2021.

**Expected Outcome(s):** Children, parents, and staff will be safe while at Head Start centers.

**Expected Challenge(s):** Availability of funding to address identified concerns. Safety versus compliance with Community Care Licensing

Activities/Strategies have been modified since the program was unable to fully implement the intended activities due to CVOID-19

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Conduct monitoring/assessment of health & safety needs at the center and office level to ensure any potential hazards or dangers are addressed in a timely manner.	Health Specialist Facility Supervisor Safety Committee Members	February 2023	None
Compile findings from all sites. Present information to Head Start Director to develop a plan to address findings. The plan will include recommendations to address potential safety issues.	Health Specialist Safety Committee Members	April 2023 - going	Significant based on findings
<b>2022-2023 Update:</b> Head Start Director, Facilities Supervisors, and program staff will develop a list of projects and program needs that will need to be addressed by priority and based on availability of funds. If need it, Head Start Director will reach out to Region IX to seek additional support/funding to address program/sites needs.	Head Start Director Facilities Supervisor Program Accountant	2021 – On-going	Significant based on findings or identified needs. If needed, CAPMC will seek additional one time funding.

**Program Goal:** Program will support children and family’s health and nutritional habits and practices.

**Objective:** Program will identify children that based on BMI are considered over weight/obese and provide additional support – data from first and second height and weight will indicate a decrease by 2% each year.

**Expected Outcome(s):** Children & parents will learn how to be active by participating in I’m Moving I’m Learning (IMIL) daily and will learn healthy eating habits. Parents will learn how to make healthy meal choices and make positive changes for their family.

**Expected Challenge(s):** Parent’s willingness to make changes at home. Participation from parents on workshops/educational sessions.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Identify an IMIL presenter to provide training to Head Start and Early Head Start staff on the principles and objectives of IMIL.	Nutrition Specialist	June 2020	\$ 3,500.00 Presenter
<b>Update:</b> Patricia Kimbrell, M.Ed., was hired as our IMIL Zoom Trainer. First training date was January 29, 2021 and second date was February 19, 2021. Materials were purchased to create an IMIL training tote for each classroom with training tools for teachers and for families.	Nutrition Specialist	<b>COMPLETED</b>	\$2,250.00 Presenter \$4,000.00 Totes
Develop an implementation plan to ensure IMIL activities are included in lesson plans and parent meetings. Monitoring will identify staff’s implementation of IMIL activities.	Nutrition Specialist Area Managers	August 2020	\$4,000 Presenter, materials, venue
<b>Update:</b> Additional training tools were provided to staff during the IMIL training with Patricia Kimbrell. During monitoring’s Nutrition	Nutrition Specialist	<b>COMPLETED</b>	\$4,000.00 Totes

Specialist ensures staff are implementing IMIL activities throughout the day.			
Train staff on the implementation of the Food Experience's/Creative Curriculum plan. Monitor each month to ensure the plan is being carried out.	Nutrition Specialist	February 2021	1,000 materials & venue
<b>2022-2023 Update:</b> Although the program has returned to “normal” services, this project has not started. Will inquire about budget and resume the plan to incorporate Food Experience in a Creative Curriculum area in the classroom. The list of materials would include kitchen utensils, small equipment, kids cook books, and binders with activities.	Nutrition Specialist	July 2023	\$4,000.00 Materials for all classrooms
Purchase resource bags and materials to help educate families on nutrition topics. Train and distribute resource bags for parents who set goals or in need of help.	Nutrition Specialist Advocates	August 2022	\$4,000
<b>Update:</b> Have purchased yoga mats, MyPlate place mats, MyPlate plate with a book, and two bags. Currently the bag is going to the families of children graphing over 95% of healthy weight.	Nutrition Specialist	COMPLETED	COVID funding was utilized to purchase materials
Each year input and collect height and weight data using Child Plus and analyze results. Data will be used to gain an understanding as to what needs and resources need it at home.	Nutrition Specialist Advocates Head Start Director	June – July 2021 and yearly	None
<b>2022-2023 Update:</b> Continued to identify children needing physical activity ideas for home. A Get Moving Today Activity Calendar printed is provided to all families to implement at home. Specialist will purchase a take home bag with a calendar, Potter the Otter books on physical activity and cooking, a kite, and jump rope.	Nutrition Specialist	May 2023	\$5,000.00

**Program Goal:** Program will support children and family’s health nutrition habits and practices

**Objective:** Nutrition Specialist along with program staff will review current nutrition assessment form and revise them to ensure the forms allow parents to solicit assistance/resources. The new forms will be implemented by August of 2021

**Expected Outcome(s):** The new Identification of Nutritional Needs/Referral form will allow for data collection and target program and center issues.

**Expected Challenge(s):** Families are already working with their Health Care Provider or WIC and don’t want additional help from Head Start.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Take nutrition forms to Advocate and Health Advisory Committee meetings for input on changes.	Nutrition Specialist	May 2020	None
<b>Update:</b> Printed the revised 2 <sup>nd</sup> Nutrition form and currently using as a further tool to get a picture of nutrition and physical information from home.	Nutrition Specialist	COMPLETED	
For data collection, the Identification for Nutritional Needs/Referral form will be added to Child Plus as a fillable form.	Nutrition Specialist	June - July 2020	None
<b>2022-2023 Update:</b> Continuing to work on generating reports to show program data for the area of nutrition.	Nutrition Specialist	December 2022	None
Revise forms and procedures for Identification of Nutrition Needs/Referral and Identification of Nutrition Follow Up Document.	Nutrition Specialist	June – July 2020	\$500.00 Printing

<b>Update:</b> The nutrition form was completed and is currently being used by Advocates.		<b>COMPLETED</b>	
Three centers will be selected to participate in a pilot test on the form Identification of Nutrition Needs/Referral into Child Plus. Program Year 2020-2021.	Nutrition Specialist Advocates	August 2021	None
<b>2022-2023 Update:</b> This activity has been postponed due to Advocate turnover in the current year. The Nutrition Specialist will continue to input the Nutrition form to collect data in order to support the nutritional needs of enrolled children.	Nutrition Specialist Advocates	August 2023	None
Review and analyze the results from the pilot test. Review and evaluate for needed changes. Make the needed changes and deploy for the following program year.	Nutrition Specialist Advocates	May – June 2021	None
<b>2022-2023 Update:</b> No update available	Nutrition Specialist	August 2023	None
Advocates will be provided with training on the implementation of the new Identification of Nutrition Follow Up form.	Nutrition Specialist	July 2021	\$500 Venue and materials
<b>2022-2023 Update:</b> During pre-service, Advocates received training on the new 2 <sup>nd</sup> Identification of Nutrition Follow Up form. On-going training will be provided to ensure forms are completed accurately and timely.	Nutrition Specialist	July 2022 – On-going	None
Research training on “effective communication/interviewing techniques” for Advocate to increase their skill with communicating with parents.	Nutrition Specialist SS Manager	December 2021	\$800 Presenter and materials
<b>2022-2023 Update</b> Will continue to look for opportunities provide additional training on communication with parents. Will explore ECLKC for free trainings.	Nutrition Specialist	July 2023	\$800.00



**Program Goal:** Program will support children and family’s health nutrition habits and practices

**Objective:** CAPMC will enter into a partnership with UC Corporative Extension CalFresh to develop information resources and workshops targeting nutrition and healthy eating habits by January of 2021

**Expected Outcome(s):** Provide on-going nutritional workshops/classes for parents that will include - Harvest of the Month, Champions for Change, Dietary Guidelines, Potter the Otter, and My Plate.

**Expected Challenge(s):** Parent being able to attend workshops/classes. Availability of funding to continue nutrition education from community partners.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Contact and meet with Community Partners that provide nutrition education to discuss and develop a plan that will target nutrition and healthy eating and living habits for Head Start families.	Nutrition Specialist and Deputy Director – Direct Services	May 2020-June 2020	None
<b>2022-2023 Update:</b> The program continues to collaborate with CalFresh to share information with parents about sugary drinks and MyPlate. Parent meetings are in person and Advocates will continue with IMIL every meeting and to reach out to CalFresh to set up training opportunities.	Nutrition Specialist	December 2022	None
Develop of list of community partners that provide nutrition workshops/education to Advocates. Provide list at pre-service and ensure that nutrition topics are included on parent meeting plan.	Nutrition Specialist Deputy Director – Direct Services	July 2020 – On-going	None
<b>Update:</b> Deputy Director has a list of community partners that provide nutrition workshops/education for parent meetings. Nutrition Specialist will continue to provide a list of website’s for materials on physical and nutrition education; Choosy Kids, Head Start Body Start,	Nutrition Specialist	COMPLETED	

Nubites from Nutrition Matters, MyPlate, and Eat Smart to Play Hard to name a few.			
Research and develop a parent survey to be distributed to parents who attend parent meetings at the end of each program year to collect data on the effectiveness of the nutrition education plan.	Nutrition Specialist Deputy Director – Direct Services Head Start Director	January 2021	\$100 printing cost
<b>Update:</b> Questions are being asked to parents as a survey regarding nutrition and physical activity during parent meetings.		COMPLETED	
Utilizing collected data from the 2020-2021 program year, nutritional materials will be compiled to create a resource binder for Advocates to utilize when meeting with parents.	Nutrition Specialist Advocates	July – August 2021	\$500 printing cost/materials
<b>2022-2023 Update:</b> A digital resource list was created for Advocates. Advocates have access to a shared drive that contains resources Advocates can access easily when meeting with parents. Training with Child Plus was completed on how to develop reports. When the reports are set up the data will reveal the needed topic and materials needed for the center.	Nutrition Specialist	January 2023	None
Provide training to Advocates & center staff on how to utilize resource binder to provide resources and information to parents seeking information on healthy nutrition.	Nutrition Specialist	August 2021 – On-going	\$1200 venue/materials
<b>2022-2023 Update:</b> Timeline for this goal has been delayed. Will be looking into not developing a binder and using the Advocate share drive to disseminate information and materials.	Nutrition Specialist	January 2022	None

**Program Goal:** Program will provide community resources to all Head Start participating families.

**Objective:** Community resource book will be reviewed and updated annually beginning July 2020.

**Expected Outcome(s):** Parents will have current information about different agencies within their community.

**Expected Challenge(s):** Agencies moving from location or contact information - Eligibility and requirements for services

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Contact agencies listed in the parent handbook to ensure they are still active and make revisions as appropriate.	Deputy Director – Direct Services Program Specialists	June 2020 – annually	\$ 6,000.00 printing cost
<b>2022-2023 Update:</b> In collaboration with the Madera Unified School District and agencies in the community, the resource directory was updated on April 27, 2021. The resource directory will continue to be updated yearly to ensure contacts are active.	Deputy Director – Direct Services Advocates	August 2022 – on going	\$6,000
Locate resource list from Mariposa, North fork, Oakhurst and Chowchilla to include in the resource book.	Deputy Director – Direct Services Advocates	June 2020 – annually	
<b>2022-2023 Update:</b> Advocates from Mariposa, North Fork, Oakhurst and Chowchilla provided a list of current resources in the communities. Deputy Director Direct Services will work on creating the resource books for each of the areas.	Deputy Director – Direct Services Advocates	February 2023	
Locate parenting classes or other available classes in all service areas to include them in the resource book.	Support Services Manager/Advocates	June 2020 – annually	

<p><b>Update:</b> The Deputy Director Direct Services is part of the Growing Health Families Committee Objective 8.2, which is part of the Madera County Community Health Improvement Plan (CHIP), and lead by the Madera County Public Health Department. The committee meets monthly to share any updates and data with current parent curriculums in the community. A list of parent curriculums implement by different agencies in the community was developed. Advocates share information about parent curriculum classes in the community with parents and/or via newsletter.</p>		<p><b>COMPLETED</b></p>	
<p>Training on how to use the resource books with families will be provided to Advocates during pre-service.</p>	<p>Support Services Manager/Advocates</p>	<p>August 2020 – annually</p>	
<p><b>Update:</b> Training on how to introduce the Parent Resource Directory to parents was provided to the Advocate during preservice on July 5, 2022.</p>		<p><b>COMPLETED</b></p>	
<p>Continue to seek new agencies and update resource book annually to ensure information is current.</p>	<p>Support Services Manager/Advocates</p>	<p>June 2021 – annually</p>	
<p><b>2022-2023 Update:</b> Management staff continues to establish ongoing collaborative relationships with community organizations to bring services for children and families. New partners added to the list are First 5 for the mobile vision service and Dad Project with California Health Collaborative.</p>	<p>Deputy Director – Direct Services Advocates</p>	<p>May 2023</p>	

**Program Goal:** Program will provide community resources to all Head Start participating families.

**Objective:** Resource book will be reviewed with parents at the beginning of each school year during orientation to target 80 - 85% of enrolling parents.

**Expected Outcome(s):** Parents will learn and be able to access services provided by different agencies in the community.

**Expected Challenge(s):** Parents not being able to communicate with representatives from the different agencies, challenges finding resources, and eligibility requirements possible barrier for families to receive services.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Advocates will provide an overview of the parent resource book with attending parents. Documentation will be included on the parent orientation agenda and minutes to reflect the handbook was reviewed with parents.	Advocates	August 2020 – annually	N/A
<b>Update:</b> Due to COVID 19, the parent resource book was reviewed with parent via phone. A link was also provided for parent to access the resource book through the Agency website. The resource book receipt was completed by staff and documentation was entered under case notes in Child Plus.	Advocates	<b>COMPLETED</b>	
Resource book and acknowledgement of receipt will be provided to parents during orientation. Acknowledgment of receipt will be file in the family file.	Advocates	September 2020 – on- going	N/A
<b>2022-2023 Update:</b> During the file review in October 2022, it was found that 96% of files had receipt of acknowledgment in the files. 4%	Advocates	November 2023	N/A

of files were either for children that just enrolled or exit the program before 30 days.			
Training on communication techniques and how to assist families in contacting agencies will be provided to Advocates during pre-service.	Deputy Director – Direct Services	July 2020 – annually	\$1,500 Presenter
<b>2022-2023 Update:</b> Training on how to assist families in contacting agencies is being provided during the monthly Advocate meetings.	Deputy Director – Direct Services	May 2023	
Ongoing monitoring will ensure resource book was provided to parents, documentation will indicate staff’s providing assistance to parents seeking resources, and parents receiving needed services to address their needs.	Deputy Director – Direct Services Advocates	October 2020 – on-going	N/A
<b>2022-2023 Update:</b> File monitoring was complete on October 2022 to ensure the resource book was provided to parents. 96% of files had the signed receipt from parents stating that they received the resource book. Management staff will continue to monitor files as new children enrolled during the program year to ensure resource book was provided.	Deputy Director – Direct Services Advocates	October 2022 – on-going	N/A

**Program Goal:** Program will provide community resources to all Head Start participating families.

**Objective:** Advocates will be trained on how to identify opportunities to provide resources to parents and document at least one resource and per parent/family. PIR C.50 will indicate an increase of 2% each year.

**Expected Outcome(s):** Parent/family will gain new information by receiving at least one resource based on their need or interest.

**Expected Challenge(s):** Parents declining resources or information.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Training on how to identify resources in the community for parents based in their interest o need will be provided to Advocates during pre-service.	Deputy Director – Direct Services	July 2020 – annually	\$ 900 for training materials
<b>2022-2023 Update:</b> Training on how to identify resources in the community will be provided to Advocate during monthly Advocate meetings.	Deputy Director – Direct Services	Spring 2023	N/A
The current referral form will be reviewed/updated and used to refer parents as needed. Advocates will document on form referral follow-up and filed in the family file.	Advocates	July 2020 – on-going	N/A
<b>2022-2023 Update:</b> The referral form continues to be utilized to refer parents to agencies in the community or within the agency. Resources provided to parents continue to be documented in Child Plus. Training on how to use the referral was provided to Advocate during preservice on July 5, 2022.		<b>COMPLETED</b>	

Documentation of referral or resource provided to parents and follow-up will be documented in ChildPlus.	Advocates	August 2020 – on-going	N/A
<b>Update:</b> Resources and/or referrals and follow-ups continue to be entered into Child Plus.		<b>COMPLETED</b>	
Ongoing monitoring will ensure at least one resource is provided to parent/family. T&TA will be provided to Advocates as needed to support the identification of needed referrals/services by families.	Deputy Director – Direct Services	October 2020 – on-going	N/A
<b>2022-2023 Update:</b> File monitoring was completed in October 2022. Out of 232 files reviewed, 46% of parent received at least one referral and/or resource. Management staff will continue to monitor referral throughout the program year 2022-2023 to ensure additional referrals and/or resources are provided to parents.	Advocates	August 2022 – on-going	N/A
Collected data on documented referrals will be included during Advocate meetings for discussion and identify effectiveness and possible challenges.	Deputy Director – Direct Services	November 2020 – on-going	
<b>2022-2023 Update:</b> Training on the referral form and how to document referrals/resources was provided during pre-services in July 5 & 6, 2022. Follow up training on documenting referrals/resources and follow-ups was provided to Advocates on September 28, 2022. Deputy Director Direct Services will continue to provide training to ensure referrals/resources are documented accurately.	Deputy Director – Direct Services	May 2023	N/A







# Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: February 9, 2023

Author: Maritza Gomez-Zaragoza

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DATE: January 17, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Review and approve the 2022-2023 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations

**I. RECOMMENDATIONS**

Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations

**II. SUMMARY**

The 2022-2023 Self-Assessment was conducted during the week of December 6, 2022 through December 9, of 2022. The central office staff was divided into four teams which consisted of two or more person(s). Sites were visited based on an assessment schedule, each team was given three days to visit, observe, interview staff and review documents, files or classrooms in order to identify program findings, recommendation and strengths.

**III. DISCUSSION**

Staff utilized program monitoring of children's file review, observations, staff interviews using the Focus Area one protocol and desktop monitoring to identify program strengths, findings, or areas of recommendation. The program process and systems were reviewed to collect data that was utilized as part of the self-assessment to identify strengths and areas of need in the implementation of policies, procedures and processes. The areas reviewed were:

- Quality Education and Child Development services
- CLASS and Curriculum to Fidelity
- Quality Health Program Services/Environmental Health and Safety
- Quality Family and Community Engagement Services
- ERSEA – Eligibility and Attendance
- Program Design and Management

Once all information and data was collected, staff determined that there were findings in the area of Quality Health Program/Environmental Health and Safety, recommendations for program improvement were identified for some areas, and program strengths were identified for all areas.

Staff developed the corrective plans to address recommendations made to continue to increase the quality of Head Start and Early Head Start services to the children and families.

- The 2022-2023 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations will be presented on February 2, 2023.

**IV. FINANCING: None**



**PROGRAM SELF-ASSESSMENT REVIEW**  
**Review Year 2022-2023**  
**PROGRAM STRENGTHS, RECOMENDANTIONS AND FINDINGS**

**Program: CAPMC – Madera/Mariposa Regional & Early Head Start**  
**December 6-9, 2022**

Program Area	PROGRAM STRENGTHS/HIGHLIGHTS	
Quality Education and Child Development Services	<p><b><u>1302.14(b)(1), 1302.33(a)(1)</u></b>  <b><u>1302.45(a)(1), 1302.46(b)(iv) &amp; 1302.33(b)(2)- Education</u></b></p> <p>RHS exceeds 10% of funded enrollment with children with diagnosed disabilities: EHS is at 26% and RHS is at 12%</p> <p>EHS completes developmental screenings every 6 months to help identify infant and toddlers at risk of developmental delays.</p> <p>Staff had consistent documentation that resources/activities were provided to parents to work with their children at home regardless of how their children scored on their ASQ-3 and ASQ-SE2</p> <p>RHS classrooms have social emotional supports from Conscious Discipline and Pyramid Model in place to prevent and address challenging behaviors. Other individualized supports have been</p>	

	<p>provided: scripted stories, individual schedules.</p> <p>Parents of children with persistent challenging behaviors are provided Conscious Discipline materials to use and keep at home to facilitate teaching the children social emotional skills as well as teaching parents new skills in addressing behaviors</p> <p><b>Systems:</b> Children with IFSPs and IEPs are provided with an IEP/IFSP Review Form that simplifies the children’s goals and includes correlating DRDP measures. This makes it easier for Family Facilitators and teachers to collect DRDP observations for each goal as well as to insure that a School Readiness Plan goal aligns with a child’s IEP or IFSP goal.</p> <p>All IEPs and IFSPs are color-coded tabbed to help Family Facilitators and teachers save time to find important information.</p> <p><b><u>1302.33(a)(1)-Program Highlight</u></b> In RHS – at sites reviewed, despite being short-staffed, 100% of the ASQ screenings were completed in a timely manner. 3 of the 4 RHS sites reviewed for Self-Assessment haven’t had a Family Advocate,</p>	
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	<p>however, 100% of the Education Files reviewed had the Screenings Consent Form filed.</p>	
<p>Quality Family and Community Engagement Services</p>	<p><b><u>1302.53(a)(1-2) –Community partnerships and coordination with other early childhood and education programs</u></b></p> <p>The program has strong collaboration and partnership with community agencies in different component areas to assist families in meeting their needs and provide comprehensive support. Some of these agencies are:</p> <p>Disability/Mental Health – Services for children with disabilities or behavior concerns</p> <ul style="list-style-type: none"> <li>• Early Start</li> <li>• Madera Unified School District</li> <li>• Central Valley Regional Center</li> <li>• Exceptional Children with Disabilities</li> </ul> <p>Health Services</p> <ul style="list-style-type: none"> <li>• Madera Health Department</li> </ul> <p>Camarena Clinics</p> <ul style="list-style-type: none"> <li>• Valley Children’s Hospital</li> </ul> <p>Nutrition Services</p> <ul style="list-style-type: none"> <li>• Woman, Infants, and Children (WIC)</li> <li>• Cal Fresh</li> </ul>	

	<p>Recruitment</p> <ul style="list-style-type: none"> <li>• School Districts</li> <li>• Community events at each location (carnival, farmers markets, church events, city event etc.)</li> <li>• City social media</li> <li>• Cafesito de Padres</li> </ul> <p>Family Services</p> <ul style="list-style-type: none"> <li>• Madera Food Bank</li> <li>• Madera Coalition</li> <li>• Holy Table</li> <li>• Strengthening Families</li> <li>• First Five</li> <li>• Madera Adult School</li> <li>• Behavioral Health</li> <li>• Educational Employees Credit Union(EECU)</li> <li>• California Health Collaborative – Dad’s Project</li> <li>• Maternal Wellness</li> </ul> <p><b><u>1302.50 (b)(2)(3)&amp;1302.51</u></b>  <b><u>Program Highlights</u></b>  <b>Head Start Newsletter</b></p> <p>The program continues to utilize the program newsletter as a venue to communicate and provide resources to parents. The following is a list of topics provided:</p> <p>Main Topics:</p> <ul style="list-style-type: none"> <li>• Child Development/Milestones</li> <li>• Reading Tips for Parents</li> </ul>	
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- Mathematics Tips for Parents
- Healthy Choices – Nutrition & Recipe
- How to Help Your Child Avoid Meltdowns

Resources:

- Challenging Behaviors
- COVID-19 Tests & Vaccinations
- COVID-19 Vaccinations for Kids under 5 years.
- COVID-19 Rent Relief
- Mortgage, Rental & Utility Assistance Program
- Food Resources –
  - Central California Food Bank
  - Food Banks
  - CA Meals for Kids Mobile Application
  - Hunger Free America Link
- Workforce Connections

Events in the Community:

- Free COVID Resource Kits Distributions
- Madera Bicycle Give Away Event
- Mass Vaccination Event
- Parenting Classes
  - Parent Projects
  - Loving Solutions
  - Opening Doors
- Family Fun & Wellness Festival

**Parent Curriculum**

Out of 266 families, 135 (50%) are registered and 134 (99%) connected to a classroom. Out of 103 users, there are a total of 977 videos views.

- 4,210 video views are aligned to the PFCE framework and 4,112 to the ELOF.

**RHS**

Out of 222 families, 103 (46%) are registered and 102 (99%) connected to a classroom. Out of 103 users, there are a total of 395 videos views.

- 1,233 video views are aligned to the PFCE framework and 1,331 to the ELOF.

**EHS**

Out of 44 families, 32 (72%) are registered and 32 (100%) connected to a classroom. Out of 32 users, there are a total of 582 videos views.

- 2,977 video views are aligned to the PFCE framework and 2,781 to the ELOF.

The following topics have been offered to parents during the monthly parent meetings:

- The family role in building social emotional
- Positive Discipline Strategies
- Relationships Matter



	<ul style="list-style-type: none"> <li>• Words Matter</li> </ul> <p><b><u>Parent Areas</u></b>  100% of centers have welcoming parent area with a variety of resources and information for parents. Information for parents neatly posted and accessible with parents. Items include the following:</p> <p>Community Informational Brochures</p> <ul style="list-style-type: none"> <li>• WIC</li> <li>• Madera Coalition</li> <li>• Housing</li> <li>• Jobs</li> <li>• Frist Five</li> </ul> <p>Educational Brochures/Pamphlets</p> <ul style="list-style-type: none"> <li>• Positive Discipline Strategies</li> <li>• Information for fathers</li> <li>• Financial Literacy</li> <li>• Nutrition</li> <li>• Health</li> <li>• COVID Information</li> </ul> <p>Other resource include books and DVDs in a variety of topics.</p>	
<p>Quality Health Program/Environmental Health and Safety</p>	<p><b><u>1302.44(a)(1), 1302.44(a)(2)(viii)</u></b>  Nutrition Specialist is providing to all children who are graphing over 95% in weight with at home kits that include; My Plate, Yoga mats and activities.</p> <p>The program has continued to promote breastfeeding by participating in the planning of</p>	

	Madera Virtual Milk Drive which resulting in a EHS mother becoming a donor.	
ERSEA	<p><b><u>1302.13,1302.14(b)</u></b>  There has been an increase of recruitment opportunities as local agencies sponsor events throughout the community and we receive invitations to participate.</p> <p>The program surpassed the 10% of its funded enrollment with children eligible for services under IDEA (IFSP/IEP). EHS has served 26% and RHS has served 12%.</p>	
Program Management & Quality Improvement	<p><b><u>1302.102(c) (1) &amp; (2)</u></b>  Program staff have made great strides in collecting and analyzing program data for continuous program improvements. Staff are creating reports on ChildPlus data system to collect monitoring and service data. Other data systems are being utilized to generate reports for analysis that include child outcomes, CLASS data, Curriculum to Fidelity, and Family assessment data. All data is compiled on the Program Level School Readiness Planning form and plan of actions are developed to address any areas of need from all service areas.</p>	

Program Area	RECOMMENDATION	PLAN OF ACTION
<p>Quality Education and Child Development Services</p> <p>1302.61(c)(1)(i-iii) 1302.33(b)(1-2) 1302.34 (b)(6) 1302.32</p>	<p>It is recommended to provide teaching staff and Site Supervisors with additional training and technical assistance on documenting the Individual School Readiness Plans.</p> <p>Establishing a system to capture and document family members' observations and obtain a more complete and reliable picture of a child's typical behavior and developmental level.</p> <p>Provide training and technical assistance to preschool classrooms not utilizing Intentional Teaching Cards to fidelity.</p> <p>Program recommends providing teaching staff and Site Supervisors with additional training and technical assistance on following the Book Discussion Cards.</p>	<ul style="list-style-type: none"> <li>• Training on completing the Individual School Readiness Plans will be provided for teaching staff and Site Supervisors</li> <li>• Education File Monitoring will be completed to verify compliance. T/TA will be provided as needed.</li> <li>• Create a form to document child's family members observations</li> <li>• Feedback will be obtain from site supervisors on the creations of this form. During pre-service this form will be review with teachers</li> <li>• Monitoring will take place to evaluate forms and ensure its effectiveness of documenting child's observations.</li> <li>• During pre-service training will be provided to preschool teaching staff on utilizing the intentional teaching cards to fidelity.</li> <li>• Monitoring will take place to ensure intentional teaching cards are being used. Coaching will be provided to staff in need of additional support.</li> <li>• All teaching staff will participate in a monthly Community of Practice which will support their understanding of how to follow the guidance on the book discussion cards. The monthly sessions will provide teachers the</li> </ul>

		<p>opportunity to practice the strategies required in the first, second and third read-aloud.</p>
<p>Quality Health Program/Environmental Health and Safety</p> <p>1302.41 (b)(1) 1302.90 (b)(c)</p>	<p>Health Specialist will interview Center Staff to ensure all are aware of what the Incidental Medical Services Plan consists of.</p>	<ul style="list-style-type: none"> <li>• Health Specialist will add a section to the Summary Report of Monitoring Visit to allow an area for documentation of who the policy was reviewed with.</li> <li>• Health Specialist will review updated form during Advocate meeting.</li> <li>• Health Specialist will interview Center Staff during regular monitoring visits regarding the Incidental Medical Services and the Medication Administration policies that are in place and how that makes up the Incidental Medical Services Plan and will document on the Summary Report of Monitoring Visit.</li> </ul>
<p>ERSEA – Eligibility, Recruitment, Selection, Enrollment &amp; Attendance</p> <p>1302.13 1302.90 (b)(c)</p>	<p>Documentation of recruitment activities was inconsistent. It is recommended to review the policy and procedure to strengthen the system.</p>	<ul style="list-style-type: none"> <li>• Review and update the recruitment policy and procedure.</li> <li>• Purchase materials (binder, tabs, etc.) to reflect each recruitment activity conducted.</li> <li>• Provide training during Advocate meeting and distribute an updated binder.</li> <li>• Monitor binders to ensure documentation is up to date.</li> <li>• Provide T/TA as needed to offer additional support during monitoring.</li> </ul>
<p>Program Management &amp; Quality Improvement</p> <p>1302.103(d)</p>	<p>It is recommended that management staff develop a schedule to provide on-going information and updates on program activities and program goal attainment.</p>	<ul style="list-style-type: none"> <li>• Develop a schedule and report that provides information regarding program activities and status of program goals on a quarterly basis.</li> </ul>

		<p>It is recommended that a system be set in place to ensure that staff continue their education, especially Instructional Aides and Associate Teacher that do not hold an AA degree.</p>	<ul style="list-style-type: none"> <li>• Report to be presented/shared with Parent Policy Council, Board of Directors, and Site Supervisors to share with center staff.</li> <li>• The report will include: <ul style="list-style-type: none"> <li>-Child outcomes</li> <li>-Updates on program services – health, nutrition, etc.</li> <li>- Program goal activities supporting goal attainment</li> </ul> </li> <li>• Performance evaluation process and expectations will be reviewed with Area Managers and Site Supervisors to ensure “goal” section is utilized to set educational goals for staff needing to continue their education.</li> <li>• As needed, staff will be provided with resources on available classes &amp; financial support.</li> <li>• Staff performance evaluations will be reviewed by Area Managers to ensure educational goals have been established.</li> <li>• Educational goals will be reviewed annually to ensure staff are on track to meet established goals.</li> </ul>
<b>Performance Standards</b>	<b>Program Area</b>	<b>FINDINGS</b>	
<b>1302.15</b>	<b>ERSEA</b>	<p>As of December 6, 2022, the program has not been able to meet its funded enrollment of 246. The current enrollment is 214. Due to the reinstatement of full enrollment requirement from the Office of Head</p>	<ul style="list-style-type: none"> <li>• Schedule a meeting with Management team to review and analyze enrollment and staffing ratios to develop a plan to maintain full enrollment. The plan will include: <ul style="list-style-type: none"> <li>➤ Monitoring enrollment reports,</li> </ul> </li> </ul>

		Start, the program has been identified as being out of compliance.	<ul style="list-style-type: none"> <li>➤ Assess how to improve job quality</li> <li>➤ Increasing wages for staff in order to retain staff.</li> <li>➤ Request a reduction of funded</li> <li>➤ Enrollment from OHS. <ul style="list-style-type: none"> <li>• Collect enrollment data from ChildPlus on a monthly basis and provide data with Advocate and Site Supervisor meetings.</li> <li>• Provide Advocate T/TA for centers that are not at full enrollment.</li> </ul> </li> </ul>
<b>1302.41 (b)(1)</b>	<b>Health and Safety</b>	<p>Out of the seven center reviewed, the following finding was identified at one center;</p> <p>One child had been prescribed medication short term and was missing proper Individual Health Care Plan and Training Record in the child's file.</p> <p>Family Advocate needs to complete all necessary Individual Health Care Plans and corresponding Medication forms and Training as needed per health condition.</p>	<p>To ensure that the Family Advocate is aware of what forms are necessary for each specific health condition, the Health Specialist will conduct the following;</p> <ul style="list-style-type: none"> <li>• Health Specialist will provide Family Advocate with T&amp;TA going over specific Health policies and Individual Health and Training Record Plans.</li> </ul>
<b>1302.101 a(4), 1302.52 (a-d), 1302.51(b) &amp; 1302.102(b)(1)(i-iv)</b>	<b>Quality Family and Community Engagement Services</b>	<p>Reviewed 40 files and various errors were noted under the family services component.</p> <p>Out of 40 files reviewed, the following was found:</p> <ul style="list-style-type: none"> <li>• 45% Family Partnership Agreements were completed after the 70 days timeline.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and update family data procedures</li> <li>• Develop a tracking system for Advocates/Family Facilitators to receive reminders and keep track of family goals and assessments completed and entered in Child Plus.</li> <li>• Provided training on the updated family data procedures and tracking systems</li> </ul>

		<ul style="list-style-type: none"> <li>• 26% Family Assessments were completed after the 70 days timeline.</li> <li>• 62% files were missing the family goals monthly follow-ups.</li> <li>• 80% of family assessments with scores of 2 are missing follow up documentation.</li> </ul> <p>Family systems (Family Goals &amp; Assessments) will be strengthen to ensure FPAs/assessments are completed on time and recordkeeping is consistent.</p>	<ul style="list-style-type: none"> <li>• File monitoring will be completed prior to the 70-days' timeline to provide feedback to advocate regarding the completion of family goals and assessments. Desktop monitoring will be completed every two months to ensure goals and assessments have been entered two weeks after completion.</li> <li>• Provide T&amp;TA for Advocates needing additional training in order to ensure consistency when entering data</li> </ul>
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# Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: February 9, 2022

Author: Maritza Gomez-Zaragoza

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DATE: January 17, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: 2021-2022 CAPMC Madera Migrant/Seasonal Head Start Annual Public Report.

## I. **RECOMMENDATIONS**

Review the 2021-2022 CAPMC Madera Migrant/Seasonal Annual Report. (Informational Only)

## II. **SUMMARY**

Per the 2007 Head Start Act, CAPMC Madera 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 March 1, 2021-February 28, 2022. The annual report must also include the following:

- (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 2021-2022 fiscal year.
- (C) The total number of children and families served in the 2021-2022 Madera 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.

## III. **DISCUSSION**

Utilizing the COPA and Accufund systems, 2021-2022 Program Information Report (PIR) and monitoring reports, the Head Start Department is pleased to share their Madera Migrant/Seasonal Head Start annual report. The report will be reviewed in its entirety to reflect areas of need and the strengths of the program. This information will be shared with the Board of Directors, staff, parents/families, and community partners from Madera County. The report will also be made available on CAPMC's website.

- The 2021-2022 CAPMC Madera Migrant/Seasonal Head Start Annual Public Report will be presented to the Policy Committee on February 2, 2023.

## IV. **FINANCING** - Minimal





## Annual Report 2021-2022

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**Madera Migrant/Seasonal Head Start Locations**



# 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 Madera Migrant/Seasonal Head Start program provides to the children and families in Madera County. The 2021-2022 Annual Report's data will provide an overview of the funding, staffing, enrollment, attendance, school readiness results, and overall services provided by the program. Madera Migrant/Seasonal Head Start is a Delegate of Stanislaus County Office of Education Child and Family Division, who enters into contract with Community Action Partnership of Madera County to serve eligible migrant/seasonal children. In the 2021-2022 program year, CAPMC was funded to serve 579 children. Due to the current on-going challenges with COVID-19 and staff shortages, by the end of the program year, CAPMC was only able to serve 409 children.

During the children and families' participation in the program, they 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.

I want to acknowledge our exceptional staff for all their dedication to providing quality educational experiences to our children. Thank you to the Parent Policy Committee, Board of Directors for their continued support and our community partners that make it possible for the program to provide support and resources. This is truly a "community effort" to help families meet their needs and allow children to be successful in their educational path.

A special recognition and gratitude to participating families that allow program staff the honor of educating and caring for their children on a daily basis. It is a privilege to be able to serve the families of Madera County.



Respectfully,

*Maritza Gomez-Zaragoza*

Maritza Gomez

**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**

Robert Poythress

**Madera County Board of Supervisors**

Steve Montes

**Madera City Council**

Diana Palmer

**City of Chowchilla**

Debi Bray

**Madera Chamber of Commerce**

Alma Hernandez

**Head Start Policy Council**

Donald Holley

**Community Affairs Expertise**

Eric LiCalsi

**Criminal Defense and Labor Law**

Vicky Bandy

**Early Childhood**

**Education/Development**

Martha Garcia

**Central Madera/Alpha**

Tyson Pogue

**Eastern Madera County**

Molly Hernandez

**Fairmead/Chowchilla**

Aurora Flores

**Monroe/Washington**

## Policy Committee

### **Eastin Arcola**

*Representative:* Macrina Lopez

*Representative:* Fabiola Rendon Salazar

*Alternate:* Lidia Alondra Tinajero

### **Mis Angelitos**

*Representative:* Margarita Pablo Santiago

*Representative:* Noemi Hernandez

*Alternate:* Ester Cervantes

*Alternate:* Manuela Delgado

### **Los Niños**

*Representative:* Angelica Ramirez Juarez

*Alternate:* Juana Perez-Lopez

*Alternate:* Marvit Vasquez Garin

### **Pomona**

*Representative:* Aracely Vasquez

*Alternate:* Crystal Navarro

### **Sierra Vista**

*Representative:* Delldi Fuentes

*Representative:* Ramon Garcia

*Representative:* Yadira Alvarado

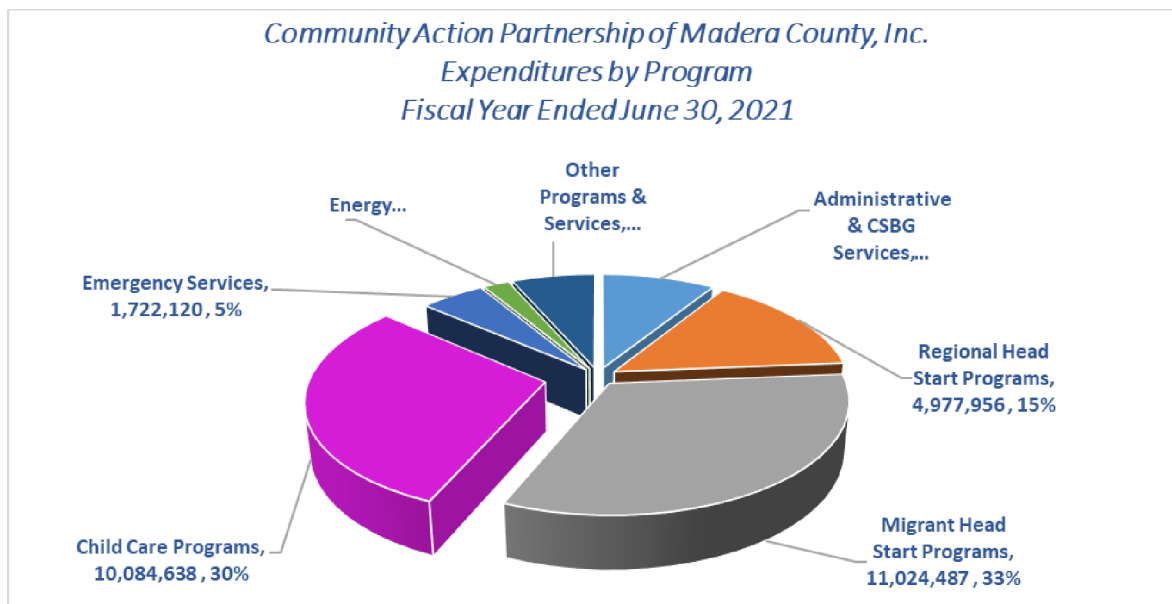
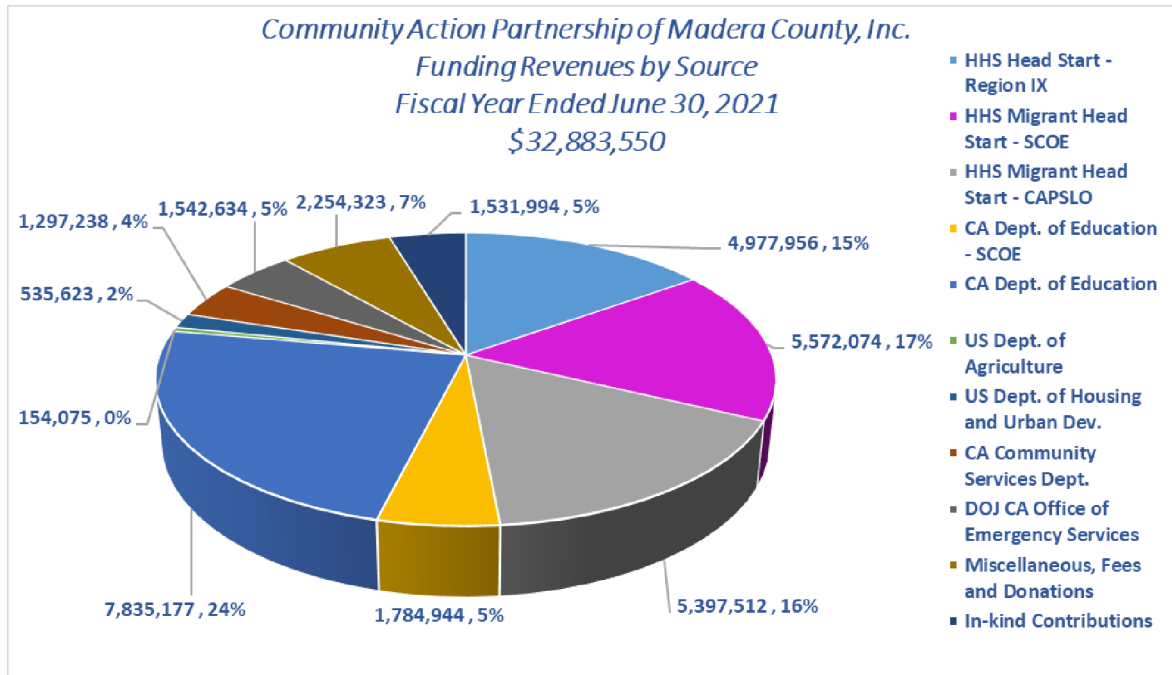
*Alternate:* Lazaro Lopez

*Alternate:* Rubi Flores

*Alternate:* Veronica Morales



# Agency Budget 2020-2021



An audit was conducted by Randolph Scott & Company as of June 30, 2021. 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.



# 2021 – 2022

## Madera Migrant/Seasonal Head Start Budget

Legal Name: Community Action Partnership of Madera County

**Grant Number: 90-CM-9830**

Annual Funding Cycle: March 1, 2021–February 28, 2022

Number of Eligible Children Served in Madera County:

**0-2 Year Old's: 304**

**3-5 Year Old's: 639**

**Total: 943**

Program Option: Center-Based  
Licensed by Community Care Licensing  
Centers are open 10 hours per day.

