



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

Agenda

**Thursday, November 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 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

Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

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 – October 12, 2023.

D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – October 10, 2023.

D-3 Review and consider approving the Minutes for the Madera Mariposa Regional and Early Head Start Policy Council Committee Meeting – September 7, 2023 and October 5, 2023.

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

- September 2023
- October 2023

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

- July 2023
- August 2023

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

- Monthly Enrollment Report – September 2023
- In-Kind Report – September 2023
- CACFP Program Report – September 2023
- Program Information Report – September 2023

D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:

- Monthly Enrollment Report – August & September 2023
- In-Kind Report – August 2023
- CACFP Program Report – August & September 2023

D-8 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:

- Monthly Enrollment Report – August & September 2023

D-9 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.

- D-10 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-11 Review and consider approving the California State Preschool 2023-2024 Program Philosophy, Goals and Parent Handbook.
- D-12 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-13 Review the Madera/Mariposa Head Start and Early Head Start Program Quarterly Report. (Informational Only)
- D-14 Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure.
- D-15 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-16 Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2022-2023. (Informational Only)
- D-17 Madera Migrant/Seasonal Head Start Program Information Report for 2022-2023.
- D-18 Review the Madera County Child Advocacy Center Report for October 2023. (Informational Only)
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for October 2023. (Informational Only)
- D-20 Review the Community Services Program Report for October 2023. (Informational Only)
- D-21 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for October 2023. (Informational Only)
- D-22 Review the Victim Services Program Report and Data Report for October 2023.

E. DISCUSSION ITEMS

- E-1 Review and consider approving the results of the 2023-2024 Madera Migrant/Seasonal Head Start Program Monitoring Review.
- E-2 Review and consider approving the resolution to authorize the Executive Director to sign and submit the 2024 Low-Income Home Energy Assistance Program contract with the Department of Community Services & Development (CSD).
- E-3 Review and consider ratifying the submission of the Local FEMA Application.

E-4 Consider authorizing the Executive Director to submit the Child Advocacy Center (KC) Program Request for Application (RFA) due November 17, 2023, to Cal OES.

E-5 **ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS**

F-1 Finance Committee Report – None

F-2 Personnel Committee Report – None

F-3 Executive Director Monthly Report – October 2023

F-4 Financial Statements – October 2023

F-5 Head Start Policy Council/Committee Reports

F-6 Work Related Injury Report – October 2023

F-7 CAPMC Board of Directors Attendance Report – October 2023

F-8 Staffing Changes Report for October 4 – November 1, 2023

F. **CLOSED SESSION**

None

G. **CORRESPONDENCE**

H-1 Correspondence from the Office of Head Start dated October 11, 2023, regarding notice of FY24 Classroom Assessment Scoring System (CLASS®) review.

H-2 Correspondence from the California Office of Emergency Services regarding the Grant Sub Award Performance Assessment Report for Victim Services.

H. **ADJOURN**

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



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director



ELIGIBILITY



Administration for Children and Families
U.S. Department of Health and Human Service

Performance Standards



- Provide a roadmap for programs on how to determine eligibility;
- Describes documents program may accept to prove eligibility; **and,**
- Requires programs to retain records and to train staff.

Process overview



INTERVIEW OPTION

- If the in-person interview is not possible, staff may interview the family over the telephone.

ELIGIBILITY DETERMINATION RECORDS



- Staff must create an eligibility determination record for each participant.



What must an eligibility determination record include?

- Copies of documents used to verify eligibility
 - ✓ Age
 - ✓ Income
 - ✓ Proof of migranacy (MHS only)
- Statement that program staff has made reasonable efforts to verify information
 - ✓ Third party verification



Verifying Foster



A family can present one of these to prove eligibility:

- Court order;
- Other legal document or government issued document;

Verifying Homeless



To verify homelessness, a family may declare that it is homeless, if staff, in a written statement :

- Describes efforts made to verify the child is homeless; **and**,
- Describes the child's living situation and the specific condition under the homeless definition.



Attendance



Promoting Regular Attendance

- A program must implement a process to ensure children are safe when they do not arrive at school.
- If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.
- A program is to use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

Training



Training modules must:

- Include methods on how to collect information;
- Incorporate strategies; **and,**
- Explain program policies and procedures.