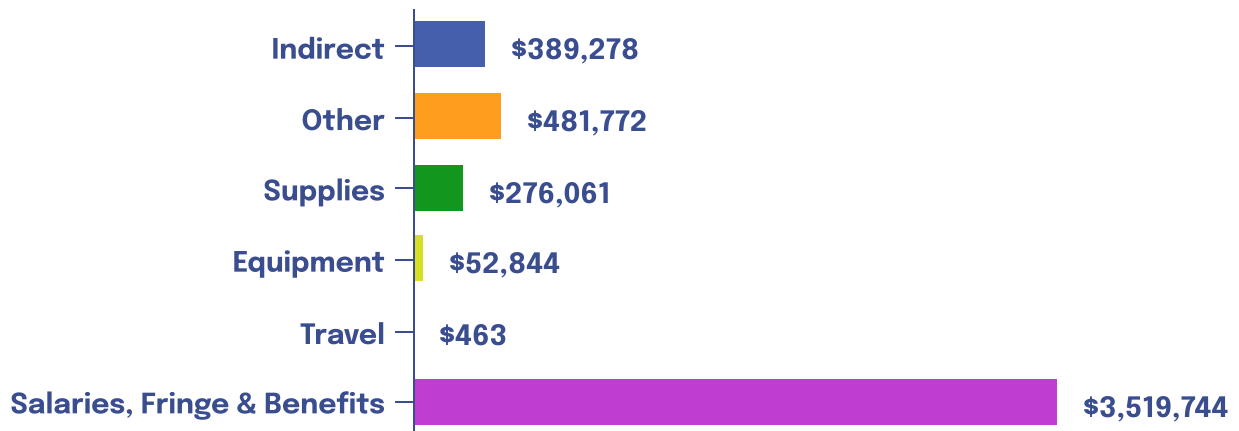
- **Total Funds Awarded: \$5,191,697**

Basic Funds: \$5,159,852

T&TA Funds: \$31,845

- **Non-Federal Funds: \$1,297,924**

### *Fiscal Year 2021-2022 Expenditures*



*In 2022 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 Madera Migrant/Seasonal Head Start Program did not meet the funded enrollment for the 2021-2022 program year due to COVID-19 pandemic that impacted recruitment and children enrollment. The program continues to offer a center-based option, five days per week. The breakdown of the ages of enrolled children is as follows.

579

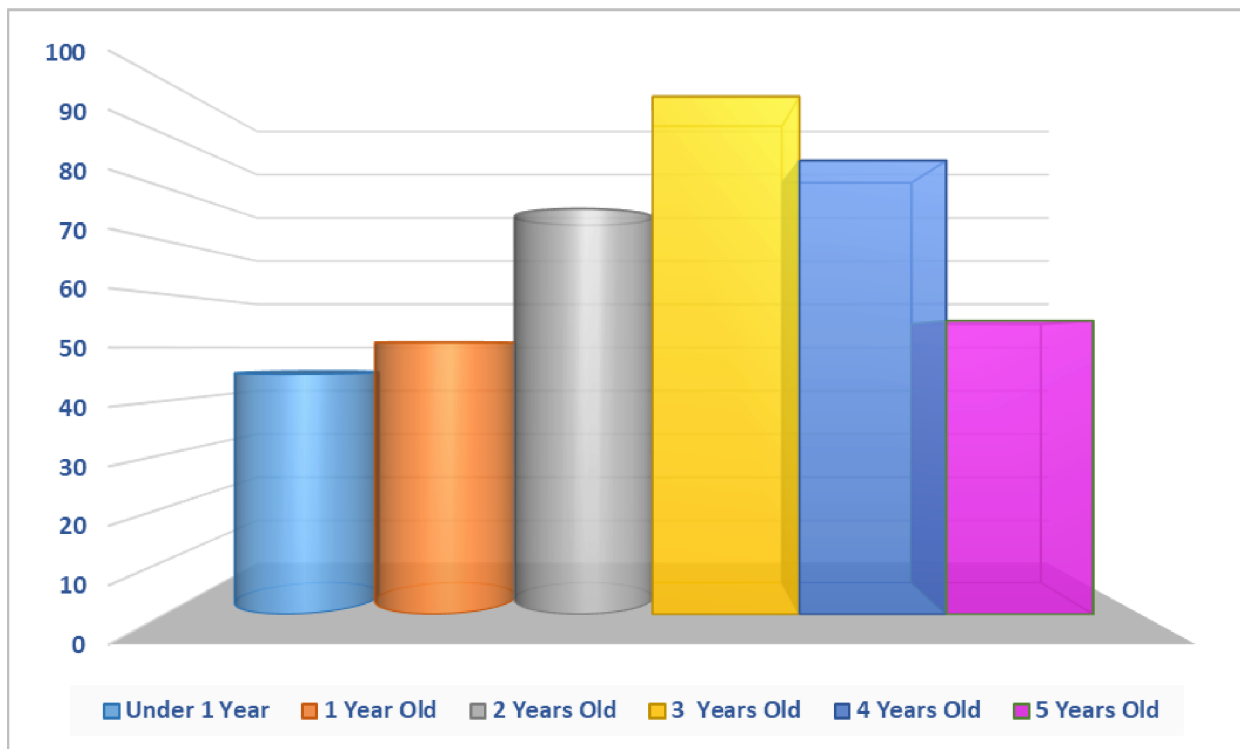
*Funded Number of Children to be served in Madera County*

409

*Total Number of Children Served in Madera County*

317

*Total Number of Families Served*





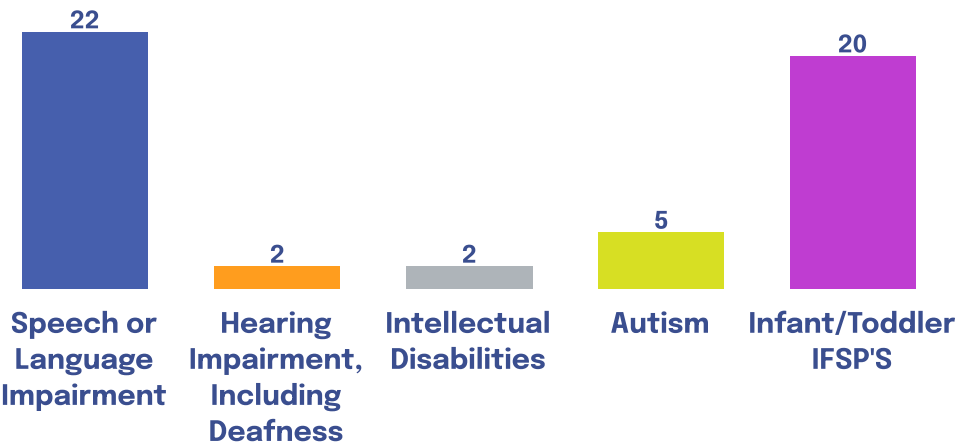
# Enrollment:

<i>Eligibility</i>	<i>Children Enrolled</i>
Income Below 100% of Federal Poverty Line	350
Receipt of Public Assistance	13
Foster Children	0
Homeless	0
Over Income	25

**Average Monthly Attendance**  
**89.02%**

# Children with Disabilities:

## Preschool IEP'S



**Enrolled Children with Disabilities**  
**12.46%**



# Medical & Dental Services

The Madera 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
- 91%** 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

### Dental Services

- 407** Number of children with continuous, accessible dental care provided by a dentist
- 201** Number of children who received preventative care
- 164** Number of infant toddlers who are up-to-date with age-appropriate preventative dental care

### Chronic Health Conditions

Number of children diagnosed with chronic condition needing medical treatment **11**

### Recipients of treatment for chronic conditions

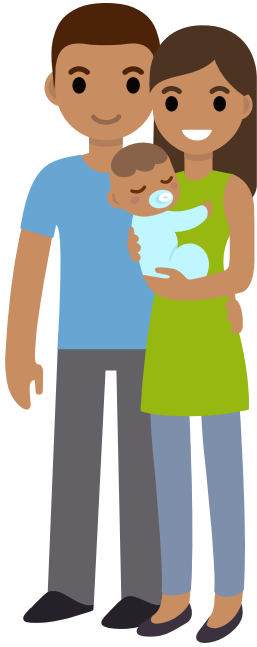
Autism spectrum disorder (ASD) **6**  
 Asthma **2**

### Body Mass Index

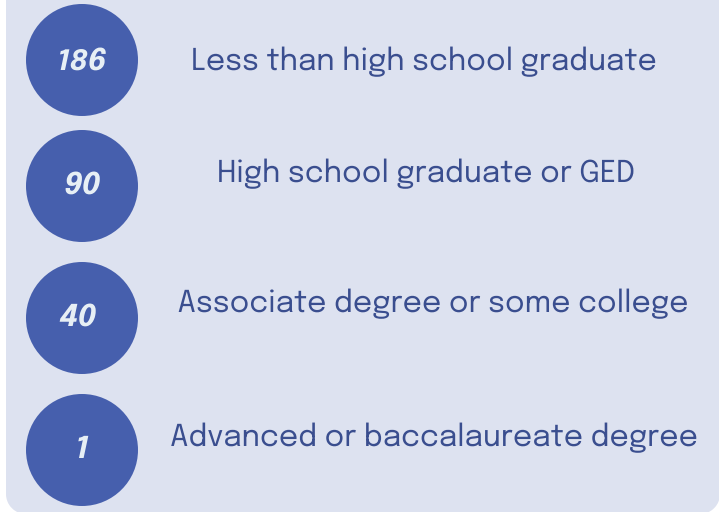
Underweight	<b>9</b>
Healthy Weight	<b>157</b>
Overweight BMI	<b>34</b>
Obese BMI	<b>37</b>



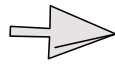
# Parent & Family Data



## Parent Education Level



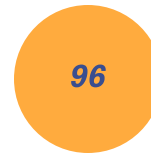
## Family Type



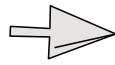
### Two-Parent Families



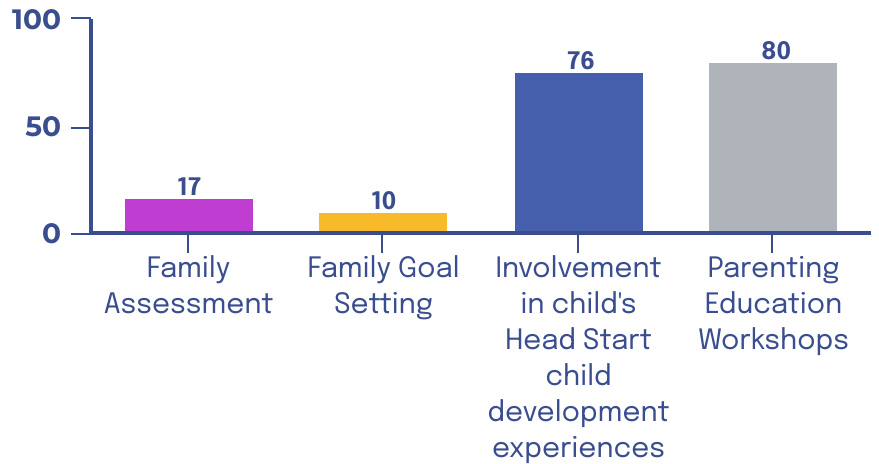
### Single-Parent Families



## Father Engagement



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



# Program Staff & Qualifications

## Mid-Management & Management Staff

<i>Graduate Degree</i>	<i>3</i>
<i>Bachelor's Degree</i>	<i>9</i>
<i>Associate Degree</i>	<i>0</i>



## Teaching Staff

	Preschool Classrooms	Infant/Toddler Classrooms
<i>Graduate Degree</i>	<i>0</i>	<i>0</i>
<i>Bachelor's Degree</i>	<i>4</i>	<i>0</i>
<i>Associate Degree</i>	<i>9</i>	<i>8</i>
<i>Child Development Associate Credential</i>	<i>5</i>	<i>7</i>
<i>Total</i>	<i>18</i>	<i>15</i>

*Total Number of Staff*

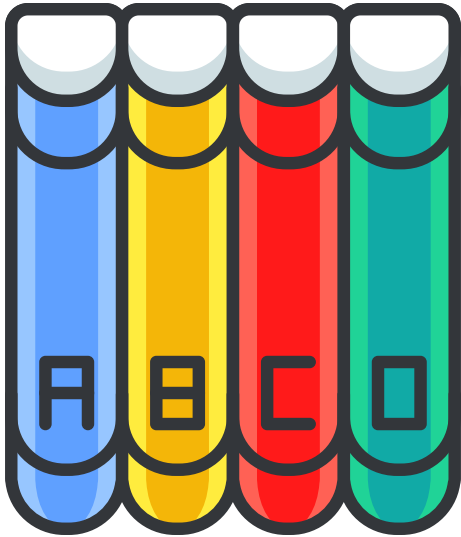
**93**

*Staff who are current or former Head Start Parents*

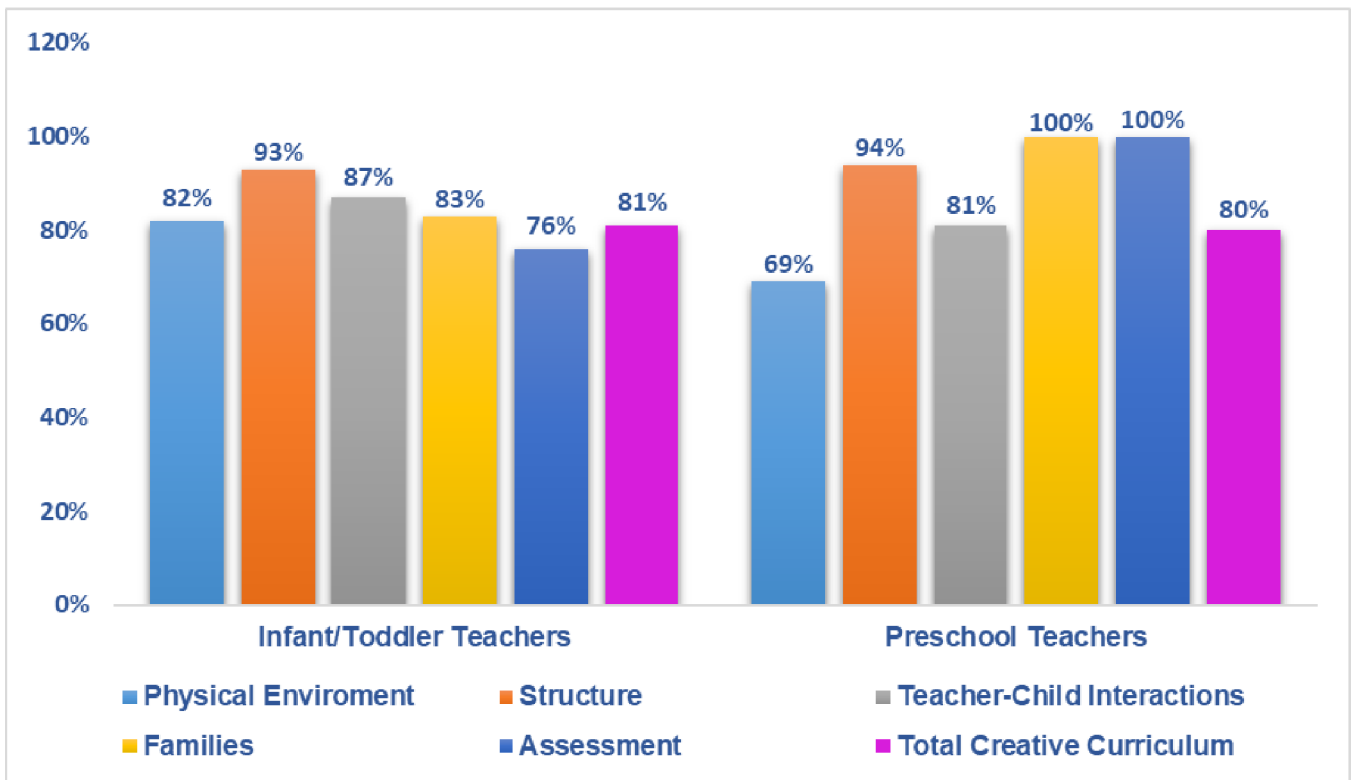
**26**



# School Readiness



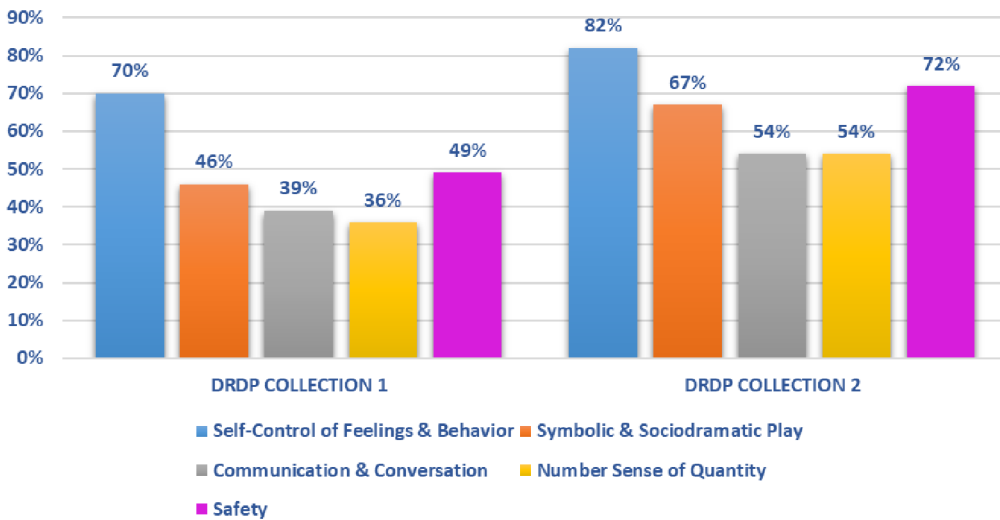
The Creative Curriculum provides long lasting learning opportunities for children from birth to preschool age. Implementing this curriculum to Fidelity is an essential practice to ensure that the interactions and activities implemented in the classroom result in positive child outcomes and achievement of school readiness goals. It helps teachers provide engaging interaction and environments for children. Fidelity implementation allows staff to improve teaching practices to ensure that all children reach their appropriate development. It also supports teaching staff in problem-solving to strengthen curriculum implementation. The 2021-2022 average percent on the performance of fidelity is below.



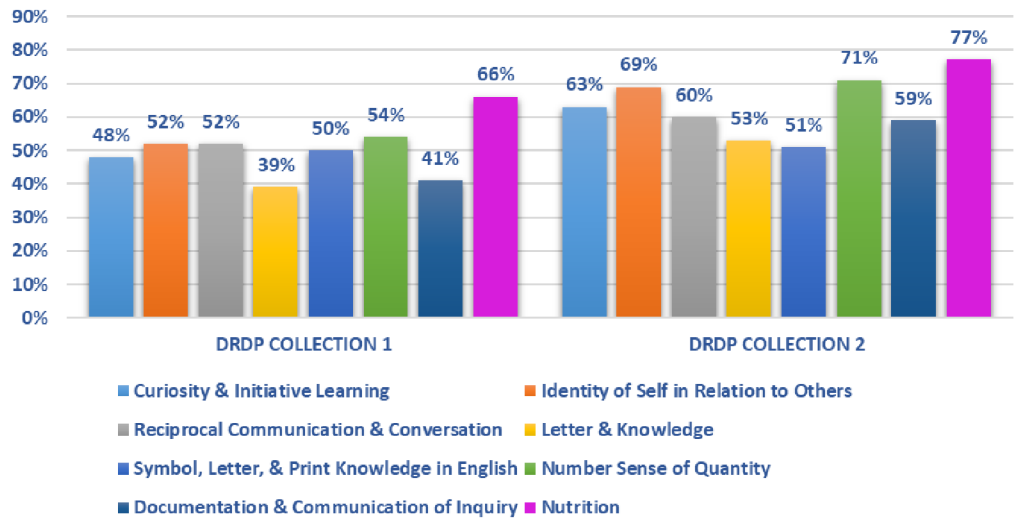
# School Readiness

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 well-being for children and families. The Madera Migrant Seasonal Head Start Program analyses data three times during the season. Below are the 2021-2022 DRDP collection results from the beginning and end of the program year.

## Targeted School Readiness Goals Ages 0-3



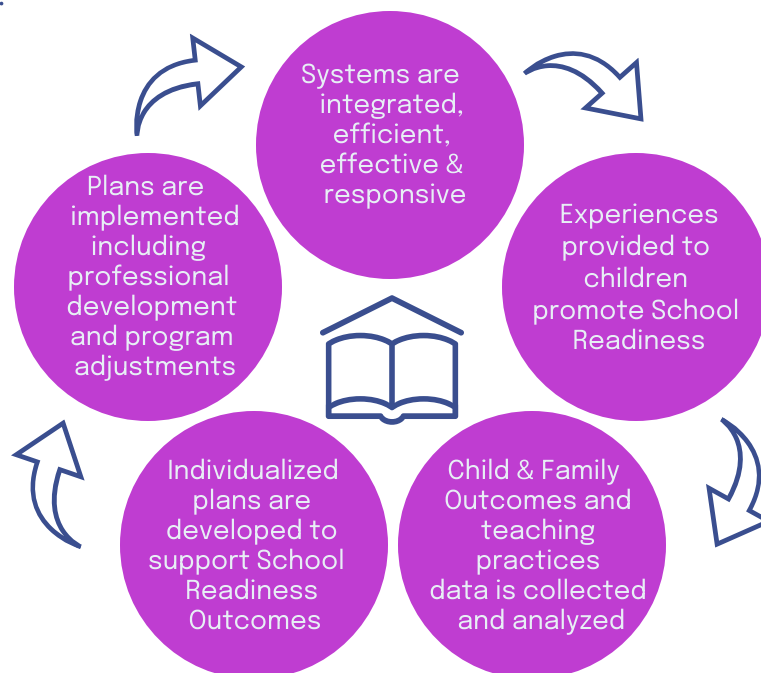
## Targeted School Readiness Goals Ages 3-4



# 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.

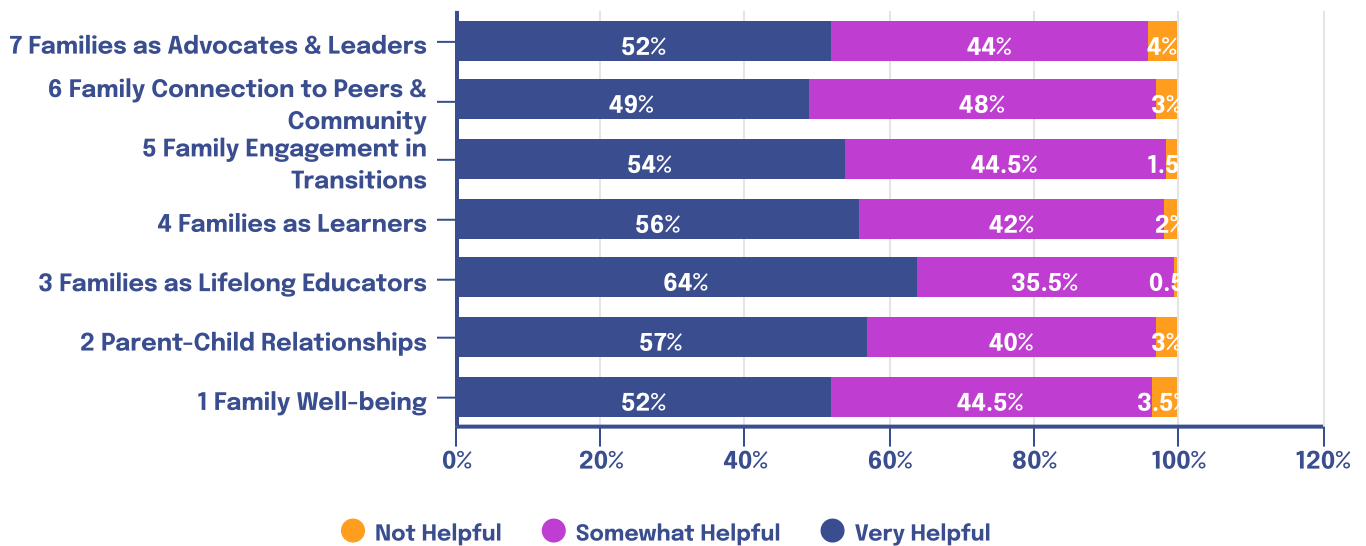
- The School Readiness Plan describes how CAPMC with SCOE/CCMHS will strategically integrate program services to improve the School Readiness Outcomes of Head Start children and families.
- The School Readiness Goals reflect that families are children’s first teachers. The goals encompass the five essential child development domains: Approaches to Learning, Language & Literacy, Cognition & General Knowledge, Physical Development & Health, and Social & Emotional Development.
- Development of School Readiness Goals, a crucial part of the School Readiness Plan, was guided by input from the Head Start community and approved by the parents of Head Start children and the Governing Bodies.
- Two sets of School Readiness Goals were adopted, the first set for expectant families, infants and toddlers, and the second set for preschool-aged children.
- The School Readiness Goals for Expectant Families, Infants and Toddlers were developed in alignment with the Head Start Framework for Programs Serving Infants and Toddlers and their Families, California Infant/Toddler Learning & Development Foundations, California Desired Results System, the Head Start Child Development and Early Learning Foundations, and the Program for Infant and Toddler Care.
- The goals for preschool children were developed in alignment with the Head Start Child Development Early Learning Framework, California Preschool Learning Foundations, California Desired Results System and the Common Core Standards for kindergarteners.



# 2021-2022 Family Outcomes

Out of 317 families in the summer and winter program, 304 (96%) of parents completed the Program Satisfaction Surveys to share their opinion on how much they and their families have benefited from the program. The survey is aligned to The Head Start Parent, Family, and Community Engagement Framework. The survey questions measure the impact in each of the following areas: Family Well-being, Positive Parent-Child relationships, Families as Lifelong Educators, Families as Learners, Family Engagement in Transitions, Family Connections to Peers and Community and Families as Advocates and Leaders. Below are the results:

## How Much Did The Program Helped You & Your Family



Based on the results from graph above, the top three areas where parents received the most help were Families as Lifelong Educators, Families as Learners and Parent-Child Relationships.

## Parent Curriculum - Ready Rosie

The program offered parents the opportunity to participate in the Ready Rosie parent curriculum during the program year 2021-2022.

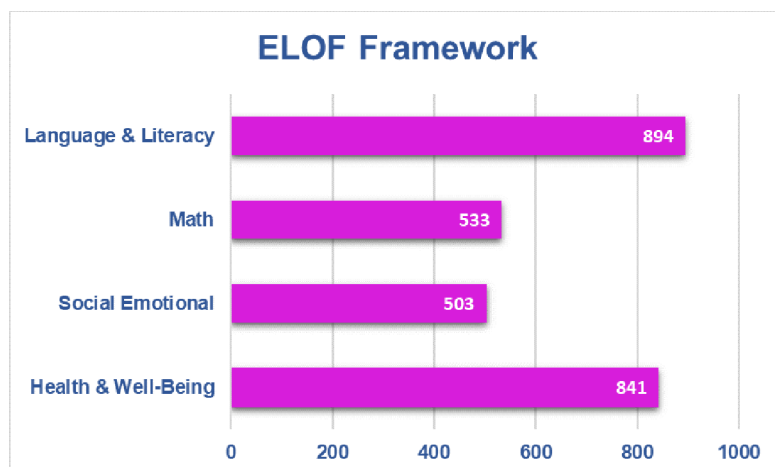
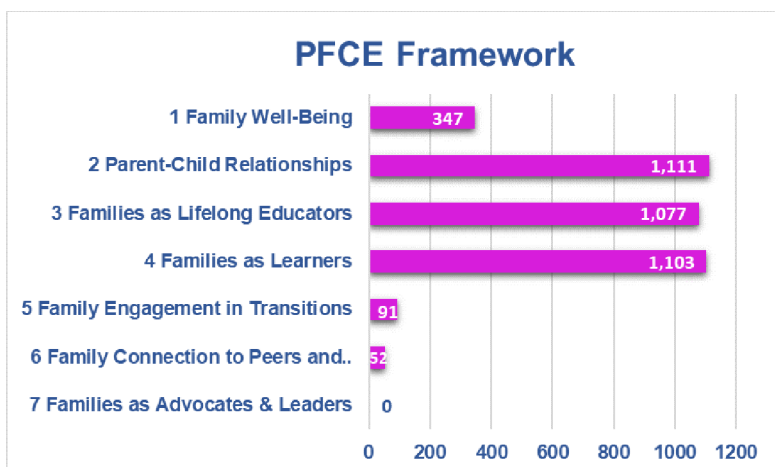
Out of 317 families, 140 registered to participate in the platform. Out of the 140 (44%), 138 (98%) were connected to a classroom.





# 2021-2022 Family Outcomes

A total of 1,015 videos were viewed by parents. Out of the 1,015 videos, the following is a breakdown of views related to the Early Learning Outcomes Framework (ELOF) and the Parent, Family, and Community Engagement (PFCE) frameworks:



Base on the results, 3,781 video views were aligned to the Parent, Family, and Community Engagement Framework (PFCE) and 2,771 to the Early Learning Outcomes Framework (ELOF).

Parents also participated in Ready Rosie educational workshops during the parent meetings. The following are the topics provided to them:

1. *Ready for Kindergarten*
2. *Words Matter - Language and Literacy*
3. *Positive Discipline Strategies*
4. *Relationships Matter*
5. *Family Role in Building Social Emotional Skills*

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 center parent meetings or Policy Committee meetings. Other topics presented to parents during the parent meetings are the following:

1. *Financial Literacy*
2. *Social Emotional - Stress and Anxiety*
3. *Nutrition - My Plate and Healthy Cooking*
4. *Health Topics*



# Madera Migrant/Seasonal Head Start Locations:

## ***EASTIN ARCOLA***

29551 Avenue 8, Madera, California 93637  
(559) 675-3562  
Capacity: 12 Infants/12 Toddlers/20 Preschoolers

## ***MIS ANGELITOS***

101 East Adell, Madera, California 93638  
(559) 673-2564  
Capacity: 8 Infants/8 Mobile Infants  
8 Toddlers/44 Preschoolers

## ***LOS NIÑOS***

29171 Desha Street, Madera, California 93638  
(559) 662-1788  
Capacity: 8 Infants/8 Toddlers/20 Preschoolers

## ***POMONA***

11777 Woodward Way, Madera, California 93638  
(559) 661-1169  
Capacity: 12 Toddlers/20 Preschoolers

## ***SIERRA VISTA***

917 East Olive Avenue, Madera, California 93638  
(559) 675-9137  
Capacity: 23 Infants/12 Toddlers/57 Preschoolers

***Madera 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-13

Board of Directors Meeting for: February 9, 2023

Author: Leticia Murillo

DATE: February 9, 2023

TO: Board of Directors

FROM: Leticia Murillo, Child Care APP/R&R Program Manager

SUBJECT: **Continued Funding Application Fiscal Year 2023-2024**

**I. RECOMMENDATION:**

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 2023-2024.

**II. SUMMARY:**

The agency is required annually to complete an application requesting the continued funding for all contracts currently held for Child Care Alternative Payment and Resource Program – Alternative Payment (CAPP), CalWORKs Stage 2 (C2AP), CalWORKs Stage 3 (C3AP) and Resource & Referral (CRRP).

**III. DISCUSSION:**

- The application was submitted on January 19, 2023.
- If, and when the contracts are approved, amendments may occur with the current contracts.

**IV. FINANCING:**

Current contract amounts for 2022-23 are as follows:

Contract amounts are subject to change annually based on state budget outcomes.

Alternative Payment (Madera County)	\$7,810,104.00
CalWORKs Stage 2 (Madera County)	\$1,686,109.00
CalWORKs Stage 3 (Madera County)	\$1,342,519.00
Resource & Referral (Madera County)	\$ 203,554.00
Bridge Program (Madera County)	\$197,138.00

# CONTINUED FUNDING APPLICATION FISCAL YEAR 2023-24

## 1. Introduction

---

Contractors who wish to be considered for continued funding for Fiscal Year (FY) 2023-24 must read the accompanying instructions and fully and accurately complete this application for continued funding. Please note that contractors have no vested right to a subsequent contract. Failure to respond to this application by the noted due date shall constitute notice to the Child Care and Development Division (CCDD) of the intent to discontinue services at the end of the current contract year unless the contractor has received a written notice of extension of time from the CCDD. If this application is returned to the CCDD by the due date, but is not fully and accurately completed, continued funding for FY 2023-24, may not be awarded, or funding may be delayed. Completion of this Continued Funding Application (CFA) does not guarantee a renewal of funding. Any contractors who are approved for continued funding will be expected to execute a contract with the California Department of Social Services (CDSS) and comply with all applicable federal and state laws as well as all Funding Terms and Conditions and applicable Program Requirements incorporated into the contract.

If your agency does not intend to continue their contract, please contact your Program Quality and Improvement (PQI) Assigned Consultant. Instructions on how to relinquish your contract can be found on the main [CFA web page](#).

Instructions to complete this application may be accessed on the Child Care and Development [CFA Web page](#).

Select Next at the bottom of the screen to begin the application.

## 2. Section I – Contractor Information

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### 1. Legal Name of Contractor

Community Action Partnership of Madera County, Inc.

### 2. Contractor "Doing Business As" (DBA)

Community Action Partnership of Madera County, Inc.

### 3. Headquartered County

Madera

### 4. Vendor Number

B509

### 5. Contact Person Completing Application

The Contact Person listed below will be the point of contact for the CDSS if there are any questions regarding this Continued Funding Application.

#### Full Name

Leticia Murillo

#### Title

Alternative Payment and Resource & Referral Program Manager

#### Telephone Number (999-999-9999)

559-675-5733

#### Email Address

lmurillo@maderacap.org

### 6. Executive Director Information

#### Full Name

Mattie Mendez

Telephone Number (999-999-9999)

559-675-5749

Email Address

mmendez@maderacap.org

**7. Program Director Information**

Full Name

Mattie Mendez

Telephone Number (999-999-9999)

559-675-5749

Email Address

mmendez@maderacap.org

**8. Legal Business Address**

Street Address

1225 Gill Avenue

City

Madera

Zip Code

93637

**9. Mailing Address (if different from above)**

Street Address

1225 Gill Avenue

City

Madera

Zip Code

93637

10. Recipients of Federal funding must be registered and be active in SAM.gov. Please provide your SAM.gov unique ID number. <https://sam.gov/content/home>

V9D5YUNVFNA4

**3. Section II – Contract Types**

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**Check all applicable boxes indicating the programs the contractor intends to continue to administer for FY 2023-24. The contractor agrees to continue implementation of these programs with funds provided by the CDSS.**

11. Center-Based Programs:

Not applicable

**12. Alternative Payment Programs:**

Alternative Payment Program (CAPP)  
CalWORKs Stage 2 (C2AP)  
CalWORKs Stage 3 (C3AP)

**13. Other Programs:**

Resource and Referral (CRRP)

**14. For informational purposes only, please indicate if your agency has one of the following programs:**

Child Care Bridge Program  
California State Preschool Program (CSPP)  
Head Start  
Early Head Start

**4. Section III – Contractor’s Officers and Board of Directors Information**

---

**15. Does the contractor have a board of directors?**

Yes

**16. List all officers and board members/governing individuals (i.e., owner, director, etc.)**

*Click “Add Another Officer, Board Member, Owner or Governing Individual” as necessary.*

**First Name**

Deborah

**Last Name**

Martinez

**Title**

Member/Public Official

**Telephone Number (999-999-9999)**

559-675-7841

**Email Address**

deborah.martinez@maderacounty.com

**Address**

1626 Sunrise Avenue, Madera, CA 93638

**Has this individual ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time?**

No

**5. Section IV – Subcontractor Certification**

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**17. The following types of contracts do not have subcontractors (check all that apply):**

Alternative Payment Programs (C2AP, C3AP, CAPP, CMAP)  
Resource and Referral (CRRP)

**18. The following types of contracts do have subcontractors (check all that apply). For each contract type selected, submit a separate form [CCD 30B](#) (upload the files in Section VII). The form is available on the [CFA web page](#).**

Not applicable

**19. By providing a signature at the end of this section, I certify that all of the above subcontractor certification information is true**



Signature of Contractor's Authorized Representative



Signature of: Leticia Murillo

**Title of Contractor's Authorized Representative**

Alternative Payment and Resource & Referral Program Manager

**Date of Signature**

12/30/2022

**Authorized Representative's Telephone Number (999-999-9999)**

559-675-5733

**Authorized Representative's Email Address**

lmurillo@maderacap.org

## 6. Section V – Contractor Certifications

---

**INSTRUCTIONS:** Please indicate “Yes” or “No” to the following as they apply to your agency. By providing a signature at the end of this section, the signer certifies and understands the following:

### Personnel Certification

*Applies only to agencies who are Center-Based Programs and Family Child Care Home Education Networks.*

The State of California requires any contractor receiving child care and development funds, disbursed by the CDSS to employ fully qualified personnel as stipulated in California Education Code (EC); California Code of Regulations, Title 5 (5 CCR); and Funding Terms and Conditions.

I certify, as the authorized agent representing this contractor, that I have read and understand the staffing requirements for Program Director, Site Supervisor, and Teacher as stipulated in Welfare and Institution Code (W&IC), EC, 5 CCR, and Funding Terms and Conditions. All child care staff employed in CDSS funded program(s) are fully qualified for their respective positions. The exception to this certification is a person employed as Program Director or Site Supervisor who possesses a current Staffing Qualifications Waiver approved by the CCDD.

20. I am a Center-Based Program or a Family Child Care Home Education Network.

No

## Contractors with Subcontracts

*Applies only to agencies with subcontracts.*

I certify that the contractual arrangement(s) listed in Section IV – Subcontract Certification are made in adherence to the required subcontract provisions contained in the 5 CCR, and the Funding Terms and Conditions.

I understand that signing this certificate does not lessen the legal responsibility for the child care and development service contract requirements. As the contractor, it is my responsibility to monitor the performance of the subcontractor to ensure services are provided appropriately through the entire contract term.

I understand the subcontracting requirements, including competitive bidding, CDSS approval, and audit requirements in 5 CCR section 18026 et. seq.

21. I subcontract part of my subsidized funding.

No

## Board of Directors

*Applies only to agencies with a Board of Directors.*

I am authorized by the Contractor's Board of Directors or other governing authority to execute this CFA.

On behalf of the Contractor and its governing authority, we understand some information requested in this application is intended for use by CDSS auditors in connection with future audit work and performance reviews and may not be used or even reviewed or considered by the CDSS until well after the contract has expired, if ever. Therefore, we further understand that the information (and any underlying transactions) disclosed by this Application shall not be considered properly noticed to the CDSS nor approved, accepted or authorized by the CDSS, even if our request for continued funding by the CDSS is subsequently approved.

The governing board members have been trained in understanding conflict of interest requirements associated with their positions on the board and have reported all known conflicts of interest.

22. I have a board of directors or other governing authority to execute this CFA.

Yes



## Program and Fiscal Operations

*Applies to all applying agencies.*

I have supervisory authority over the child development program, have actual, personal knowledge of the information provided in this Application and certify that it is true and correct in all material respects.

I am familiar with and will ensure that the Contractor complies with all applicable program requirements, statutes, and regulations, including:

Prohibitions on conflicts of interests, including (i) the assurances required to establish that transactions with officers, directors and other related party transactions are conducted at arm's length, and (ii) employment limitations stated in W&IC 10399.

All audit and fiscal requirements and I take full responsibility for obtaining the required financial and compliance audits for my subcontractor (s).

All subcontractors' audits and fiscal reporting and submission requirements.

All audits and fiscal requirements for subcontractors and I am aware that not meeting reporting timelines can result in apportionment withholding unless an extension is granted.

Cost reimbursement requirements, including reimbursable and non-reimbursable costs, documentation requirements, the provisions for determining the reimbursable amount and other provisions in 5 CCR section 18033 et. seq.

Accounting and reporting requirements in 5 CCR section 18063 et. seq.

Operational and programmatic requirements.

23. By providing a signature at the end of this section, I certify that all of the above information in this section is true.

Signature of Contractor's Authorized Representative



Signature of: Leticia Murillo

**Title of Contractor's Authorized Representative**

Alternative Payment and Resource & Referral Program Manager

**Date of Signature**

12/30/2022

**Authorized Representative's Telephone Number (999-999-9999)**

559-675-5733

**Authorized Representative's Email Address**

lmurillo@maderacap.org

## 7. Section VI – Certification of Contractor Information in the CDMIS

---

24. Contractors are required to review all information in the Child Development Management Information System (CDMIS) and update any outdated information. To review the information and submit changes, log on to the [CDMIS](#).

By checking the box below, I certify, as the authorized representative of the agency listed below, I have reviewed all the information for Community Action Partnership of Madera County, Inc. and updates, additions, or deletions have been submitted as needed for information in all of the areas below:

Executive Director/Superintendent information

Program Director information

Sites and Licenses and/or Office information

Family Child Care Home summary information

To the best of my knowledge, the information on the CDMIS Web site reflects accurate information for Community Action Partnership of Madera County, Inc. as of the date this certification was signed.

I certify that the above requirements have been met by my agency.

25. Signature of Program Director/Authorized Representative:

Signature & Printed Name



Signature of: Leticia Murillo

Date Signed

12/30/2022

## 8. Section VII – Required Attachments

---

26. Are you a public agency?

*The State Administrative Manual defines a public agency as any state agency, city, county, special district, school district, community college district, county superintendent of schools, or federal agency. Any agency that does not meet this criteria is considered a "non-public agency."*

No

27. Are you a community college or community college district in California?

No

28. Are you a tax-exempt entity?

Yes

29. Are you a charitable corporation, unincorporated association, or trustee doing business in or holding property in California?

No

## 9. Section VII – Required Attachments (Cont'd)

---

All attachments must be completed and uploaded to the application. For your convenience, links to the required forms are provided below. These links are also located on the [CFA web page](#). Please download, complete, and save a copy of each form for your records.

30. **Continued Funding Application Fiscal Year 2023-24 Program Calendar (CCD 33)**

Required for all contractors. Complete one calendar for each contract type and upload below.

[CCD33 2023-24 C2AP.pdf](#)

[CCD33 2023-24 C3AP.pdf](#)

[CCD33 2023-24 CAPP.pdf](#)

31. **Payee Data Record (STD. 204)**

Required for non-public agencies only.

[Payee Data Record STD 204.pdf](#)

32. **Secretary of State**

Required for non-public agencies only. Print the contractor's information page and attach to the CFA.

[Search California Secretary of State.pdf](#)

33. Proof is required of active 501 (c)(3) or 501 (c)(5) Status:

To access and save proof of active status, visit the [Internal Revenue Service Tax Exempt Organization Search](#) web page. You may search by your organization's name or Employer Identification Number (EIN). Enter your organization's name or EIN in the 'Search Term' field. Click on your organization's name. Save a screenshot of the subsequent page showing the search results. Upload the file below.

[Tax Exempt Organization Search Details Internal Revenue Service.pdf](#)

34. All agencies with a board of directors are required to submit a board resolution authorizing the signer to contract with the California Department of Social Services for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2023-24.

You may upload a copy of your board's resolution below. A sample template is also available at the following link: [CCD 44 Board Resolution](#)

[Resolution 2023-24.pdf](#)

## 10. Section VIII – Self-Certifications

---

35. Self-Certifications:

By checking this checkbox, the applicant certifies that they are not a delinquent tax payor on the list located on the [Franchise Tax Board web page](#).