Management and staff

- **Within 90 days** of hiring new staff

Governing body and policy council

- **Within 180 days** of the beginning of the term of a new governing body or policy council.

Policies and procedures



A program must establish policies and procedures that include actions taken against staff who intentionally enroll ineligible families.

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

ACTION SUMMARY MINUTES

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

Members Present

Steve Montes
Donald Holley
Richard Gutierrez
David Hernandez, Vice-Chair
Steve Montes
Jeff Troost
Debi Bray

Members Absent

Aurora Flores
Martha Garcia
Deborah Martinez
Sherrif Tyson Pogue
Molly Hernandez
Eric LiCalsi, Chair

Personnel Present

Mattie Mendez
Cristal Sanchez
Maritza Gomez-Zaragoza
Nancy Contreras Bautista
Xai Vang

Public – Other Present

None

A. PUBLIC COMMENT

Mattie Mendez, Executive Director, shared various community events that will be taking place in Madera and Chowchilla.

Donald Holley, Board of Directors Member, shared a community event that will be taking place at McNally Park.

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 REVISED agenda.

Motion: APPROVE THE REIVSED AGENDA

Moved by Tyson Pogue, Seconded by Steve Montes

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

Board of Directors Duties and Responsibilities
Russ Ryan, Esq., Legal Counsel

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.

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 – September 14, 2023.
- D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – September 12, 2023.
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Meeting – September 13, 2023.
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- September 2023
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- July 2023
 - August 2023
- D-6 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – August 2023
 - In-Kind Report – August 2023
 - CACFP Program Report – August 2023
 - Program Information Report – August 2023
- D-7 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – August 2023
 - In-Kind Report – August 2023
 - CACFP Program Report – August 2023
- D-8 Review and consider approving the 2022-2023 Fresno Migrant Seasonal Head Start Self-Assessment Results.
- D-9 Review and consider approving the 2022-2023 Fresno Migrant Seasonal Head Start Self-Assessment Results.

- D-10 Review the Madera County Child Advocacy Center Report for September 2023. (Informational Only)
- D-11 Review the Child Care Alternative Payment and Resource & Referral Program Report for September 2023. (Informational Only)
- D-12 Review the Community Services Program Report for September 2023. (Informational Only)
- D-13 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for September 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

- E-1 Review and consider approving the submission of the 2024-2025 Madera Migrant/Seasonal Head Start budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education.**

Maritza Gomez-Zaragoza, Head Start Director presented regarding the submission of the 2024-2025 Madera Migrant/Seasonal Head Start budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education. Maritza noted that this is year one of a five year cycle. The program anticipates to serve children across six sites.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Steve Montes

Vote: Carried Unanimously

- E-2 Review and consider approving the proposed salary retention 5% increase for the Care Alternative Payment (APP) and Resource & Referral (R&R) Program effective October 1, 2023.**

Leticia Murillo, APP RR Program Manager, presented regarding the proposed salary retention 5% increase for the Care Alternative Payment (APP) and Resource & Referral (R&R) Program effective October 1, 2023. Leticia Murillo notes that the retention increase is intended to reduce staff turnover and has also been made possible due to cost savings from vacant positions.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-3 Review and consider approving the discretionary employer contribution amount of \$590,020.29 for the plan year ended December 31, 2022 and ratify the 5% employer contribution.

Mattie Mendez, Executive Director, presented regarding the discretionary employer contribution amount of \$590,020.29 for the plan year ended December 31, 2022 and ratify the 5% employer contribution. The \$590,020.29 reflects the calculation of the 5% discretionary employer contribution for the period of January 1, 2022 through December 31, 2022. The State of California requires that the Board of Directors approve discretionary contributions and that the minutes reflect that action.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Tyson Pogue

Vote: Carried Unanimously

E-4 Review and consider approving the Submission of CAPMC 403(b) Form 5500 Tax Return.