By checking this checkbox, the applicant certifies that they are not a delinquent tax payor on the list located on the [Department of Tax and Fee Administration web page](#).

By checking this checkbox, the applicant certifies that they are not the list of sanctioned entities located on the [U.S. Treasury web page](#).

## 11. Review

---

36. Would you like to receive a copy of your responses for review purposes prior to submitting your application?

*If you select "Yes", an email will your current responses (attached as a PDF) will be sent to this email address: [lmurillo@maderacap.org](mailto:lmurillo@maderacap.org).*

*Note: to save your progress and receive a link to return to the survey later, please click on the "Save and continue later" button located on the top right corner.*

Yes

## 12. Submission

---

By clicking 'SUBMIT', Community Action Partnership of Madera County, Inc. is indicating that it wishes to automatically renew their contract for FY 2023-24.

Submitting this application, Community Action Partnership of Madera County, Inc. is willing to, and does accept, all of the terms and conditions of their contract. The contract will be provided to the contractor no later than June 1, 2023.

### 13. Thank You!

---

Thank you for completing the Continued Funding Application (CFA) for Fiscal Year 2023-24. You will receive an email confirming your submission to the California Department of Social Services, Child Care and Development Division (CCDD). A copy of your responses and any attachments will accompany the confirmation email. If you have any questions, please contact the CCDD CFA Team at [CFA@dss.ca.gov](mailto:CFA@dss.ca.gov).

## SUBCONTRACT CERTIFICATION

**INSTRUCTIONS:** Please complete one form per subcontractor.

Contractor Name Community Action Partnership of Madera County, Inc.	Vendor Number B509	County Madera
Contracted Program Type CalWORKs Stage 2 (CZAP)	▼	
Contract Maximum Reimbursable Amount (MRA)	Total Percentage of MRA Subcontracted _____ %	
Subcontractor Legal Name	Does this subcontractor also contract with the CCDD? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Site #	Site Name	Site Address	New Subcontractor	Service County	Percentage of MRA Subcontracted	Approved (CCDD ONLY)
1			<input type="checkbox"/> Yes <input type="checkbox"/> No			
2			<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
5			<input type="checkbox"/> Yes <input type="checkbox"/> No			
6			<input type="checkbox"/> Yes <input type="checkbox"/> No			

**Please note:** Subcontractors must be approved by the Child Care and Development Division, Program Quality and Improvement Branch. Please contact your county's [Program Quality and Improvement Branch Consultant](#).



**FOR CCDD USE ONLY – PROGRAM CONSULTANT APPROVAL**

CCDD Program Consultant indicates signed approval of the above referenced subcontractors. \_\_\_\_\_

Indicate any notes on subcontractor sites not approved:

**INSTRUCTIONS:**

This form is only required from agencies who operate with the use of a subcontractor. Please complete one form per subcontractor.

1. **Contractor Name:** Enter the contractor's name.
2. **Vendor Number:** Enter the contractor's vendor number.
3. **County:** Select the contractor's headquartered county from the drop-down menu.
4. **Contract Type:** Select the contracted program type from the drop-down menu.
5. **Contract Maximum Reimbursable Amount (MRA):** Enter the dollar amount of the MRA.
6. **Total Percentage of MRA Subcontracted:** Enter the total percentage of the MRA subcontracted.
7. **Subcontractor Legal Name:** Enter the subcontractor's legal name.
8. **Does this subcontractor also contract with the CCDD?:**  
Select 'yes' if the contractor to which you subcontract your services also has a current CCDD contract to provide state-subsidized child care and development services. Select 'no' if your subcontractor does not have a CCDD contract.
9. **Site Information and percentage of MRA Subcontracted:**  
Enter the subcontractor's site name.  
Enter the subcontractor's site address.  
Subcontractors must be approved by the CCDD. Select 'yes' or 'no' to indicate if the subcontractor is new or has been previously approved by the CCDD.  
Select the subcontractor's service county from drop-down menu.  
Enter the percentage of MRA subcontracted.  
**Please note:** Subcontracts for child care and development services must be audited in accordance with Audit Guidelines and reported with the contractor's audit.

## SUBCONTRACT CERTIFICATION

**INSTRUCTIONS:** Please complete one form per subcontractor.

Contractor Name Community Action Partnership of Madera County, Inc.		Vendor Number B509	County Madera
Contracted Program Type CalWORKs Stage 3 (C3AP)		<input type="text"/>	
Contract Maximum Reimbursable Amount (MRA)		Total Percentage of MRA Subcontracted _____ %	
Subcontractor Legal Name		Does this subcontractor also contract with the CCDD? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Site #	Site Name	Site Address	New Subcontractor	Service County	Percentage of MRA Subcontracted	Approved (CCDD ONLY)
1			<input type="checkbox"/> Yes <input type="checkbox"/> No			
2			<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
5			<input type="checkbox"/> Yes <input type="checkbox"/> No			
6			<input type="checkbox"/> Yes <input type="checkbox"/> No			

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Select the subcontractor's service county from drop-down menu.  
Enter the percentage of MRA subcontracted.  
**Please note:** Subcontracts for child care and development services must be audited in accordance with Audit Guidelines and reported with the contractor's audit.



## SUBCONTRACT CERTIFICATION

**INSTRUCTIONS:** Please complete one form per subcontractor.

Contractor Name Community Action Partnership of Madera County, Inc.		Vendor Number B509	County Madera
Contracted Program Type Alternative Payment Program (CAPP)		▼	
Contract Maximum Reimbursable Amount (MRA)		Total Percentage of MRA Subcontracted _____ %	
Subcontractor Legal Name		Does this subcontractor also contract with the CCDD? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Site #	Site Name	Site Address	New Subcontractor	Service County	Percentage of MRA Subcontracted	Approved (CCDD ONLY)
1			<input type="checkbox"/> Yes <input type="checkbox"/> No			
2			<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
5			<input type="checkbox"/> Yes <input type="checkbox"/> No			
6			<input type="checkbox"/> Yes <input type="checkbox"/> No			

**Please note:** Subcontractors must be approved by the Child Care and Development Division, Program Quality and Improvement Branch. Please contact your county's [Program Quality and Improvement Branch Consultant](#).

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## SUBCONTRACT CERTIFICATION

**INSTRUCTIONS:** Please complete one form per subcontractor.

Contractor Name		Vendor Number	County
Community Action Partnership of Madera County, Inc.		B509	20 Madera
Contracted Program Type		▼	
Resource and Referral (CRRP)		▼	
Contract Maximum Reimbursable Amount (MRA)		Total Percentage of MRA Subcontracted _____ %	
Subcontractor Legal Name		Does this subcontractor also contract with the CCDD? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Site #	Site Name	Site Address	New Subcontractor	Service County	Percentage of MRA Subcontracted	Approved (CCDD ONLY)
1			<input type="checkbox"/> Yes <input type="checkbox"/> No			
2			<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
5			<input type="checkbox"/> Yes <input type="checkbox"/> No			
6			<input type="checkbox"/> Yes <input type="checkbox"/> No			

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Subcontractors must be approved by the CCDD. Select 'yes' or 'no' to indicate if the subcontractor is new or has been previously approved by the CCDD.  
Select the subcontractor's service county from drop-down menu.  
Enter the percentage of MRA subcontracted.  
**Please note:** Subcontracts for child care and development services must be audited in accordance with Audit Guidelines and reported with the contractor's audit.



# BOARD OF DIRECTORS ROSTER 2022

REPRESENTING	DIRECTOR
<b>Public Officials</b>	
<i>Department of Social Services Alternate</i>	Deborah Martinez Sharon Diaz
<i>Madera Unified School District</i>	David Hernandez ( <i>Secretary/Treasurer</i> )
<i>Madera County Board of Supervisors Alternate</i>	Leticia (Lety) Gonzalez Robert Poythress
<i>Madera City Council Alternate</i>	Steve Montes Artemio Villegas
<i>Chowchilla City Council Alternate</i>	Diana Palmer John Chavez or Kelly Smith
<b>Private Sector</b>	
<i>Madera Chamber of Commerce</i>	Debi Bray
<i>Regional Head Start Policy Council – Parent Community Affairs Attorney at Law</i>	Trinice Lee Donald Holley Eric LiCalsi ( <i>Vice-Chairperson</i> )
<i>Early Childhood Education and Development</i>	Vicki Bandy
<b>Target Areas</b>	
<i>Central Madera/Alpha Alternate</i>	Martha Garcia Joann Lorange
<i>Easter Madera County</i>	Tyson Pogue ( <i>Chairperson</i> )
<i>Eastside/Parksdale</i>	Richard Gutierrez
<i>Fairmead/Chowchilla</i>	Molly Hernandez
<i>Monroe/Washington Alternate</i>	Aurora Flores Octavio Pineda



# FISCAL YEAR 2023-24 PROGRAM CALENDAR

CONTRACTOR NAME Community Action Partnership of Madera County, Inc.	VENDOR NUMBER B509	COUNTY NAME Madera	CONTRACT TYPE Alternative Payment Pr
--	-----------------------	-----------------------	---

Instructions: Enter an uppercase "X" on each day your program will operate. The totals for "Days of Operation," "Quarter Subtotals," and "Total Days of Operation" will then automatically calculate. Please verify accuracy.

**JULY 2023**

S	M	T	W	T	F	S
						1
2	3 x	4	5 x	6 x	7 x	8
9	10 x	11 x	12 x	13 x	14 x	15
16	17 x	18 x	19 x	20 x	21 x	22
23	24 x	25 x	26 x	27 x	28 x	29
30	31 x					

DAYS OF OPERATION  
20

**AUGUST 2023**

		1 x	2 x	3 x	4 x	5
6	7 x	8 x	9 x	10 x	11 x	12
13	14 x	15 x	16 x	17 x	18 x	19
20	21 x	22 x	23 x	24 x	25 x	26
27	28 x	29 x	30 x	31 x		

DAYS OF OPERATION  
23

**SEPTEMBER 2023**

					1 x	2
3	4	5 x	6 x	7 x	8 x	9
10	11 x	12 x	13 x	14 x	15 x	16
17	18 x	19 x	20 x	21 x	22 x	23
24	25 x	26 x	27 x	28 x	29 x	30

DAYS OF OPERATION  
20

FIRST QUARTER SUBTOTAL 63

**OCTOBER 2023**

1	2 x	3 x	4 x	5 x	6 x	7
8	9	10 x	11 x	12 x	13 x	14
15	16 x	17 x	18 x	19 x	20 x	21
22	23 x	24 x	25 x	26 x	27 x	28
29	30 x	31 x				

DAYS OF OPERATION  
21

**NOVEMBER 2023**

			1 x	2 x	3 x	4
5	6 x	7 x	8 x	9 x	10	11
12	13 x	14 x	15 x	16 x	17 x	18
19	20 x	21 x	22 x	23	24	25
26	27 x	28 x	29 x	30 x		

DAYS OF OPERATION  
19

**DECEMBER 2023**

					1 x	2
3	4 x	5 x	6 x	7 x	8 x	9
10	11 x	12 x	13 x	14 x	15 x	16
17	18 x	19 x	20 x	21 x	22 x	23
24	25	26 x	27 x	28 x	29 x	30
31						

DAYS OF OPERATION  
20

SECOND QUARTER SUBTOTAL 60

**JANUARY 2024**

	1	2 x	3 x	4 x	5 x	6			
7	8 x	9 x	10 x	11 x	12 x	13			
14	15	16 x	17 x	18 x	19 x	20			
21	22 x	23 x	24 x	25 x	26 x	27			
28	29 x	30 x	31 x						

DAYS OF OPERATION  
21

**FEBRUARY 2024**

					1 x	2 x	3
4	5 x	6 x	7 x	8 x	9 x	10	
11	12 x	13 x	14 x	15 x	16 x	17	
18	19	20 x	21 x	22 x	23 x	24	
25	26 x	27 x	28 x	29 x			

DAYS OF OPERATION  
20

**MARCH 2024**

						1 x	2
3	4 x	5 x	6 x	7 x	8 x	9	
10	11 x	12 x	13 x	14 x	15 x	16	
17	18 x	19 x	20 x	21 x	22 x	23	
24	25 x	26 x	27 x	28 x	29 x	30	
31							

DAYS OF OPERATION  
21

THIRD QUARTER SUBTOTAL 62

**APRIL 2024**

			1 x	2 x	3 x	4 x	5	6
7	8 x	9 x	10 x	11 x	12 x	13		
14	15 x	16 x	17 x	18 x	19 x	20		
21	22 x	23 x	24 x	25 x	26 x	27		
28	29 x	30 x						

DAYS OF OPERATION  
21

**MAY 2024**

					1 x	2 x	3 x	4
5	6 x	7 x	8 x	9 x	10 x	11		
12	13 x	14 x	15 x	16 x	17 x	18		
19	20 x	21 x	22 x	23 x	24 x	25		
26	27	28 x	29 x	30 x	31 x			

DAYS OF OPERATION  
22

**JUNE 2024**

								1
2	3 x	4 x	5 x	6 x	7 x	8		
9	10 x	11 x	12 x	13 x	14 x	15		
16	17 x	18 x	19	20 x	21 x	22		
23	24 x	25 x	26 x	27 x	28 x	29		
30								

DAYS OF OPERATION  
19

FOURTH QUARTER SUBTOTAL 62

**TOTAL DAYS OF OPERATION** 247

IF THERE ARE CHANGES TO THE MINIMUM DAYS OF OPERATION (MDO), PLEASE EXPLAIN WHY.

CCDD CONSULTANT INITIALS  
(FOR CDSS USE ONLY)  
DATE APPROVED BY CCDD  
CONSULTANT (FOR CDSS USE ONLY)

# FISCAL YEAR 2023-24 PROGRAM CALENDAR

CONTRACTOR NAME Community Action Partnership of Madera County, Inc.	VENDOR NUMBER B509	COUNTY NAME Madera	CONTRACT TYPE CalWORKs Stage 2 (C)
--	-----------------------	-----------------------	---------------------------------------

Instructions: Enter an uppercase "X" on each day your program will operate. The totals for "Days of Operation," "Quarter Subtotals," and "Total Days of Operation" will then automatically calculate. Please verify accuracy.

**JULY 2023**

S	M	T	W	T	F	S
						1
2	3 x	4	5 x	6 x	7 x	8
9	10 x	11 x	12 x	13 x	14 x	15
16	17 x	18 x	19 x	20 x	21 x	22
23	24 x	25 x	26 x	27 x	28 x	29
30	31 x					

DAYS OF OPERATION  
20

**AUGUST 2023**

S	M	T	W	T	F	S
		1 x	2 x	3 x	4 x	5
6	7 x	8 x	9 x	10 x	11 x	12
13	14 x	15 x	16 x	17 x	18 x	19
20	21 x	22 x	23 x	24 x	25 x	26
27	28 x	29 x	30 x	31 x		

DAYS OF OPERATION  
23

**SEPTEMBER 2023**

S	M	T	W	T	F	S
					1 x	2
3	4	5 x	6 x	7 x	8 x	9
10	11 x	12 x	13 x	14 x	15 x	16
17	18 x	19 x	20 x	21 x	22 x	23
24	25 x	26 x	27 x	28 x	29 x	30

DAYS OF OPERATION  
20

FIRST QUARTER SUBTOTAL 63

**OCTOBER 2023**

S	M	T	W	T	F	S
1	2 x	3 x	4 x	5 x	6 x	7
8	9	10 x	11 x	12 x	13 x	14
15	16 x	17 x	18 x	19 x	20 x	21
22	23 x	24 x	25 x	26 x	27 x	28
29	30 x	31 x				

DAYS OF OPERATION  
21

**NOVEMBER 2023**

S	M	T	W	T	F	S
		1 x	2 x	3 x	4	
5	6 x	7 x	8 x	9 x	10	11
12	13 x	14 x	15 x	16 x	17 x	18
19	20 x	21 x	22 x	23	24	25
26	27 x	28 x	29 x	30 x		

DAYS OF OPERATION  
19

**DECEMBER 2023**

S	M	T	W	T	F	S
					1 x	2
3	4 x	5 x	6 x	7 x	8 x	9
10	11 x	12 x	13 x	14 x	15 x	16
17	18 x	19 x	20 x	21 x	22 x	23
24	25	26 x	27 x	28 x	29 x	30
31						

DAYS OF OPERATION  
20

SECOND QUARTER SUBTOTAL 60

**JANUARY 2024**

S	M	T	W	T	F	S
	1	2 x	3 x	4 x	5 x	6
7	8 x	9 x	10 x	11 x	12 x	13
14	15	16 x	17 x	18 x	19 x	20
21	22 x	23 x	24 x	25 x	26 x	27
28	29 x	30 x	31 x			

DAYS OF OPERATION  
21

**FEBRUARY 2024**

S	M	T	W	T	F	S
				1 x	2 x	3
4	5 x	6 x	7 x	8 x	9 x	10
11	12 x	13 x	14 x	15 x	16 x	17
18	19	20 x	21 x	22 x	23 x	24
25	26 x	27 x	28 x	29 x		

DAYS OF OPERATION  
20

**MARCH 2024**

S	M	T	W	T	F	S
					1 x	2
3	4 x	5 x	6 x	7 x	8 x	9
10	11 x	12 x	13 x	14 x	15 x	16
17	18 x	19 x	20 x	21 x	22 x	23
24	25 x	26 x	27 x	28 x	29 x	30
31						

DAYS OF OPERATION  
21

THIRD QUARTER SUBTOTAL 62

**APRIL 2024**

S	M	T	W	T	F	S
	1 x	2 x	3 x	4 x	5	6
7	8 x	9 x	10 x	11 x	12 x	13
14	15 x	16 x	17 x	18 x	19 x	20
21	22 x	23 x	24 x	25 x	26 x	27
28	29 x	30 x				

DAYS OF OPERATION  
21

**MAY 2024**

S	M	T	W	T	F	S
		1 x	2 x	3 x	4	
5	6 x	7 x	8 x	9 x	10 x	11
12	13 x	14 x	15 x	16 x	17 x	18
19	20 x	21 x	22 x	23 x	24 x	25
26	27	28 x	29 x	30 x	31 x	

DAYS OF OPERATION  
22

**JUNE 2024**

S	M	T	W	T	F	S
						1
2	3 x	4 x	5 x	6 x	7 x	8
9	10 x	11 x	12 x	13 x	14 x	15
16	17 x	18 x	19	20 x	21 x	22
23	24 x	25 x	26 x	27 x	28 x	29
30						

DAYS OF OPERATION  
19

FOURTH QUARTER SUBTOTAL 62

**TOTAL DAYS OF OPERATION** 247

IF THERE ARE CHANGES TO THE MINIMUM DAYS OF OPERATION (MDO), PLEASE EXPLAIN WHY.

CCDD CONSULTANT INITIALS  
(FOR CDSS USE ONLY)  
DATE APPROVED BY CCDD  
CONSULTANT (FOR CDSS USE ONLY)



# FISCAL YEAR 2023-24 PROGRAM CALENDAR

CONTRACTOR NAME Community Action Partnership of Madera County, Inc.	VENDOR NUMBER B509	COUNTY NAME Madera	CONTRACT TYPE CalWORKs Stage 3 (C)
--	-----------------------	-----------------------	---------------------------------------

Instructions: Enter an uppercase "X" on each day your program will operate. The totals for "Days of Operation," "Quarter Subtotals," and "Total Days of Operation" will then automatically calculate. Please verify accuracy.

	S	M	T	W	T	F	S
<b>JULY 2023</b>							1
DAYS OF OPERATION	2	3 x	4	5 x	6 x	7 x	8
20	9	10 x	11 x	12 x	13 x	14 x	15
	16	17 x	18 x	19 x	20 x	21 x	22
	23	24 x	25 x	26 x	27 x	28 x	29
	30	31 x					

<b>AUGUST 2023</b>			1 x	2 x	3 x	4 x	5
DAYS OF OPERATION	6	7 x	8 x	9 x	10 x	11 x	12
23	13	14 x	15 x	16 x	17 x	18 x	19
	20	21 x	22 x	23 x	24 x	25 x	26
	27	28 x	29 x	30 x	31 x		

<b>SEPTEMBER 2023</b>						1 x	2
DAYS OF OPERATION	3	4	5 x	6 x	7 x	8 x	9
20	10	11 x	12 x	13 x	14 x	15 x	16
	17	18 x	19 x	20 x	21 x	22 x	23
	24	25 x	26 x	27 x	28 x	29 x	30

FIRST QUARTER SUBTOTAL 63

<b>OCTOBER 2023</b>	1	2 x	3 x	4 x	5 x	6 x	7
DAYS OF OPERATION	8	9	10 x	11 x	12 x	13 x	14
21	15	16 x	17 x	18 x	19 x	20 x	21
	22	23 x	24 x	25 x	26 x	27 x	28
	29	30 x	31 x				

<b>NOVEMBER 2023</b>			1 x	2 x	3 x	4	
DAYS OF OPERATION	5	6 x	7 x	8 x	9 x	10	11
19	12	13 x	14 x	15 x	16 x	17 x	18
	19	20 x	21 x	22 x	23	24	25
	26	27 x	28 x	29 x	30 x		

<b>DECEMBER 2023</b>					1 x	2	
DAYS OF OPERATION	3	4 x	5 x	6 x	7 x	8 x	9
20	10	11 x	12 x	13 x	14 x	15 x	16
	17	18 x	19 x	20 x	21 x	22 x	23
	24	25	26 x	27 x	28 x	29 x	30
	31						

SECOND QUARTER SUBTOTAL 60

	S	M	T	W	T	F	S
<b>JANUARY 2024</b>		1	2 x	3 x	4 x	5 x	6
DAYS OF OPERATION	7	8 x	9 x	10 x	11 x	12 x	13
21	14	15	16 x	17 x	18 x	19 x	20
	21	22 x	23 x	24 x	25 x	26 x	27
	28	29 x	30 x	31 x			

<b>FEBRUARY 2024</b>					1 x	2 x	3
DAYS OF OPERATION	4	5 x	6 x	7 x	8 x	9 x	10
20	11	12 x	13 x	14 x	15 x	16 x	17
	18	19	20 x	21 x	22 x	23 x	24
	25	26 x	27 x	28 x	29 x		

<b>MARCH 2024</b>						1 x	2
DAYS OF OPERATION	3	4 x	5 x	6 x	7 x	8 x	9
21	10	11 x	12 x	13 x	14 x	15 x	16
	17	18 x	19 x	20 x	21 x	22 x	23
	24	25 x	26 x	27 x	28 x	29 x	30
	31						

THIRD QUARTER SUBTOTAL 62

<b>APRIL 2024</b>		1 x	2 x	3 x	4 x	5	6
DAYS OF OPERATION	7	8 x	9 x	10 x	11 x	12 x	13
21	14	15 x	16 x	17 x	18 x	19 x	20
	21	22 x	23 x	24 x	25 x	26 x	27
	28	29 x	30 x				

<b>MAY 2024</b>			1 x	2 x	3 x	4	
DAYS OF OPERATION	5	6 x	7 x	8 x	9 x	10 x	11
22	12	13 x	14 x	15 x	16 x	17 x	18
	19	20 x	21 x	22 x	23 x	24 x	25
	26	27	28 x	29 x	30 x	31 x	

<b>JUNE 2024</b>							1
DAYS OF OPERATION	2	3 x	4 x	5 x	6 x	7 x	8
19	9	10 x	11 x	12 x	13 x	14 x	15
	16	17 x	18 x	19	20 x	21 x	22
	23	24 x	25 x	26 x	27 x	28 x	29
	30						

FOURTH QUARTER SUBTOTAL 62

**TOTAL DAYS OF OPERATION** 247

IF THERE ARE CHANGES TO THE MINIMUM DAYS OF OPERATION (MDO), PLEASE EXPLAIN WHY.

CCDD CONSULTANT INITIALS (FOR CDSS USE ONLY)
DATE APPROVED BY CCDD CONSULTANT (FOR CDSS USE ONLY)



# FISCAL YEAR 2023-24 PROGRAM CALENDAR

CONTRACTOR NAME Community Action Partnership of Madera County, Inc.	VENDOR NUMBER B509	COUNTY NAME Madera	CONTRACT TYPE Resource and Referral
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Instructions: Enter an uppercase "X" on each day your program will operate. The totals for "Days of Operation," "Quarter Subtotals," and "Total Days of Operation" will then automatically calculate. Please verify accuracy.

	S	M	T	W	T	F	S
<b>JULY 2023</b>							1
DAYS OF OPERATION	2	3 x	4	5 x	6 x	7 x	8
	9	10 x	11 x	12 x	13 x	14 x	15
	16	17 x	18 x	19 x	20 x	21 x	22
	23	24 x	25 x	26 x	27 x	28 x	29
	30	31 x					

<b>AUGUST 2023</b>			1 x	2 x	3 x	4 x	5
DAYS OF OPERATION	6	7 x	8 x	9 x	10 x	11 x	12
	13	14 x	15 x	16 x	17 x	18 x	19
	20	21 x	22 x	23 x	24 x	25 x	26
	27	28 x	29 x	30 x	31 x		

<b>SEPTEMBER 2023</b>						1 x	2
DAYS OF OPERATION	3	4	5 x	6 x	7 x	8 x	9
	10	11 x	12 x	13 x	14 x	15 x	16
	17	18 x	19 x	20 x	21 x	22 x	23
	24	25 x	26 x	27 x	28 x	29 x	30

FIRST QUARTER SUBTOTAL 63

<b>OCTOBER 2023</b>	1	2 x	3 x	4 x	5 x	6 x	7
DAYS OF OPERATION	8	9	10 x	11 x	12 x	13 x	14
	15	16 x	17 x	18 x	19 x	20 x	21
	22	23 x	24 x	25 x	26 x	27 x	28
	29	30 x	31 x				

<b>NOVEMBER 2023</b>			1 x	2 x	3 x	4	
DAYS OF OPERATION	5	6 x	7 x	8 x	9 x	10	11
	12	13 x	14 x	15 x	16 x	17 x	18
	19	20 x	21 x	22 x	23	24	25
	26	27 x	28 x	29 x	30 x		

<b>DECEMBER 2023</b>						1 x	2
DAYS OF OPERATION	3	4 x	5 x	6 x	7 x	8 x	9
	10	11 x	12 x	13 x	14 x	15 x	16
	17	18 x	19 x	20 x	21 x	22 x	23
	24	25	26 x	27 x	28 x	29 x	30
	31						

SECOND QUARTER SUBTOTAL 60

	S	M	T	W	T	F	S
<b>JANUARY 2024</b>		1	2 x	3 x	4 x	5 x	6
DAYS OF OPERATION	7	8 x	9 x	10 x	11 x	12 x	13
	14	15	16 x	17 x	18 x	19 x	20
	21	22 x	23 x	24 x	25 x	26 x	27
	28	29 x	30 x	31 x			

<b>FEBRUARY 2024</b>					1 x	2 x	3
DAYS OF OPERATION	4	5 x	6 x	7 x	8 x	9 x	10
	11	12 x	13 x	14 x	15 x	16 x	17
	18	19	20 x	21 x	22 x	23 x	24
	25	26 x	27 x	28 x	29 x		

<b>MARCH 2024</b>						1 x	2
DAYS OF OPERATION	3	4 x	5 x	6 x	7 x	8 x	9
	10	11 x	12 x	13 x	14 x	15 x	16
	17	18 x	19 x	20 x	21 x	22 x	23
	24	25 x	26 x	27 x	28 x	29 x	30
	31						

THIRD QUARTER SUBTOTAL 62

<b>APRIL 2024</b>		1 x	2 x	3 x	4 x	5	6
DAYS OF OPERATION	7	8 x	9 x	10 x	11 x	12 x	13
	14	15 x	16 x	17 x	18 x	19 x	20
	21	22 x	23 x	24 x	25 x	26 x	27
	28	29 x	30 x				

<b>MAY 2024</b>			1 x	2 x	3 x	4	
DAYS OF OPERATION	5	6 x	7 x	8 x	9 x	10 x	11
	12	13 x	14 x	15 x	16 x	17 x	18
	19	20 x	21 x	22 x	23 x	24 x	25
	26	27	28 x	29 x	30 x	31 x	

<b>JUNE 2024</b>							1
DAYS OF OPERATION	2	3 x	4 x	5 x	6 x	7 x	8
	9	10 x	11 x	12 x	13 x	14 x	15
	16	17 x	18 x	19	20 x	21 x	22
	23	24 x	25 x	26 x	27 x	28 x	29
	30						

FOURTH QUARTER SUBTOTAL 62

**TOTAL DAYS OF OPERATION 247**

IF THERE ARE CHANGES TO THE MINIMUM DAYS OF OPERATION (MDO), PLEASE EXPLAIN WHY.

CCDD CONSULTANT INITIALS  
(FOR CDSS USE ONLY)  
DATE APPROVED BY CCDD  
CONSULTANT (FOR CDSS USE ONLY)

## Child Development Division Agency Information Certification

I certify, as the authorized representative of the agency listed below, I have reviewed all the information for **Community Action Partnership of Madera (B509)** and updates, additions, or deletions have been submitted as needed for information in all of the areas below:

Executive Director/Superintendent information  
Program Director information  
Sites and Licenses and/or Office information  
Family Child Care Home summary information

To the best of my knowledge, the information on the CDMIS Web site reflects accurate information for **Community Action Partnership of Madera (B509)** as of the date this certification was signed.

*Matthe Mendez*

*1/19/2023*

Program Director/Authorized Representative Signature

Date Signed

*Matthe Mendez*

Printed Name of Program Director/Authorized Representative

**Name of Agency User Generating Certification:** Leticia Murillo

**Date Generated:** 1/12/2023

**Assigned CDD Consultant:** Cassandra Lewis

**PAYEE DATA RECORD**(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)  
STD 204 (Rev. 03/2021)**Section 1 – Payee Information****NAME** (This is required. Do not leave this line blank. Must match the payee's federal tax return)

Community Action Partnership of Madera County, Inc.

**BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME** (If different from above)

Community Action Partnership of Madera County, Inc.

**MAILING ADDRESS** (number, street, apt. or suite no.) (See instructions on Page 2)

1225 Gill Avenue

**CITY, STATE, ZIP CODE**

Madera, CA 93637

**E-MAIL ADDRESS****Section 2 – Entity Type****Check one (1) box only that matches the entity type of the Payee listed in Section 1 above.** (See instructions on page 2) **SOLE PROPRIETOR / INDIVIDUAL** **SINGLE MEMBER LLC** *Disregarded Entity owned by an individual* **PARTNERSHIP** **ESTATE OR TRUST****CORPORATION** (see instructions on page 2) **MEDICAL** (e.g., dentistry, chiropractic, etc.) **LEGAL** (e.g., attorney services) **EXEMPT** (e.g., nonprofit) **ALL OTHERS****Section 3 – Tax Identification Number**Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must **match** the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

- For **Individuals**, enter SSN.
- If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For **Sole Proprietor or Single Member LLC (disregarded entity)**, in which the **sole member is an individual**, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For **Single Member LLC (disregarded entity)**, in which the **sole member is a business entity**, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.
- For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

**Social Security Number (SSN) or Individual Tax Identification Number (ITIN)**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**OR****Federal Employer Identification Number (FEIN)**9 4 - 1 6 1 2 8 2 3**Section 4 – Payee Residency Status** (See instructions)

- CALIFORNIA RESIDENT** – Qualified to do business in California or maintains a permanent place of business in California.
- CALIFORNIA NONRESIDENT** – Payments to nonresidents for services may be subject to state income tax withholding.
- No services performed in California
- Copy of Franchise Tax Board waiver of state withholding is attached.

**Section 5 – Certification***I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.***NAME OF AUTHORIZED PAYEE REPRESENTATIVE**

Mattie Mendez

**TITLE**

Executive Director

**E-MAIL ADDRESS**

mmendez@maderacap.org

**SIGNATURE****DATE**

1/19/2023

**TELEPHONE** (include area code)

559-675-5749

**Section 6 – Paying State Agency**

Please return completed form to:

**STATE AGENCY/DEPARTMENT OFFICE**

California Department of Social Services

**UNIT/SECTION****MAILING ADDRESS**

744 P Street

**FAX****TELEPHONE** (include area code)

916-651-8848

**CITY**

Sacramento

**STATE**

CA

**ZIP CODE**

95814

**E-MAIL ADDRESS**

piar@dss.ca.gov



**PAYEE DATA RECORD**

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)  
STD 204 (Rev. 03/2021)

**GENERAL INSTRUCTIONS**

Type or print the information on the Payee Data Record, STD 204 form. Sign, date, and return to the state agency/department office address shown in Section 6. Prompt return of this fully completed form will prevent delays when processing payments.

Information provided in this form will be used by California state agencies/departments to prepare Information Returns (Form 1099).

**NOTE:** Completion of this form is optional for Government entities, i.e. federal, state, local, and special districts.

A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).

**Section 1 – Payee Information**

**Name** – Enter the name that appears on the payee's federal tax return. The name provided shall be the tax liable party and is subject to IRS TIN matching (when applicable).

- Sole Proprietor/Individual/Revocable Trusts – enter the name shown on your federal tax return.
- Single Member Limited Liability Companies (LLCs) that is disregarded as an entity separate from its owner for federal tax purposes - enter the name of the individual or business entity that is tax liable for the business in section 1. Enter the DBA, LLC name, trade, or fictitious name under Business Name.
- Note: for the State of California tax purposes, a Single Member LLC is not disregarded from its owner, even if they may be disregarded at the Federal level.
- Partnerships, Estates/Trusts, or Corporations – enter the entity name as shown on the entity's federal tax return. The name provided in Section 1 must match to the TIN provided in section 3. Enter any DBA, trade, or fictitious business names under Business Name.

**Business Name** – Enter the business name, DBA name, trade or fictitious name, or disregarded LLC name.

**Mailing Address** – The mailing address is the address where the payee will receive information returns. Use form STD 205, Payee Data Record Supplement to provide a remittance address if different from the mailing address for information returns, or make subsequent changes to the remittance address.

**Section 2 – Entity Type**

If the Payee in Section 1 is a(n)...	THEN Select the Box for...
Individual • Sole Proprietorship • Grantor (Revocable Living) Trust disregarded for federal tax purposes	Sole Proprietor/Individual
Limited Liability Company (LLC) owned by an individual and is disregarded for federal tax purposes	Single Member LLC-owned by an individual
Partnerships • Limited Liability Partnerships (LLP) • and, LLC treated as a Partnership	Partnerships
Estate • Trust (other than disregarded Grantor Trust)	Estate or Trust
Corporation that is medical in nature (e.g., medical and healthcare services, physician care, nursery care, dentistry, etc.) • LLC that is to be taxed like a Corporation and is medical in nature	Corporation-Medical
Corporation that is legal in nature (e.g., services of attorneys, arbitrators, notary publics involving legal or law related matters, etc.) • LLC that is to be taxed like a Corporation and is legal in nature	Corporation-Legal
Corporation that qualifies for an Exempt status, including 501(c) 3 and domestic non-profit corporations.	Corporation-Exempt
Corporation that does not meet the qualifications of any of the other corporation types listed above • LLC that is to be taxed as a Corporation and does not meet any of the other corporation types listed above	Corporation-All Other

**Section 3 – Tax Identification Number**

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.

**Section 4 – Payee Residency Status**

**Are you a California resident or nonresident?**

- A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.
- A partnership is considered a resident partnership if it has a permanent place of business in California.
- An estate is a resident if the decedent was a California resident at time of death.
- A trust is a resident if at least one trustee is a California resident.
  - For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:

Withholding Services and Compliance Section: 1-888-792-4900

E-mail address: [wscs.gen@ftb.ca.gov](mailto:wscs.gen@ftb.ca.gov)

For hearing impaired with TDD, call: 1-800-822-6268

Website: [www.ftb.ca.gov](http://www.ftb.ca.gov)

**Section 5 – Certification**

Provide the name, title, email address, signature, and telephone number of individual completing this form and date completed. In the event that a SSN or ITIN is provided, the individual identified as the tax liable party must certify the form. Note: the signee may differ from the tax liable party in this situation if the signee can provide a power of attorney documented for the individual.

**Section 6 – Paying State Agency**

This section must be completed by the state agency/department requesting the STD 204.

**Privacy Statement**

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to \$20,000. You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.

Home

Search

Forms

Help

# Business Search

The California Business Search provides access to available information for **corporations**, **limited liability companies** and **limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

## Basic Search

A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, **a basic search will**

COMMUNITY ACTION  
PARTNERSHIP OF MADERA  
COUNTY, INC. (500803)



Request Certificate

Initial Filing Date	12/01/1965
Status	Active
Standing - SOS	Good
Standing - FTB	Good
Standing - Agent	Good
Standing - VCFCF	Good
Formed In	CALIFORNIA
Entity Type	Nonprofit Corporation - CA - Public Benefit
Principal Address	1225 GILL AVENUE MADERA, CA 93637
Mailing Address	1225 GILL AVENUE MADERA, CA 93637
Statement of Info Due Date	12/31/2023
Agent	Individual 2172234 RUSSELL K RYAN 1690 WEST SHAW AVENUE, SUITE 200 FRESNO, CA 93711



View History



Request Access

# Community Action Partnership of Madera County Inc.

EIN: 94-1612823 | Madera, California, United States

## Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

**On Publication 78 Data List:** Yes

**Deductibility Code:** PC [?](#)



BEFORE

THE COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
OF THE COUNTY OF MADERA  
STATE OF CALIFORNIA

In the Matter of )  
State of California )  
Department of Social Services )

**Resolution No. 2023-01**

Resolution to Authorize the  
Executive Director to sign  
**CDSS Contracts for FY2023-24**

As Chairperson of Community Action Partnership of Madera County, Inc., Board of Directors, and acting on behalf of the entire Board of Directors. I authorize for the Executive Director of Community Action Partnership of Madera County, Inc. to enter into transactions and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for **Fiscal Year 2023-24**.

The person authorized as the official representative of Community Action Partnership of Madera County, Inc. to enter into Agreement, submit any amendments and provide additional information as may be required by the State, is the Executive Director of the Community Action Partnership of Madera County, Inc.

The Board of Directors passed the foregoing Resolution for the Community Action Partnership of Madera County, Inc. at a regular meeting held on **January 12, 2023** by the following vote:

Vote: 13 Ayes: 13  
Absent: 2 Noes: 0

  
Eric LiCalsi, Board of Directors Chairperson

1/12/23  
Date

  
ATTEST: Tyson Pogue, Secretary/Treasurer

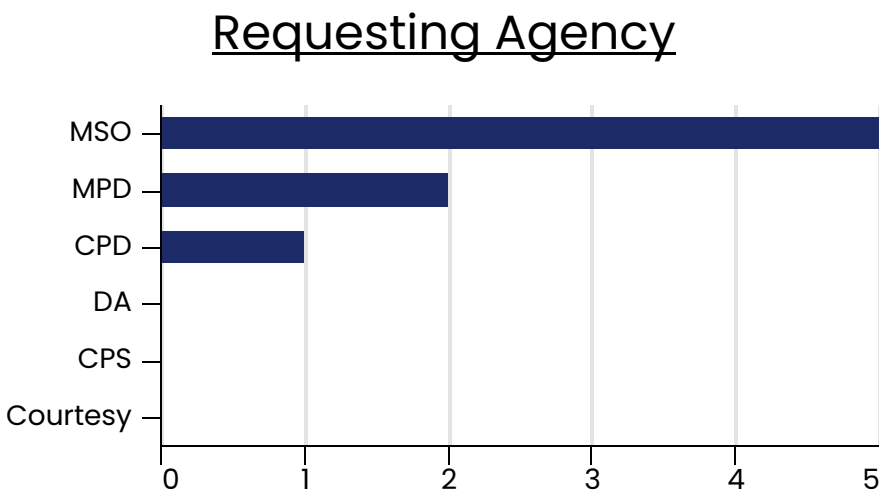
1/18/23  
Date





# Madera County Child Advocacy Center (CAC)

January 2023



## Counseling Services

Referrals Made: 1  
Onsite Counseling Sessions: 0

## Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2023	8											
2022	10	17	26	33	42	56	61	68	79	93	100	104





**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM  
MONTHLY REPORTING – [January 2023](#)**

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

General Contract – CAPP	424
CalWORKs Stage 2 – C2AP	118
CalWORKs Stage 3 – C3AP	125
Bridge Program - BP	7
<b>Total Children Enrolled</b>	<b>674</b>

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

IN - HOME LICENSE CHILD CARE PROVIDERS – SMALL	43
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	37
LICENSE-EXEMPT CHILD CARE PROVIDERS	38
<b>Total Providers Enrolled</b>	<b>118</b>

**RESOURCE & REFERRAL LICENSED PROVIDERS**

ACTIVE - LICENSED CHILD CARE PROVIDERS	124
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

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

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

- Strategies for a Work-Life Balance - 2 attendees
- Strategies for a Work-Life Balance (Spanish) - 28 attendees

**Family, Friend and Neighbor Activity:**

- No workshop

**Bridge Coaching Session:**

- Navigating Together (Spanish) – 16 attendees



**Community Services Monthly Report to the Board of Directors**  
**January 2023**

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

<b>Program</b>	<b>Monthly Households Served</b>	<b>11-1-21 to June 30, 2023 Fiscal YTD Totals</b>
ARPA – Non-Emergency	0	0
ARPA 2021-Emergency	2	2
HEAP 2022- Non-Emergency	0	423
FAST TRACK 2022 – Emergency	0	564
2022 WOOD/PROPANE/OIL	0	16
HEAP 2023 –Non-Emergency	59	59
FAST TRACK 2023 - Emergency	59	61
WOOD/PROANE/OIL 2023	10	11
SLIHEAP – HEAP	0	23
SLIHEAP – FAST TRACK 2022	0	5
SLIHEAP – WOOD/PROANE/OIL 2022	0	0

**LOW INCOME HOME WATER ASSISTANCE PROGRAM**

<b>Program</b>	<b>Monthly Households Served</b>	<b>Fiscal YTD Totals</b>
LIHWAP Past Due Water Bills	19	235

### HOMELESS PROGRAMS

Program	Residents	Vacancy
Shunammite Place	40	3
Madera Mental Health Service Act	10	2

### EMERGENCY HOUSING VOUCHERS

Program	Amount	Issued
Emergency Housing Vouchers – Housing Services	33	0

### November 2022 Homeless Prevention Assistance

Homeless Housing Assistance	0
Madera County Mortgage Rental Utility Assistance Program District 1 and District 3	11
Total	275

### Kaiser Permanente Housing for Health Grant Opportunity

#### Spending Period July 1, 2022 through June 30, 2023

	Application Submitted	YTD Expenses	Budget Balance	
Funding	\$95,000	\$65,376.76	\$29,623.24	69% Achieved
Objective	Goal	YTD Achieved	Balance	% Achieved

## HOME DELIVERED MEALS TO SENIORS IN MADERA COUNTY

Program	Seniors on Program	Vacancy
Home Delivered Meals	55	0

## NUMBER OF MEALS DELIVERED IN DECEMBER 2022

Chowchilla / Fairmead	448 meals delivered in December	8 seniors received home delivered meals
Madera outside the city limits	560 meals delivered in December	10 seniors received home delivered meals
Coarsegold	462 meals delivered in December	8 seniors received home delivered meals
Ahwahnee	224 meals delivered in December	4 seniors received home delivered meals
Oakhurst / North Fork/ Bass Lake	1638 meals delivered in December	29 seniors received home delivered meals
Total meals delivered in December 2022	3,332	55 total seniors receiving home delivered meals.

This contract ended December 31, 2022.



# HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP CENTER) SERVICES REPORT - JANUARY 2023

Outreach and Case Management was conducted both in the City and in the County of Madera.  
Below are the number of unsheltered contacts that were made for the period of 01/1/2023 - 01/31/2023.

Location	Madera City	Chowchilla	Oakhurst	Coarsegold	Northfork	Total Contact
<b>Unduplicated Clients Contacted FY 22-23</b>	178	22	7	1	0	<b>208</b>
<b>Veterans FY 22-23</b>	1	1	0	0	0	<b>2</b>
<b>TAY FY 22-23</b>	7	0	0	0	0	<b>7</b>
<b>DV FY 22-23</b>	7	0	0	0	0	<b>7</b>

<b>OUTCOMES - SERVICES OFFERED</b>			
<b>HOUSING SERVICES</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
REUNITED WITH FAMILY VIA BUS OR TRAIN	0	1	1
WENT INTO SHELTER (non CAPMC)	1	8	9
PLACED IN EMERGENCY SHELTER (CAPMC)	0	6	6
WENT INTO TRANSITIONAL / BRIDGE HOUSING	0	0	0
PROVIDED HOUSING RESOURCE GUIDE	5	39	44
ASSISTED WITH AND SUBMITTED RENTAL APPLICATIONS	8	92	100
MOVED INTO PERMANENT HOUSING	2	10	12
ASSISTED WITH MOVE-IN COSTS	1	8	9
REFERRED TO PERMANENT SUPPORTIVE HOUSING (PSH)	0	18	18
MOVED INTO PERMANENT SUPPORTIVE HOUSING (PSH)	1	10	11
REFERRED FOR EMERGENCY HOUSING VOUCHER (EHV)	0	28	28
APPROVED AND COMPLETED BRIEFING FOR EHV (EHV)	0	17	17
<b>DOCUMENT COLLECTION</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	0	9	9
ASSISTED IN OBTAINING BIRTH CERTIFICATE	0	6	6
ASSISTED IN OBTAINING INCOME VERIFICATION	2	74	76
ASSISTED IN OBTAINING EMOTIONAL SUPPORT ANIMAL DOCS	0	3	3
PROVIDED DMV VOUCHER FOR ID	1	30	31
OBTAINED ID IN RESULT OF VOUCHER	1	2	3
OBTAINED DISABILITY CERTIFICATION	0	12	12
OBTAINED SUPPORT LETTERS FOR PSH	1	21	22
<b>REFERRALS</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
REFERRAL TO COORDINATED ENTRY BY-NAME LIST (BNL)	0	27	27
REFERRALS MADE TO DSS - HOUSING UNIT	6	47	53
REFERRALS MADE TO DSS - CPS	0	2	2
REFERRALS MADE TO DSS - APS	0	2	2
REFERRALS MADE TO THE VA	0	0	0
REFERRALS MADE TO VICTIM SERVICES	1	5	6
REFERRAL TO FOSTER CARE SERVICES	0	0	0
<b>TREATMENT SERVICES</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
REFERRED TO MADERA BHS FOR ASSESSMENT	0	37	37
OBTAINED BHS DUE TO REFERRAL	0	9	9
REFERRED TO DRUG PROGRAM	0	0	0
SUICIDE PREVENTION	0	1	1
<b>EMPLOYMENT SERVICES</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
REFERRED TO WORKFORCE	2	15	17
ASSISTED WITH JOB INTERVIEW PROCESS	0	1	1
EMPLOYED AS A RESULT OF ASSISTANCE	0	0	0
ASSISTED IN OBTAINING BICYCLE FOR TRANSPORTATION	0	1	1
<b>OTHER NON-CASH BENEFITS &amp; SERVICES</b>	<b>CURRENT MONTH</b>	<b>PREVIOUS MONTH YTD</b>	<b>YEAR-TO-DATE</b>
ASSISTED IN OBTAINING CASH AID / TANF	0	2	2
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	5	5
ASSISTED IN OBTAINING HEALTH INSURANCE	0	3	3
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE APPOINTMENTS (MEDICAL, DENTAL, EYE CARE)	2	4	6
ASSISTED IN OBTAINING A GOVT. PHONE	0	1	1
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	0	1	1
DELIVERED COMMODITIES	6	75	81
PROVIDED HYGIENE KITS	3	35	38
PROVIDED SHOES OR CLOTHES TO CLIENT	1	14	15
ARRANGED TRANSPORTATION	2	46	48
ADVOCACY WITH LEGAL MATTER	0	1	1



# Report to the Board of Directors

Month: January 2023

Program Manager: Jennifer Coronado

## ACCOMPLISHMENTS:

- Completed Final Progress Report for Unserved/Underserved Victim Advocacy and Outreach (UV) Program on 1/30/23
- Completed Final Progress Report for Transitional Housing (XH) Program on 1/30/23
- Participated Red Sand Project

## UPCOMING EVENTS:

- February is Teen Dating Violence Awareness Month

## STATISTICAL REPORTS:

To be provided on quarterly basis.

### Red Sand Project

Madera



Chowchilla





## Victim Services

2022-2023

### Domestic Violence Program

Services	1 <sup>st</sup> quarter (Oct.-Dec.)	2 <sup>nd</sup> quarter (Jan-March)	3 <sup>rd</sup> quarter (April-June)	4 <sup>th</sup> quarter (July-Sept.)
Crisis Intervention	208			
Individual or group counseling/support	302			
Criminal/Civil Legal Advocacy	106/28			
Assistance with protective/custody orders	50			

### Shelter

Bed Nights	252 (19 individuals)	( individuals)	( individuals)	
Emergency food/clothing	13			

### Victim Witness

Crisis Intervention	236			
Individual Counseling	218			
Criminal Advocacy/accompaniment	245			
Assistance in obtaining protection or restraining order	15			
Number of Victims of Crime Compensation claims submitted	18			

### Sexual Assault

Crisis Intervention	241			
Individual Counseling (unduplicated)	104			
Individual Advocacy	44			
Criminal Justice Advocacy/Accompaniment	189			
On-scene Response	4			

**Fiscal Year January-December 2023****Unservd/Underserved**

<b>Services</b>	1 <sup>st</sup> Quarter (Jan.-March)	2 <sup>nd</sup> Quarter (April-June)	3 <sup>rd</sup> Quarter (July-Sept.)	4 <sup>th</sup> Quarter (Oct.-Dec.)
Crisis Intervention				
Presentations to underserved population				
Outreach Events				
Immigration Assistance (visas, continued presence application, and other immigration relief)				
Provide information about the criminal justice process				
Criminal Justice Advocacy or Accompaniment				
Individual Advocacy (assist. With public assistance benefits, return of personal property)				

**Transitional Housing**

<b>Services</b>	1 <sup>st</sup> Quarter (Jan.-March)	2 <sup>nd</sup> Quarter (April-June)	3 <sup>rd</sup> Quarter (July-Sept.)	4 <sup>th</sup> Quarter (Oct.-Dec.)
Individual Counseling				
Individual Advocacy (assist. with public assistance benefits, return of personal property)				
Individuals Rec. Rental Assistancess				





Victim Services  
 Informational Report  
 Oct. 2021 - Sept. 2022

**Domestic Violence Program**

Services	1 <sup>st</sup> quarter (Oct.-Dec.)	2 <sup>nd</sup> quarter (Jan-March)	3 <sup>rd</sup> quarter (April-June)	4 <sup>th</sup> quarter (July-Sept.)	Total
Crisis Intervention	218	177	186	258	839
Individual Counseling	435	437	536	428	1836
Criminal Advocacy or Accompaniment	132	349	131	122	734
Assistance with Protective Orders	71	43	87	96	297
Interpreter Services	8	5	3	2	18
Referral to Other Resources	58	59	91	52	260

**The Martha Diaz Shelter**

Number of Days/Adults/Children	200/3/7	168/7/9	103/9/20	177/10/24	648/29/60
Emergency Food & Clothing (unduplicated)	16	3	20	8	47

**Victim Witness Program**

Crisis Intervention	263	102	83	65	513
Individual Counseling	272	377	423	288	1360
Criminal Advocacy or Accompaniment	208	258	344	302	1112
Assistance in Obtaining Protection or Restraining Order	3	6	12	13	34
Number of Victims of Crime Compensation Claims Submitted	20	18	22	29	89
Interpreter Services	13	50	32	1	96

## Rape Crisis Program

Crisis Intervention	297	228	183	146	854
Individual Counseling	88	119	100	99	406
Individual Advocacy (assistance in applying for public benefits, return of personal property)	23	68	44	64	199
Criminal Justice Advocacy or Accompaniment	254	335	307	245	1141
Law Enforcement Interview Accompaniment	73	57	52	34	216
Assistance in Obtaining Protection or Restraining Order	15	11	5	21	52
Interpreter Services	28	30	54	17	129

## Fiscal Year January-December 2022

### Unservd/Underserved Victim Advocacy & Outreach Program

Services	1 <sup>st</sup> Quarter (Jan.-March)	2 <sup>nd</sup> Quarter (April-June)	3 <sup>rd</sup> Quarter (July-Sept.)	4 <sup>th</sup> Quarter (Oct.-Dec.)	Total
Crisis Intervention	58	23	31	13	125
Presentations to Underserved Population	40 individuals	24 Individuals	80 Individuals	0	144
Outreach Events Attended	4	1	5	0	10
Immigration Assistance (visas, continued presence application, and other immigration relief)	42	61	28	34	165
Provide information about the criminal justice process	56	24	60	23	163
Criminal Justice Advocacy or Accompaniment	14	4	4	2	24
Individual Advocacy (assist. with public assistance benefits, return of personal property)	29	23	33	11	96
Interpreter Services	21	6	16	11	54

## Transitional Housing Program

Services	1 <sup>st</sup> Quarter (Jan.-March)	2 <sup>nd</sup> Quarter (April-June)	3 <sup>rd</sup> Quarter (July-Sept.)	4 <sup>th</sup> Quarter (Oct.-Dec.)	Total
Individual Counseling	31	43	5	13	92
Individual Advocacy (assist. with public assistance benefits, return of personal property)	0	0	1	14	15
Individuals Rec. Rental Assistancess	5	5	3	6	19



# Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: February 9, 2023

Author: Jeannie Stapleton

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DATE: January 30, 2023  
TO: Board of Directors  
FROM: Ana Ibanez Community Services Program Manager  
SUBJECT: City of Madera Community Development Block Grant (CDBG)

**I. RECOMMENDATION:**

Consider authorizing the Executive Director to sign and submit the application for the 2023 - 2024 CDBG Public Services Grant Application with the City of Madera.

**II. SUMMARY:**

Community Action Partnership of Madera County, Inc., (CAPMC) has applied to the City of Madera to serve as the Madera representative on the Fresno Madera Continuum of Care (FMCoC) for the fiscal year 2023 / 2024.

**III. DISCUSSION:**

- A. The project name will be the Fresno Madera Continuum of Care (FMCoC) Ending Homelessness.
- B. This grant will pay for personnel cost for two members of CAPMC staff to participate on the FMCoC Board of Directors. The FMCoC works collaboratively to reduce the numbers of individuals experiencing homelessness in Fresno and Madera Counties. The FMCoC is a group of homeless service providers who meet monthly to address needs and share services offered for individuals experiencing homelessness in Fresno and Madera Counties. Agencies must be a member in good standing of the FMCoC in order to apply for HUD funds to serve the homeless.
- C. Because of the funding of the CDBG grant, CAPMC has remained an active participant on the FMCoC Board by attending meetings, and serving on the FMCoC service committees. Without participation from an entity in Madera, Madera County would not be eligible to apply for HUD funding to expand housing services to the homeless in Madera.
- D. Plan and coordinate the 2024 HUD mandated Homeless Point-In-Time Count.
- E. Seek out additional sources of funding to serve individuals experiencing homelessness.

**IV. Share FMCoC information to Madera County Community Partners at meetings such as**

Housing the Homeless meetings.

G. The grant's fiscal year is July 1, 2023 through June 30, 2024.

**IV. FINANCING:**

The application is for \$20,000.00

Budget to be distributed at meeting.



# Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: February 9, 2023

Author: Jeannie Stapleton

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DATE: January 30, 2023

TO: Board of Directors

FROM: Ana Ibanez, Community Services Program Manager

SUBJECT: City of Madera Community Development Block Grant (CDBG)  
Housing Stabilization application.

I. **RECOMMENDATION:**

Consider authoring the Executive Director to submit the application for the Community Development Block Grant (CDBG) Housing Stabilization Project.

II. **SUMMARY:**

The City of Madera received notification from the U.S. Department of Housing and Urban Development (HUD) that the allocation for the CDBG Housing Stabilization Program is available. The purpose of the CDBG funds is to develop viable communities through providing decent affordable housing, a suitable living environment, and expanded economic development opportunities for persons experiencing homelessness.

III. **DISCUSSION:**

The proposed program will provide emergency housing, rental assistance, and/or rapid rehousing. The funding will aid victims of domestic violence, emergency housing for individuals experiencing homelessness, or individuals who are the hardest to place in housing who have exhausted all other resources.

CAPMC was awarded \$120,000 from the prior project. If the application is awarded, it will allow CAPMC to extend the program into 2023-2024.

IV. **FINANCING:**

\$10,000 – The budget will be distributed out at the Board meeting.



# Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: February 9, 2023

Author: Jeannie Stapleton

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DATE: January 24, 2023

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Phase 40 Federal Emergency Management Agency (FEMA) Application.

**I. RECOMMENDATION:**

Consider ratifying the submission of the Local Federal Emergency Management Agency (FEMA) – Phase 40 Application.

**II. SUMMARY:**

The National FEMA Board has announced the funding allocations for the Phase 40 of \$84,255. The goal of the Local FEMA Board is to review the local recipient applications and to make a determination of awardees.

**III. DISCUSSION:**

1. Madera County has received FEMA funds for over 30 years.
2. CAPMC has been designated the fiscal reporting for the Madera County Local FEMA Board. The administrative cost will be 2% of the total award. This is used for photocopies, advertising, postage, maintaining the Local FEMA Board, and staff time to prepare the agenda and minutes.
3. Phase 39 and Phase ARPA-R recipients were Madera Food Bank, Holy Family Table, Madera Coalition for Community of Justice, the Madera Rescue Mission, Catholic Charities, the Fresno Food Bank and CAPMC. All funding received for the Local Recipients must be spent in Madera County. Funding was used for Served Meals and Other Food.
4. Notice for Phase 40 was published in the local Madera Tribune on January 14, 2023 through January 25, 2023 to publicly advertise the program for entities who are interested in applying for funding. Requirements are that entities must have a DUNS number and a FEIN number.
5. Applications were release to the public on January 10, 2023. A ranking committee will be established to review the FEMA applications and make a recommendation for funding.
6. Applications for Phase 40 were due to CAPMC no later than February 3, 2023 by 5:00 PM.

**IV. FINANCING:**

\$84,255 is the allocation for Madera County for Phase 40.



# Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: February 9, 2023

Author: Maritza Gomez-Zaragoza

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DATE: January 13, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Review and Consider Approving the Madera/Mariposa Regional Head Start Enrollment Reduction & Program Changes Effective June 1, 2023.

## **I. RECOMMENDATIONS**

Review and approve the proposed enrollment reduction and program changes for the Madera/Mariposa Regional Head Start Program beginning June 1, 2023.

## **II. SUMMARY**

- In the past three years, CAPMC Regional Head Start program has struggled to reach its funded enrollment. Although COVID-19 has played a major role in the program' enrollment numbers, the current addition of Universal Preschool at many of Madera County school sites, has amplified the situation.
- The increase of 3 year olds in classrooms has been evident in the current school year. Per Head Start Performance Standards, classrooms that have over 50% of 3 year olds, cannot have group sizes larger than 17. CAPMC's classrooms are licensed to serve 20 children.
- An additional concern has been the ability to hire qualified applicants at all levels. Many applicants decline the job offer due to the current pay rates. In the current year, CAPMC has struggle to keep Teachers and Advocates due to low wages.
- Management staff have been looking into a variety of options to find the necessary funding to increase salaries across the board for the Head Start program positions. Details of the considered options will be detailed under section III – Discussion.

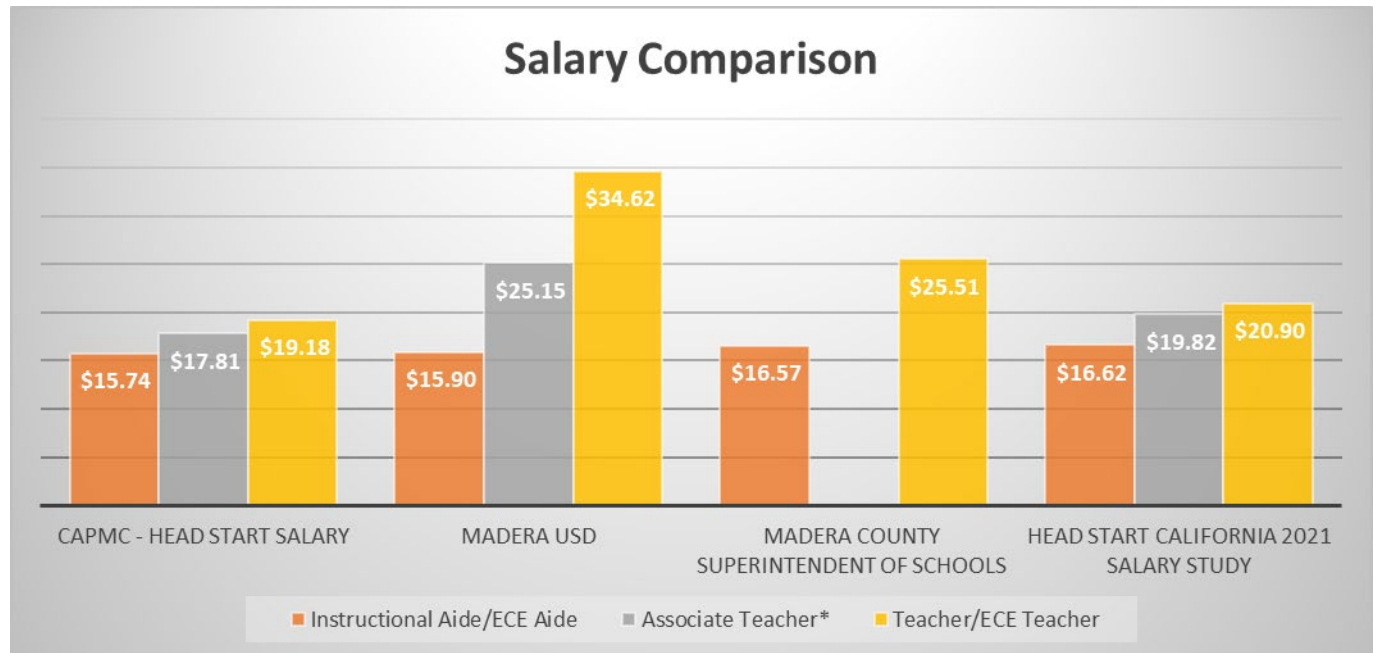
## **III. DISCUSSION**

The agency's goal is to increase salaries to retain and recruit qualified staff and at the same time offer comparable wages that Madera, Fresno, and Merced school districts and child care programs are paying for similar positions. In 2022, Office of Head Start provided a Cost of Living Adjustment and Quality Improvements funds that were used to increase salaries for all positions. However, the entry level positions, even with that increase, is just above the minimum wage of \$15.50. The starting pay for an Instructional Aide I is \$15.74. Staff is recommending to increasing salaries for most of the Head Start positions but focusing on Teachers, Advocates and Center Directors/Site Supervisors. The increases will be based on education and degrees. The proposed salary increases also include other positions but again, the focus will be on the mentioned positions. Attached is the proposed salary increase schedule for review and consideration.

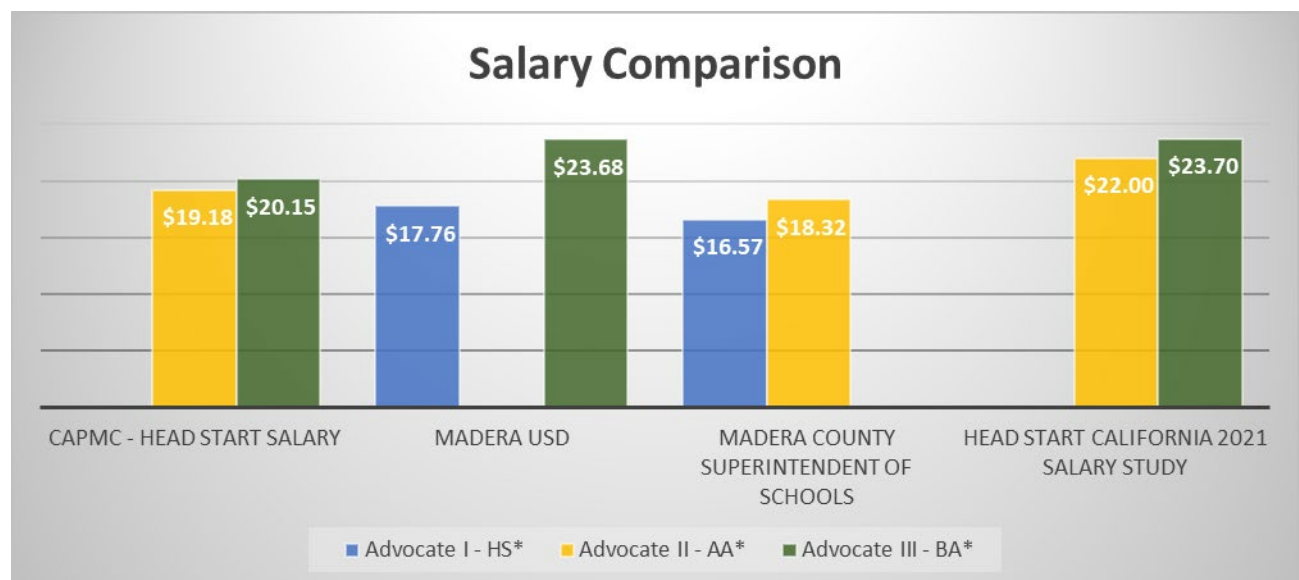
In order provide a comparison of other preschool programs, CAPMC staff gathered information regarding salaries for the positions that need to be considered for an increase to stay comparable and retain staff. In addition to comparing with local schools/providers, CAPMC staff also utilized the Head Start California 2021 Salary Study to compare data. CAPMC participates and contributes to the study.

The graphs below provide a comparison of salaries from the local school/providers and CA Head Start study:

**Teaching Staff**



**Advocates**





The salary increases can be implemented by doing a slot and service day reduction and request to maintain the full funding. Fortunately, because CAPMC is also contracting with Stanislaus Office of Education-Child and Family Services Division for State funding for seven of the Head Start sites with CSPP funds, the reduction of days will not be very significant and will support the salary increases for staff.

CAPMC anticipates receiving formal notification from Office of Head Start (OHS) announcing the fiscal appropriations for 2023 that will include Cost of Living Adjustment (COLA) and Quality Improvement Funds for Head Start programs. When the funding notice is received, staff will develop a budget and implement additional salary increases based on the guidance from OHS.

### **Slot reduction**

- On November 11, 2022 an Informational Memorandum was issued by the Office of Head Start giving programs the option to reduce their funded enrollment. The Office of Head Start has given Regional Offices the authority to approve up to a 10% reduction of program's funded enrollment. In CAPMC's case, Region IX has the oversight of the program and therefore would be approving the enrollment reduction should it be approved by Policy Council and Board of Directors.
  - After looking at Head Start enrollment patterns, age groups, and availability of other preschool services in areas served by the program, the consensus has been to reduce classroom enrollment. The decrease will allow for the program to comply with Head Start Performance Standard group size and staff will be able to better serve the younger children enrolling in the program. The program will reduce classrooms that typically serve 20 children to 17 children for a total of 18 children which constitutes a 7% reduction of slots.
  - Additionally, staff is proposing to reduce service days, the full-day program will be reduced 4 service days going from 178 to 174 days of service. The part-day program will be reduced 3 service days going from 173 to 170 days. The reduction will also provide savings in order to support salary increases for staff. The reduction of service days will not impact the program since CAPMC will still meet Office of Head Start requirement to serve 1020 hours of service per school year.
  - As previously stated, although CAPMC is proposing a reduction in funded enrollment, staff will be making a proposal to Region IX to ensure full funding remains intact. CAPMC wants to ensure the quality of the program continues to be at the forefront and that will require the program's full funding.
  - The CSPP funding that is received by CAPMC-Head Start, has been supporting the salaries and fringe for seven sites and part of the management salaries. In the 2023-2024 program year, CAPMC-Head Start will be receiving an increase of over \$300,000 in funding. The program will be receiving a total of \$1,247,984 which will be used to supplement salaries and salary increases. Due to the state funding increase, the impact to the overall services was minimal.
- The Madera/Mariposa Regional Head Start Enrollment Reduction & Program Changes will be presented to the Policy Council on February 2, 2023.

### **IV. FINANCIAL**

Budgetary adjustments will be presented with refunding application item.

## MADERA/MARIPOSA REGIONAL HEAD START ENROLLMENT COMPARISON

SITE	CLASS	ENROLLMENT 2022-2023	PROPOSAL 2023-2024	CHANGES
RUTH GONZALES	Full Day	20	17	Slot reduction is being proposed due increase enrollment of 3 year olds in the program. Per Head Start Performance Standards, when
CHOWCHILLA	Class - A	20	17	there's a greater number of 3 year olds, the groups cannot be larger than 17. Due to State Preschool, Transitional-Kindergarten, Universal Preschool Opportunities for 4 year old children, 3 year olds are enrolling with CAPMC-Head Start.
	Class - B	20	17	
VERDEL. MCKELVEY	Full Day	20	17	
COTTONWOOD	Full Day	20	17	
FAIRMEAD	Full Day	17	17	
MIS TESOROS	Full Day	17	17	
MARIPOSA	AM	15	15	
	PM	15	15	
NORTH FORK	Full Day	17	17	
OAKHURST	PM	15	15	
EASTSIDE	Full Day	20	17	
VALLEY WEST	AM	15	15	
	PM	15	15	
<b>TOTAL</b>		<b>246</b>	<b>228</b>	<b>Reduction of 18 Preschool children</b>

\*Includes 3% COLA/QI

**CLERICAL/TECHNICAL**

POSITION	RANGE	CURRENT		NEW RANGE	HOURLY RATE*	Pay Increase Current to	
		HOURLY AMOUNT					
Food Service Worker I	15.5	\$ 15.36		16.0	\$ 15.74	2.47%	
Instructional Aide I /Janitor	15.5	\$ 15.36		16.0	\$ 15.74	2.47%	
Janitor - Fresno FMHS	15.5	\$ 15.36		16.0	\$ 15.74	2.47%	
Child Care Assistant (SFP)	15.5	\$ 15.36		16.0	\$ 15.74	2.47%	
Instructional Aide II/Janitor	16.0	\$ 15.28		16.5	\$ 16.13	5.56%	
Food Service/Cook (less 40)	16.5	\$ 15.66		17.0	\$ 16.54	5.62%	
Instructional Aide III	16.5	\$ 15.66		17.0	\$ 16.54	5.62%	
Food Service/Head Cook (40+ Meals)	17.0	\$ 16.05		17.5	\$ 16.95	5.61%	
Associate Teacher - (Pre - I/T)	18.5	\$ 17.29		19.5	\$ 18.71	8.21%	
Advocate II	20.0	\$ 18.62		20.5	\$ 19.66	5.59%	
Executive Administrative Aide	20.0	\$ 18.62		20.5	\$ 19.66	5.59%	
Human Resources Assistant I	20.0	\$ 18.62		20.5	\$ 19.66	5.59%	
Teacher I	20.0	\$ 18.62		21.0	\$ 20.15	8.22%	CA Permit
Teacher II	NEW			22.5	\$ 21.70		AA Degree
Teacher III	NEW			24.0	\$ 23.36		BA Degree
Early Head Start Family Facilitator	21.0	\$ 19.56		21.5	\$ 20.65	5.57%	
Human Resources Assistant II	21.0	\$ 19.56		21.5	\$ 20.65	5.57%	
Advocate III	21.0	\$ 19.56		22.0	\$ 21.17	8.23%	
<b>MID-MANAGEMENT</b>							
Maintenance Supervisor	24.5	\$ 23.25		24.5	\$ 23.95	3.01%	

Professional Dev. Coach	23.0	\$	21.59	25.0	\$	24.55	13.71%	
Center Director I	23.0	\$	21.59	25.0	\$	24.55	13.71%	AA Degree
Center Director II	23.5	\$	22.13	26.5	\$	26.43	19.43%	BA Degree
Site Supervisor/Teacher I	23.0	\$	21.59	24.5	\$	23.95	10.93%	AA Degree
Site Supervisor/Teacher II	NEW			26.5	\$	26.43		BA Degree
Administrative Analyst	24.5	\$	23.25	25.0	\$	24.55	5.59%	
Content Specialists	26.5	\$	25.66	27.0	\$	27.10	5.61%	
Area Manager	28.0	\$	27.64	28.5	\$	29.18	5.57%	



# Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: February 9, 2023

Author: Maritza Gomez-Zaragoza

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DATE: January 31, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: 2023-2024 Madera/Mariposa Regional and Early Head Start Refunding Application – Year 4 of the 5-year cycle

I. RECOMMENDATIONS:

Review and Approve the submission of the Community Action Partnership of Madera County's 2023-2024 (June 1, 2023 – May 31, 2024) Madera/Mariposa Regional & Early Head Start Refunding Application to the Department of Health and Human Services, Administration for Children and Families, Region IX Head Start Program.

- ✓ Approve/Disapprove 2023-2024 Basic Budget
- ✓ Approve/Disapprove 2023-2024 Administrative Budget
- ✓ Approve/Disapprove 2023-2024 Training and Technical Assistance Budget
- ✓ Approve/Disapprove 2023-2024 Cost of Living Increase
- ✓ Approve/Disapprove 2023-2024 Non-Federal Share (In-Kind) Budget

II. SUMMARY:

CAPMC received notice from the Office of Head Start to submit its refunding application. There are four sections within this overall action that the Policy Council will need to review, discuss, and approve/disapprove the recommendations set forth. Staff will review each section in detail. The items are presented in chronological order to complete our application process.

III. DISCUSSION:

A. **Step One:** Approve the Basic Budget including indirect cost for the grant year ending May 31, 2024. See Attachments for the respective budgets.

CAPMC received its annual funding guidance letter from ACF Region IX for a total amount of \$4,901,757. The funds were allocated as follows:

1. \$4,216,695 for Head Start Basic Operating Cost
2. \$625,664 for Early Head Start Basic Operating Cost
3. \$46,025 for Head Start Training and Technical Assistance
4. \$13,373 for Early Head Start Training and Technical Assistance
5. CAPMC must also submit a combined Non-Federal Share budget of \$1,065,680

for In-Kind to be generated by the program.

B. Upon receipt of the funding guidance, staff developed a preliminary budget based on the following items:

1. Review 2021-2022 and 2022-2023 Program Expenditures – YTD
2. Review 2021-2012 and 2022-2023 Program Operations – number of centers, days and hours of operation, and enrollment reports.
3. Review of new Workers' Compensation Rates.
4. Review increase of cost of Health Insurance coverage.
5. Review all Health/Safety Monitoring Reports for all centers
6. Review rent cost for each site and central office.
7. Review projected salary increases for staff based on performance (merit increases), an unfunded liability.
8. Review staffing patterns for all sites and central office.

C. **Proposed changes for the 2023-2024 program year:** The proposed changes for the 2023-2024 program year is summarized below for Policy Council and Board review and consideration. The proposed changes are as follows:

1. CAPMC is proposing to reduce its funded enrollment by 18 slots. The current enrollment is 246 preschool slots. The funded enrollment, if the reduction is approved, will be 228 preschool slots. CAPMC will be requesting to maintain full funding in order for additional program planning. The reduction is being proposed due to the increase of preschool services for 4 year olds and an increase of 3 year olds enrolling in Head Start. Per Head Start Performance Standards, classrooms with over 50% of 3 years olds cannot not have groups sizes of more than 17 children. Six classrooms will be reduced from 20 to 17 children to ensure compliance and to better serve the younger children enrolling in the program.
2. A service day reduction is also being proposed. The full-day session sites will have a reduction of 4 service days and the part-day session will have a 7 day reduction. The reduction of days will support CAPMC increase salaries for teaching staff, Advocates, and Supervisors. CAPMC has been experiencing a high turn-over rate for teacher and advocate positions. Many staff are leaving for higher paying jobs which has caused a strain in being able to maintain sites open. Currently, there are 4 centers that are not fully staffed and therefore, enrollment cannot be maintained.
3. The proposed reduction is twofold; provide savings to increase staff salaries and ensure that younger children are in group settings that comply with Head Start regulations and are provided with age appropriate services/education.

D. **Step Two:** Approve the Administrative Budget and the components of the indirect cost pool for the grant application for the year ending May 31, 2024.

As a part of the grant application, certain costs are identified as administrative costs. The agency cannot exceed a 15% limitation on administrative costs. Staff recommends that the Policy Council and the Board of Directors approve the administrative costs and the components of the indirect cost pool as attached.

Support for Recommendation:

The Head Start Bureau designates certain percentages of items of the budget as

administrative.

**The Policy Council and Board of Directors must approve the components of the indirect cost pool.** The agency has an approved rate of 9.1% indirect cost in place for the year ending June 30, 2023. This indirect cost rate proposal is submitted on an annual basis to the Office of Head Start, Division of Cost Allocation and must be approved by the Office of Head Start Region IX Division.

Indirect costs are those costs that cannot be readily and specifically identified with a particular project or activity but are necessary to the operation of the organization. Indirect costs such as administration, fiscal, and human resources are charged to a central administrative cost center. This covers the salaries and related fringe benefits of the following positions:

Executive Director	Program Assistant/Typist Clerk II
Assistant to the Executive Director	Facilities Manager
Chief Financial Officer	Human Resources Director
Human Resources Assistants	Receptionist
Accounting Technicians	Network Administrator
Accountant Services Program Manager	

Other costs paid out of the indirect cost center include rent, utilities, building repairs and maintenance, property insurance, and custodial services based on the square footage occupied by the administrative staff. Other expenses which originate for the indirect cost pool and are for the benefit of all programs are:

Office Supplies	Data Processing Supplies
Liability Insurance	Program Supplies
Printing and Publication	Telephone
Postage and Shipping	Audit
Consultants	Legal
Staff Travel – Local and Out of Area	Training
Equipment Rental	Fees & Licenses
Vehicle Insurance, Repair & Maintenance	

#### Financial Impact

No impact; the Administrative Budget is a component of the Basic and T&TA budgets. It does not increase or decrease the total amount of the funding application.

- E. **Step Three:** Review and approve the Madera/Mariposa Regional & Early Head Start Training & Technical Assistance Budget. Head Start receives funds to provide ongoing technical assistance to staff, Policy Council and Board Members. The training plan was developed using the process below:
- Program Data: Results from the Self-Assessment, Community Assessment, ongoing monitoring report, outcomes and PIR data were reviewed to identify emerging trends and training needs. Most of the T&TA funds will be used to support teaching staff in preparation for the upcoming CLASS monitoring event scheduled by Office of Head Start.

The training plan is based on all the needs identified above.

*Total Financial Impact:* \$59,398

**F. Step Four:** Review and approve the Madera/Mariposa Regional Head Start In-Kind Budget. Performance Standards require a 20% In-Kind match for Head Start funds.

*Financial Impact:* For every \$1.00 received from the Head Start Bureau, the agency is required to provide a 0.25¢ match. This is becoming increasingly difficult to meet.

- The 2023-2024 Madera/Mariposa Regional and Early Head Start Refunding Application will be presented to the Policy Council on February 2, 2023.

IV. FINANCIAL IMPACT: Significant –

Total Head Start Grant Award – Basic Budget:	\$4,216,695
Total Early Head Start Grant Award – Basic Budget	\$ 625,664
Total Administrative Budget:*	\$ 666,280
Total Head Start T&TA Award:	\$ 46,025
Total Early Head Start T&TA Award	\$ 13,373
Total In-Kind Budget:	\$1,065,680 (RHS)
	\$ 159,759 (EHS)
CSPP Funding**	\$1,247,894 (No Budget)

\*Included in Basic and T&TA Budgets

\*\*Funding application will be presented at a later date









Community Action Partnership of Madera County  
Madera Regional/Mariposa Head Start  
Basic Administrative Budget  
June 1, 2023 - May 31, 2024

6A PERSONNEL	Hrs./ Day	# Days	% Time	BASIC FEDERAL SHARE
Position				
HEAD START DIRECTOR	2.48	262	31.0%	\$ 41,695.45
EXECUTIVE ADMINISTRATIVE AIDE	2.72	262	34.0%	\$ 15,770.84
HUMAN RESOURCES ASSISTANT I	2.72	262	34.0%	\$ 15,722.95
<b>TOTAL SALARIES</b>				<b><u>\$ 73,189.24</u></b>
<b>6B FRINGE BENEFITS</b>				
FICA				5,615.00
SUI				405.00
Workers' Compensation				2,035.00
Health/Dental/Vision/Life Insurance				7,742.47
Retirement				3,632.00
<b>TOTAL FRINGE BENEFITS</b>				<b><u>\$ 19,429.47</u></b>
<b>TOTAL PERSONNEL COSTS</b>				<b><u>\$ 92,618.71</u></b>
<b>6C TRAVEL (OUT OF AREA)</b>				
1. National Head Start Association Conference	11,250	x	50%	5,625
2. CHSA Annual Education Conference	3,020	x	50%	1,510
3. CHSA Health Institute	2,454	x	50%	1,227
4. CACFP Annual Conference	1,103	x	50%	552
5. Zero to Three Conference	3,820	x	50%	
<b>TOTAL TRAVEL (OUT OF AREA)</b>	<u>21,647</u>			<b><u>\$ 8,914</u></b>
<b>6D EQUIPMENT (EXCESS \$5,000/UNIT)</b>				
1. Playground Replacement - Oakhurst HS	129,000			
<b>TOTAL EQUIPMENT (EXCESS \$5,000/UNIT)</b>				<b><u>\$ 129,000</u></b>
<b>6E SUPPLIES</b>				
Office Supplies	20,422	per yr.	x 29.0%	5,922
Data Supplies	48,800	per yr.	x 37.0%	18,056
Custodial Supplies	8,400	per yr.	x 5.0%	420
Postage	900	per yr.	x 100.0%	900
Printing & Publications	5,450	per yr.	x 50.0%	2,725
<b>TOTAL SUPPLIES</b>				<b><u>\$ 28,023</u></b>
<b>6F CONTRACTS</b>				<u>-</u>
<b>6G RENOVATION</b>				<u>-</u>
<b>6H OTHER</b>				
Telephone	58,870	per yr.	x 2.00%	1,177
Rent	224,998	per yr.	x 5.25%	11,812
Utilities and Disposal	33,500	per yr.	x 4.00%	1,340
Property Insurance	2,768	per yr.	x 5.00%	138
Liability Insurance	360	per yr.	x 5.00%	18
Fees & Licenses	10,000	per yr.	x 1.00%	100
Legal	10,000	per yr.	x 100.00%	10,000
<b>TOTAL OTHER</b>				<b><u>\$ 14,585</u></b>
<b>6I TOTAL DIRECT COSTS</b>				<b><u>\$ 273,141</u></b>
<b>6J INDIRECT COSTS</b>				<b><u>393,139</u></b>
<b>TOTAL BUDGET</b>			Approved Indirect Rate (9.1%)	<b><u>\$ 666,280</u></b>

**ADMINISTRATIVE PERCENTAGE**

**10.87%**

Administrative Rate Calculation	
Basic (Regional and EHS)	\$ 4,842,359
T&TA (Regional and EHS)	\$ 59,398
	<u>\$ 4,901,757</u>
Non-Federal (Regional and EHS)	\$ 1,225,439
Grand Total	<u>\$ 6,127,196</u>
MAX ADMIN % ALLOWED = 15%	\$ 919,079
ADMIN BUDGET TOTAL	\$ 666,280
DIVIDED BY TOTAL FUNDING	\$ 6,127,196
ADMIN %	10.87%

6a. SALARIES			\$0
6b. FRINGE BENEFITS			\$0
<b>TOTAL SALARIES &amp; FRINGE BENEFITS</b>			<b>\$0</b>
<b>OPERATIONAL EXPENSES</b>			
6c. TRAVEL			<b>\$ 13,577</b>
<b>1. National Head Start Association Conference</b>	\$	7,000	
Registration fees (\$500/person x 3 staff)	\$	1,500	
Lodging (\$250/night x 5 nights x 2 room, including parki	\$	2,500	
Per diem (\$50/day x 6 days x 3 staff)	\$	900	
Airfare	\$	2,100	
<b>2. CHSA Annual Education Conference</b>		\$3,020	
Registration for 3 staff (\$450/day x 3 staff)	\$	1,350	
Lodging (150/night x 4 nights x 2 rooms, including parki	\$	1,040	
Per diem (\$42/day x 5 days x 3 staff)	\$	630	
<b>3. CHSA Health Institute</b>		\$2,454	
Registration fees (\$350 x 3 staff)	\$	1,050	
Lodging (\$150/night x 3 nights x 2 room, including parki	\$	900	
Per diem (\$42/day x 4 days x 3 staff)	\$	504	
<b>4. CACFP Annual Conference</b>		\$1,103	
Registration fees (\$275 x 1 staff)	\$	275	
Lodging (\$149/night x 4 nights x 1 room, including parki	\$	660	
Per diem (\$42/day x 4 days x 1 staff)	\$	168	
6d. EQUIPMENT			<b>\$0</b>
6e. SUPPLIES			<b>\$3,184</b>
<b>1. Office/Program Supplies</b>		\$3,184	
Resource materials for staff and parents training and meetings			
6f. CONTRACTUAL			<b>\$0</b>
6g. CONSTRUCTION			<b>\$0</b>
6h. OTHER			<b>\$25,425</b>
<b>1. Consultants and Consultant Expenses</b>		\$25,425	
<b>a. Policy Council Training with Agency Attorney</b>	\$	1,500	
*Brown Act			
*By-Laws			
*Program Governance			
*Role & Responsibilities			
<b>b. Area Managers, Teaching staff, 15 hour In-service</b>	\$	15,300	
*Creative Curriculum - virtual platform			
*Dual Language Learners			
*Creative Curriculum - Implementation			
*CLASS			
*My Teachstone			
*Teaching Pyramid - Level 1			
*Justice, Equity, Diversity, Inclusion			
*Trauma informed care, staff wellness			
<b>c. Advocate - Family Dev. Credential</b>	\$	1,000	
*\$500/per person x 2 staff			
<b>d. Advocate - Abriendo Puertas Facilitator Certificate</b>	\$	3,400	
*\$1700/per person x 2 staff			
<b>e. Health &amp; Safety Trainings</b>	\$	2,500	
*CPR/First Aid			
*Emergency/Safety Procedures			
*Child Abuse & Neglect			
Darkness to Light Training \$15/per staff*70	\$	1,050	
*Harrasment in the Workplace			
<b>f. Food Handler and Food Manager Certification</b>	\$	300	
*\$15/per person x 13 staff - handler			
<b>g. Teach Stone - CLASS Certification</b>	\$	375	
(\$150/Person x 4 Staff)			
<b>4. Printing and Publications - Training Materials</b>			<b>\$0</b>
<b>TOTAL DIRECT CHARGES</b>			<b>\$42,186</b>
6i. INDIRECT COSTS	\$42,186	X	9.10%
<b>TOTAL PA 20 HEAD START T &amp; TA BUDGET</b>			<b>\$46,025</b>

6a. SALARIES			\$0
6b. FRINGE BENEFITS			\$0
<b>TOTAL SALARIES &amp; FRINGE BENEFITS</b>			<b><u>\$0</u></b>
<b>OPERATIONAL EXPENSES</b>			
6c. TRAVEL			<b><u>\$8,070</u></b>
<b><u>1. Zero to Three Conference</u></b>		\$	3,820
Registration (\$500 x 2 staff)	1,000		
Lodging (\$250/night x 4 nights x 1 room, including parking)	1,000		
Per diem (\$42/day x 5 days x 2 staff)	420		
Airfare	1,400		
<b><u>2. National Head Start Association Conference</u></b>		\$	4,250
Registration fees (\$500/person x 2 staff)	1,000		
Lodging (\$250/night x 5 nights x 1 room, including parking)	1,250		
Per diem (\$50/day x 6 days x 2 staff)	600		
Airfare	1,400		
6d. EQUIPMENT			<b><u>\$0</u></b>
6e. SUPPLIES			<b><u>\$478</u></b>
<b><u>1. Office/Program Supplies</u></b>		\$	478
Resource materials for staff and parents training and meetings - EHS			
6f. CONTRACTUAL			\$0
6g. CONSTRUCTION			\$0
6h. OTHER SUPPLIES		\$	-
<b><u>2. Consultants and Consultant Expenses</u></b>		\$	3,710
<b>a. Health &amp; Safety Trainings</b>	350		
*CPR/First Aid			
*Emergency/Safety Procedures			
*Child Abuse & Neglect			
*Harrasment in the Workplace			
<b>b. Early Head Start Family Facilitator Training</b>	3,300		
HOVRS - Best Practice			
DRDP Meaningful Observations			
* Partners for Health Babies Curriculum			
<b>c. Food Handler Certification</b>	60		
\$15 x 4 Staff			
<b>TOTAL DIRECT CHARGES</b>			<b>\$12,258</b>
6i. INDIRECT COSTS	X	9.10%	<b>\$1,115</b>
<b>TOTAL PA 20 HEAD START T &amp; TA BUDGET</b>			<b><u>\$13,373</u></b>

**Community Action Partnership of Madera County  
Madera Regional/Mariposa Head Start  
Basic Non-Federal Share (In-Kind Cash)  
Budget Detail Justification PA20/PA22  
June 1, 2023 - May 31, 2024**

<b>6a. SALARIES</b>									0
<b>6b. FRINGE BENEFITS</b>									0
<b>6c. TRAVEL (OUT OF AREA)</b>									0
<b>6d. EQUIPMENT</b>									0
<b>6e. SUPPLIES</b>									<u>\$1,100.00</u>
1 <u>Donated Materials</u>	\$ 50.00		x	11	Sites		\$	550.00	
	Doantions provided by local merchants								
2 <u>Supplies Purchased</u>	\$ 150.00		x	12	Months		\$	550.00	
	with Program Income								
<b>6f. CONTRACTUAL</b>									
<b>6g. CONSTRUCTION</b>									
<b>6h. OTHER</b>		Appraised		Annual Rent Paid				Inkind Value	<u>\$318,251</u>
000 Office (Only)		-		116,250.00				N/A	
001 Vedell Mckelvey		59,952.00		6,000.00				53,952.00	
002 Chowchilla		50,832.00		6,600.00				44,232.00	
004 Eastside		48,768.00		12,000.00				36,768.00	
005 Fairmead		42,864.00		1.00				42,863.00	
006 Cottonwood		61,872.00		-				61,872.00	
007 North Fork		30,612.00		12,000.00				18,612.00	
008 Oakhurst		36,024.00		6,000.00				30,024.00	
009 Valley West		24,612.00		8,400.00				N/A	
014 Ruth Gonzales		34,128.00		4,200.00				29,928.00	
016 Mis Tesoras		38,040.00		6,600.00				N/A	
351 Mariposa		24,840.00		1.00				N/A	
		<u>452,544.00</u>		<u>178,052.00</u>				<u>\$318,251</u>	
<b>3. Volunteers</b>									<u>\$60,628</u>
PC Board	14 Membrs	0.25	Hrs	12	Mtgs	\$57.73	Hr	\$2,425	
000 Office	0 Parents	-	Hrs	10	Mtgs	\$23.66	Hr	\$0	
001 Vedell Mckelvey	30 Parents	1.00	Hrs	10	Mtgs	\$23.66	Hr	\$7,098	
002 Chowchilla	40 Parents	1.00	Hrs	10	Mtgs	\$23.66	Hr	\$9,464	
004 Eastside	20 Parents	1.00	Hrs	10	Mtgs	\$23.66	Hr	\$4,732	
005 Fairmead	17 Parents	1.00	Hrs	10	Mtgs	\$23.66	Hr	\$4,022	
006 Cottonwood	20 Parents	1.00	Hrs	10	Mtgs	\$23.66	Hr	\$4,732	
007 North Fork	17 Parents	1.00	Hrs	10	Mtgs	\$23.66	Hr	\$4,022	
008 Oakhurst	15 Parents	1.00	Hrs	10	Mtgs	\$23.66	Hr	\$3,549	
009 Valley West	30 Parents	1.00	Hrs	10	Mtgs	\$23.66	Hr	\$7,098	
014 Ruth Gonzales	20 Parents	1.00	Hrs	10	Mtgs	\$23.66	Hr	\$4,732	
016 Mis Tesoras	17 Parents	1.00	Hrs	10	Mtgs	\$23.66	Hr	\$4,022	
351 Mariposa	20 Parents	1.00	Hrs	10	Mtgs	\$23.66	Hr	\$4,732	
	246								
4 <u>State Inkind Collaboration</u>			Contract	\$	1,247,984	54.94%	Utilization		<u>\$685,701</u>
									<u>\$1,065,680.00</u>

**Total Non-Federal Share**

\$1,065,680.00

**Community Action Partnership of Madera County  
Madera Regional/Mariposa Head Start  
Basic Non-Federal Share (In-Kind Cash)  
Budget Detail Justification PA20/PA22  
June 1, 2023 - May 31, 2024**

<b>6a. SALARIES</b>									0	<b>BASIC \$0</b>
<b>6b. FRINGE BENEFITS</b>									0	<b>\$0</b>
<b>6c. TRAVEL (OUT OF AREA)</b>									0	<b>\$0</b>
<b>6d. EQUIPMENT</b>									0	<b>\$0</b>
<b>6e. SUPPLIES</b>										<b><u>\$1,765</u></b>
									\$ 1,765.00	
1 Donated Materials	\$ 81	x	11	Sites				\$ 890.00		
Doantions provided by local merchants										
2 Supplies Purchased	\$ 73	x	12	Months				\$ 875.00		
with Program Income										
<b>6f. CONTRACTUAL</b>										<b>\$0</b>
<b>6g. CONSTRUCTION</b>										<b>\$0</b>
<b>6h. OTHER</b>										<b><u>\$157,994</u></b>
	Appraised	Annual Rent Paid						Inkind Value	\$0	
000 Office	-	-						N/A		
001 Vedell Mckelvey	-	-						0.00		
002 Chowchilla	-	-						0.00		
004 Eastside	-	-						0.00		
005 Fairmead	-	-						0.00		
006 Cottonwood	-	-						0.00		
007 North Fork	-	-						0.00		
008 Oakhurst	-	-						0.00		
009 Valley West	-	-						N/A		
012 Homebase	-	-						0.00		
013 Sunset	-	-						N/A		
014 Ruth Gonzales	-	-						0.00		
016 Mis Tesoras	-	-						N/A		
351 Mariposa	-	-						N/A		
<b>6i. <u>Volunteers</u></b>										\$157,994
PC Board	14 Membrs	0.25	Hrs	12	Mtgs	\$58.40	Hr	\$2,453		
000 Office	0 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
001 Vedell Mckelvey	40 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
002 Chowchilla	20 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
004 Eastside	20 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
005 Fairmead	20 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
006 Cottonwood	15 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
007 North Fork	30 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
008 Oakhurst	15 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
009 Valley West	20 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
012 Homebase	42 Parents	3.30	Hrs	48	Wks	\$23.38	Hr	\$155,542		
013 Sunset	20 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
014 Ruth Gonzales	21 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
016 Mis Tesoras	22 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
351 Mariposa	23 Parents	-	Hrs	10	Wks	\$23.38	Hr	\$0		
<b><u>Total Non-Federal Share</u></b>										<b><u>\$159,759</u></b>



## 2023-2024 MADERA/MARIPOSA REGIONAL HEAD START

### Days of Operation FULL DAY SESSION

**Final 01.13.23**

Jun-23

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	22
Child Days				0
Staff w/o Children				0
Holidays				0
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		22		22

Jul-23

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	15
Child Days				0
Staff w/o Children				0
Holidays				0
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		23		21

Aug-23

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	29
Child Days				16
Staff w/o Children				7
Holidays				0
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		27		23

Sep-23

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
Staff w/o Children				1
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		21		21

Oct-23

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				19
Staff w/o Children				2
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		22		22

Nov-23

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				16
Staff w/o Children				3
Holidays				3
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		22		22

Dec-23

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				15
Staff w/o Children				1
Holidays				1
Winter/Spring Break				4
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		21		21

Jan-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				16
Staff w/o Children				1
Holidays				2
Winter/Spring Break				4
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		23		23

Feb-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		

Mth		21	Exp	29
Child Days				19
Staff w/o Children				1
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		21		21

Mar-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		21	Exp	21
Child Days				15
Staff w/o Children				1
Holidays				1
Winter/Spring Break				4
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		21		21

Apr-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		22	Exp	20
Child Days				21
Staff w/o Children				1
Holidays				0
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		22		22

May-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	25
Child Days				18
Staff w/o Children				2
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days		23		23

<b>Starting</b>	
Advocates	
Site Supervisors	
All Staff	
Training/Setup Days	
Childrens first day	
Winter Break	
Spring Break	

**Ending**

Total Child Days	174
Staff Days w/o Children:	20
Holidays:	11
Winter/Spring Break	12
Non-Paid-Partial Staff	0
Non-Paid All Staff	0
Non-Op Days	45
<b>262</b>	

## 2023-2024 MADERA/MARIPOSA REGIONAL HEAD START

### Days of Operation PART DAY SESSION

**Final 01.13.23**

Jun-23

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	22
Child Days				0
Staff w/o Children				0
Holidays				0
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			22	22

Jul-23

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	15
Child Days				0
Staff w/o Children				0
Holidays				0
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			21	21

Aug-23

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	29
Child Days				16
Staff w/o Children				7
Holidays				0
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			23	23

Sep-23

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				18
Staff w/o Children				2
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			21	21

Oct-23

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				19
Staff w/o Children				2
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			22	22

Nov-23

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				16
Staff w/o Children				3
Holidays				3
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			22	22

Dec-23

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				15
Staff w/o Children				1
Holidays				1
Winter/Spring Break				4
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			21	21

Jan-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				16
Staff w/o Children				1
Holidays				2
Winter/Spring Break				4
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			23	23

Feb-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		

Mth		21	Exp	29
Child Days				18
Staff w/o Children				2
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			21	21

Mar-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		21	Exp	21
Child Days				15
Staff w/o Children				1
Holidays				1
Winter/Spring Break				4
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			21	21

Apr-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		22	Exp	20
Child Days				20
Staff w/o Children				2
Holidays				0
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			22	22

May-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	25
Child Days				17
Staff w/o Children				3
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days			23	23

<b>Advocates</b>	Starting
<b>Site Supervisors</b>	Ending
<b>All Staff</b>	Starting
<b>Training/Setup Days</b>	Ending
<b>Childrens first day</b>	Starting
<b>Winter Break</b>	Ending
<b>Spring Break</b>	Starting

Total Child Days	170
Staff Days w/o Children:	24
Holidays:	11
Winter/Spring Break	12
Non-Paid-Partial Staff	0
Non-Paid All Staff	0
Non-Op Days	45
<b>Total</b>	<b>262</b>

## 2023-2024 MADERA/MARIPOSA REGIONAL HEAD START

### Days of Operation EARLY HEAD START

**Final 01.13.23**

Jun-23

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	22
Child Days				19
Staff w/o Children				2
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				22

Jul-23

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	15
Child Days				20
Staff w/o Children				0
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				21

Aug-23

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	29
Child Days				19
Staff w/o Children				4
Holidays				0
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				23

Sep-23

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				20
Staff w/o Children				0
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				21

Oct-23

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				21
Staff w/o Children				0
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				22

Nov-23

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				16
Staff w/o Children				3
Holidays				3
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				22

Dec-23

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				16
Staff w/o Children				0
Holidays				1
Winter/Spring Break				4
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				21

Jan-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				17
Staff w/o Children				0
Holidays				2
Winter/Spring Break				4
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				23

Feb-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		

Mth		21	Exp	29
Child Days				20
Staff w/o Children				0
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				21

Mar-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		21	Exp	21
Child Days				16
Staff w/o Children				0
Holidays				1
Winter/Spring Break				4
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				21

Apr-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		22	Exp	20
Child Days				22
Staff w/o Children				0
Holidays				0
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				22

May-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	25
Child Days				22
Staff w/o Children				0
Holidays				1
Winter/Spring Break				0
Non-Paid-Partial Staff				0
Non-Paid All Staff				0
Non-Op Days				0
				23

Total Child Days	228
Staff Days w/o Children:	9
Holidays:	13
Winter/Spring Break	12
Non-Paid-Partial Staff	0
Non-Paid All Staff	0
Non-Op Days	0
	262



# Report to the Board of Directors

Agenda Item Number: E-6

Board of Directors Meeting for: February 9, 2023

Author: Sandra Ramirez

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DATE: January 30, 2023  
TO: Board of Directors  
FROM: Sandra Ramirez, Accountant Program Manager  
SUBJECT: 2022-2023 Basic and Blended Grant Budget Revisions

I. **RECOMMENDATION:**

Review and consider approving the 2022-2023 Migrant/Seasonal Head Start Basic and Blended Comparison Budget Revisions.

II. **SUMMARY:**

We have prepared comparison budget revisions based on agency's funding allocations for the 2022-2023 guidance and amounts received from Stanislaus County Office of Education.

III. **DISCUSSION:**

Basic and Blended Grant in need of multiple categories changes and transfer of funds between program budgets to purchase supplies, equipment and repairs for ADA Compliance issues at the centers.

A. Blended

- a. Transfer net savings of \$256.433 to Basic budget.
- b. Savings in Personne-6a and Fringe-6b from vacancies and an increase in blending allocation of funds to CMIG.
- c. Equipment-6d; to purchase commercial refrigerator, two freezers and conventional oven for Pomona Head Start main kitchen. Cost to be shared 75% Basic and 25% Blended based on total prepared meals allocation.
- d. Supplies-6e; savings in custodial supplies paid by Covid programs instead of Blended program.
- e. Other-6h; maintenance projects for Sierra Vista to install four A/C units needing replacement and replace ramp/handrails with ADA compliance issues. Cost to be shared 25% Basic and 75% Blended
- f. Indirect-6i; savings from transfer of funds to Basic program and equipment.

B. Basic

- a. Personnel-6a; savings from vacancies to be transferred to Fringe, Travel, Supplies and Other categories.
  - b. Equipment-6d; to purchase commercial refrigerator, two freezers and conventional oven for Pomona Head Start main kitchen. Cost to be shared 75% Basic and 25% Blended based on total prepared meals allocation.
  - c. Supplies-6e; to purchase instructional and program supplies for the centers. Replace outdoor surveillance cameras for Pomona and Los Ninos Head Start centers. CACFP excess food costs from Fresno EOC meal contract while Pomona main kitchen under maintenance.
  - d. Other-6h; several maintenance projects. Replace ramps/handrails for Sierra Vista and Eastin Arcola with ADA compliance issues. Install A/C units at Sierra Vista, Eastin Arcola and Los Ninos in need of replacement. Exterior painting of Mis Angelitos and cement work at Eastin Arcola.
  - e. Indirect-6i; increase from transfer of funds from Blended to Basic budgets.
- The 2022-2023 Basic and Blended Grant Budget Revisions will be presented to the Policy Committee on February 7, 2023.

C. **FINANCING**: None

**STANISLAUS COUNTY OFFICE OF EDUCATION  
MIGRANT HEAD START  
BASIC BUDGET COMPARISON REVISION  
March 1, 2022 - February 28, 2023**

**Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

<b>321 BASIC</b>		Approved Budget	Modification Changes	Revised Budget
6a	Personnel	3,055,404	(197,000)	2,858,404
6b	Fringe	819,448	5,650	825,098
6c	Travel	-	325	325
6d	Equip >5,000	-	26,117	26,117
6e	Equip <5,000	-	0	-
6e	Supplies	212,442	95,933	308,375
6f	Contracts	-	0	-
6g	Renovations	-	0	-
6h	Other	583,763	305,925	889,688
	Total Direct	4,671,057	236,950	4,908,007
6i	Indirect	425,066	19,483	444,549
	<b>Total</b>	<b>5,096,123</b>	<b>256,433</b>	<b>5,352,556</b>

<b>Explanation of requested variance/changes:</b>			<b>Changes</b>
6a	Net Decrease:	Decrease due to vacancies. Transfer savings from 6a-Personnel to 6b-Fringe, 6c-Travel, 6d-Equipment, 6c-Supplies; and 6h-Other, 6i-Indirect Cost categories.	(197,000)
6b	Net Increase:	Increase due to increase in employer share of health insurance. Transfer savings from 6a-Personnel.	5,650
6c	Net Increase:	Increase for excess staff travel costs from T&TA. Transfer in from 6a-Personnel.	325
6d	Net Increase:	Increase to purchase Commerical Refrigerator, Convectional Oven and 2 Commercial Freezers for main kitchen at Pomona Head Start Center. Total costs shared 75% Basic and 25% Blended programs. Transfer in from 6a-Personnel.	26,117
6e	No Change		-
6e	Net Increase:	Increase to purchase books, instructional and other supplies for the centers. Replace outdoor surveillance cameras for two centers. CACFP transfer of excess food costs for Fresno EOC meal contract while Pomona Kitchen under maintenance. Transfer in from 6a- Personnel.	95,933
6f	No Change		-
6q	No Change		-
6h	Net Increase:	Increase funds for maintenance projects. Install A/C units in need of replcement at Sierra Vista, Eastin Arcola and Los Ninos centers. Replace ramps/handrails with ADA Complianice issues at Sierra Vista and Eastin Arcola. Including painting Mis Angelitos and cement work at Eastin Arcola. Sierra Vista to shared costs between Blended 75% and Basic 25% programs. Transfer from 6b Fringe category and transfer of funds from Blended program.	305,925
6i	Net Increase:	Increase from the transfer in from Blended program funds.	19,483
<b>Total</b>			<b>256,433</b>

<b>Approval Section</b>	
<b>Delegate Director:</b>	<b>Date:</b>
<b>Agency Executive Director:</b>	<b>Date:</b>
<b>Policy Committee Approval:</b>	<b>Date:</b>
<b>Board Approval:</b>	<b>Date:</b>
<b>Grantee Director:</b>	<b>Date:</b>

**STANISLAUS COUNTY OFFICE OF EDUCATION  
MIGRANT HEAD START  
BLENDED BUDGET COMPARISON REVISION  
March 1, 2022 - February 28, 2023**

**Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

<b>362 BLENDED</b>		Approved Budget	Modification Changes	Revised Budget
6a	Personnel	287,248	(250,500)	36,748
6b	Fringe	84,856	(74,550)	10,306
6c	Travel	-	0	-
6d	Equip >5,000	-	8,706	8,706
6e	Equip <5,000	-	0	-
6e	Supplies	35,399	(13,350)	22,049
6f	Contracts	-	0	-
6g	Renovations	-	0	-
6h	Other	84,542	95,375	179,917
	Total Direct	492,045	(234,319)	257,726
6i	Indirect	44,775	(22,114)	22,661
	<b>Total</b>	<b>536,820</b>	<b>(256,433)</b>	<b>280,387</b>

<b>Explanation of requested variance/changes:</b>			<b>Changes</b>
6a	Net Decrease:	Decrease due to vacancies and an increase allocation of funds to CMIG. Transfer savings from 6a-Personnel to Basic budget 6h-Other category.	<b>(250,500)</b>
6b	Net Decrease:	Decrease due to vacancies and an increase allocation of funds to CMIG. Transfer savings from 6c-Fringe to Basic budget 6d-Equipment and 6h-Other categories.	<b>(74,550)</b>
6c	No Change		-
6d	Net Increase:	Increase to purchase Commerical Refrigerator, Convectional Oven and 2 Commercial Freezers for main kitchen at Pomona Head Start Center. Total costs shared 75% Basic and 25% Blended programs. Transfer in from 6d-Fringe.	8,706
6e	No Change		-
6e	Net Decrease:	Decrease from custodial supplies savings. Covid funds paid for most PPE supplies. Transfer savings from Supplies category to 6h-Other category.	<b>(13,350)</b>
6f	No Change		-
6g	No Change		-
6h	Net Increase:	Increase funds for Sierra Vista Head Start Center maintenance projects. Install 4 A/C units in need of replcement and replace ramps/handrails with ADA Complianciance issues. Total costs shared between Blended 75% and Basic 25% programs. Transfer from 6b Fringe, 6e-Supplies and 6i Indirect categories.	95,375
6i	Net Decrease:	Decrease from equipment purchases and transfer of funds from Blended to Basic programs.	<b>(22,114)</b>
<b>Total</b>			<b>(256,433)</b>

<b>Approval Section</b>	
<b>Delegate Director:</b>	<b>Date:</b>
<b>Agency Executive Director:</b>	<b>Date:</b>
<b>Policy Committee Approval:</b>	<b>Date:</b>
<b>Board Approval:</b>	<b>Date:</b>
<b>Grantee Director:</b>	<b>Date:</b>



# Report to the Board of Directors

Agenda Item Number: E-7

Board of Directors Meeting for: February 9, 2023

Author: Sandra Ramirez

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DATE: January 30, 2023  
TO: Board of Directors  
FROM: Sandra Ramirez, Accountant Program Manager  
SUBJECT: 2021-2023 Madera Migrant Seasonal Head Start One-Time American Rescue Plan (ARP) funds budget revision submission.

**I. RECOMMENDATION:**

Consider ratifying the submission of the 2021-2023 Madera Migrant Seasonal Head Start One-Time American Rescue Plan (ARP) funds budget revision.

**II. SUMMARY:**

CAPMC submitted on January 12, 2023 budget revision to Stanislaus County Office of Education for review and pending PC and Board approval for necessary changes of expenditures for the Migrant Head Start centers and office. Budget revision attached.

**III. DISCUSSION:**

- A. Savings from 6a Personnel and 6b Fringe for overtime no longer necessary to clean centers. A contract for new custodial services been signed. Excess amount to transfer to 6e Supplies and 6h Other categories.
- B. Savings from 6d Equipment for the variance from prior approved commercial freezer to a commercial refrigerator. Excess amount transfer to 6e Supplies and 6i Indirect Cost categories.
- C. Increase funds to 6e Supplies for excess CACFP food costs for contracted meals from Fresno EOC while main kitchen under repairs.
- D. Net savings from 6h Other for custodial services estimate cost less than prior approve budget and an increase in building maintenance and burglar alarm costs. Original bids for burglar and access key card system for Head Start office expired. New bids submitted to SCOE for review pending PC/Board approval.

- The 2021-2023 Madera Migrant Seasonal Head Start One-Time American Rescue Plan (ARP) funds budget revision submission will be presented to the Policy Committee on February 7, 2023

**IV. FINANCING: No change**

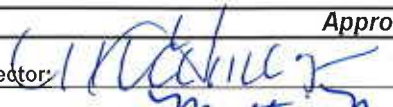



**STANISLAUS COUNTY OFFICE OF EDUCATION  
MIGRANT HEAD START  
ARP BUDGET COMPARISON REVISION #3  
April 1, 2021 - March 31, 2023**

Delegate Agency: **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

827 ARP		Approved Budget	Modification Changes	Revised Budget
6a	Personnel	100,422	(15,517)	84,905
6b	Fringe	15,379	(1,410)	13,969
6c	Travel	-	0	-
6d	Equip >5,000	222,039	(3,021)	219,018
6e	Equip <5,000	-	0	-
6e	Supplies	87,364	25,305	112,669
6f	Contracts	-	0	-
6g	Renovations	-	0	-
6h	Other	84,219	(5,609)	78,610
	Total Direct	509,423	(252)	509,171
6i	Indirect	26,152	252	26,404
	<b>Total</b>	<b>535,575</b>	<b>-</b>	<b>535,575</b>

Explanation of requested variance/changes:			Changes
6a	Net Decrease:	Decrease; a new custodial service contract was signed to provided cleaning services for two centers during the winter session. Center staff no longer need overtime to clean during Covid 19 exposures. Amount to be transferred to 6e Supplies and 6h Other.	(15,517)
6b	Net Decrease:	Decrease; Center staff no longer need overtime and related fringe to clean during Covid 19 exposures. Amount to be transferred to 6e Supplies and 6h Other.	(1,410)
6c	No Change		-
6d	Net Decrease:	Decrease; prior approved equipment for a freezer was changed to a 3-door refrigerator. Amount to be transferred to 6e Supplies and 6i Indirect Cost.	(3,021)
6e	No Change		-
6e	Net Increase:	Increase; to cover CACFP excess food costs from food vending services with Fresno EOC while main kitchen under repairs. Includes adjustments to Data, Program and Custodial Supplies.	25,305
6f	No Change		-
6g	No Change		-
6h	Net Decrease:	Decrease; custodial services cost lower than estimated. Additionally, prior approved bids for Head Start building Burglar Alarm expired. New bids aquired with an increase and applied to budget. Amount transferred to 6e Supplies.	(5,609)
6i	Net Increase:	Increase; funds tranferred to supplies allows for additional indirect cost.	252
<b>Total</b>			<b>-</b>

<i>Approval Section</i>	
Delegate Director: 	Date: 1/12/23
Agency Executive Director: 	Date: 1/12/2023
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
CSBG 01/01/22 - 05/31/23 218	286,748.00	239,792.69	76.47%	83.62%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY 06/15/22 - 05/31/23 217	31,000.00	31,000.00	58.33%	100.00%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 03/27/20 - 5/31/22 219	Inactive	Inactive	#VALUE!	#VALUE!	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
CSBG CARES DISCRETIONARY 03/27/20 - 5/31/22 251	Inactive	Inactive	#VALUE!	#VALUE!	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
<b>HEAD START &amp; CHILD DEVELOPMENT</b>					
HEAD START REGIONAL 06/1/22 - 05/31/23 311/380	4,485,054.00	2,391,236.87	66.67%	53.32%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/01/22 - 05/31/23 310	46,025.00	19,287.29	66.67%	41.91%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/01/22 - 05/31/23 312	625,664.00	396,288.47	66.67%	63.34%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/01/22 - 05/31/23 309	13,373.00	5,590.26	66.67%	41.80%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/22 - 06/30/23 319	1,247,984.00	750,192.00	58.33%	60.11%	Provide child care services to HS preschool children and families
REGIONAL HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 814	410,056.49	340,744.05	91.67%	83.10%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MADERA STATE CSPP/RHS - AB82 07/01/2022 - 06/30/2023 815	64,200.00	9,076.78	58.33%	14.14%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
REGIONAL HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 818	108,857.67	86,654.75	91.67%	79.60%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
CHILD & ADULT CARE FOOD PROGRAM 10/01/22 - 09/30/23 390	513,902.00	118,643.91	33.33%	23.09%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/22 - 02/28/23 321/362	5,632,943.00	4,524,855.92	91.67%	80.33%	Provide HS services to migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/22 - 02/28/23 320	31,845.00	31,845.00	91.67%	100.00%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/22 - 06/30/23 322/324	919,191.00	654,846.30	58.33%	71.24%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV 07/01/22 - 06/30/23 325	137,096.00	79,167.79	58.33%	57.75%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
MADERA COUNTY QRIS 06/01/2021 - 06/30/2023 356	89,112.00	0.00	80.00%	0.00%	Provide HS services to low income preschool children and families
FRESNO HEAD START COVID ARP 04/01/2021 - 03/31/23 838	561,155.00	550,343.84	91.67%	98.07%	Provide funds to prevent, prepare in the Madera Migrant Child Care program
MADERA MIGRANT HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 826	163,857.00	163,762.11	91.67%	99.94%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MIGRANT HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 827	535,575.00	460,434.45	91.67%	85.97%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
FRESNO MIGRANT HEAD START 09/01/22 - 08/31/23 331	4,803,310.00	1,806,354.82	41.67%	37.61%	Provide HS services to to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/22 - 08/31/23 330	82,690.00	13,643.43	41.67%	16.50%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES 09/01/22 - 08/31/23 831	141,154.00	130,292.78	41.67%	92.31%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
MADERA COUNTY QRIS 09/01/2020 - 06/30/2023 351	288,436.00	288,435.74	77.27%	100.00%	Provide HS services to low income preschool children and families
DSS STRENGTHENING FAMILIES 07/01/2022 - 06/30/2023 371	277,136.00	100,130.03	58.33%	36.13%	Provides training and education to parents to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2023

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
<b>RESOURCE &amp; REFERRAL:</b>					
CCDF-HEALTH & SAFETY 07/01/22 - 06/30/23 411	4,702.00	0.00	58.33%	0.00%	Training and supplies for child care providers
R & R GENERAL 07/01/22 - 06/30/22 401	203,554.00	133,308.08	58.33%	65.49%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/21 - 06/30/23 407	394,276.00	204,120.52	79.17%	51.77%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/22 - 06/30/23 424	33,509.00	6,857.48	58.33%	20.46%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/22 - 06/30/23 426/432	5,723,748.00	2,053,968.20	58.33%	35.89%	Provide subsidized child care for eligible families
<b>**Note: This will start being used once the rollover is fully expended</b>					
ALTERNATIVE PAYMENT 07/01/21 - 06/30/23 429	5,485,857.00	3,066,416.10	79.17%	55.90%	Provide subsidized child care for eligible families
<b>**Note: Because of overlapping contract periods Fund 429 was predominantly used to account for this grant temporarily.</b>					
ALTERNATIVE PAYMENT STAGE 2 07/01/22 - 06/30/23 427	1,548,494.00	648,936.54	58.33%	41.91%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/22 - 06/30/23 428	1,223,107.00	670,777.90	58.33%	54.84%	Provide subsidized child care for eligible families
CRRSA ONE TIME ONLY PROVIDER STIPENDS 04/01/20 - 06/30/22 440	Inactive	Inactive	#VALUE!	#VALUE!	Provide supplies and one-time stipend to child care providers through the Coronavirus Response and Relief Supplemental Appropriations Act
ALTERNATIVE PAYMENT AB131 ONE TIME ONLY PROVIDER STIPENDS 09/01/21 - 06/30/22 434	Inactive	Inactive	#VALUE!	#VALUE!	Provide one-time stipend to Child Care Providers in accordance with AB131
ECC-BRIDGE PROGRAM-CRRSA STIPEND 1 & 2 08/01/21 - 06/30/22 430	Inactive	Inactive	#VALUE!	#VALUE!	One-time funds to provide financial relief to assist child care providers with ongoing hardships
R&R CAFE STIPEND - ONE TIME 12/01/21 - 06/30/22 418	Inactive	Inactive	#VALUE!	#VALUE!	To provide incentives to parents and providers during workshops
CHILD CARE INITIATIVE PROJECT-EXPANSION CCDBG - US DEPT. OF HHS 2YR 08/01/21 - 07/31/23 410	304,849.00	2,727.62	75.00%	0.89%	One-time ARPA funding to R&Rs to support family child care providers affected by COVID-19

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>VICTIM SERVICES:</b>					
RSVP/CALOES (10/01/22 - 09/30/23) 500	335,034.00	117,211.15	33.33%	34.98%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/22 - 09/30/23) 501	316,881.00	111,105.24	33.33%	35.06%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/22 - 09/30/23) 533	537,587.00	156,394.53	33.33%	29.09%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/22 - 06/30/23) 502	22,000.00	40.48	58.33%	0.18%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/22 - 06/30/23) 504	4,000.00	0.00	58.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/22 - 06/30/23) DONATIONS ONLY 507/525	2,000.00	81.01	58.33%	4.05%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/22 - 06/30/23) DONATIONS ONLY 510	5,000.00	8,122.93	58.33%	162.46%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/23 - 12/31/23) 508	163,177.00	11,655.39	8.33%	7.14%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/23 - 12/31/23) 531	126,807.00	11,008.42	8.33%	8.68%	Provide long-term shelter services for domestic violence and human trafficking victims
<b>YOUTH AND SPECIALIZED SERVICES:</b>					
MENTAL HEALTH FULL SERVICES (07/01/22 - 6/30/23) 607	Inactive	Inactive	#VALUE!	#VALUE!	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/22 - 6/30/23) 516	30,000.00	35,234.23	58.33%	117.45%	Provide child sexual assault interviews

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - EMERGENCY &amp; OTHER SERVICES:</b>					
E.C.I.P./LIHEAP (10/01/19 - 10/31/21) 203	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/20 - 12/31/22) 207	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/21 - 06/30/23) 208	819,064.00	602,796.22	75.00%	73.60%	Assistance for low income clients for energy bills and weatherization services
LIHEAP CARES (07/01/20 - 09/30/21) 234	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills impacted by COVID-19
LIHEAP ARPA (08/01/21 - 03/31/23) 270	728,183.00	421,010.75	90.00%	57.82%	Assistance for low income clients for energy bills impacted by COVID-19
FEMA 11/01/21 - 12/31/23 205	1,589.00	1,792.87	57.69%	112.83%	Administration of the FEMA program
FEMA (01/01/20 - 10/31/21) 235	Inactive	Inactive	#VALUE!	#VALUE!	Administration of the FEMA program
FEMA ARPA-R 11/01/21 - 12/31/23 210	4,910.00	1,224.39	57.69%	24.94%	Administration of the FEMA program
SENIOR MEAL - MADERA COUNTY (07/01/22 - 06/30/23) 237	43,734.00	13,648.30	58.33%	31.21%	Provides lunch meal program for seniors in eastern Madera County & Ranchos
MADERA CO. SENIOR MEAL HOME DELIVERY (07/01/22 - 12/31/22) 247	Inactive	Inactive	#VALUE!	#VALUE!	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/22 - 06/30/23) 216	50,000.00	25,251.86	58.33%	50.50%	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 JANUARY 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - HOMELESS PROGRAMS:</b>					
SHUNAMMITE PLACE (11/01/22 - 10/31/23) 224	581,016.00	136,395.23	25.00%	23.48%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG (07/01/22 - 06/30/23) 231	20,000.00	6,708.55	58.33%	33.54%	Provides funding for Fresno-Madera Continuum of Care and homeless support
CITY OF MADERA - CDBG CARES (07/01/20 - 08/31/21) 244	Inactive	Inactive	#VALUE!	#VALUE!	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CARES ROUND 2 (07/01/21 - 06/30/23) 255	122,322.19	25,505.33	79.17%	20.85%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CAPITAL PROJECT FUND (07/01/21 - 12/31/23) 271	345,027.19	2,252.41	63.33%	0.65%	Provides housing, supportive services, and landlord engagement activities
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	403,203.43	52.46%	98.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-2) BEHAVIORAL HEALTH (12/01/21 - 06/30/23) 276	188,084.00	13,743.36	73.68%	7.31%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
KAISER HOUSING FOR HEALTH (11/01/21 - 06/30/22) 248	Inactive	Inactive	#VALUE!	#VALUE!	Provides rental assistance to clients
KAISER INDIVIDUALIZED APPROACH (07/01/22 - 06/30/23) 249	95,000.00	67,227.14	58.33%	70.77%	Provides emergency shelter to clients
WESTCARE RAPID REHOUSING (03/01/21 - 11/30/22) 253	Inactive	Inactive	#VALUE!	#VALUE!	Provides rent, security deposits, utility deposits, and moving and storage costs for homeless clients
HOMELESS OUTREACH CCP AB109 (07/01/22 - 06/30/23) 272	244,931.00	157,914.09	58.33%	64.47%	Provides outreach workers to offer case management and resources to homeless or at-risk

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Consolidated Balance Sheet by Object December 31, 2022**

	<u><b>This Year</b></u>
<b>Assets</b>	
1113- CASH IN WESTAMERICA PAYROLL CK	4,252.79
1115- CASH IN WESTAMERICA MENTAL HEALTH	0.00
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,515.57
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	246,631.20
1122- SAVINGS - WESTAMERICA	4,945,301.65
1130- PETTY CASH	707.72
1310- GRANTS RECEIVABLE	1,090,928.45
1320- ACCOUNTS RECEIVABLE	1,977.21
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	1,739.18
1327- A/R-OTHER	279.85
1328- EMPLOYEE & TRAVEL ADVANCES	(0.10)
1329- ADVANCE CLEARING	8,215.13
1410- PREPAID EXPENSES	163,602.04
1420- SECURITY DEPOSITS	41,466.04
1421- WORKERS' COMP DEPOSIT	90,974.24
1450- INVENTORY	11,302.93
1512- EQUIPMENT	1,525,644.60
1513- VEHICLES	1,128,080.81
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	408,719.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,107,098.96)
1523- ACC DEPR - VEHICLES	(869,177.21)
1524- ACC DEPR - BUILDINGS	(3,652,653.54)
1525- ACC DEPR - LAND IMPROVE.	(155,076.68)
1526- ACC DEPR - BUILDING IMPROVE.	(108,181.74)
Total Assets	8,394,100.88
<b>Liabilities and Net Assets</b>	
2101- ACCOUNTS PAYABLE	1,128,050.01
2111- ACCOUNTS PAYABLE - MANUAL	398,799.11
2112- ACCOUNTS PAY-FUNDING SOURCE	2,915.51
2115- A/P OTHERS	2,720.69
2121- ACCRUED PAYROLL	699.41
2122- ACCRUED VACATION	1,196,153.80
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	56,448.38
2212- FICA-MED PAYABLE	13,201.92
2213- FIT PAYABLE	30,946.00
2215- SIT PAYABLE	13,061.23
2216- SDI PAYABLE	5,007.46



2217- SUI PAYABLE	504.01
2218- GARNISHMENTS PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	87,099.52
2231- RETIREMENT PAYABLE-ER CONTRIB	599,090.79
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	(3,512.56)
2245- KAISER HIGH15	(10,170.34)
2248- KAISER LOW30	(2,793.13)
2252- SELF INSURANCE - LIFE & ADD	4,004.91
2253- VISION INSURANCE PAYABLE	(609.55)
2254- SELF INSURANCE - DENTAL	89,649.35
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	(48.00)
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	6,088.12
2410- DEFERRED GRANT REVENUE	2,366,479.45
2415- RESERVE ACCOUNT	42,480.00
2420- OTHER DEFERRED REVENUE	9,927.13
Total Liabilities	<u>6,041,643.44</u>
3000- NET ASSETS W/O DONOR RESTRICTIONS	399,998.20
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,655,608.46
Change in Net Assets	(263,149.22)
Total Net Assets	<u>2,352,457.44</u>
Total Liabilities and Net Assets	<u><u>8,394,100.88</u></u>

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<b>COMMUNITY ACTION PARTERSHIP OF MADERA COUNTY, INC.</b> <b>Consolidated Revenue and Expense</b> <b>December 31, 2022</b>
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	<u>Year-To-Date</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	12,544,645.93
4120- GRANT INCOME-STATE	3,492,470.76
4130- GRANT INCOME-AREA	134,481.21
4140- FOOD	12,310.04
4210- DONATIONS	40,336.41
4220- IN KIND CONTRIBUTIONS	1,789,317.29
4310- CHILD CRE REVENUE	0.00
4320- INTEREST INCOME	1,354.53
4330- SALE OF ASSETS	0.00
4350- RENTAL INCOME	21,878.53
4370- MERCHANDISE SALES	277.00
4390- MISCELLANEOUS INCOME	1,352.97
4900- INDIRECT COST REIMBURSEMENT	<u>1,267,349.18</u>
Total Revenues	<u>19,305,773.85</u>

<u>Expenses</u>	
5010- SALARIES & WAGES	6,852,317.68
5012- DIRECTOR'S SALARY	87,802.69
5020- ACCRUED VACATION PAY	395,342.19
5112- HEALTH INSURANCE	623,775.12
5114- WORKER'S COMPENSATION	187,831.69
5116- PENSION	374,564.22
5122- FICA	545,230.43
5124- SUI	13,909.14
5125- DIRECTOR'S FRINGE	45,941.13
5130- ACCRUED VACATION FRINGE	23,049.90
6110- OFFICE SUPPLIES	56,128.81
6112- DATA PROCESSING SUPPLIES	218,628.77
6120- FOOD/KITCHEN SUPPLIES	0.00
6121- FOOD	299,685.69
6122- KITCHEN SUPPLIES	46,070.04
6130- PROGRAM SUPPLIES	240,215.09
6132- MEDICAL & DENTAL SUPPLIES	64,568.46
6134- INSTRUCTIONAL SUPPLIES	29,496.47
6140- CUSTODIAL SUPPLIES	68,616.33
6142- LINEN/LAUNDRY	214.50
6143- FURNISHINGS	36,867.73
6150- UNIFORM RENTAL/PURCHASE	0.00
6160- RESALE ITEMS	0.00
6170- POSTAGE & SHIPPING	11,762.49
6180- EQUIPMENT RENTAL	77,801.51
6181- EQUIPMENT MAINTENANCE	42,477.37
6210- CAPITAL EXPENDITURES > 50	0.00
6216- CAPITAL EXPENDITURES > \$1000	138,468.31
6221- EQUIPMENT OVER > \$5000	183,561.10
6232- BUILDING IMPROVEMENTS	1,472.97
6310- PRINTING & PUBLICATIONS	12,343.78

6312- ADVERTISING & PROMOTION	3,839.40
6320- TELEPHONE	351,959.18
6410- RENT	631,532.14
6420- UTILITIES/ DISPOSAL	272,658.99
6432- BUILDING REPAIRS/ MAINTENANCE	250,645.34
6433- GROUNDS MAINTENANCE	58,661.17
6436- PEST CONTROL	12,971.00
6437- BURGLAR & FIRE ALARM	12,250.27
6440- PROPERTY INSURANCE	12,344.16
6510- AUDIT	46,000.00
6520- CONSULTANTS	51,264.60
6522- CONSULTANT EXPENSES	2,522.82
6524- CONTRACTS	480,279.59
6530- LEGAL	41,650.00
6540- CUSTODIAL SERVICES	34,606.00
6555- MEDICAL SCREENING/DEAT/STAFF	4,825.00
6610- GAS & OIL	28,858.82
6620- VEHICLE INSURANCE	17,194.62
6630- VEHICLE LICENSE & FEES	0.00
6640- VEHICLE REPAIR & MAINTENANCE	23,933.52
6712- STAFF TRAVEL-LOCAL	14,230.31
6714- STAFF TRAVEL-OUT OF AREA	28,172.08
6722- PER DIEM - STAFF	3,779.00
6730- VOLUNTEER TRAVEL	3,700.53
6742- TRAINING - STAFF	90,276.51
6744- TRAINING - VOLUNTEER	5,320.00
6745- TRAINING - PARTICIPANT/CLIENTS	0.00
6810- BANK CHARGES	2,843.57
6832- LIABILITY INSURANCE	1,522.14
6834- STUDENT ACTIVITY INSURANCE	1,296.90
6840- PROPERTY TAXES	(303.66)
6850- FEES & LICENSES	48,240.03
6851- CPR FEES	715.00
6852- FINGERPRINT	5,458.50
6875- EMPLOYEE HEALTH & WELFARE COSTS	15,721.27
7110- PARENT ACTIVITIES	840.04
7111- PARENT MILEAGE	77.81
7112- PARENT INVOLVEMENT	931.72
7114- PC ALLOWANCE	2,565.00
7116- POLICY COUNCIL FOOD ALLOWANCE	389.27
7210- TRANSPORTATION VOUCHERS	322.32
7224- CLIENT RENT	256,831.11
7226- CLIENT LODGING/SHELTER	141,212.13
7230- CLIENT FOOD	2,874.98
7232- FOOD VOUCHERS	100.00
7240- DIRECT BENEFITS	2,868,999.81
7245- DIRECT BENEFITS - STATE	0.00
7250- FURNACE REPAIRS/REPLACEMENT	0.00
8110- IN KIND SALARIES	1,255,869.49
8120- IN KIND RENT	263,761.80
8130- IN KIND - OTHER	269,686.00
9010- INDIRECT COST ALLOCATION	1,267,349.18
Total Expenses	<u>19,568,923.07</u>
Excess Revenue Over (Under) Expenditures	<u>(263,149.22)</u>