Mattie Mendez, Executive Director, presented regarding the Submission of CAPMC 403(b) Form 5500 Tax Return. The agency is required to file a pension plan information return each year. Nexus Administrators, the third-party pension plan administrator, prepared the return from the financial statement information for the year ended December 31, 2022. The audited financial statements and audit report for the 403(b) plan prepared by Brown Armstrong CPAs must be filed with the Pension Plan Form 5500 tax return.

Motion: APPROVE AS PRESENTED

Moved by Tyson Pogue, Seconded by Martha Garcia

Vote: Carried Unanimously

E-5 Review and consider approving the 2024 health insurance plan options as presented by Heffernan Insurance Brokers.

Mattie Mendez, Executive Director, presented regarding the 2024 health insurance plan options as presented by Heffernan Insurance Brokers. Medical coverage will remain provided by Kaiser at a 17.24% increase. This changes the employer's contribution from \$599.42 to \$702.77. The increase is \$103.35. Dental, vision, and life insurance will now be provided by carrier, Guardian, as they provide a more competitive rate. Guardian will include the same coverage types at the rate of \$52.22 per employee and per month.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Donald Holley

Vote: Carried Unanimously

E-6 Review and consider approving a 2.5% increase for the Human Resources Assistant I and Human Resources Assistant II classification under non-represented non-Head Start Employee Compensation Schedule.

Mattie Mendez, Executive Director, presented regarding the 2.5% increase for the Human Resources Assistant I and Human Resources Assistant II classification under non-represented non-Head Start Employee Compensation Schedule. This change will be in alignment with the same classification under Head Start program, as the position is under the same job title, same job requirement and handling personnel matters and functions.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Tyson Pogue

Vote: Carried Unanimously

E-7 Consider appointing Otilia Vasquez to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

Mattie Mendez, presented regarding appointing Otilia Vasquez to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors. According to the CAPMC Bylaws, a Head Start Policy Group Member must be represented on the Board. Per Article 6: Board of Directors, Section 2, 4. Head Start Policy Group Member: One of the designated Private Sectors shall be a member from one of the three Head Start Programs under the auspices of Community Action Partnership of Madera County shall hold a seat on the Board of Directors.

Motion: APPROVE AS PRESENTED

Moved by Donad Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – September 2023
- F-4 Financial Statements – September 2023
- F-5 Head Start Policy Council/Committee Reports

- F-6 Work Related Injury Report – September 2023
- F-7 CAPMC Board of Directors Attendance Report – September 2023
- F-8 Staffing Changes Report for August 31 – October 3, 2023

G. CLOSED SESSION
None

H. CORRESPONDENCE
H-1 Soup Bowl Flyer

I. ADJOURN
Vice Chairperson David Hernandez adjourned the Board of Directors Meeting at 7:00 p.m.

Motion: APPROVE AS PRESENTED

Moved by Tyson Pogue, Seconded by Richard Gutierrez

Vote: Carried Unanimously

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, October 10, 2023

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:35 p.m. by Catalina Venegas.

Committee Members Present

Fabiola Rendon
Lidia Tinajero
Delldi Fuentes
Catalina Venegas
Irene Juarez
Yadira Alvarado
Ramon Garcia

Committee Members Absent

Luis Pinacho
Yuritsi Ortiz
Luxceli Eufrazio

Personnel Present

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

Others

None

A. Public Comment

Ms. Aguirre mentioned the SCOE budget breakdown was passed out at the beginning of the meeting.

B. Training

None.

C. Adoption of the Agenda

C-1 Catalina Venegas asked for a motion to approve the agenda as presented. Motion made by Irene Juarez, seconded motion by Lidia Tinajero to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Catalina Venegas requested a motion to approve the minutes of the meeting on September 12, 2023. Motion made by Lidia Tinajero, seconded motion by Ramon Garcia to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and consider approving the Madera Migrant/Seasonal Head Start 2024-2029 Community Assessment Executive Summary – Ms. Gomez-Zaragoza mentioned the information for the assessment is needed to prove that

there is still a need for the program. This is completed before the beginning of the new 5-year cycle. No questions.

Catalina Venegas requested a motion to approve the Madera Migrant/Seasonal Head Start 2024-2029 Community Assessment Executive Summary. Irene Juarez made the first motion, seconded by Delldi Fuentes. Motion carried unanimously.