**Fiscal Year July 22- June 23  
NOVEMBER 30, 2022**

<u>426 ALT. PYMT. - GENERAL - FEDERAL</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2022</u>	<u>YTD Budget November 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	3,559,887.00	197,263.15	961,849.92	0.00	(0.27)	0.00	961,849.92	2,598,037.08
4120- GRANT INCOME-STATE	2,163,861.00	148,812.56	725,606.10	0.00	(0.34)	0.00	725,606.10	1,438,254.90
Total Revenues	5,723,748.00	346,075.71	1,687,456.02	0.00	(0.29)	0.00	1,687,456.02	4,036,291.98
EXPENSES								
5010- SALARIES & WAGES	321,564.00	21,094.77	90,971.54	0.00	0.28	0.00	90,971.54	230,592.46
5020- ACCRUED VACATION PAY	18,030.00	948.23	4,734.21	0.00	0.26	0.00	4,734.21	13,295.79
Total Salaries	339,594.00	22,043.00	95,705.75	0.00	0.28	0.00	95,705.75	243,888.25
5112- HEALTH INSURANCE	38,391.00	1,474.38	7,362.88	0.00	0.19	0.00	7,362.88	31,028.12
5114- WORKER'S COMPENSATION	1,629.00	93.14	376.68	0.00	0.23	0.00	376.68	1,252.32
5116- PENSION	13,939.00	862.56	3,595.85	0.00	0.26	0.00	3,595.85	10,343.15
5122- FICA	26,488.00	1,768.33	7,152.24	0.00	0.27	0.00	7,152.24	19,335.76
5124- SUI	2,499.00	0.00	131.87	0.00	0.05	0.00	131.87	2,367.13
5130- ACCRUED VACATION FICA	421.00	15.84	118.02	0.00	0.28	0.00	118.02	302.98
Fringe Benefits	83,367.00	4,214.25	18,737.54	0.00	0.22	0.00	18,737.54	64,629.46
6110- OFFICE SUPPLIES	8,680.00	0.00	0.00	0.00	0.00	0.00	0.00	8,680.00
6112- DATA PROCESSING SUPPLIES	11,000.00	195.16	1,259.23	0.00	0.11	1,638.22	2,897.45	8,102.55
6130- PROGRAM SUPPLIES	2,700.00	0.00	1,698.22	0.00	0.63	0.00	1,698.22	1,001.78
6143- FURNISHINGS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6170- POSTAGE & SHIPPING	4,700.00	225.92	915.12	0.00	0.19	0.00	915.12	3,784.88
Supplies	27,580.00	421.08	3,872.57	0.00	0.14	1,638.22	5,510.79	22,069.21
6180- EQUIPMENT RENTAL	3,910.00	355.83	1,531.28	0.00	0.39	0.00	1,531.28	2,378.72
6181- EQUIPMENT MAINTENANCE	2,046.00	75.93	405.11	0.00	0.20	0.00	405.11	1,640.89
6310- PRINTING & PUBLICATIONS	1,190.00	0.00	0.00	0.00	0.00	0.00	0.00	1,190.00
6312- ADVERTISING & PROMOTION	1,240.00	0.00	0.00	0.00	0.00	0.00	0.00	1,240.00
6320- TELEPHONE	6,844.00	97.48	444.66	0.00	0.06	0.00	444.66	6,399.34
6410- RENT	33,865.00	2,857.73	14,217.25	0.00	0.42	0.00	14,217.25	19,647.75
6420- UTILITIES/ DISPOSAL	9,000.00	423.73	2,876.85	0.00	0.32	0.00	2,876.85	6,123.15
6432- BUILDING REPAIRS/ MAINTENANCE	6,050.00	0.00	0.00	0.00	0.00	0.00	0.00	6,050.00
6436- PEST CONTROL	6.00	0.00	0.59	0.00	0.10	0.00	0.59	5.41
6437- BURGLAR & FIRE ALARM	10.00	0.00	0.70	0.00	0.07	0.00	0.70	9.30
6440- PROPERTY INSURANCE	758.00	0.00	108.17	0.00	0.14	0.00	108.17	649.83
6520- CONSULTANTS	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
6530- LEGAL	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6555- MEDICAL SCREENING/DEAT/STAFF	690.00	0.00	0.00	0.00	0.00	0.00	0.00	690.00
6610- GAS & OIL	62.00	0.00	0.00	0.00	0.00	0.00	0.00	62.00
6620- VEHICLE INSURANCE	62.00	0.00	37.72	0.00	0.61	0.00	37.72	24.28
6640- VEHICLE REPAIR & MAINTENANCE	61.00	0.00	94.78	0.00	1.55	0.00	94.78	(33.78)
6712- STAFF TRAVEL-LOCAL	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6714- STAFF TRAVEL-OUT OF AREA	200.00	0.00	157.74	0.00	0.79	0.00	157.74	42.26
6722- PER DIEM - STAFF	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
6742- TRAINING - STAFF	1,958.00	399.82	1,349.95	0.00	0.69	0.00	1,349.95	608.05
6840- PROPERTY TAXES	124.00	0.00	0.00	0.00	0.00	0.00	0.00	124.00
6850- FEES & LICENSES	2,480.00	3,300.00	3,380.70	0.00	1.36	0.00	3,380.70	(900.70)
6852- FINGERPRINT	186.00	0.00	0.00	0.00	0.00	0.00	0.00	186.00
6875- EMPLOYEE HEALTH & WELFARE	447.00	0.00	139.16	0.00	0.31	0.00	139.16	307.84
Total Other & Services	73,699.00	7,510.52	24,744.66	0.00	0.34	0.00	24,744.66	48,954.34
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	4,722,092.00	283,020.78	1,403,645.27	0.00	0.30	0.00	1,403,645.27	3,318,446.73
Direct Benefits	4,722,092.00	283,020.78	1,403,645.27	0.00	0.30	0.00	1,403,645.27	3,318,446.73
9010- INDIRECT COST ALLOCATION	477,416.00	28,866.08	140,750.23	0.00	0.29	0.00	140,750.23	336,665.77
TOTAL EXPENSES	5,723,748.00	346,075.71	1,687,456.02	0.00	0.29	1,638.22	1,689,094.24	4,034,653.76
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,638.22)</b>	<b>(1,638.22)</b>	<b>1,638.22</b>

**Fiscal Year July 22- June 23  
NOVEMBER 30, 2022**

<b>427 ALT. PYMT. PROG. STG 2 - FEDERAL</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual November 30, 2022</b>	<b>YTD Budget November 30, 2022</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
Revenues								
4110- GRANT INCOME-FEDERAL	583,634.00	25,450.93	141,275.39	0.00	(0.24)	0.00	141,275.39	442,358.61
4120- GRANT INCOME-STATE	964,860.00	72,437.28	402,091.48	0.00	(0.42)	0.00	402,091.48	562,768.52
<b>Total Revenues</b>	<b>1,548,494.00</b>	<b>97,888.21</b>	<b>543,366.87</b>	<b>0.00</b>	<b>(0.35)</b>	<b>0.00</b>	<b>543,366.87</b>	<b>1,005,127.13</b>
EXPENSES								
5010- SALARIES & WAGES	101,285.00	4,828.61	27,056.95	0.00	0.27	0.00	27,056.95	74,228.05
5020- ACCRUED VACATION PAY	3,245.00	168.72	1,157.50	0.00	0.36	0.00	1,157.50	2,087.50
<b>Total Salaries</b>	<b>104,530.00</b>	<b>4,997.33</b>	<b>28,214.45</b>	<b>0.00</b>	<b>0.27</b>	<b>0.00</b>	<b>28,214.45</b>	<b>76,315.55</b>
5112- HEALTH INSURANCE	6,838.00	358.97	1,816.36	0.00	0.27	0.00	1,816.36	5,021.64
5114- WORKER'S COMPENSATION	743.00	20.16	110.18	0.00	0.15	0.00	110.18	632.82
5116- PENSION	3,190.00	220.29	1,100.15	0.00	0.34	0.00	1,100.15	2,089.85
5122- FICA	4,110.00	382.42	2,092.83	0.00	0.51	0.00	2,092.83	2,017.17
5124- SUI	1,164.00	0.00	131.89	0.00	0.11	0.00	131.89	1,032.11
5130- ACCRUED VACATION FICA	121.00	10.18	57.91	0.00	0.48	0.00	57.91	63.09
<b>Fringe Benefits</b>	<b>16,166.00</b>	<b>992.02</b>	<b>5,309.32</b>	<b>0.00</b>	<b>0.33</b>	<b>0.00</b>	<b>5,309.32</b>	<b>10,856.68</b>
6110- OFFICE SUPPLIES	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6112- DATA PROCESSING SUPPLIES	800.00	171.71	715.06	0.00	0.89	1,331.36	2,046.42	(1,246.42)
6130- PROGRAM SUPPLIES	900.00	0.00	456.24	0.00	0.51	0.00	456.24	443.76
6143- FURNISHINGS	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	507.00	210.86	848.15	0.00	1.67	0.00	848.15	(341.15)
<b>Supplies</b>	<b>3,307.00</b>	<b>382.57</b>	<b>2,019.45</b>	<b>0.00</b>	<b>0.61</b>	<b>1,331.36</b>	<b>3,350.81</b>	<b>(43.81)</b>
6180- EQUIPMENT RENTAL	900.00	207.15	866.50	0.00	0.96	0.00	866.50	33.50
6181- EQUIPMENT MAINTENANCE	594.00	30.61	193.44	0.00	0.33	0.00	193.44	400.56
6310- PRINTING & PUBLICATIONS	346.00	0.00	0.00	0.00	0.00	0.00	0.00	346.00
6312- ADVERTISING & PROMOTION	360.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00
6320- TELEPHONE	1,116.00	73.54	350.01	0.00	0.31	0.00	350.01	765.99
6410- RENT	9,950.00	2,257.62	11,288.12	0.00	1.13	0.00	11,288.12	(1,338.12)
6420- UTILITIES/ DISPOSAL	1,206.00	338.60	2,299.95	0.00	1.91	0.00	2,299.95	(1,093.95)
6432- BUILDING REPAIRS/ MAINTENANCE	540.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00
6440- PROPERTY INSURANCE	162.00	0.00	87.01	0.00	0.54	0.00	87.01	74.99
6520- CONSULTANTS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6530- LEGAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6555- MEDICAL SCREENING/DEAT/STAFF	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6610- GAS & OIL	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6620- VEHICLE INSURANCE	150.00	0.00	37.72	0.00	0.25	0.00	37.72	112.28
6640- VEHICLE REPAIR & MAINTENANCE	25.00	0.00	38.32	0.00	1.53	0.00	38.32	(13.32)
6712- STAFF TRAVEL-LOCAL	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
6714- STAFF TRAVEL-OUT OF AREA	100.00	0.00	63.77	0.00	0.64	0.00	63.77	36.23
6742- TRAINING - STAFF	225.00	161.64	545.01	0.00	2.42	0.00	545.01	(320.01)
6840- PROPERTY TAXES	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6850- FEES & LICENSES	1,000.00	924.00	977.40	0.00	0.98	0.00	977.40	22.60
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	180.00	0.00	68.00	0.00	0.38	0.00	68.00	112.00
<b>Total Other &amp; Services</b>	<b>17,824.00</b>	<b>3,993.16</b>	<b>16,815.25</b>	<b>0.00</b>	<b>0.94</b>	<b>0.00</b>	<b>16,815.25</b>	<b>1,008.75</b>
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	1,277,508.00	79,358.30	445,686.32	0.00	0.35	0.00	445,686.32	831,821.68
<b>Direct Benefits</b>	<b>1,277,508.00</b>	<b>79,358.30</b>	<b>445,686.32</b>	<b>0.00</b>	<b>0.35</b>	<b>0.00</b>	<b>445,686.32</b>	<b>831,821.68</b>
9010- INDIRECT COST ALLOCATION	129,159.00	8,164.83	45,322.08	0.00	0.35	0.00	45,322.08	83,836.92
<b>TOTAL EXPENSES</b>	<b>1,548,494.00</b>	<b>97,888.21</b>	<b>543,366.87</b>	<b>0.00</b>	<b>0.35</b>	<b>1,331.36</b>	<b>544,698.23</b>	<b>1,003,795.77</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,331.36)</b>	<b>(1,331.36)</b>	<b>1,331.36</b>

**Fiscal Year July 22- June 23  
NOVEMBER 30, 2022**

<u>428 ALT. PYMT. PROG. STG 3 - FEDERAL</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2022</u>	<u>YTD Budget November 30, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	672,760.00	54,190.35	265,797.56	0.00	(0.40)	0.00	265,797.56	406,962.44
4120- GRANT INCOME-STATE	550,347.00	58,706.22	287,947.36	0.00	(0.52)	0.00	287,947.36	262,399.64
Total Revenues	1,223,107.00	112,896.57	553,744.92	0.00	(0.45)	0.00	553,744.92	669,362.08
EXPENSES								
5010- SALARIES & WAGES	76,481.00	5,497.04	27,918.32	0.00	0.37	0.00	27,918.32	48,562.68
5020- ACCRUED VACATION PAY	2,744.00	222.45	1,372.94	0.00	0.50	0.00	1,372.94	1,371.06
Total Salaries	79,225.00	5,719.49	29,291.26	0.00	0.37	0.00	29,291.26	49,933.74
5112- HEALTH INSURANCE	7,065.00	437.79	2,261.75	0.00	0.32	0.00	2,261.75	4,803.25
5114- WORKER'S COMPENSATION	382.00	24.89	115.59	0.00	0.30	0.00	115.59	266.41
5116- PENSION	2,744.00	254.24	1,104.22	0.00	0.40	0.00	1,104.22	1,639.78
5122- FICA	4,221.00	471.14	2,195.52	0.00	0.52	0.00	2,195.52	2,025.48
5124- SUI	669.00	0.00	131.43	0.00	0.20	0.00	131.43	537.57
5130- ACCRUED VACATION FICA	134.00	12.58	68.61	0.00	0.51	0.00	68.61	65.39
Fringe Benefits	15,215.00	1,200.64	5,877.12	0.00	0.39	0.00	5,877.12	9,337.88
6110- OFFICE SUPPLIES	445.00	0.00	0.00	0.00	0.00	0.00	0.00	445.00
6112- DATA PROCESSING SUPPLIES	1,400.00	119.43	427.52	0.00	0.31	94.22	521.74	878.26
6130- PROGRAM SUPPLIES	650.00	0.00	380.20	0.00	0.58	0.00	380.20	269.80
6143- FURNISHINGS	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6170- POSTAGE & SHIPPING	450.00	65.27	263.26	0.00	0.59	0.00	263.26	186.74
Supplies	3,020.00	184.70	1,070.98	0.00	0.35	94.22	1,165.20	1,854.80
6180- EQUIPMENT RENTAL	715.00	84.12	362.82	0.00	0.51	0.00	362.82	352.18
6181- EQUIPMENT MAINTENANCE	429.00	15.92	90.96	0.00	0.21	0.00	90.96	338.04
6310- PRINTING & PUBLICATIONS	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6312- ADVERTISING & PROMOTION	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6320- TELEPHONE	806.00	30.02	142.06	0.00	0.18	0.00	142.06	663.94
6410- RENT	9,334.00	967.55	4,837.75	0.00	0.52	0.00	4,837.75	4,496.25
6420- UTILITIES/ DISPOSAL	871.00	144.91	984.32	0.00	1.13	0.00	984.32	(113.32)
6432- BUILDING REPAIRS/ MAINTENANCE	390.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00
6440- PROPERTY INSURANCE	117.00	0.00	40.11	0.00	0.34	0.00	40.11	76.89
6520- CONSULTANTS	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6530- LEGAL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6555- MEDICAL SCREENING/DEAT/STAFF	104.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00
6610- GAS & OIL	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6620- VEHICLE INSURANCE	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6640- VEHICLE REPAIR & MAINTENANCE	13.00	0.00	19.15	0.00	1.47	0.00	19.15	(6.15)
6712- STAFF TRAVEL-LOCAL	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6714- STAFF TRAVEL-OUT OF AREA	135.00	0.00	30.21	0.00	0.22	0.00	30.21	104.79
6742- TRAINING - STAFF	117.00	76.56	271.36	0.00	2.32	0.00	271.36	(154.36)
6840- PROPERTY TAXES	26.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00
6850- FEES & LICENSES	520.00	726.00	749.40	0.00	1.44	0.00	749.40	(229.40)
6852- FINGERPRINT	39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00
6875- EMPLOYEE HEALTH & WELFARE	93.00	0.00	39.78	0.00	0.43	0.00	39.78	53.22
Total Other & Services	14,565.00	2,045.08	7,567.92	0.00	0.52	0.00	7,567.92	6,997.08
Equipment & Blding 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	1,009,063.00	94,328.98	463,749.93	0.00	0.46	0.00	463,749.93	545,313.07
Direct Benefits	1,009,063.00	94,328.98	463,749.93	0.00	0.46	0.00	463,749.93	545,313.07
9010- INDIRECT COST ALLOCATION	102,019.00	9,416.68	46,187.71	0.00	0.45	0.00	46,187.71	55,831.29
TOTAL EXPENSES	1,223,107.00	112,895.57	553,744.92	0.00	0.45	94.22	553,839.14	669,267.86
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(94.22)</b>	<b>(94.22)</b>	<b>94.22</b>

**Fiscal Year July 22- June 23  
DECEMBER 31, 2022**

<b>426 ALT. PYMT. - GENERAL - FEDERAL</b>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2022</u>	<u>YTD Budget December 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	3,559,887.00	334,710.08	1,296,560.00	0.00	(0.36)	0.00	1,296,560.00	2,263,327.00
4120- GRANT INCOME-STATE	2,163,861.00	0.00	725,606.10	0.00	(0.34)	0.00	725,606.10	1,438,254.90
<b>Total Revenues</b>	<b>5,723,748.00</b>	<b>334,710.08</b>	<b>2,022,166.10</b>	<b>0.00</b>	<b>(0.35)</b>	<b>0.00</b>	<b>2,022,166.10</b>	<b>3,701,581.90</b>
EXPENSES								
5010- SALARIES & WAGES	321,564.00	19,012.62	109,984.16	0.00	0.34	0.00	109,984.16	211,579.84
5020- ACCRUED VACATION PAY	18,030.00	1,095.80	5,830.01	0.00	0.32	0.00	5,830.01	12,199.99
Total Salaries	339,594.00	20,108.42	115,814.17	0.00	0.34	0.00	115,814.17	223,779.83
5112- HEALTH INSURANCE	38,391.00	1,318.94	8,681.82	0.00	0.23	0.00	8,681.82	29,709.18
5114- WORKER'S COMPENSATION	1,629.00	76.63	453.31	0.00	0.28	0.00	453.31	1,175.69
5116- PENSION	13,939.00	781.79	4,377.64	0.00	0.31	0.00	4,377.64	9,561.36
5122- FICA	26,488.00	1,452.63	8,604.87	0.00	0.32	0.00	8,604.87	17,883.13
5124- SUI	2,499.00	0.00	131.87	0.00	0.05	0.00	131.87	2,367.13
5130- ACCRUED VACATION FICA	421.00	59.70	177.72	0.00	0.42	0.00	177.72	243.28
Fringe Benefits	83,367.00	3,689.69	22,427.23	0.00	0.27	0.00	22,427.23	60,939.77
6110- OFFICE SUPPLIES	8,680.00	0.00	0.00	0.00	0.00	0.00	0.00	8,680.00
6112- DATA PROCESSING SUPPLIES	11,000.00	238.08	1,497.31	0.00	0.14	1,638.22	3,135.53	7,864.47
6130- PROGRAM SUPPLIES	2,700.00	0.00	1,698.22	0.00	0.63	0.00	1,698.22	1,001.78
6143- FURNISHINGS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6170- POSTAGE & SHIPPING	4,700.00	158.64	1,073.76	0.00	0.23	0.00	1,073.76	3,626.24
Supplies	27,580.00	396.72	4,269.29	0.00	0.15	1,638.22	5,907.51	21,672.49
6180- EQUIPMENT RENTAL	3,910.00	230.85	1,762.13	0.00	0.45	0.00	1,762.13	2,147.87
6181- EQUIPMENT MAINTENANCE	2,046.00	41.29	446.40	0.00	0.22	0.00	446.40	1,599.60
6310- PRINTING & PUBLICATIONS	1,190.00	0.00	0.00	0.00	0.00	0.00	0.00	1,190.00
6312- ADVERTISING & PROMOTION	1,240.00	0.00	0.00	0.00	0.00	0.00	0.00	1,240.00
6320- TELEPHONE	6,844.00	95.55	540.21	0.00	0.08	0.00	540.21	6,303.79
6410- RENT	33,865.00	2,871.03	17,088.28	0.00	0.50	0.00	17,088.28	16,776.72
6420- UTILITIES/ DISPOSAL	9,000.00	511.63	3,388.48	0.00	0.38	0.00	3,388.48	5,611.52
6432- BUILDING REPAIRS/ MAINTENANCE	6,050.00	0.00	0.00	0.00	0.00	0.00	0.00	6,050.00
6436- PEST CONTROL	6.00	0.00	0.59	0.00	0.10	0.00	0.59	5.41
6437- BURGLAR & FIRE ALARM	10.00	0.78	1.48	0.00	0.15	0.00	1.48	8.52
6440- PROPERTY INSURANCE	758.00	0.00	108.17	0.00	0.14	0.00	108.17	649.83
6520- CONSULTANTS	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
6530- LEGAL	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6555- MEDICAL SCREENING/DEAT/STAFF	690.00	0.00	0.00	0.00	0.00	0.00	0.00	690.00
6610- GAS & OIL	62.00	0.00	0.00	0.00	0.00	0.00	0.00	62.00
6620- VEHICLE INSURANCE	62.00	0.00	37.72	0.00	0.61	0.00	37.72	24.28
6640- VEHICLE REPAIR & MAINTENANCE	61.00	124.45	219.23	0.00	3.59	0.00	219.23	(158.23)
6712- STAFF TRAVEL-LOCAL	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6714- STAFF TRAVEL-OUT OF AREA	200.00	0.00	157.74	0.00	0.79	0.00	157.74	42.26
6722- PER DIEM - STAFF	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
6742- TRAINING - STAFF	1,958.00	30.80	1,380.75	0.00	0.71	0.00	1,380.75	577.25
6840- PROPERTY TAXES	124.00	0.44	0.44	0.00	0.00	0.00	0.44	123.56
6850- FEES & LICENSES	2,480.00	46.54	3,427.24	0.00	1.38	0.00	3,427.24	(947.24)
6852- FINGERPRINT	186.00	160.00	160.00	0.00	0.86	0.00	160.00	26.00
6875- EMPLOYEE HEALTH & WELFARE	447.00	0.00	139.16	0.00	0.31	18.30	157.46	289.54
Total Other & Services	73,699.00	4,113.36	28,858.02	0.00	0.39	18.30	28,876.32	44,822.68
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	4,722,092.00	278,483.82	1,682,129.09	0.00	0.36	0.00	1,682,129.09	3,039,962.91
Direct Benefits	4,722,092.00	278,483.82	1,682,129.09	0.00	0.36	0.00	1,682,129.09	3,039,962.91
9010- INDIRECT COST ALLOCATION	477,416.00	27,918.07	168,668.30	0.00	0.35	0.00	168,668.30	308,747.70
<b>TOTAL EXPENSES</b>	<b>5,723,748.00</b>	<b>334,710.08</b>	<b>2,022,166.10</b>	<b>0.00</b>	<b>0.35</b>	<b>1,656.52</b>	<b>2,023,822.62</b>	<b>3,699,925.38</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,656.52)</b>	<b>(1,656.52)</b>	<b>1,656.52</b>

**Fiscal Year July 22- June 23  
DECEMBER 31, 2022**

<b>427 ALT. PYMT. PROG. STG 2 - FEDERAL</b>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>December 31, 2022</u>	<u>YTD Budget</u> <u>December 31, 2022</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	583,634.00	24,667.15	165,942.54	0.00	(0.28)	0.00	165,942.54	417,691.46
4120- GRANT INCOME-STATE	964,860.00	70,206.50	472,297.98	0.00	(0.49)	0.00	472,297.98	492,562.02
<b>Total Revenues</b>	<b>1,548,494.00</b>	<b>94,873.65</b>	<b>638,240.52</b>	<b>0.00</b>	<b>(0.41)</b>	<b>0.00</b>	<b>638,240.52</b>	<b>910,253.48</b>
<b>EXPENSES</b>								
5010- SALARIES & WAGES	101,285.00	3,826.36	30,883.31	0.00	0.30	0.00	30,883.31	70,401.69
5020- ACCRUED VACATION PAY	3,245.00	200.51	1,358.01	0.00	0.42	0.00	1,358.01	1,886.99
<b>Total Salaries</b>	<b>104,530.00</b>	<b>4,026.87</b>	<b>32,241.32</b>	<b>0.00</b>	<b>0.31</b>	<b>0.00</b>	<b>32,241.32</b>	<b>72,288.68</b>
5112- HEALTH INSURANCE	6,838.00	299.39	2,115.75	0.00	0.31	0.00	2,115.75	4,722.25
5114- WORKER'S COMPENSATION	743.00	16.15	126.33	0.00	0.17	0.00	126.33	616.67
5116- PENSION	3,190.00	175.58	1,275.73	0.00	0.40	0.00	1,275.73	1,914.27
5122- FICA	4,110.00	306.34	2,399.17	0.00	0.58	0.00	2,399.17	1,710.83
5124- SUI	1,164.00	0.00	131.89	0.00	0.11	0.00	131.89	1,032.11
5130- ACCRUED VACATION FICA	121.00	(1.29)	56.62	0.00	0.47	0.00	56.62	64.38
<b>Fringe Benefits</b>	<b>16,166.00</b>	<b>796.17</b>	<b>6,105.49</b>	<b>0.00</b>	<b>0.38</b>	<b>0.00</b>	<b>6,105.49</b>	<b>10,060.51</b>
6110- OFFICE SUPPLIES	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6112- DATA PROCESSING SUPPLIES	800.00	129.96	845.02	0.00	1.06	1,331.36	2,176.38	(1,376.38)
6130- PROGRAM SUPPLIES	900.00	0.00	456.24	0.00	0.51	0.00	456.24	443.76
6143- FURNISHINGS	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	507.00	148.06	996.21	0.00	1.96	0.00	996.21	(489.21)
<b>Supplies</b>	<b>3,307.00</b>	<b>278.02</b>	<b>2,297.47</b>	<b>0.00</b>	<b>0.69</b>	<b>1,331.36</b>	<b>3,628.83</b>	<b>(321.83)</b>
6180- EQUIPMENT RENTAL	900.00	93.09	959.59	0.00	1.07	0.00	959.59	(59.59)
6181- EQUIPMENT MAINTENANCE	594.00	16.64	210.08	0.00	0.35	0.00	210.08	383.92
6310- PRINTING & PUBLICATIONS	346.00	0.00	0.00	0.00	0.00	0.00	0.00	346.00
6312- ADVERTISING & PROMOTION	360.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00
6320- TELEPHONE	1,116.00	72.00	422.01	0.00	0.38	0.00	422.01	693.99
6410- RENT	9,950.00	2,257.62	13,545.74	0.00	1.36	0.00	13,545.74	(3,595.74)
6420- UTILITIES/ DISPOSAL	1,206.00	405.42	2,705.37	0.00	2.24	0.00	2,705.37	(1,499.37)
6432- BUILDING REPAIRS/ MAINTENANCE	540.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00
6440- PROPERTY INSURANCE	162.00	0.00	87.01	0.00	0.54	0.00	87.01	74.99
6520- CONSULTANTS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6530- LEGAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6555- MEDICAL SCREENING/DEAT/STAFF	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6610- GAS & OIL	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6620- VEHICLE INSURANCE	150.00	0.00	37.72	0.00	0.25	0.00	37.72	112.28
6640- VEHICLE REPAIR & MAINTENANCE	25.00	34.85	73.17	0.00	2.93	0.00	73.17	(48.17)
6712- STAFF TRAVEL-LOCAL	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
6714- STAFF TRAVEL-OUT OF AREA	100.00	0.00	63.77	0.00	0.64	0.00	63.77	36.23
6742- TRAINING - STAFF	225.00	5.12	550.13	0.00	2.45	0.00	550.13	(325.13)
6840- PROPERTY TAXES	50.00	0.38	0.38	0.00	0.01	0.00	0.38	49.62
6850- FEES & LICENSES	1,000.00	18.66	996.06	0.00	1.00	0.00	996.06	3.94
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	180.00	0.00	68.00	0.00	0.38	8.94	76.94	103.06
<b>Total Other &amp; Services</b>	<b>17,824.00</b>	<b>2,903.78</b>	<b>19,719.03</b>	<b>0.00</b>	<b>1.11</b>	<b>8.94</b>	<b>19,727.97</b>	<b>(1,903.97)</b>
Equipment & Blding 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	1,277,508.00	78,955.43	524,641.75	0.00	0.41	0.00	524,641.75	752,866.25
<b>Direct Benefits</b>	<b>1,277,508.00</b>	<b>78,955.43</b>	<b>524,641.75</b>	<b>0.00</b>	<b>0.41</b>	<b>0.00</b>	<b>524,641.75</b>	<b>752,866.25</b>
9010- INDIRECT COST ALLOCATION	129,159.00	7,913.38	53,235.46	0.00	0.41	0.00	53,235.46	75,923.54
<b>TOTAL EXPENSES</b>	<b>1,548,494.00</b>	<b>94,873.65</b>	<b>638,240.52</b>	<b>0.00</b>	<b>0.41</b>	<b>1,340.30</b>	<b>639,580.82</b>	<b>908,913.18</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,340.30)</b>	<b>(1,340.30)</b>	<b>1,340.30</b>



**Fiscal Year July 22- June 23  
DECEMBER 31, 2022**

<b>428 ALT. PYMT. PROG. STG 3 - FEDERAL</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual December 31, 2022</b>	<b>YTD Budget December 31, 2022</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	672,760.00	52,058.90	317,856.46	0.00	(0.47)	0.00	317,856.46	354,903.54
4120- GRANT INCOME-STATE	550,347.00	56,397.14	344,344.50	0.00	(0.63)	0.00	344,344.50	206,002.50
Total Revenues	1,223,107.00	108,456.04	662,200.96	0.00	(0.54)	0.00	662,200.96	560,906.04
<b>EXPENSES</b>								
5010- SALARIES & WAGES	76,481.00	4,653.32	32,571.64	0.00	0.43	0.00	32,571.64	43,909.36
5020- ACCRUED VACATION PAY	2,744.00	258.76	1,631.70	0.00	0.59	0.00	1,631.70	1,112.30
Total Salaries	79,225.00	4,912.08	34,203.34	0.00	0.43	0.00	34,203.34	45,021.66
5112- HEALTH INSURANCE	7,065.00	387.85	2,649.60	0.00	0.38	0.00	2,649.60	4,415.40
5114- WORKER'S COMPENSATION	382.00	18.85	134.44	0.00	0.35	0.00	134.44	247.56
5116- PENSION	2,744.00	204.82	1,309.04	0.00	0.48	0.00	1,309.04	1,434.96
5122- FICA	4,221.00	356.97	2,552.49	0.00	0.60	0.00	2,552.49	1,668.51
5124- SUI	669.00	0.00	131.43	0.00	0.20	0.00	131.43	537.57
5130- ACCRUED VACATION FICA	134.00	15.16	83.77	0.00	0.63	0.00	83.77	50.23
Fringe Benefits	15,215.00	983.65	6,860.77	0.00	0.45	0.00	6,860.77	8,354.23
6110- OFFICE SUPPLIES	445.00	0.00	0.00	0.00	0.00	0.00	0.00	445.00
6112- DATA PROCESSING SUPPLIES	1,400.00	70.35	497.87	0.00	0.36	94.22	592.09	807.91
6130- PROGRAM SUPPLIES	650.00	0.00	380.20	0.00	0.58	0.00	380.20	269.80
6143- FURNISHINGS	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6170- POSTAGE & SHIPPING	450.00	45.83	309.09	0.00	0.69	0.00	309.09	140.91
Supplies	3,020.00	116.18	1,187.16	0.00	0.39	94.22	1,281.38	1,738.62
6180- EQUIPMENT RENTAL	715.00	48.40	411.22	0.00	0.58	0.00	411.22	303.78
6181- EQUIPMENT MAINTENANCE	429.00	8.66	99.62	0.00	0.23	0.00	99.62	329.38
6310- PRINTING & PUBLICATIONS	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6312- ADVERTISING & PROMOTION	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6320- TELEPHONE	806.00	29.50	171.56	0.00	0.21	0.00	171.56	634.44
6410- RENT	9,334.00	967.55	5,805.30	0.00	0.62	0.00	5,805.30	3,528.70
6420- UTILITIES/ DISPOSAL	871.00	173.51	1,157.83	0.00	1.33	0.00	1,157.83	(286.83)
6432- BUILDING REPAIRS/ MAINTENANCE	390.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00
6440- PROPERTY INSURANCE	117.00	0.00	40.11	0.00	0.34	0.00	40.11	76.89
6520- CONSULTANTS	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6530- LEGAL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6555- MEDICAL SCREENING/DEAT/STAFF	104.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00
6610- GAS & OIL	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6620- VEHICLE INSURANCE	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6640- VEHICLE REPAIR & MAINTENANCE	13.00	27.38	46.53	0.00	3.58	0.00	46.53	(33.53)
6712- STAFF TRAVEL-LOCAL	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6714- STAFF TRAVEL-OUT OF AREA	135.00	0.00	30.21	0.00	0.22	0.00	30.21	104.79
6742- TRAINING - STAFF	117.00	7.58	278.94	0.00	2.38	0.00	278.94	(161.94)
6840- PROPERTY TAXES	26.00	0.19	0.19	0.00	0.01	0.00	0.19	25.81
6850- FEES & LICENSES	520.00	15.17	764.57	0.00	1.47	0.00	764.57	(244.57)
6852- FINGERPRINT	39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00
6875- EMPLOYEE HEALTH & WELFARE	93.00	0.00	39.78	0.00	0.43	5.23	45.01	47.99
Total Other & Services	14,565.00	1,277.94	8,845.86	0.00	0.61	5.23	8,851.09	5,713.91
Equipment & Blding 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	1,009,063.00	92,119.91	555,869.84	0.00	0.55	0.00	555,869.84	453,193.16
Direct Benefits	1,009,063.00	92,119.91	555,869.84	0.00	0.55	0.00	555,869.84	453,193.16
9010- INDIRECT COST ALLOCATION	102,019.00	9,046.28	55,233.99	0.00	0.54	0.00	55,233.99	46,785.01
<b>TOTAL EXPENSES</b>	<b>1,223,107.00</b>	<b>108,456.04</b>	<b>662,200.96</b>	<b>0.00</b>	<b>0.54</b>	<b>99.45</b>	<b>662,300.41</b>	<b>560,806.59</b>
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(99.45)</b>	<b>(99.45)</b>	<b>99.45</b>

**Victims Services-Domestic Violence Program  
October 1, 2022 to December 31, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2022</u>	<u>YTD Budget December 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>533 0 SHELTER BASED DV SERVICES</b>								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	19,681.27	70,054.49	0.00	0.00	0.00	70,054.49	(70,054.49)
4120- GRANT INCOME-STATE	0.00	16,000.00	48,000.00	0.00	0.00	0.00	48,000.00	(48,000.00)
Total Revenues	0.00	35,681.27	118,054.49	0.00	0.00	0.00	118,054.49	(118,054.49)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	20,137.11	65,316.66	0.00	0.00	0.00	65,316.66	(65,316.66)
5020- ACCRUED VACATION PAY	0.00	1,212.98	3,705.28	0.00	0.00	0.00	3,705.28	(3,705.28)
5112- HEALTH INSURANCE	0.00	1,568.78	5,522.87	0.00	0.00	0.00	5,522.87	(5,522.87)
5114- WORKER'S COMPENSATION	0.00	446.31	1,445.46	0.00	0.00	0.00	1,445.46	(1,445.46)
5116- PENSION	0.00	1,253.65	4,201.92	0.00	0.00	0.00	4,201.92	(4,201.92)
5122- FICA	0.00	1,737.89	5,584.84	0.00	0.00	0.00	5,584.84	(5,584.84)
5124- SUI	0.00	183.33	309.51	0.00	0.00	0.00	309.51	(309.51)
5130- ACCRUED VACATION FICA	0.00	(154.64)	(253.46)	0.00	0.00	0.00	(253.46)	253.46
6110- OFFICE SUPPLIES	0.00	0.00	96.97	0.00	0.00	29.22	126.19	(126.19)
6112- DATA PROCESSING SUPPLIES	0.00	209.70	501.59	0.00	0.00	1,281.77	1,783.36	(1,783.36)
6130- PROGRAM SUPPLIES	0.00	167.33	1,447.02	0.00	0.00	0.00	1,447.02	(1,447.02)
6170- POSTAGE & SHIPPING	0.00	0.57	2.49	0.00	0.00	0.00	2.49	(2.49)
6180- EQUIPMENT RENTAL	0.00	122.74	427.76	0.00	0.00	0.00	427.76	(427.76)
6310- PRINTING & PUBLICATIONS	0.00	0.00	1,050.81	0.00	0.00	0.00	1,050.81	(1,050.81)
6312- ADVERTISING & PROMOTION	0.00	785.35	848.55	0.00	0.00	0.00	848.55	(848.55)
6320- TELEPHONE	0.00	1,028.75	3,203.13	0.00	0.00	0.00	3,203.13	(3,203.13)
6410- RENT	0.00	1,166.35	3,522.38	0.00	0.00	0.00	3,522.38	(3,522.38)
6420- UTILITIES/ DISPOSAL	0.00	840.31	3,296.61	0.00	0.00	0.00	3,296.61	(3,296.61)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	849.73	0.00	0.00	0.00	849.73	(849.73)
6433- GROUNDS MAINTENANCE	0.00	0.00	860.00	0.00	0.00	0.00	860.00	(860.00)
6436- PEST CONTROL	0.00	145.00	435.00	0.00	0.00	0.00	435.00	(435.00)
6437- BURGLAR & FIRE ALARM	0.00	205.93	488.65	0.00	0.00	0.00	488.65	(488.65)
6440- PROPERTY INSURANCE	0.00	274.51	823.53	0.00	0.00	0.00	823.53	(823.53)
6540- CUSTODIAL SERVICES	0.00	261.14	783.42	0.00	0.00	0.00	783.42	(783.42)
6610- GAS & OIL	0.00	92.48	475.41	0.00	0.00	0.00	475.41	(475.41)
6620- VEHICLE INSURANCE	0.00	236.36	709.08	0.00	0.00	0.00	709.08	(709.08)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	953.00	0.00	0.00	0.00	953.00	(953.00)
6832- LIABILITY INSURANCE	0.00	86.45	271.41	0.00	0.00	0.00	271.41	(271.41)
6840- PROPERTY TAXES	0.00	0.47	1,703.03	0.00	0.00	0.00	1,703.03	(1,703.03)
6850- FEES & LICENSES	0.00	69.08	71.08	0.00	0.00	0.00	71.08	(71.08)

**Victims Services-Domestic Violence Program  
October 1, 2022 to December 31, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2022</u>	<u>YTD Budget December 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>533 0 SHELTER BASED DV SERVICES</b>								
6852- FINGERPRINT	0.00	410.75	491.75	0.00	0.00	0.00	491.75	(491.75)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	0.00	0.00	0.00	23.55	23.55	(23.55)
7230- CLIENT FOOD	0.00	32.55	32.55	0.00	0.00	0.00	32.55	(32.55)
9010- INDIRECT COST ALLOCATION	0.00	2,976.16	9,846.89	0.00	0.00	0.00	9,846.89	(9,846.89)
Total Expenses	0.00	35,497.39	119,024.92	0.00	0.00	1,334.54	120,359.46	(120,359.46)
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>183.88</b>	<b>(970.43)</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,334.54)</b>	<b>(2,304.97)</b>	<b>2,304.97</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>183.88</b>	<b>(970.43)</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,334.54)</b>	<b>(2,304.97)</b>	<b>2,304.97</b>

**LIHEAP 23B-5019 - Fund 203**  
**November 1, 2022 to December 31, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2022</u>	<u>YTD Budget December 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>203 0 HOME ENERGY ASSISTANCE PROGRAM</b>								
<u>Revenues</u>								
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Expenses</u>								
6170- POSTAGE & SHIPPING	0.00	21.90	21.90	0.00	0.00	0.00	21.90	(21.90)
7240- DIRECT BENEFITS	0.00	1,002.00	1,002.00	0.00	0.00	0.00	1,002.00	(1,002.00)
Total Expenses	0.00	1,023.90	1,023.90	0.00	0.00	0.00	1,023.90	(1,023.90)
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>(1,023.90)</b>	<b>(1,023.90)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,023.90)</b>	<b>1,023.90</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>(1,023.90)</b>	<b>(1,023.90)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,023.90)</b>	<b>1,023.90</b>

**LIHEAP 21B-5019 - Fund 207**  
**November 1, 2020 to December 31, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2022</u>	<u>YTD Budget December 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>207 0 HOME ENERGY ASSIST. PROG.</b>								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	684,900.00	0.00	684,900.00	407,634.00	(1.00)	0.00	684,900.00	0.00
Total Revenues	684,900.00	0.00	684,900.00	407,634.00	(1.00)	0.00	684,900.00	0.00
<u>Expenses</u>								
5010- SALARIES & WAGES	155,029.00	0.00	147,438.26	106,857.00	0.95	0.00	147,438.26	7,590.74
5020- ACCRUED VACATION PAY	0.00	0.00	8,800.96	0.00	0.00	0.00	8,800.96	(8,800.96)
5112- HEALTH INSURANCE	19,459.00	0.00	18,434.54	13,156.00	0.95	0.00	18,434.54	1,024.46
5114- WORKER'S COMPENSATION	818.00	0.00	663.23	581.00	0.81	0.00	663.23	154.77
5116- PENSION	8,479.00	0.00	7,826.67	5,592.00	0.92	0.00	7,826.67	652.33
5122- FICA	12,320.00	0.00	11,774.41	8,353.00	0.96	0.00	11,774.41	545.59
5124- SUI	1,717.00	0.00	769.57	1,108.00	0.45	0.00	769.57	947.43
5130- ACCRUED VACATION FICA	0.00	0.00	134.65	0.00	0.00	0.00	134.65	(134.65)
6110- OFFICE SUPPLIES	4,000.00	0.00	7,106.07	2,500.00	1.78	0.00	7,106.07	(3,106.07)
6112- DATA PROCESSING SUPPLIES	15,300.00	184.58	15,754.78	15,264.00	1.03	363.15	16,117.93	(817.93)
6130- PROGRAM SUPPLIES	150.00	0.00	99.44	10.00	0.66	0.00	99.44	50.56
6142- LINEN/LAUNDRY	5.00	0.00	0.00	5.00	0.00	0.00	0.00	5.00
6170- POSTAGE & SHIPPING	2,800.00	0.00	5,249.46	1,200.00	1.87	0.00	5,249.46	(2,449.46)
6180- EQUIPMENT RENTAL	3,581.00	0.00	6,518.19	1,500.00	1.82	0.00	6,518.19	(2,937.19)
6181- EQUIPMENT MAINTENANCE	3,005.00	0.00	781.02	1,800.00	0.26	0.00	781.02	2,223.98
6310- PRINTING & PUBLICATIONS	10.00	0.00	81.18	25.00	8.12	0.00	81.18	(71.18)
6312- ADVERTISING & PROMOTION	2,096.00	0.00	105.00	2,990.00	0.05	0.00	105.00	1,991.00
6320- TELEPHONE	8,000.00	0.00	4,270.30	8,200.00	0.53	0.00	4,270.30	3,729.70
6410- RENT	16,000.00	0.00	14,437.62	16,900.00	0.90	0.00	14,437.62	1,562.38
6420- UTILITIES/ DISPOSAL	2,000.00	0.00	2,224.46	3,566.00	1.11	0.00	2,224.46	(224.46)
6432- BUILDING REPAIRS/ MAINTENANCE	20.00	0.00	678.61	20.00	33.93	0.00	678.61	(658.61)
6440- PROPERTY INSURANCE	840.00	0.00	990.16	575.00	1.18	0.00	990.16	(150.16)
6520- CONSULTANTS	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6524- CONTRACTS	377,007.00	0.00	374,916.47	180,864.00	0.99	0.00	374,916.47	2,090.53
6530- LEGAL	100.00	0.00	0.00	88.00	0.00	0.00	0.00	100.00
6555- MEDICAL SCREENING/DEAT/STAFF	260.00	0.00	255.50	0.00	0.98	0.00	255.50	4.50
6610- GAS & OIL	30.00	0.00	80.84	30.00	2.69	0.00	80.84	(50.84)
6640- VEHICLE REPAIR & MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6712- STAFF TRAVEL-LOCAL	125.00	0.00	17.92	125.00	0.14	0.00	17.92	107.08
6742- TRAINING - STAFF	428.00	0.00	0.00	428.00	0.00	0.00	0.00	428.00
6810- BANK CHARGES	25.00	0.00	25.00	0.00	1.00	0.00	25.00	0.00

**LIHEAP 21B-5019 - Fund 207**  
**November 1, 2020 to December 31, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2022</u>	<u>YTD Budget December 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>207 0 HOME ENERGY ASSIST. PROG.</b>								
6820- INTEREST EXPENSE	1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	30.00	0.00	76.23	10.00	2.54	0.00	76.23	(46.23)
6850- FEES & LICENSES	540.00	0.00	1,379.53	150.00	2.55	0.00	1,379.53	(839.53)
6852- FINGERPRINT	0.00	0.00	17.75	0.00	0.00	0.00	17.75	(17.75)
6875- EMPLOYEE HEALTH & WELFARE	150.00	0.00	137.00	60.00	0.91	(0.22)	136.78	13.22
7240- DIRECT BENEFITS	8,000.00	0.00	8,386.00	6,000.00	1.05	0.00	8,386.00	(386.00)
7250- FURNACE REPAIRS/REPLACEMENT	16,000.00	0.00	20,289.25	10,000.00	1.27	0.00	20,289.25	(4,289.25)
9010- INDIRECT COST ALLOCATION	25,765.00	0.00	25,549.09	19,666.00	0.99	0.00	25,549.09	215.91
Total Expenses	684,900.00	184.58	685,269.16	407,634.00	1.00	362.93	685,632.09	(732.09)
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>(184.58)</b>	<b>(369.16)</b>	<b>0.00</b>	<b>0.00</b>	<b>(362.93)</b>	<b>(732.09)</b>	<b>732.09</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>(184.58)</b>	<b>(369.16)</b>	<b>0.00</b>	<b>0.00</b>	<b>(362.93)</b>	<b>(732.09)</b>	<b>732.09</b>



**LIHEAP 22B-4019 - Fund 208**  
**November 1, 2021 to December 31, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2022</u>	<u>YTD Budget December 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>208 0 HOME ENERGY ASSIST. PROG.</b>								
6714- STAFF TRAVEL-OUT OF AREA	200.00	134.90	2,639.66	0.00	13.20	0.00	2,639.66	(2,439.66)
6722- PER DIEM - STAFF	0.00	0.00	164.00	0.00	0.00	0.00	164.00	(164.00)
6742- TRAINING - STAFF	5,002.00	0.00	834.99	0.00	0.17	1,991.13	2,826.12	2,175.88
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6850- FEES & LICENSES	50.00	51.03	251.46	0.00	5.03	0.00	251.46	(201.46)
6852- FINGERPRINT	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6875- EMPLOYEE HEALTH & WELFARE	150.00	0.00	39.71	0.00	0.26	5.22	44.93	105.07
7240- DIRECT BENEFITS	6,000.00	1,222.00	11,172.00	0.00	1.86	0.00	11,172.00	(5,172.00)
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
9010- INDIRECT COST ALLOCATION	31,453.05	9,306.39	26,999.69	0.00	0.86	0.00	26,999.69	4,453.36
Total Expenses	819,064.00	124,002.47	598,204.54	0.00	0.73	1,996.35	600,200.89	218,863.11
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>(124,002.47)</b>	<b>(124,002.47)</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,996.35)</b>	<b>(125,998.82)</b>	<b>125,998.82</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>(124,002.47)</b>	<b>(124,002.47)</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,996.35)</b>	<b>(125,998.82)</b>	<b>125,998.82</b>





**LIHEAP ARPA 21V-5568 - Fund 270**  
**August 1, 2021 to December 31, 2022**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2022</u>	<u>YTD Budget December 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>270 0 AMERICAN RESCUE PLAN ACT (ARPA)</b>								
6712- STAFF TRAVEL-LOCAL	250.00	0.00	7.02	0.00	0.03	0.00	7.02	242.98
6742- TRAINING - STAFF	3,170.00	0.00	0.00	0.00	0.00	766.74	766.74	2,403.26
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6850- FEES & LICENSES	1,200.00	29.93	256.12	0.00	0.21	0.00	256.12	943.88
6852- FINGERPRINT	260.00	0.00	1.50	0.00	0.01	0.00	1.50	258.50
6875- EMPLOYEE HEALTH & WELFARE	200.00	0.00	200.03	0.00	1.00	14.80	214.83	(14.83)
7240- DIRECT BENEFITS	100,000.00	0.00	30,679.00	(70,000.00)	0.31	0.00	30,679.00	69,321.00
7250- FURNACE REPAIRS/REPLACEMENT	189,000.00	0.00	0.00	0.00	0.00	0.00	0.00	189,000.00
9010- INDIRECT COST ALLOCATION	34,798.00	0.00	26,881.40	0.00	0.77	0.00	26,881.40	7,916.60
Total Expenses	728,183.00	234.54	420,815.91	(70,000.00)	0.58	781.54	421,597.45	306,585.55
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>(234.54)</b>	<b>(1,756.18)</b>	<b>0.00</b>	<b>0.00</b>	<b>(781.54)</b>	<b>(2,537.72)</b>	<b>2,537.72</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>(234.54)</b>	<b>(1,756.18)</b>	<b>0.00</b>	<b>0.00</b>	<b>(781.54)</b>	<b>(2,537.72)</b>	<b>2,537.72</b>

July 1, 2022 to June 30, 2023

State Migrant Full-Day Program - Basic Program

			For the Period Ending		12/31/2022			Start Date	7/1/2022	
			Current	Previous				Current Mnth	6	
									60.0%	
Account	Description	Budget	MTD	Actual YTD	Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4120	GRANT INCOME-STATE	786,682	-	398,259.34	398,259.34	393,342	50.63%	-	398,259.34	388,422.66
4220	IN KIND CONTRIBUTIONS		-					-	-	-
4315	CHILD CRE REVENUE-STATE		-					-	-	-
4350	RENTAL INCOME		-					-	-	-
	<b>TOTAL REVENUES</b>	<b>786,682</b>	<b>-</b>	<b>398,259.34</b>	<b>398,259.34</b>	<b>393,342</b>	<b>50.63%</b>	<b>-</b>	<b>398,259.34</b>	<b>388,422.66</b>
<b>EXPENDITURES</b>										
5010	SALARIES & WAGES	525,712	65,929.99	333,196.66	267,266.67	262,856	63.38%	-	333,196.66	192,515.34
5020	ACCRUED VACATION PAY	26,800	3,943.15	17,565.43	13,622.28	13,400	65.54%	-	17,565.43	9,234.57
5112	HEALTH INSURANCE	64,186	9,085.70	43,039.78	33,954.08	32,093	67.05%	-	43,039.78	21,146.22
5114	WORKER'S COMPENSATION	20,866	2,495.27	13,061.37	10,566.10	10,433	62.60%	-	13,061.37	7,804.63
5116	PENSION	24,310	3,217.55	15,439.27	12,221.72	12,155	63.51%	-	15,439.27	8,870.73
5122	FICA	39,918	5,058.47	25,312.46	20,253.99	19,959	63.41%	-	25,312.46	14,605.54
5124	SUI	6,480	-	989.01	989.01	3,240	15.26%	-	989.01	5,490.99
5130	ACCRUED VACATION FRINGE	2,075	301.60	1,343.75	1,042.15	1,038	64.76%	-	1,343.75	731.25
6110	OFFICE SUPPLIES	239	1,511.14	1,522.85	11.71	120	637.18%	-	1,522.85	(1,283.85)
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	5,400	-	2,934.61	2,934.61	2,700	54.34%	-	2,934.61	2,465.39
6132	MEDICAL & DENTAL SUPPLIES	-	-	-	-	-	-	-	-	-
6134	INSTRUCTIONAL SUPPLIES	-	-	-	-	-	-	-	-	-
6140	CUSTODIAL SUPPLIES	3,296	3,135.29	5,313.61	2,178.32	1,648	161.21%	-	5,313.61	(2,017.61)
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6180	EQUIPMENT RENTAL	-	-	-	-	-	-	-	-	-
6181	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-
6221	EQUIPMENT OVER > \$5000	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-
6433	GROUNDS MAINTENANCE	-	-	-	-	-	-	-	-	-
6436	PEST CONTROL	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	-	-	-	-	-	-	-	-	-
6610	GAS & OIL	-	-	-	-	-	-	-	-	-
6620	VEHICLE INSURANCE	-	-	-	-	-	-	-	-	-
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
6834	STUDENT ACTIVITY INSURANCE	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	67,400	8,615.71	41,834.41	33,218.70	33,700	62.07%	-	41,834.41	25,565.59
	Total Expenses	786,682	103,293.87	501,553.21	398,259.34	393,342	63.76%	-	501,553.21	285,128.79
				(103,293.87)	-	-			63.8%	

In Direct Calc. @ 9.1%
41,834.41
41,834.41 Total

Madera Migrant Head Start  
Budget to Actual

		For the Period Ending		12/31/2022				Start Date	3/1/2022	
								Current Mnth	10.00	
										84%
Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-	5,632,943	360,524.54	4,196,353.64	3,835,829.10	4,694,119.19	75%	83,581.86	4,279,935.50	1,353,007.50
4220	IN KIND CONTRIBUTIONS	441,954	38,504.25	702,963.39	664,459.14	368,295.00	159%	-	702,963.39	(261,009.39)
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS	-	-	36,735.47	36,735.47	-	-	-	36,735.47	(36,735.47)
	<b>TOTAL REVENUES</b>	<b>6,074,897</b>	<b>399,028.79</b>	<b>4,936,052.50</b>	<b>4,537,023.71</b>	<b>5,062,414.19</b>	<b>81%</b>	<b>83,581.86</b>	<b>5,019,634.36</b>	<b>1,055,262.64</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	3,170,417	195,724.12	2,311,778.08	2,116,053.96	2,642,014.17	73%	-	2,311,778.08	858,638.92
5020	Accrued Vacation Pay	172,235	12,204.63	125,888.21	113,683.58	143,529.17	73%	-	125,888.21	46,346.79
5112	Health Insurance	320,138	23,111.52	271,100.21	247,988.69	266,781.67	85%	-	271,100.21	49,037.79
5114	Worker's Compensation	117,406	6,359.37	79,771.49	73,412.12	97,838.33	68%	-	79,771.49	37,634.51
5116	Pension	170,061	10,811.79	125,527.45	114,715.66	141,717.50	74%	-	125,527.45	44,533.55
5122	FICA	254,711	15,237.43	184,930.09	169,692.66	212,259.17	73%	-	184,930.09	69,780.91
5124	SUI	29,013	38.64	4,278.16	4,239.52	24,177.50	15%	-	4,278.16	24,734.84
5130	Accrued Vacation Fringe	12,975	932.27	9,522.66	8,590.39	10,812.50	73%	-	9,522.66	3,452.34
6110	Office supplies	16,163	458.66	7,137.87	6,679.21	13,469.17	44%	4,618.93	11,756.80	4,406.20
6112	Data Processing Supplies	45,500	8,023.64	40,467.39	32,443.75	37,916.67	89%	14,903.48	55,370.87	(9,870.87)
6121	Food	1,500	2,800.26	38,490.35	35,690.09	1,250.00	2566%	-	38,490.35	(36,990.35)
6122	Kitchen Supplies	2,101	739.42	912.65	173.23	1,750.83	43%	2,257.39	3,170.04	(1,069.04)
6130	Program Supplies	99,299	5,061.54	54,777.75	49,716.21	82,749.17	55%	12,995.17	67,772.92	31,526.08
6132	Medical & Dental Supplies	12,400	205.50	7,695.48	7,489.98	10,333.33	62%	6,426.67	14,122.15	(1,722.15)
6134	Instructional Supplies	19,000	5,898.37	10,273.91	4,375.54	15,833.33	54%	18,496.80	28,770.71	(9,770.71)
6140	Custodial Supplies	36,072	(3,719.89)	13,381.68	17,101.57	30,060.00	37%	12.39	13,394.07	22,677.93
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	15,000	-	7,185.57	7,185.57	12,500.00	-	3,154.65	10,340.22	4,659.78
6150	Uniform Rental / Purchases	306	-	150.00	150.00	255.00	49%	-	150.00	156.00
6170	Postage & Shipping	500	6.48	341.88	335.40	416.67	68%	-	341.88	158.12
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	20,400	1,860.10	16,329.81	14,469.71	17,000.00	80%	-	16,329.81	4,070.19
6181	Equipment Maintenance	14,704	2,094.40	11,717.03	9,622.63	12,253.33	80%	645.00	12,362.03	2,341.97
6310	Printing & Publications	6,300	-	4,153.28	4,153.28	5,250.00	66%	3,191.22	7,344.50	(1,044.50)
6312	Advertising & Promotion	100	-	91.63	91.63	83.33	-	-	91.63	8.37
6320	Telephone	68,215	4,785.10	119,236.42	114,451.32	56,845.83	175%	-	119,236.42	(51,021.42)
6410	Rent	178,932	17,285.56	164,595.56	147,310.00	149,110.00	92%	-	164,595.56	14,336.44
6420	Utilities / Disposal	120,557	17,297.19	112,869.45	95,572.26	100,464.17	94%	-	112,869.45	7,687.55
6432	Building Repairs / Maintenan	65,300	1,119.39	43,982.37	42,862.98	54,416.67	67%	464.41	44,446.78	20,853.22
6433	Grounds Maintenance	22,950	1,594.03	17,399.55	15,805.52	19,125.00	76%	-	17,399.55	5,550.45
6436	Pest Control	7,408	323.01	5,429.26	5,106.25	6,173.33	73%	-	5,429.26	1,978.74
6437	Burglar & Fire Alarm	7,404	263.67	5,308.92	5,045.25	6,170.00	72%	1,809.66	7,118.58	285.42
6440	Property Insurance	17,160	-	10,112.65	10,112.65	14,300.00	59%	-	10,112.65	7,047.35
6521 / 6520	Consultants	8,200	343.20	3,677.13	3,333.93	6,833.33	45%	3,000.00	6,677.13	1,522.87
6522	Consultants Expense	290	-	180.74	180.74	241.67	62%	-	180.74	109.26
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	8,006	-	1,500.00	1,500.00	6,671.67	19%	-	1,500.00	6,506.00
6540	Custodial Services	26,551	(5,872.00)	8,572.35	14,444.35	22,125.83	32%	-	8,572.35	17,978.65
6555	Medical Screening / DEAT / Staff	1,275	-	805.00	805.00	1,062.50	63%	-	805.00	470.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current		Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance	84%
			PTD	Actual YTD	Actual YTD						
6610	Gas & Oil	12,800	931.36	9,090.82	8,159.46	10,666.67	71%	-	9,090.82	3,709.18	
6620	Vehicle Insurance	20,600	-	9,789.80	9,789.80	17,166.67	48%	-	9,789.80	10,810.20	
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-	
6640	Vehicle Repair & Maintenan	10,080	-	9,449.23	9,449.23	8,400.00	94%	-	9,449.23	630.77	
6712	Staff Travel-Local	1,163	63.75	909.47	845.72	969.17	78%	-	909.47	253.53	
6714	Staff Travel-Out of Area	-	69.68	176.96	107.28	-	-	-	176.96	(176.96)	
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-	
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-	
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-	
6742	Training - Staff	8,638	-	6,861.19	6,861.19	7,198.33	-	299.70	7,160.89	1,477.11	
6746	Training - Parent	-	-	-	-	-	-	-	-	-	
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-	
6750	Field Trips	-	-	-	-	-	-	-	-	-	
6810	Bank Charges	-	-	-	-	-	-	-	-	-	
6820	Interest Expense	-	-	-	-	-	-	-	-	-	
6832	Liability Insurance	380	-	150.86	150.86	316.67	40%	-	150.86	229.14	
6834	Student Activity Insurance	2,528	-	1,188.08	1,188.08	2,106.67	47%	-	1,188.08	1,339.92	
6840	Property Taxes	-	-	-	-	-	-	-	-	-	
6850	Fees & Licenses	9,500	4,295.03	5,108.03	813.00	7,916.67	54%	-	5,108.03	4,391.97	
6852	Finger Printing	9,475	-	6,308.90	6,308.90	7,895.83	67%	-	6,308.90	3,166.10	
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-	
6875	Employee Health & Welfare	11,857	-	6,712.27	6,712.27	9,880.83	57%	3,934.85	10,647.12	1,209.88	
7110	Parent Activities	1,575	-	709.74	709.74	1,312.50	45%	400.00	1,109.74	465.26	
7111	Parent Mileage	332	-	211.55	211.55	276.67	64%	-	211.55	120.45	
7112	Parent Involvement	1,375	-	858.24	858.24	1,145.83	62%	-	858.24	516.76	
7114	PPC Allowance	3,000	-	1,955.03	1,955.03	2,500.00	65%	-	1,955.03	1,044.97	
7116	PPC Food Allowance	1,250	106.07	956.15	850.08	1,041.67	76%	-	956.15	293.85	
8110	In-Kind Salaries	320,252	29,153.25	609,353.39	580,200.14	266,876.67	190%	-	609,353.39	(289,101.39)	
8120	In-Kind Rent	120,682	9,351.00	93,510.00	84,159.00	100,568.33	77%	-	93,510.00	27,172.00	
8130	In-Kind Other	1,020	-	100.00	100.00	850.00	10%	-	100.00	920.00	
9010	In-Direct Cost Allocation	469,841	30,071.25	353,080.76	323,009.51	391,534.17	75%	6,971.54	360,052.30	109,788.70	
<b>Total Expenses</b>		<b>6,074,897</b>	<b>399,028.79</b>	<b>4,936,052.50</b>	<b>4,537,023.71</b>	<b>5,062,414.19</b>	<b>81%</b>	<b>83,581.86</b>	<b>5,019,634.36</b>	<b>1,055,262.64</b>	
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses w/o In Kind</b>		<b>5,632,943</b>	<b>360,524.54</b>	<b>4,233,089.11</b>	<b>3,872,564.57</b>				<b>4,316,670.97</b>	<b>1,316,272.03</b>	
In-Kind		441,954							76.63%		

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$668,797</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$504,064</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>7.16%</b>
<b>ADMINIISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	
353,080.76	
<b>353,080.76</b>	

Madera Migrant Head Start  
Budget to Actual

		For the Period Ending		12/31/2022				Start Date	3/1/2022	
								Current Mnth	10.00	
										84%
Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-	5,632,943	360,524.54	4,196,353.64	3,835,829.10	4,694,119.19	75%	83,581.86	4,279,935.50	1,353,007.50
4220	IN KIND CONTRIBUTIONS	441,954	38,504.25	702,963.39	664,459.14	368,295.00	159%	-	702,963.39	(261,009.39)
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS	-	-	36,735.47	36,735.47	-	-	-	36,735.47	(36,735.47)
	<b>TOTAL REVENUES</b>	<b>6,074,897</b>	<b>399,028.79</b>	<b>4,936,052.50</b>	<b>4,537,023.71</b>	<b>5,062,414.19</b>	<b>81%</b>	<b>83,581.86</b>	<b>5,019,634.36</b>	<b>1,055,262.64</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	3,170,417	195,724.12	2,311,778.08	2,116,053.96	2,642,014.17	73%	-	2,311,778.08	858,638.92
5020	Accrued Vacation Pay	172,235	12,204.63	125,888.21	113,683.58	143,529.17	73%	-	125,888.21	46,346.79
5112	Health Insurance	320,138	23,111.52	271,100.21	247,988.69	266,781.67	85%	-	271,100.21	49,037.79
5114	Worker's Compensation	117,406	6,359.37	79,771.49	73,412.12	97,838.33	68%	-	79,771.49	37,634.51
5116	Pension	170,061	10,811.79	125,527.45	114,715.66	141,717.50	74%	-	125,527.45	44,533.55
5122	FICA	254,711	15,237.43	184,930.09	169,692.66	212,259.17	73%	-	184,930.09	69,780.91
5124	SUI	29,013	38.64	4,278.16	4,239.52	24,177.50	15%	-	4,278.16	24,734.84
5130	Accrued Vacation Fringe	12,975	932.27	9,522.66	8,590.39	10,812.50	73%	-	9,522.66	3,452.34
6110	Office supplies	16,163	458.66	7,137.87	6,679.21	13,469.17	44%	4,618.93	11,756.80	4,406.20
6112	Data Processing Supplies	45,500	8,023.64	40,467.39	32,443.75	37,916.67	89%	14,903.48	55,370.87	(9,870.87)
6121	Food	1,500	2,800.26	38,490.35	35,690.09	1,250.00	2566%	-	38,490.35	(36,990.35)
6122	Kitchen Supplies	2,101	739.42	912.65	173.23	1,750.83	43%	2,257.39	3,170.04	(1,069.04)
6130	Program Supplies	99,299	5,061.54	54,777.75	49,716.21	82,749.17	55%	12,995.17	67,772.92	31,526.08
6132	Medical & Dental Supplies	12,400	205.50	7,695.48	7,489.98	10,333.33	62%	6,426.67	14,122.15	(1,722.15)
6134	Instructional Supplies	19,000	5,898.37	10,273.91	4,375.54	15,833.33	54%	18,496.80	28,770.71	(9,770.71)
6140	Custodial Supplies	36,072	(3,719.89)	13,381.68	17,101.57	30,060.00	37%	12.39	13,394.07	22,677.93
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	15,000	-	7,185.57	7,185.57	12,500.00	-	3,154.65	10,340.22	4,659.78
6150	Uniform Rental / Purchases	306	-	150.00	150.00	255.00	49%	-	150.00	156.00
6170	Postage & Shipping	500	6.48	341.88	335.40	416.67	68%	-	341.88	158.12
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	20,400	1,860.10	16,329.81	14,469.71	17,000.00	80%	-	16,329.81	4,070.19
6181	Equipment Maintenance	14,704	2,094.40	11,717.03	9,622.63	12,253.33	80%	645.00	12,362.03	2,341.97
6310	Printing & Publications	6,300	-	4,153.28	4,153.28	5,250.00	66%	3,191.22	7,344.50	(1,044.50)
6312	Advertising & Promotion	100	-	91.63	91.63	83.33	-	-	91.63	8.37
6320	Telephone	68,215	4,785.10	119,236.42	114,451.32	56,845.83	175%	-	119,236.42	(51,021.42)
6410	Rent	178,932	17,285.56	164,595.56	147,310.00	149,110.00	92%	-	164,595.56	14,336.44
6420	Utilities / Disposal	120,557	17,297.19	112,869.45	95,572.26	100,464.17	94%	-	112,869.45	7,687.55
6432	Building Repairs / Maintenan	65,300	1,119.39	43,982.37	42,862.98	54,416.67	67%	464.41	44,446.78	20,853.22
6433	Grounds Maintenance	22,950	1,594.03	17,399.55	15,805.52	19,125.00	76%	-	17,399.55	5,550.45
6436	Pest Control	7,408	323.01	5,429.26	5,106.25	6,173.33	73%	-	5,429.26	1,978.74
6437	Burglar & Fire Alarm	7,404	263.67	5,308.92	5,045.25	6,170.00	72%	1,809.66	7,118.58	285.42
6440	Property Insurance	17,160	-	10,112.65	10,112.65	14,300.00	59%	-	10,112.65	7,047.35
6521 / 6520	Consultants	8,200	343.20	3,677.13	3,333.93	6,833.33	45%	3,000.00	6,677.13	1,522.87
6522	Consultants Expense	290	-	180.74	180.74	241.67	62%	-	180.74	109.26
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	8,006	-	1,500.00	1,500.00	6,671.67	19%	-	1,500.00	6,506.00
6540	Custodial Services	26,551	(5,872.00)	8,572.35	14,444.35	22,125.83	32%	-	8,572.35	17,978.65
6555	Medical Screening / DEAT / Staff	1,275	-	805.00	805.00	1,062.50	63%	-	805.00	470.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current		Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance	84%
			PTD	Actual YTD	Actual YTD						
6610	Gas & Oil	12,800	931.36	9,090.82	8,159.46	10,666.67	71%	-	9,090.82	3,709.18	
6620	Vehicle Insurance	20,600	-	9,789.80	9,789.80	17,166.67	48%	-	9,789.80	10,810.20	
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-	
6640	Vehicle Repair & Maintenan	10,080	-	9,449.23	9,449.23	8,400.00	94%	-	9,449.23	630.77	
6712	Staff Travel-Local	1,163	63.75	909.47	845.72	969.17	78%	-	909.47	253.53	
6714	Staff Travel-Out of Area	-	69.68	176.96	107.28	-	-	-	176.96	(176.96)	
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-	
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-	
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-	
6742	Training - Staff	8,638	-	6,861.19	6,861.19	7,198.33	-	299.70	7,160.89	1,477.11	
6746	Training - Parent	-	-	-	-	-	-	-	-	-	
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-	
6750	Field Trips	-	-	-	-	-	-	-	-	-	
6810	Bank Charges	-	-	-	-	-	-	-	-	-	
6820	Interest Expense	-	-	-	-	-	-	-	-	-	
6832	Liability Insurance	380	-	150.86	150.86	316.67	40%	-	150.86	229.14	
6834	Student Activity Insurance	2,528	-	1,188.08	1,188.08	2,106.67	47%	-	1,188.08	1,339.92	
6840	Property Taxes	-	-	-	-	-	-	-	-	-	
6850	Fees & Licenses	9,500	4,295.03	5,108.03	813.00	7,916.67	54%	-	5,108.03	4,391.97	
6852	Finger Printing	9,475	-	6,308.90	6,308.90	7,895.83	67%	-	6,308.90	3,166.10	
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-	
6875	Employee Health & Welfare	11,857	-	6,712.27	6,712.27	9,880.83	57%	3,934.85	10,647.12	1,209.88	
7110	Parent Activities	1,575	-	709.74	709.74	1,312.50	45%	400.00	1,109.74	465.26	
7111	Parent Mileage	332	-	211.55	211.55	276.67	64%	-	211.55	120.45	
7112	Parent Involvement	1,375	-	858.24	858.24	1,145.83	62%	-	858.24	516.76	
7114	PPC Allowance	3,000	-	1,955.03	1,955.03	2,500.00	65%	-	1,955.03	1,044.97	
7116	PPC Food Allowance	1,250	106.07	956.15	850.08	1,041.67	76%	-	956.15	293.85	
8110	In-Kind Salaries	320,252	29,153.25	609,353.39	580,200.14	266,876.67	190%	-	609,353.39	(289,101.39)	
8120	In-Kind Rent	120,682	9,351.00	93,510.00	84,159.00	100,568.33	77%	-	93,510.00	27,172.00	
8130	In-Kind Other	1,020	-	100.00	100.00	850.00	10%	-	100.00	920.00	
9010	In-Direct Cost Allocation	469,841	30,071.25	353,080.76	323,009.51	391,534.17	75%	6,971.54	360,052.30	109,788.70	
<b>Total Expenses</b>		<b>6,074,897</b>	<b>399,028.79</b>	<b>4,936,052.50</b>	<b>4,537,023.71</b>	<b>5,062,414.19</b>	<b>81%</b>	<b>83,581.86</b>	<b>5,019,634.36</b>	<b>1,055,262.64</b>	
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses w/o In Kind</b>		<b>5,632,943</b>	<b>360,524.54</b>	<b>4,233,089.11</b>	<b>3,872,564.57</b>				<b>4,316,670.97</b>	<b>1,316,272.03</b>	
In-Kind		441,954							76.63%		

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$668,797</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$504,064</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>7.16%</b>
<b>ADMINIISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	
353,080.76	
<b>353,080.76</b>	



**Madera Regional Head Start  
Budget to Actual  
For the period ending December 31, 2022**

<b>Account Description</b>	<b>Grant Budget</b>	<b>Current Period</b>	<b>Current Actual YTD</b>	<b>Prior Mth YTD</b>	<b>YTD Budget</b>	<b>% Spent</b>	<b>Encumbered</b>	<b>Actual + Encumbered</b>	<b>Budget Balance</b>
<b>Revenues</b>									
4110- GRANT INCOME-FEDERAL	4,531,079.00	443,054.62	2,415,160.92	1,972,106.30	2,331,928.54	53.30%	149,911.10	2,565,072.02	(1,966,006.98)
4210- DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4220- IN KIND CONTRIBUTIONS	1,831,672.00	186,969.91	729,496.34	542,526.43	581,710.00	39.83%	-	729,496.34	(1,102,175.66)
4330- SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4350- RENTAL INCOME	0.00	0.00	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%	-	0.00	0.00
<b>Total Revenues</b>	<b>6,362,751.00</b>	<b>630,024.53</b>	<b>3,144,657.26</b>	<b>2,514,632.73</b>	<b>2,913,638.54</b>	<b>49%</b>	<b>149,911.10</b>	<b>3,294,568.36</b>	<b>(3,068,182.64)</b>
<b>Expenses</b>									
5010 SALARIES & WAGES	2,061,537.42	246,347.49	1,187,650.86	941,303.37	1,123,934.29	57.61%	0.00	1,187,650.86	(873,886.56)
5019- SALARIES & WAGES C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	161,834.97	14,872.79	67,561.62	52,688.83	87,877.88	41.75%	0.00	67,561.62	(94,273.35)
5112 HEALTH INSURANCE	230,113.00	24,984.11	103,845.52	78,861.41	119,883.69	45.13%	0.00	103,845.52	(126,267.48)
5114 WORKER'S COMPENSATION	87,878.00	7,519.22	39,432.35	31,913.13	47,896.42	44.87%	0.00	39,432.35	(48,445.65)
5115- Worker's Compensation C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	161,333.00	12,283.39	58,663.57	46,380.18	87,790.20	36.36%	0.00	58,663.57	(102,669.43)
5117- Pension C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	162,644.00	19,172.38	91,935.49	72,763.11	88,673.00	56.53%	0.00	91,935.49	(70,708.51)
5123- SUI C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5124 SUI	29,968.00	203.19	2,604.84	2,401.65	0.00	8.69%	0.00	2,604.84	(27,363.16)
5130 ACCRUED VACATION FRINGE	12,745.00	1,134.44	5,164.14	4,029.70	6,924.00	40.52%	0.00	5,164.14	(7,580.86)
6110 OFFICE SUPPLIES	36,862.00	1,628.91	10,108.36	8,479.45	20,354.94	27.42%	630.68	10,739.04	(26,122.96)
6112 DATA PROCESSING SUPPLIES	75,000.00	2,398.50	13,144.10	10,745.60	39,750.00	17.53%	9,132.98	22,277.08	(52,722.92)
6121 FOOD	7,000.00	367.68	3,021.06	2,653.38	3,500.00	43.16%	0.00	3,021.06	(3,978.94)
6122 KITCHEN SUPPLIES	5,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(5,000.00)
6130 PROGRAM SUPPLIES	120,825.00	556.42	35,724.38	35,167.96	65,496.00	29.57%	9,866.12	45,590.50	(75,234.50)
6132 MEDICAL & DENTAL SUPPLIES	5,000.00	0.00	476.09	476.09	2,500.00	9.52%	0.00	476.09	(4,523.91)
6134 INSTRUCTIONAL SUPPLIES	30,000.00	252.94	3,365.07	3,112.13	15,819.00	11.22%	2,952.60	6,317.67	(23,682.33)
6140 CUSTODIAL SUPPLIES	25,000.00	122.66	13,727.61	13,604.95	13,125.00	54.91%	11.43	13,739.04	(11,260.96)
6142 LINEN/LAUNDRY	0.00	0.00	196.00	196.00	0.00	0.00%	0.00	196.00	196.00
6150 UNIFORM RENTAL/PURCHASE	300.00	0.00	0.00	0.00	300.00	0.00%	0.00	0.00	(300.00)
6170 POSTAGE & SHIPPING	900.00	0.00	258.73	258.73	525.00	28.75%	0.00	258.73	(641.27)
6180 EQUIPMENT RENTAL	33,500.00	981.71	11,420.49	10,438.78	17,375.00	34.09%	0.00	11,420.49	(22,079.51)
6181 EQUIPMENT MAINTENANCE	13,700.00	1,732.36	11,191.22	9,458.86	6,950.00	81.69%	990.00	12,181.22	(1,518.78)
6221 EQUIPMENT OVER >\$5000	168,959.00	0.00	0.00	0.00	41,232.00	0.00%	84,913.08	84,913.08	(84,045.92)
6231- BUILDING RENOVATION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	8,014.00	0.00	5,297.86	5,297.86	4,500.00	66.11%	0.00	5,297.86	(2,716.14)
6312 ADVERTISING AND PROMOTION	200.00	0.00	20.00	20.00	100.00	10.00%	0.00	20.00	(180.00)
6320 TELEPHONE	50,000.00	12,242.75	147,348.57	135,105.82	29,169.00	294.70%	0.00	147,348.57	97,348.57
6410 RENT	174,602.00	19,178.26	127,346.77	108,168.51	100,852.00	72.94%	0.00	127,346.77	(47,255.23)
6420 UTILITIES/ DISPOSAL	71,064.00	9,974.40	67,113.74	57,139.34	41,454.00	94.44%	0.00	67,113.74	(3,950.26)
6432 BUILDING REPAIRS/ MAINTEN	222,343.61	19,904.18	85,614.35	65,710.17	54,511.61	38.51%	4,595.49	90,209.84	(132,133.77)
6433 GROUNDS MAINTENANCE	30,252.00	0.00	20,345.56	20,345.56	17,647.00	67.25%	1,250.00	21,595.56	(8,656.44)
6435 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	5,292.00	587.67	4,538.93	3,951.26	3,087.00	85.77%	0.00	4,538.93	(753.07)
6437 BURGLAR & FIRE ALARM	2,133.00	133.99	1,457.96	1,323.97	1,244.25	68.35%	0.00	1,457.96	(675.04)
6440 PROPERTY INSURANCE	10,020.00	0.00	3,386.44	3,386.44	5,845.00	33.80%	0.00	3,386.44	(6,633.56)
6520 CONSULTANTS	0.00	2,329.34	8,291.93	5,962.59	0.00	0.00%	17,375.68	25,667.61	25,667.61
6522 CONSULTANT EXPENSES	0.00	285.00	616.26	331.26	0.00	0.00%	0.00	616.26	616.26
6524 CONTRACTS	41,930.00	0.00	15,447.67	15,447.67	20,965.00	36.84%	0.00	15,447.67	(26,482.33)
6530 LEGAL	6,000.00	0.00	625.00	625.00	4,000.00	10.42%	0.00	625.00	(5,375.00)
6540 CUSTODIAL SERVICES	500.00	0.01	4,182.42	4,182.41	375.00	836.48%	0.00	4,182.42	3,682.42



**Madera Regional Head Start  
Budget to Actual  
For the period ending December 31, 2022**

Account Description	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
6555 MEDICAL SCREENING/DEAT/ST	1,500.00	0.00	1,570.00	1,570.00	875.00	104.67%	0.00	1,570.00	70.00
6562 MEDICAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	3,000.00	1,552.52	6,807.02	5,254.50	1,750.00	226.90%	0.00	6,807.02	3,807.02
6620 VEHICLE INSURANCE	13,332.00	0.00	4,228.69	4,228.69	7,777.00	31.72%	0.00	4,228.69	(9,103.31)
6640 VEHICLE REPAIR & MAINTENA	6,000.00	0.00	3,902.62	3,902.62	3,500.00	65.04%	0.00	3,902.62	(2,097.38)
6712 STAFF TRAVEL-LOCAL	2,196.00	390.63	3,608.17	3,217.54	1,098.00	164.31%	0.00	3,608.17	1,412.17
6714 STAFF TRAVEL-OUT OF AREA	20,875.00	680.34	2,216.32	1,535.98	935.00	10.62%	0.00	2,216.32	(18,658.68)
6722 PER DIEM - STAFF	2,202.00	0.00	0.00	0.00	168.00	0.00%	0.00	0.00	(2,202.00)
6724 PER DIEM - PARENT	0.00	175.00	175.00	0.00	0.00	0.00%	0.00	175.00	175.00
6730 VOLUNTEER TRAVEL	0.00	740.34	1,513.03	772.69	0.00	0.00%	0.00	1,513.03	1,513.03
6742 TRAINING - STAFF	27,595.00	99.00	18,241.72	18,142.72	26,345.00	66.11%	1,108.64	19,350.36	(8,244.64)
6744 VOLUNTEER TRAINING	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	749.00	749.00	749.00
6748 EDUCATION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	2,800.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(2,800.00)
6810 BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	360.00	0.00	26.93	26.93	210.00	7.48%	0.00	26.93	(333.07)
6834 STUDENT ACTIVITY INSURANC	2,230.00	0.00	616.55	616.55	1,115.00	27.65%	0.00	616.55	(1,613.45)
6840 PROPERTY TAX	42.00	0.00	0.00	0.00	42.00	0.00%	0.00	0.00	(42.00)
6850 FEES & LICENSES	10,462.00	3,159.00	13,988.71	10,829.71	6,104.00	133.71%	0.00	13,988.71	3,526.71
6851 CPR FEES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	774.00	0.00	1,319.25	1,319.25	579.00	170.45%	0.00	1,319.25	545.25
6860 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE COST	12,000.00	0.00	2,976.52	2,976.52	12,000.00	24.80%	3,831.36	6,807.88	(5,192.12)
6880 VOLUNTEER RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7111 PARENT MILEAGE	1,200.00	0.00	0.00	0.00	600.00	0.00%	0.00	0.00	(1,200.00)
7112 PARENT INVOLVEMENT	4,920.00	108.94	122.54	13.60	2,460.00	2.49%	0.00	122.54	(4,797.46)
7114 PPC ALLOWANCE	3,300.00	0.00	1,275.00	1,275.00	1,650.00	38.64%	0.00	1,275.00	(2,025.00)
7115 PPC FOOD ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7116 PARENT COMM. FOOD ALLOWAN	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8110 IN KIND SALARIES	720,800.00	96,046.36	201,697.04	105,650.68	32,734.00	27.98%	0.00	201,697.04	(519,102.96)
8120 IN KIND RENT	318,251.00	19,746.55	118,129.30	98,382.75	173,720.00	37.12%	0.00	118,129.30	(200,121.70)
8130 IN KIND - OTHER	792,621.00	71,177.00	409,670.00	338,493.00	375,256.00	51.69%	0.00	409,670.00	(382,951.00)
9010 INDIRECT COST ALLOCATION	363,841.00	36,955.06	201,447.89	164,492.83	191,064.26	55.37%	12,504.04	213,951.93	(149,889.07)
<b>Total Expenses</b>	<b>6,362,751.00</b>	<b>630,024.53</b>	<b>3,144,657.26</b>	<b>2,514,632.73</b>	<b>2,913,638.54</b>	<b>49.42%</b>	<b>149,911.10</b>	<b>3,294,568.36</b>	<b>(3,068,182.64)</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Contract %                      61.72%**

Fresno Migrant Head Start  
Budget to Actual (331 Basic)  
Period Ending December-22