F-2 Review and consider approving the submission of the Community Action Partnership of Madera County's 2024-2025 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education – Ms. Gomez-Zaragoza reviewed the projected budget for new program year.

Catalina Venegas requested a motion to approve the Community Action Partnership of Madera County's 2024-2025 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education. Irene Juarez made the first motion, seconded by Lidia Tinajero. Motion carried unanimously.

G. Administrative Reports

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

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

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

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

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

G-6 CACFP Monthly Report (August 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of June was \$26,068.73 for 9,737 meals. There were no questions.

G-7 PIR Program Information Monthly Report (August 2023) – This report provides information and data about the program. This information is presented to the Head Start Office to show that there is a need for the Head Start program in our community.

H. Policy Committee Members Reports

H-1 Center Reports – **Irene (SV)** – At the center last week there was an event from different countries. Parents had to research their country.

Fabiola (EA) – This Friday at our center it's going to be coffee and pan night. Where the father will be reading a book to their child.

Catalina (MA) – Are doing the parent activity which was a father engagement.

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

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

I. Correspondence

None

J. Future Agenda Items

J-1 Program Annual Report

J-2 Program Information Report (PIR)

J-3 Approve 2023-2024 Community Assessment Update

K. Adjournment

Catalina Venegas requested a motion to adjourn the session. Motion made by Fabiola Rendon to adjourn the meeting at 6:36 p.m., in the afternoon, seconded by Dellhi Fuentes. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting
Thursday, September 7, 2023
MINUTES

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by at Amber Pickett 5:34 p.m.

Committee Members Present

April Hopkins
Danielle Doedens
Patricia Trevino
Amber Pickett
Martha Garcia
Maria Guerrero
Liliana Serna
Otilia Vasquez
Nicole Delosreyes

Committee Members Absent

Monica Juarez
Alma Hernandez
Tori Plumb
Angela Casteneda

Personnel Present

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

ROLL CALL

- A. PUBLIC COMMENT** – Maritza welcomed the new committee and also introduced herself, Maribel and Jissel.
- B. TRAINING** – None
- C. ADOPTION OF THE AGENDA**
C-2 Amber Pickett asked for the motion to approve the agenda as presented. Motion made by Danielle Doedens, seconded by Martha Garcia to approve the agenda as presented. Motion carried unanimously.
- D. ADJOURN TO CLOSED SESSION** – None
- E. APPROVAL OF MINUTES**
E-1 Minutes Madera/Mariposa Regular Regional Head Start Policy Council Meeting – June 1, 2023. Motion made by April Hopkins, seconded motion by Danielle Doedens. Motion carried unanimously.
- F. DISCUSSION / ACTION ITEMS**
F-1 California Adult and Child Food Program (CACFP) 2022-2023 Program Audit Report & Findings – Ms. Gomez-Zaragoza mentioned there was a finding. The finding was on a procedure that needed to be updated.
- F-2** Review and consider accepting the auditor and the audited financial statements for the year ended June 30, 2022 – Ms. Gomez-Zaragoza the audit is for all programs under CAPMC. There were no findings.

Amber Pickett requested the motion to approve the auditor and the audited financial statements for the year ended June 30, 2022. Otilia Vasquez made the first motion, seconded by April Hopkins.

F-3 Nominate and Elect Interested Policy Council members to serve on as officers as per By-Laws, Article 10, Section 1 and Article 11, Section 1

Position	Representative
Chair Person	Otilia Vasquez
Vice Chair Person	Liliana Serna
Secretary	Nichole Delosreyes

Otilia Vasquez nominated herself for the Chair Person position, uncontested. Liliana Serna nominated herself for the Vice Chair Person uncontested. Nichole Delosreyes nominated herself for Secretary, uncontested. Martha Garcia made the motion to approve the nominations, April Hopkins seconded. Motion carried unanimously. Motion carried unanimously.

F-4 Appoint Madera/Mariposa Regional and Early Head Start Policy Council Member to the Community Action Partnership of Madera County Board of Directors – Otilia Vasquez nominated herself to serve the Board of Directors for RHS program. Martha Garcia made the motion to approve the appointment of Otilia Vasquez for the Board of Directors, seconded by Patricia Trevino.