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
<b>REVENUES</b>										
4110 GRANT INCOME-FEDERAL	4,803,310.00	171,647.63	1,694,280.10	1,522,632.47	(28,368.38)	1,722,648.48	35.27%	53,868.31	1,748,148.41	(3,055,161.59)
4130 GRANT INCOME-AREA		0.00			-		0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00			-		0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS	666,273.00	0.00	270,721.11	270,721.11	38,318.11	232,403.00	40.63%	0.00	270,721.11	(395,551.89)
4330- SALE OF ASSETS		0.00			-		0.00%	0.00	0.00	0.00
4390 MISC INCOME		0.00			-		0.00%	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>5,469,583.00</b>	<b>171,647.63</b>	<b>1,865,209.91</b>	<b>1,702,643.29</b>	<b>9,949.73</b>	<b>1,955,051.48</b>	<b>34.10%</b>	<b>53,868.31</b>	<b>2,018,869.52</b>	<b>(3,450,713.48)</b>
5010 SALARIES & WAGES	6A 2,802,858.00	83,035.91	979,402.99	896,367.08	(3,249.01)	982,652.00	34.94%	0.00	979,402.99	(1,823,455.01)
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 179,760.00	5,334.42	60,466.59	55,132.17	(2,555.26)	63,021.85	33.64%	0.00	60,466.59	(119,293.41)
5112 HEALTH INSURANCE	6B 227,216.00	7,760.75	78,914.08	71,153.33	(11,924.92)	90,839.00	34.73%	0.00	78,914.08	(148,301.92)
5114 WORKER'S COMPENSATION	6B 112,519.00	2,463.87	36,482.33	34,018.46	(2,977.67)	39,460.00	32.42%	0.00	36,482.33	(76,036.67)
5115- Worker's Compensation C19	6B	0.00			-		0.00%	0.00	0.00	0.00
5116 PENSION	6B 185,105.00	4,173.21	66,215.94	62,042.73	794.94	65,421.00	35.77%	0.00	66,215.94	(118,889.06)
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 209,654.00	6,541.65	84,869.55	78,327.90	11,365.55	73,504.00	40.48%	0.00	84,869.55	(124,784.45)
5124 SUI	6B 41,928.00	37.54	598.29	560.75	(14,467.35)	15,065.64	1.43%	0.00	598.29	(41,329.71)
5125- DIRECTOR'S FRINGE	6B	0.00			-		0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B 13,302.00	407.02	4,623.91	4,216.89	(38.09)	4,662.00	34.76%	0.00	4,623.91	(8,678.09)
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	0.00			-		0.00%	0.00	0.00	0.00
6110 OFFICE SUPPLIES	6E 14,580.00	134.29	1,784.35	1,650.06	(4,493.65)	6,278.00	12.24%	281.68	2,066.03	(12,513.97)
6112 DATA PROCESSING SUPPLIES	6E 10,000.00	3,254.83	15,342.07	12,087.24	10,835.07	4,507.00	153.42%	9,737.79	25,079.86	15,079.86
6121 FOOD	6E 20,000.00	269.97	2,518.22	2,248.25	(7,477.78)	9,996.00	12.59%	0.00	2,518.22	(17,481.78)
6122 KITCHEN SUPPLIES	6E 1,050.00	0.00	0.00	0.00	-	0.00	0.00%	372.09	372.09	(677.91)
6130 PROGRAM SUPPLIES	6E 50,000.00	262.46	9,863.59	9,601.13	(12,704.41)	22,568.00	19.73%	8,724.49	18,588.08	(31,411.92)
6134 INSTRUCTIONAL SUPPLIES	6E 1,050.00	351.43	2,156.84	1,805.41	1,631.84	525.00	205.41%	4,672.50	6,829.34	5,779.34
6140 CUSTODIAL SUPPLIES	6E 20,400.00	12.09	5,965.07	5,952.98	(3,484.93)	9,450.00	29.24%	0.00	5,965.07	(14,434.93)
6142 LINEN/LAUNDRY	6E	0.00			-		0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E 1,500.00	20.16	154.71	134.55	(345.29)	500.00	10.31%	0.00	154.71	(1,345.29)
6132 MEDICAL & DENTAL SUPPLIES	6H 175.00	0.00	0.00	0.00	-	0.00	0.00%	0.00	0.00	(175.00)
6150 UNIFORM RENTAL/PURCHASE	6H	0.00			-		0.00%	0.00	0.00	0.00
6180 EQUIPMENT RENTAL	6H 33,876.00	1,997.69	11,741.06	9,743.37	449.06	11,292.00	34.66%	0.00	11,741.06	(22,134.94)
6181 EQUIPMENT MAINTENANCE	6H 18,576.00	2,707.82	7,930.98	5,223.16	1,738.98	6,192.00	42.69%	0.00	7,930.98	(10,645.02)
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 5,010.00	0.00	2,468.17	2,468.17	(36.83)	2,505.00	49.26%	0.00	2,468.17	(2,541.83)
6312 ADVERTISING & PROMOTION	6H 240.00	0.00	0.00	0.00	(120.00)	120.00	0.00%	0.00	0.00	(240.00)
6320 TELEPHONE	6H 74,868.00	8,234.49	53,267.29	45,032.80	28,311.29	24,956.00	71.15%	0.00	53,267.29	(21,600.71)
6410 RENT	6H 102,175.00	7,615.16	30,436.45	22,821.29	(3,626.55)	34,063.00	29.79%	0.00	30,436.45	(71,738.55)
6420 UTILITIES/ DISPOSAL	6H 78,000.00	5,834.98	25,152.52	19,317.54	(847.48)	26,000.00	32.25%	0.00	25,152.52	(52,847.48)
6432 BUILDING REPAIRS/ MAINT	6H 32,000.00	830.03	28,348.34	27,518.31	17,660.34	10,688.00	88.59%	0.00	28,348.34	(3,651.66)
6433 GROUNDS MAINTENANCE	6H 21,000.00	1,640.00	18,191.71	16,551.71	11,191.71	7,000.00	86.63%	0.00	18,191.71	(2,808.29)
6436 PEST CONTROL	6H 6,600.00	575.14	2,475.56	1,900.42	275.56	2,200.00	37.51%	0.00	2,475.56	(4,124.44)
6437 BURGLAR & FIRE ALARM	6H 6,612.00	171.75	1,136.32	964.57	(1,651.68)	2,788.00	17.45%	0.00	1,136.32	(5,375.68)
6440 PROPERTY INSURANCE	6H 13,600.00	0.00	0.00	0.00	(4,750.00)	4,750.00	0.00%	0.00	0.00	(13,600.00)
6520 CONSULTANTS	6H 18,520.00	297.44	1,625.22	1,327.78	(7,630.78)	9,256.00	8.78%	25,326.88	26,952.10	8,432.10
6522 CONSULTANT EXPENSES	6H 378.00	0.00	0.00	0.00	(189.00)	189.00	0.00%	0.00	0.00	(378.00)
6524 CONTRACTS	6H 13,700.00	0.00	0.00	0.00	(6,849.00)	6,849.00	0.00%	0.00	0.00	(13,700.00)
6530 LEGAL	6H 6,000.00	0.00	625.00	625.00	(2,375.00)	3,000.00	10.42%	0.00	625.00	(5,375.00)

Fresno Migrant Head Start  
 Budget to Actual (331 Basic)  
 Period Ending December-22

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	398.00	1,592.00	1,194.00	-	1,592.00	33.33%	0.00	1,592.00	(3,184.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	500.00	500.00	500.00	0.00	50.00%	0.00	500.00	(500.00)
6562 MEDICAL EXAM	6H		0.00			-		0.00%		0.00	0.00
6564 MEDICAL FOLLOW-UP	6H		0.00			-		0.00%		0.00	0.00
6566 DENTAL EXAM	6H		0.00			-		0.00%		0.00	0.00
6568 DENTAL FOLLOW-UP	6H		0.00			-		0.00%		0.00	0.00
6610 GAS & OIL	6H	12,500.00	765.76	6,067.13	5,301.37	1,903.13	4,164.00	48.54%	0.00	6,067.13	(6,432.87)
6620 VEHICLE INSURANCE	6H	19,800.00	0.00	0.00	0.00	(6,600.00)	6,600.00	0.00%	0.00	0.00	(19,800.00)
6630 VEHICLE LICENSE AND FEES	6H		0.00			-		0.00%		0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	9,996.00	56.00	4,917.27	4,861.27	1,585.27	3,332.00	49.19%	0.00	4,917.27	(5,078.73)
6712 STAFF TRAVEL-LOCAL	6H	3,930.00	664.13	3,068.16	2,404.03	1,103.16	1,965.00	78.07%	0.00	3,068.16	(861.84)
6724 PER DIEM - PARENT	6H		0.00			-		0.00%		0.00	0.00
6730 VOLUNTEER TRAVEL	6H		0.00			-		0.00%		0.00	0.00
6742 TRAINING - STAFF	6H		0.00	0.00		-	0.00	0.00%	259.74	259.74	259.74
6744 TRAINING - VOLUNTEER	6H		0.00			-		0.00%		0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H		0.00			-		0.00%		0.00	0.00
6746 TRAINING - PARENT	6H		0.00			-		0.00%		0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H		0.00			-		0.00%		0.00	0.00
6750 FIELD TRIPS	6H		0.00			-		0.00%		0.00	0.00
6820 INTEREST EXPENSE	6H		0.00			-		0.00%		0.00	0.00
6832 LIABILITY INSURANCE	6H	432.00	0.00	0.00	0.00	(144.00)	144.00	0.00%	0.00	0.00	(432.00)
6834 STUDENT ACTIVITY INSURAN	6H	1,140.00	0.00	0.00	0.00	(570.00)	570.00	0.00%	0.00	0.00	(1,140.00)
6840 PROPERTY TAXES	6H	5,800.00	0.00	(2,124.21)	(2,124.21)	(7,924.21)	5,800.00	-36.62%	0.00	(2,124.21)	(7,924.21)
6850 FEES & LICENSES	6H	10,500.00	3,390.00	3,396.00	6.00	(1,853.99)	5,249.99	32.34%	0.00	3,396.00	(7,104.00)
6851 CPR FEES	6H	240.00	0.00	0.00	0.00	(80.00)	80.00	0.00%	0.00	0.00	(240.00)
6852 FINGER PRINTING	6H	500.00	74.00	184.75	110.75	34.75	150.00	36.95%	0.00	184.75	(315.25)
6860 DEPRECIATION EXPENSE	6H		0.00			-		0.00%		0.00	0.00
6870 EMPLOYEE RECOGNITION	6H		0.00			-		0.00%		0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	8,475.00	(305.00)	2,482.43	2,787.43	(5,992.57)	8,475.00	29.29%	0.00	2,482.43	(5,992.57)
6892 CASH SHORT/OVER	6H		0.00			-		0.00%		0.00	0.00
7110 PARENT ACTIVITIES	6H	700.00	0.00	0.00	0.00	(280.00)	280.00	0.00%	0.00	0.00	(700.00)
7111- PARENT MILEAGE	6H	126.00	0.00	0.00	0.00	(63.00)	63.00	0.00%	0.00	0.00	(126.00)
7112 PARENT INVOLVEMENT	6H		0.00			-		0.00%		0.00	0.00
7114 PC ALLOWANCE	6H		0.00	120.00	120.00	120.00	0.00	0.00%	0.00	120.00	120.00
7116 PC FOOD	6H	600.00	0.00	0.00	0.00	(200.00)	200.00	0.00%	0.00	0.00	(600.00)
8110 INKIND SALARIES		451,921.00	0.00	225,997.86	225,997.86	68,362.86	157,635.00	50.01%	0.00	225,997.86	(225,923.14)
8120 INKIND RENT		210,665.00	0.00	44,723.25	44,723.25	(28,758.75)	73,482.00	21.23%	0.00	44,723.25	(165,941.75)
8130 INKIND OTHER		3,687.00	0.00	-	0.00	(1,286.00)	1,286.00	0.00%	0.00	0.00	(3,687.00)
9010 INDIRECT EXPENSE	6J	400,643.00	22,640.64	141,319.42	118,678.78	(2,366.58)	143,686.00	35.27%	4,493.14	145,812.56	(254,830.44)
<b>TOTAL EXPENSES</b>		<b>5,469,583.00</b>	<b>171,647.63</b>	<b>1,865,209.91</b>	<b>1,702,643.29</b>	<b>9,949.73</b>	<b>1,955,051.48</b>	<b>34.10%</b>	<b>53,868.31</b>	<b>2,018,869.52</b>	<b>(3,450,713.48)</b>
<b>CHANGE IN NET ASSETS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

TOTAL YTD		
INDIRECT EXP		9.1%
Prior Mth	1,313,243.40	119,505.15 (826.37)
Curr Mth	1,453,169.38	132,238.41 9,081.01

Administrative	
YTD Expense	1,703,574.18
YTD Inkind	270,721.11
	<u>1,974,295.29</u>
YTD Admin	169,230.00
YTD %	8.57%

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
December 31, 2022**

<u>246 0 HOMELESS HOUSING</u> <u>ASSIST. &amp; PREVENTION (HHAP) -</u> <u>MADERA CO BEHAVIORAL HEALTH</u>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>December</u> <u>31, 2022</u>	<u>YTD</u> <u>Budget</u> <u>December</u> <u>31, 2022</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
<u>Revenues</u>								
4120- GRANT INCOME-STATE	411,434.00	18,062.19	396,921.94	0.00	(0.96)	0.00	396,921.94	14,512.06
Total Revenues	411,434.00	18,062.19	396,921.94	0.00	(0.96)	0.00	396,921.94	14,512.06
<u>Expenses</u>								
5010- SALARIES & WAGES	55,865.00	1,992.34	37,108.93	0.00	0.66	0.00	37,108.93	18,756.07
5020- ACCRUED VACATION PAY	0.00	27.79	3,266.74	0.00	0.00	0.00	3,266.74	(3,266.74)
5112- HEALTH INSURANCE	3,455.00	47.14	4,165.44	0.00	1.21	0.00	4,165.44	(710.44)
5114- WORKER'S COMPENSATION	303.00	104.64	898.78	0.00	2.97	0.00	898.78	(595.78)
5116- PENSION	2,344.00	0.00	1,145.98	0.00	0.49	0.00	1,145.98	1,198.02
5122- FICA	4,483.00	155.07	2,890.52	0.00	0.64	0.00	2,890.52	1,592.48
5124- SUI	445.00	88.34	577.22	0.00	1.30	0.00	577.22	(132.22)
5130- ACCRUED VACATION FICA	0.00	(0.82)	111.84	0.00	0.00	0.00	111.84	(111.84)
6110- OFFICE SUPPLIES	0.00	0.00	169.82	0.00	0.00	0.00	169.82	(169.82)
6112- DATA PROCESSING SUPPLIES	500.00	0.00	577.80	0.00	1.16	108.96	686.76	(186.76)
6130- PROGRAM SUPPLIES	1,379.00	0.00	0.00	0.00	0.00	0.00	0.00	1,379.00
6180- EQUIPMENT RENTAL	300.00	0.00	359.78	0.00	1.20	0.00	359.78	(59.78)
6181- EQUIPMENT MAINTENANCE	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6310- PRINTING & PUBLICATIONS	0.00	0.00	1.84	0.00	0.00	0.00	1.84	(1.84)
6320- TELEPHONE	600.00	81.02	795.58	0.00	1.33	0.00	795.58	(195.58)
6410- RENT	1,300.00	210.68	2,837.16	0.00	2.18	0.00	2,837.16	(1,537.16)
6420- UTILITIES/ DISPOSAL	400.00	35.35	490.71	0.00	1.23	0.00	490.71	(90.71)
6610- GAS & OIL	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
6640- VEHICLE REPAIR & MAINTENANCE	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6712- STAFF TRAVEL-LOCAL	3,242.00	0.00	0.00	0.00	0.00	0.00	0.00	3,242.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	11.48	0.00	0.00	(0.02)	11.46	(11.46)
7210- TRANSPORTATION VOUCHERS	3,750.00	0.00	130.99	0.00	0.03	0.00	130.99	3,619.01
7224- CLIENT RENT	297,420.00	0.00	287,307.74	0.00	0.97	0.00	287,307.74	10,112.26
7226- CLIENT LODGING/SHELTER	0.00	2,772.00	22,473.00	0.00	0.00	1,373.00	23,846.00	(23,846.00)
7230- CLIENT FOOD	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
9010- INDIRECT COST ALLOCATION	34,318.00	0.00	31,600.59	0.00	0.92	0.00	31,600.59	2,717.41
Total Expenses	411,434.00	5,513.55	396,921.94	0.00	0.96	1,481.94	398,403.88	13,030.12
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>12,548.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,481.94)</b>	<b>(1,481.94)</b>	<b>1,481.94</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>12,548.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,481.94)</b>	<b>(1,481.94)</b>	<b>1,481.94</b>

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
December 31, 2022**

<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2022</u>	<u>YTD Budget December 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	604,468.00	90,120.67	90,120.67	0.00	(0.15)	0.00	90,120.67	514,347.33
4350- RENTAL INCOME	0.00	0.00	4,873.11	0.00	0.00	0.00	4,873.11	(4,873.11)
Total Revenues	604,468.00	90,120.67	94,993.78	0.00	(0.16)	0.00	94,993.78	509,474.22
<u>Expenses</u>								
5010- SALARIES & WAGES	175,423.00	13,711.51	24,630.71	0.00	0.14	0.00	24,630.71	150,792.29
5020- ACCRUED VACATION PAY	0.00	682.96	1,193.91	0.00	0.00	0.00	1,193.91	(1,193.91)
5112- HEALTH INSURANCE	23,996.00	1,718.91	2,961.72	0.00	0.12	0.00	2,961.72	21,034.28
5114- WORKER'S COMPENSATION	6,489.00	559.84	999.17	0.00	0.15	0.00	999.17	5,489.83
5116- PENSION	7,017.00	492.41	924.63	0.00	0.13	0.00	924.63	6,092.37
5122- FICA	13,419.00	1,076.35	1,927.64	0.00	0.14	0.00	1,927.64	11,491.36
5124- SUI	1,562.00	32.23	32.23	0.00	0.02	0.00	32.23	1,529.77
5130- ACCRUED VACATION FICA	0.00	5.54	36.69	0.00	0.00	0.00	36.69	(36.69)
6110- OFFICE SUPPLIES	2,871.00	177.95	217.90	0.00	0.08	0.00	217.90	2,653.10
6112- DATA PROCESSING SUPPLIES	7,514.00	1,688.06	3,076.76	0.00	0.41	3,079.47	6,156.23	1,357.77
6130- PROGRAM SUPPLIES	8,790.00	4,493.66	4,544.79	0.00	0.52	102.62	4,647.41	4,142.59
6132- MEDICAL & DENTAL SUPPLIES	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6140- CUSTODIAL SUPPLIES	3,500.00	146.28	146.28	0.00	0.04	0.00	146.28	3,353.72
6143- FURNISHINGS	15,000.00	5,397.18	5,647.18	0.00	0.38	0.00	5,647.18	9,352.82
6170- POSTAGE & SHIPPING	115.00	0.00	0.00	0.00	0.00	0.00	0.00	115.00
6180- EQUIPMENT RENTAL	970.00	59.33	118.66	0.00	0.12	0.00	118.66	851.34
6181- EQUIPMENT MAINTENANCE	1,010.00	168.65	325.45	0.00	0.32	0.00	325.45	684.55
6310- PRINTING & PUBLICATIONS	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6320- TELEPHONE	5,200.00	780.85	1,517.71	0.00	0.29	0.00	1,517.71	3,682.29
6410- RENT	233,115.00	18,753.92	37,319.92	0.00	0.16	0.00	37,319.92	195,795.08
6420- UTILITIES/ DISPOSAL	32,411.00	1,441.49	2,746.96	0.00	0.08	0.00	2,746.96	29,664.04
6432- BUILDING REPAIRS/ MAINTENANCE	8,190.00	658.90	4,880.21	0.00	0.60	4,331.00	9,211.21	(1,021.21)
6433- GROUNDS MAINTENANCE	2,720.00	87.09	327.09	0.00	0.12	0.00	327.09	2,392.91
6440- PROPERTY INSURANCE	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
6530- LEGAL	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
6540- CUSTODIAL SERVICES	8,400.00	0.00	425.00	0.00	0.05	0.00	425.00	7,975.00
6562- MEDICAL EXAM	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6564- MEDICAL FOLLOW-UP	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6566- DENTAL EXAM	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6568- DENTAL FOLLOW-UP	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6610- GAS & OIL	1,720.00	48.76	151.02	0.00	0.09	0.00	151.02	1,568.98
6620- VEHICLE INSURANCE	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
December 31, 2022**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>December</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
<b>224 0 HUD SHUNAMMITE PLACE</b>		<u>Actual</u>	<u>31, 2022</u>	<u>31, 2022</u>				
6630- VEHICLE LICENSE & FEES	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6640- VEHICLE REPAIR & MAINTENANCE	840.00	0.00	0.00	0.00	0.00	0.00	0.00	840.00
6712- STAFF TRAVEL-LOCAL	470.00	175.02	283.15	0.00	0.60	0.00	283.15	186.85
6742- TRAINING - STAFF	1,500.00	385.00	385.00	0.00	0.26	0.00	385.00	1,115.00
6745- TRAINING - PARTICIPANT/CLIENTS	47.00	0.00	0.00	0.00	0.00	0.00	0.00	47.00
6832- LIABILITY INSURANCE	27.00	0.00	0.00	0.00	0.00	0.00	0.00	27.00
6840- PROPERTY TAXES	0.00	12.83	12.83	0.00	0.00	0.00	12.83	(12.83)
6850- FEES & LICENSES	600.00	30.96	30.96	0.00	0.05	0.00	30.96	569.04
6875- EMPLOYEE HEALTH & WELFARE	10.00	0.00	0.00	0.00	0.00	11.59	11.59	(1.59)
7210- TRANSPORTATION VOUCHERS	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
7230- CLIENT FOOD	400.00	100.00	100.00	0.00	0.25	0.00	100.00	300.00
7240- DIRECT BENEFITS	0.00	0.00	30.21	0.00	0.00	0.00	30.21	(30.21)
9010- INDIRECT COST ALLOCATION	28,342.00	0.00	0.00	0.00	0.00	0.00	0.00	28,342.00
Total Expenses	604,468.00	52,885.68	94,993.78	0.00	0.16	7,524.68	102,518.46	501,949.54
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>37,234.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(7,524.68)</b>	<b>(7,524.68)</b>	<b>7,524.68</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>37,234.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(7,524.68)</b>	<b>(7,524.68)</b>	<b>7,524.68</b>

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
December 31, 2022**

<u>274 0 COUNTY OF MADERA CARES</u> <u>ACT - CORONA VIRUS RELIEF</u> <u>FUND</u>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>December</u> <u>31, 2022</u>	<u>YTD</u> <u>Budget</u> <u>December</u> <u>31, 2022</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	912,000.00	94,194.12	528,582.59	0.00	(0.58)	0.00	528,582.59	383,417.41
Total Revenues	912,000.00	94,194.12	528,582.59	0.00	(0.58)	0.00	528,582.59	383,417.41
<u>Expenses</u>								
5010- SALARIES & WAGES	54,880.00	5,350.25	41,379.20	0.00	0.75	0.00	41,379.20	13,500.80
5020- ACCRUED VACATION PAY	0.00	273.41	2,058.57	0.00	0.00	0.00	2,058.57	(2,058.57)
5112- HEALTH INSURANCE	8,697.00	511.75	2,575.99	0.00	0.30	0.00	2,575.99	6,121.01
5114- WORKER'S COMPENSATION	201.00	32.38	191.07	0.00	0.95	0.00	191.07	9.93
5116- PENSION	2,195.00	167.99	1,040.51	0.00	0.47	0.00	1,040.51	1,154.49
5122- FICA	4,198.00	446.74	3,271.28	0.00	0.78	0.00	3,271.28	926.72
5124- SUI	402.00	0.00	0.49	0.00	0.00	0.00	0.49	401.51
5130- ACCRUED VACATION FICA	0.00	(18.64)	22.82	0.00	0.00	0.00	22.82	(22.82)
6110- OFFICE SUPPLIES	973.00	19.25	76.75	0.00	0.08	0.00	76.75	896.25
6112- DATA PROCESSING SUPPLIES	500.00	0.00	1,555.95	0.00	3.11	0.00	1,555.95	(1,055.95)
6130- PROGRAM SUPPLIES	800.00	0.00	33.43	0.00	0.04	0.00	33.43	766.57
6170- POSTAGE & SHIPPING	1,584.00	40.71	280.16	0.00	0.18	0.00	280.16	1,303.84
6180- EQUIPMENT RENTAL	2,300.00	179.45	663.29	0.00	0.29	0.00	663.29	1,636.71
6181- EQUIPMENT MAINTENANCE	1,900.00	0.32	4.60	0.00	0.00	0.00	4.60	1,895.40
6310- PRINTING & PUBLICATIONS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6312- ADVERTISING & PROMOTION	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6320- TELEPHONE	800.00	104.47	617.34	0.00	0.77	0.00	617.34	182.66
6410- RENT	2,800.00	567.52	3,856.60	0.00	1.38	0.00	3,856.60	(1,056.60)
6420- UTILITIES/ DISPOSAL	500.00	95.20	714.59	0.00	1.43	0.00	714.59	(214.59)
6520- CONSULTANTS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6555- MEDICAL SCREENING/DEAT/STAFF	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6610- GAS & OIL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6640- VEHICLE REPAIR & MAINTENANCE	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6712- STAFF TRAVEL-LOCAL	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6742- TRAINING - STAFF	0.00	0.00	0.00	0.00	0.00	39.38	39.38	(39.38)
6850- FEES & LICENSES	2,500.00	10.03	41.01	0.00	0.02	0.00	41.01	2,458.99
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	26.65	0.00	0.00	4.31	30.96	(30.96)
7224- CLIENT RENT	187,500.00	30,059.27	337,411.17	0.00	1.80	0.00	337,411.17	(149,911.17)
7240- DIRECT BENEFITS	560,000.00	6,158.65	96,528.90	0.00	0.17	0.00	96,528.90	463,471.10

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
December 31, 2022**

<u>274 0 COUNTY OF MADERA CARES</u> <u>ACT - CORONA VIRUS RELIEF</u> <u>FUND</u>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>December</u> <u>31, 2022</u>	<u>YTD</u> <u>Budget</u> <u>December</u> <u>31, 2022</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
9010- INDIRECT COST ALLOCATION	76,070.00	0.00	36,232.22	0.00	0.48	0.00	36,232.22	39,837.78
Total Expenses	912,000.00	43,998.75	528,582.59	0.00	0.58	43.69	528,626.28	383,373.72
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>50,195.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(43.69)</b>	<b>(43.69)</b>	<b>43.69</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>50,195.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(43.69)</b>	<b>(43.69)</b>	<b>43.69</b>



**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
December 31, 2022**

<u>271 0 CDBG CIP - HOUSING STABILIZATION</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2022</u>	<u>YTD Budget December 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	345,027.00	546.81	2,252.41	0.00	(0.01)	0.00	2,252.41	342,774.59
Total Revenues	345,027.00	546.81	2,252.41	0.00	(0.01)	0.00	2,252.41	342,774.59
<u>Expenses</u>								
5010- SALARIES & WAGES	73,458.00	341.08	1,085.57	0.00	0.01	0.00	1,085.57	72,372.43
5020- ACCRUED VACATION PAY	0.00	19.68	53.53	0.00	0.00	0.00	53.53	(53.53)
5112- HEALTH INSURANCE	10,332.00	70.79	143.19	0.00	0.01	0.00	143.19	10,188.81
5114- WORKER'S COMPENSATION	3,950.00	1.32	6.54	0.00	0.00	0.00	6.54	3,943.46
5116- PENSION	1,135.00	16.29	52.68	0.00	0.05	0.00	52.68	1,082.32
5122- FICA	5,620.00	24.91	82.22	0.00	0.01	0.00	82.22	5,537.78
5124- SUI	881.00	0.00	33.61	0.00	0.04	0.00	33.61	847.39
5130- ACCRUED VACATION FICA	0.00	1.51	0.99	0.00	0.00	0.00	0.99	(0.99)
6110- OFFICE SUPPLIES	2,124.00	0.00	0.00	0.00	0.00	0.00	0.00	2,124.00
6112- DATA PROCESSING SUPPLIES	2,858.00	0.00	480.30	0.00	0.17	0.00	480.30	2,377.70
6130- PROGRAM SUPPLIES	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
6140- CUSTODIAL SUPPLIES	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6143- FURNISHINGS	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00
6170- POSTAGE & SHIPPING	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6180- EQUIPMENT RENTAL	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6181- EQUIPMENT MAINTENANCE	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6310- PRINTING & PUBLICATIONS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6320- TELEPHONE	2,960.00	6.26	13.47	0.00	0.00	0.00	13.47	2,946.53
6410- RENT	4,140.00	26.70	96.18	0.00	0.02	0.00	96.18	4,043.82
6420- UTILITIES/ DISPOSAL	1,800.00	4.48	17.37	0.00	0.01	0.00	17.37	1,782.63
6432- BUILDING REPAIRS/ MAINTENANCE	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6433- GROUNDS MAINTENANCE	3,600.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00
6440- PROPERTY INSURANCE	947.00	0.00	0.00	0.00	0.00	0.00	0.00	947.00
6530- LEGAL	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6555- MEDICAL SCREENING/DEAT/STAFF	175.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
6610- GAS & OIL	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6712- STAFF TRAVEL-LOCAL	1,098.00	0.00	44.25	0.00	0.04	0.00	44.25	1,053.75
6850- FEES & LICENSES	2,450.00	0.21	0.25	0.00	0.00	0.00	0.25	2,449.75
6852- FINGERPRINT	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
7210- TRANSPORTATION VOUCHERS	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
December 31, 2022**

<u>271 0 CDBG CIP - HOUSING STABILIZATION</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual December 31, 2022</u>	<u>YTD Budget December 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
7224- CLIENT RENT	135,000.00	0.00	0.00	0.00	0.00	0.00	0.00	135,000.00
7226- CLIENT LODGING/SHELTER	10,450.00	0.00	0.00	0.00	0.00	0.00	0.00	10,450.00
7230- CLIENT FOOD	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
7240- DIRECT BENEFITS	18,000.00	0.00	0.00	0.00	0.00	0.00	0.00	18,000.00
9010- INDIRECT COST ALLOCATION	28,779.00	0.00	142.26	0.00	0.00	0.00	142.26	28,636.74
Total Expenses	345,027.00	513.23	2,252.41	0.00	0.01	0.00	2,252.41	342,774.59
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>33.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>33.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**CAPMC**  
**Work Related Injuries Report - January 2023**  
**BOARD OF DIRECTORS**

**Recordable Injuries**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Advocate III	Oakhurst	Bruise	1/26/2023	2:30 PM	EE was supervising children on the playground when a child riding a tricycle ran in to EE's left lower leg; causing a bruise.	0	1/26/23: EE declined to seek treatment.

**Self Treat First Aid**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Housing Case Worker	Fresno EEOC	Fall	1/27/2023	2:00 PM	EE was walking to vehicle, then tripped on a gap between the sidewalk and the vehicle. EE fall onto pavement, landing on the right knee and right palm.	0	1/27/23: EE declined to seek treatment.

**Claims**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Food Service/ Cook	Mis Angelitos	Strain	1/19/2023	10:20 AM	EE was lifting food carrier out of vehicle when she felt a strain in lower back.	8	1/20/23: EE went to seek treatment at Concentra. EE was placed on modified activity and the Agency is unable to accommodate. EE placed on workers' comp leave.

**Up To Date Injuries: January 2023 to December 2023**

- |                       |                      |                          |            |
|-----------------------|----------------------|--------------------------|------------|
| (1) Hand Injuries     | ( ) Feet Injuries    | ( ) Chest Injuries       |            |
| (1) Back Injuries     | ( ) Eye Injuries     | ( ) Neck Injuries        | ( ) Bottom |
| (1) Knee Injuries     | (1) Leg Injuries     | ( ) Head Injuries        | ( ) Hip    |
| ( ) Arm Injuries      | ( ) Wrist Injuries   | ( ) Ankle Injuries       |            |
| ( ) Elbow Injuries    | ( ) Burn Injuries    | ( ) Respiratory Injuries |            |
| ( ) Shoulder Injuries | ( ) Abdomen Injuries | ( ) Face Injuries        |            |
- DOI: DATE OF INJURY  
TOI: TIME OF INJURY



# BOARD OF DIRECTORS 2023 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
<b>Public Officials</b>													
Deborah Martinez A: Sharon Diaz	Department of Social Services	P											
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P											
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P											
Steve Montes A: Artemio Villegas	Madera City Council	P											
Jeff Troost	Chowchilla City Council	P											
<b>Private Sector Officials</b>													
Debi Bray	Madera Chamber of Commerce	P											
Trainice Lee Trainice Lee ( <i>Effective October 2022</i> )	Head Start Policy Council	P											
Donald Holley	Community Affairs	P											
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P											
Vicki Bandy	Early Childhood Education & Development	X											
<b>Low-Income Target Area Officials</b>													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P											
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	X											
Richard Gutierrez	Eastside/Parksdale	P											
Molly Hernandez	Fairmead/Chowchilla	P											
Aurora Flores A: Octavio Pineda	Monroe/Washington	P											
<i>Total Directors</i>		13/15											

P = Primary Present | A = Alternate Present | X = Absent

**STAFFING CHANGES**  
**January 4, 2023 - January 31, 2023**  
**BOARD OF DIRECTORS**

<b>NON-HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>TERMINATION</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61068	Teacher	Mis Angelitos - Madera Migrant Head Start	1/24/2023	80	Resignation
61221	Instructional Aide III	Sierra Vista - Madera Migrant Head Start	1/24/2023	80	Resignation
61257	Associate Teacher	Fairmead - Madera Regional Head Start	1/23/2023	80	Resignation
<b>TERMINATION</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-23-01	2. Issuance Date: 01/05/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: COVID-19; Health Services Management; Safety Practices; Head Start Program Performance Standards; Safe Environments; Program Planning	

## PROGRAM INSTRUCTION

**TO:** Head Start and Early Head Start Grant Recipients and Delegate Agencies

**SUBJECT:** Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy

### INSTRUCTION:

In January 2023, the Administration for Children and Families (ACF) published its Final Rule, [Mitigating the Spread of COVID-19 in Head Start Programs](#). This Final Rule removes the universal masking requirement for individuals 2 years and older. It does not address the vaccination requirement from the [Interim Final Rule with Comment Period \(IFC\)](#), so the Head Start Program Performance Standards (HSPPS) at 45 CFR §§[1302.93](#) and [1302.94](#) remain in effect. The Final Rule requires Head Start programs to have an evidence-based COVID-19 mitigation policy, developed in consultation with their Health Services Advisory Committee (HSAC).

This Program Instruction (PI) provides supplementary information to support grant recipients in developing the required evidence-based COVID-19 mitigation policy.

### HSPPS Requirements

To protect children, families, and staff from infection and illness, [45 CFR §1302.47\(b\)\(9\)](#) requires Head Start programs to have an evidence-based COVID-19 mitigation policy developed in consultation with their HSAC that can be scaled up or down based on the impacts or risks of COVID-19 in the community.

All Head Start and Early Head Start programs are required to establish and maintain an HSAC ([45 CFR §1302.40\(b\)](#)). The [HSAC](#) is an advisory group usually composed of local health providers, like pediatricians, nurses, nurse practitioners, dentists, nutritionists, and mental health providers. Head Start staff and parents also serve on the HSAC.

This Final Rule requires programs to have established an evidence-based COVID-19 mitigation policy in consultation with their HSAC by March 7, 2023.

### Evidence-based Policy

As stated in the Final Rule, *evidence-based* is an umbrella term that refers to using the best research evidence (e.g., found in health sciences literature) and clinical expertise (e.g., what health care providers know) in content development.<sup>1</sup> Integrating the best available science with the knowledge and considered judgements from stakeholders and experts benefits Head Start children, families, and staff.<sup>2</sup>

The COVID-19 mitigation policy should be informed by objective evidence and findings from research and expert recommendations from public health authorities such as the U.S. Centers for Disease Control and Prevention (CDC) and state, tribal, local, and territorial health departments. Head Start programs have various sources to consider, including but not limited to:

- CDC guidance, including [general COVID-19 information](#) and early care and education (ECE) program-specific guidance, such as [Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning](#).
- State, tribal, local, and territorial health departments, universities, and professional health organizations
- Caring for Our Children health and safety standards
  - [9.2.3.2: Policy Development for Care of Children and Staff Who Are Ill](#)
  - [9.2.4.4: Written Plan for Seasonal and Pandemic Influenza](#)

The Early Childhood Learning and Knowledge Center features an interactive module to support Head Start programs in learning how to find and use up-to-date, trustworthy, and consistent health information. Programs may access [How to Find Science-informed and Evidence-based Health Information](#) to explore five steps to help determine if information is current and accurate when developing an evidence-based policy.

Grant recipients are not limited to the considerations outlined below when developing their evidence-based policy.

## **Considerations for an Evidence-based COVID-19 Mitigation Policy**

### *Mitigation Strategies*

As stated in the Final Rule, in the context of COVID-19, *mitigation* refers to measures taken to reduce or lower SARS-CoV-2 transmission, infection, or disease severity. Other terms used for this same concept are “risk reduction strategies” or “prevention strategies.”

An evidence-based COVID-19 mitigation policy should use multiple strategies at the same time, such as masking, ventilation, and staying at home when sick. Current evidence suggests the

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<sup>1</sup> Adapted from Office of Disease Prevention. Evidence-based practices and programs. National Institutes of Health <https://prevention.nih.gov/research-priorities/dissemination-implementation/evidence-based-practices-programs>

<sup>2</sup> Adapted from European Centre for Disease Control and Prevention. European Centre for Disease Prevention and Control. Evidence-based methodologies for public health – How to assess the best available evidence when time is limited and there is lack of sound evidence. Stockholm: ECDC; 2011. [https://www.ecdc.europa.eu/sites/default/files/media/en/publications/Publications/1109\\_TER\\_evidence\\_based\\_methods\\_for\\_public\\_health.pdf](https://www.ecdc.europa.eu/sites/default/files/media/en/publications/Publications/1109_TER_evidence_based_methods_for_public_health.pdf)

importance of a layered approach whereby one strategy is “layered” upon another because they are more effective in minimizing the impact of SARS-CoV-2 than when using one strategy alone.<sup>3</sup> When developing their policy, Head Start programs should consider the [risk factors](#) for their staff and the families served, strategies to be used when the impact of COVID-19 changes in the community, and how the risk of exposure could change depending on the Head Start services provided.

### *COVID-19 Community Levels*

CDC developed the [COVID-19 Community Levels](#) to help individuals, agencies, and organizations make choices on what precautions to take based on the level of disease burden in their community. It provides county-level data for each U.S. state and territory, determined by a combination of three metrics that are updated weekly — new COVID-19 hospital admissions per 100,000 population in the past seven days, the percent of staffed inpatient beds occupied by COVID-19 patients (seven-day average), and new COVID-19 cases per 100,000 population in the past seven days. Using these data, the COVID-19 Community Level is classified as low, medium, or high. Grant recipients should consider using this data and guidance to inform their evidence-based COVID-19 mitigation policy. Layered prevention strategies should also be able to be increased when community risk is higher (e.g., when COVID-19 Community Level has increased).

### *COVID-19 Vaccination*

At this time, the national vaccination requirements at 45 CFR §§[1302.93](#) and [1302.94](#) remain in effect for staff, certain contractors, and volunteers in Head Start programs in states that are not subject to permanent<sup>4</sup> or preliminary<sup>5</sup> court injunctions. There is no federal requirement to go further. However, all programs still have the discretion to require, promote, and encourage COVID-19 vaccines for staff, subject to tribal, state, and local laws. ACF strongly encourages that all staff, contractors, and volunteers be up-to-date on their [COVID-19 vaccinations](#) given the proven benefits for individual and community safety, including reduced incidences of severe illness, hospitalization, and death.

OHS also wants to make sure all families can obtain accurate information about the [COVID-19 vaccine](#) and encourages programs to address in their mitigation policy how they can help families and children access the vaccines. Programs may still consider COVID-19 vaccination in

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<sup>3</sup> Center for Disease Control and Prevention. “*Science Brief: Indicators for Monitoring COVID-19 Community Levels and Making Public Health Recommendations.*” August, 2022. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/science/science-briefs/indicators-monitoring-community-levels.html>

<sup>4</sup> The U.S. Department of Health and Human Services (HHS) received notice that as of Sept. 21, 2022, following a decision by the United States District Court for the Western District of Louisiana, implementation and enforcement of [Vaccine and Mask Requirements to Mitigate the Spread of COVID-19 in Head Start Programs](#), 86 Fed. Reg. 68052 (Nov. 30, 2021) (the “Interim Final Rule” or “IFC”), is permanently enjoined in the following 24 states: Alabama, Alaska, Arizona, Arkansas, Florida, Georgia, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Missouri, Montana, Nebraska, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Utah, West Virginia, and Wyoming. Head Start, Early Head Start, and Early Head Start-Child Care Partnership grant recipients in those 24 states are not required to comply with the IFC.

<sup>5</sup> As of Dec. 31, 2021, following a decision by the United States District Court for the Northern District of Texas, implementation and enforcement of the IFC is preliminarily enjoined in Texas.



their evidence-based policy, including ways to provide access and increase uptake of vaccines among Head Start staff, contractors, volunteers, and children and families.

### *Prioritizing Strategies*

Per CDC, Head Start programs should consider local context when developing and implementing a response to COVID-19 conditions. Factors to consider include:

- Age of population served
- People with disabilities
- People at risk of getting very sick
- Equity
- Availability of resources
- Communities served
- Pediatric-specific considerations

A fuller discussion of each of these factors can be found in CDC's [Operational Guidance for K-12 Schools and Early Childhood Programs to Support Safe In-person Learning](#).

### *Responsive to Changing Conditions*

The intent of this policy is to make sure programs can adapt to changing circumstances and conditions of COVID-19 while still protecting the health of children, families, and staff. The requirement for having an evidence-based COVID-19 mitigation policy specifies that it needs to allow for programs' response to be scaled up or down based on the impact of COVID-19 in the community. It gives Head Start programs more flexibility to adapt to the changing circumstances and conditions of the virus and be responsive to the unique challenges and needs of their communities.

Given the unpredictable and evolving nature of COVID-19, Head Start programs may go through periods where the impact of COVID-19 is low, medium, or high. Programs' COVID-19 mitigation policy should specify what prevention strategies or combination of strategies will be used when the impacts or risks of COVID-19 increases or decreases, and how the policy is communicated to children, families, and staff. Programs can also decide to place requirements related to COVID-19 mitigation policies as needed. For example, a program may choose to require universal masking when there are higher levels of transmission or burden in the community, consistent with CDC guidance. We include additional considerations for the communication of the policy below.

### *Additional Precautions*

While local context is critical, Head Start programs may also want to consider additional precautions regardless of the level of impact from COVID-19 at that time and in consideration of the needs of the communities that programs serve. As noted in CDC's guidance to K-12 schools and ECE settings, program administrators should work with health departments in their jurisdiction to consider other local conditions and factors when deciding to implement prevention

measures. Pediatric-specific indicators, such as vaccination rates among children, pediatric-specific health care capacity, pediatric hospitalizations, and pediatric emergency visits, can help with deciding on which mitigation strategies to use. Head Start programs may consider the extent to which children or staff are at increased risk for severe disease from COVID-19 or have family members at increased risk for severe disease. ECE programs may choose to implement universal indoor mask use, for example, to meet the needs of the families they serve, which could include people at risk for getting very sick with COVID-19.

Programs should also consider how their COVID-19 mitigation policy protects children with disabilities, children who are immunocompromised, and children at higher risk of severe complications, as well as layered mitigation strategies to make sure children can safely continue to attend the program in person. For example, programs may consider additional mitigation measures, such as more extensive mask use or increasing ventilation, if there are children who cannot safely wear a mask because of their disability, as defined by Section 504 of the Rehabilitation Act of 1973. The U.S. Department of Education's [Disability Rights](#) webpage provides guidance and resources for schools and ECE programs to make sure students with disabilities continue to receive the services and supports they are entitled to so they have successful in-person educational experiences.

### *Communication Plan*

COVID-19 mitigation policies should include a strong communication plan consistent with [45 CFR §1302.41\(b\)\(2\)](#) to make sure staff and families are prepared to navigate the ongoing conditions of COVID-19. Programs should consider:

- Who communicates to staff and families?
- What should be communicated?
- When are communications shared and with what frequency? How does the timing for communications relate to changing COVID-19 conditions in the community?
- How will it be communicated? For example, programs may have signs outside classrooms and the building if masks are required or recommended.
- Is the communication accessible to individuals with disabilities?

Evolving guidance comes from various federal, state, tribal, local, and territorial authorities, in addition to CDC. Employers should be prepared to communicate changes in protocols as far in advance as possible to staff and families.

Please direct any questions regarding this PI or the requirement that Head Start programs have an evidence-based COVID-19 mitigation policy to your regional office.

Thank you for your work on behalf of children and families.

/ Katie Hamm /

Katie Hamm  
Acting Director

Office of Head Start