F-5 Nominate and elect one representative and one alternate of the Policy Council to serve on the Executive Council – Amber Pickett nominated herself for the Executive Committee, Martha Garcia made the motion to approve the Executive Committee member, seconded by Patricia Trevino.

F-6 Review and consider the 2023-2024 Madera/Mariposa Regional and Early Head Start Planning/Procedure and Calendar – Ms. Gomez-Zaragoza went over the planning process/procedure and calendar for the 2023-2024 program year. Amber Pickett requested a motion to approve the 2023-2024 Madera/Mariposa Regional and Early Head Start planning process/procedure and calendar. Martha Garcia made the first motion, seconded by Patricia Trevino. Motion carried unanimously.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (May & June 2023) – Ms. Aguirre went over the staffing changes for May and July.

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (June - August 2023) – Ms. Aguirre reviewed the credit card expenses. No questions were asked.

G-3 Budget Status Reports (July 2023) – Ms. Aguirre reviewed the current budget.

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

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

G-6 CACFP Monthly Report (May & July 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for May and July.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report –

H-2- BOD report – All items presented today will be presented at the next board meeting.

H-3 Active Supervision - Verbal

I. CORRESPONDENCE

None.

J. FUTURE AGENDA ITEMS

J-1 Internal Dispute Resolution

J-2 Behavior Policy/Suspension and Expulsion Policy

J-3 HS/CSPP Parent Handbook

J-4 No Fee Policy

J-5 2023-2024 Reimbursement Policy

K. ADJOURNMENT

Amber Pickett asked for a motion to adjourn the meeting at 6:36 p.m. Motion made by Martha Garcia, seconded by April Hopkins. Motion carried unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting
Thursday, October 5, 2023
MINUTES

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by at Otilia Vasquez 5:37 p.m.

Committee Members Present

Monica Juarez
Irene Gomez
Patricia Trevino
Amber Pickett
Maria Guerrero
Otilia Vasquez

Committee Members Absent

Martha Garcia
Alma Hernandez
Nicole Delosreyes
Angela Casteneda
Liliana Serna

Personnel Present

Maritza Gomez-Zaragoza, Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist
Julie Doll, Disability/Mental Health Specialist

ROLL CALL

- A. PUBLIC COMMENT** – None.
- B. TRAINING** – Conscious Discipline & Pyramid Model – Ms. Doll explained to the members that Conscious Discipline is a variety of calming techniques for parents and teachers to implement with their children. Conscious Discipline applies a variety of breathing techniques and key phrases to calm children down. The teaching pyramid model is a framework that helps support children’s social and emotional development.
- C. ADOPTION OF THE AGENDA**
C-2 Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Amber Pickett, seconded by Maria Guerrero to approve the agenda as presented. Motion carried unanimously.
- D. ADJOURN TO CLOSED SESSION** – None
- E. APPROVAL OF MINUTES**
E-1 Minutes Madera/Mariposa Regular Regional Head Start Policy Council Meeting – September 7, 2023. Motion made by Maria Guerrero, seconded motion by Amber Pickett. Motion carried unanimously.
- F. DISCUSSION / ACTION ITEMS**
F-1 Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program – Ms. Gomez-Zaragoza went over the currently are only being reimbursed for childcare. However, meeting may change from virtual to in person meeting. If that were to happen members would be able to claim mileage. Otilia Vasquez requested a motion to approve the 2023-2024 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional

and Early Head Start program. Maria Guerrero made the first motion, seconded by Irene Gomez.

F-2 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council – Ms. Gomez-Zaragoza explained how the Impasse Procedure would be used if the Board of Directors and the Policy Committee cannot agree. If both parties cannot agree, they would have to negotiate until there is a compromise.

Otilia Vasquez requested a motion to approve the Impasse Procedure between the Community Action Partnership of Madera County of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council. Maria Guerrero made the first motion, seconded by Irene Gomez.

F-3 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Migrant Regional and Early Head Start Program – Ms. Gomez-Zaragoza explained the procedure is in place to help when children have behavior issues. The Office of Head Start has a requirement that programs cannot drop a child due to behavior issues. In addition, the program offers a behavioral specialist to work/observe the child if the parent is willing.

Otilia Vasquez requested a motion to approve the Suspension and Expulsion Procedure for the Madera/Migrant Regional and Early Head Start Program. Maria Guerrero made the first motion, seconded by Maria Delgado.

F-4 Review and consider approving the California State Preschool 2023-2024 Program Philosophy, Goals, and Parent Handbook – Ms. Aguirre explained how Madera Head Start has seven sites that are state preschools. She briefly went over the information the handbook contains.

Otilia Vasquez requested a motion to approve the California State Preschool 2023-2024 Program Philosophy, Goals, and Parent Handbook. Maria Guerrero made the first motion, seconded by Maria Delgado.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (July, August & September 2023) – Ms. Aguirre went over the staffing changes for July, August, and September.

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (September 2023) – Ms. Aguirre reviewed the credit card expenses. No questions were asked.

G-3 Budget Status Reports (August 2023) – Ms. Aguirre reviewed the current budget.

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

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

G-6 CACFP Monthly Report (August 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of August was \$12,799.20 for 3,911 meals. There were no questions asked.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – None.

H-2- BOD report – All items presented today will be presented at the next board meeting.

H-3 Active Supervision – Verbal. We have implemented an active supervision training for staff to take October 12.

I. CORRESPONDENCE

None.

J. FUTURE AGENDA ITEMS

J-1 Program Annual Report

J-2 Program Information (PIR) 2022-2023

J-3 Training: Child Outcomes

K. ADJOURNMENT

Otilia Vasquez asked for a motion to adjourn the meeting at 6:29 p.m. Motion made by Maria Guerrero, seconded by Irene Gomez. Motion carried unanimously.

Bank of America Business Card
Credit Card Charges

October 2023 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
09/09/2023	MAILCHIMP	No	IT Mass Communication Software	\$60.00	200.0-6130-2.0-000-90	Yes
09/12/2023	HILTON HOTELS HI	No	Upcoming Lodging Hold for Mattie Mendez Region IX Head Start Association Parent Engagement and Cultural Effectiveness Conference Honolulu, HI	\$376.29	200.0-6714-2.0-000-90	No
09/15/2023	EZ CATER FAMOUS DAVES	No	Board of Directors Meeting	\$349.12	200.0-6121-2.0-000-90	Yes
09/15/2023	DUST BOWL BREWERY	No	Weatherization Lunch Meeting	\$211.29	200.0-6130-2.0-000-90	Yes
09/21/2023	MIRAGE HOTEL	No	Lodging for Mattie Mendez Region IX 2023 Conference Las Vegas, NV	\$280.05	200.0-6714-2.0-000-90	Yes
09/25/2023	CALENDLY	No	Scheduling Software	\$96.00	203.0-6130-2.0-000-00	Yes
09/27/2023	THE PINES RESORT	No	Lodging for Mattie Mendez Madera County Management Workshop Bass Lake, CA	\$410.14	200.0-6714-2.0-000-90	Yes
09/28/2023	LOVE'S	No	Fuel for White Fleet	\$74.94	200.0-6610-2.0-000-90	Yes
			Total	\$1,857.83		

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

Date: October 11, 2023

Mattie Mendez, Executive Director

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

E-4

October 2023 Statement
Ana Ibanez / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
9/21/2023	Mirage Las Vegas	No	Lodging for the NCAP Convening – Las Vegas – Ana Ibanez	280.05	203.0-6730-2.0-000-00	Yes
9/21/2023	Mirage Las Vegas	No	Lodging for the NCAP Convening – Las Vegas – David Hernandez	280.05	200.0-6730-2.0-000-00	Yes
			Total	\$560.10		

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)

September 13, 2023

Ana Ibanez, Program Manager
Community Services

Platinum Plus Business Card
Credit Card Charges

October Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
9/8/23	No	Office Depot	Awareness poster for VS	\$21.66	500.0-6312-5.0-000-00	Yes
9/8/23	No	Office Depot	Awareness poster for VS Office	\$39.00	500.0-6312-5.0-000-00	Yes
9/14/23	No	O'Reilly Auto Parts	Locking cap for #135	\$23.80	501.0-6640-5.0-000-00	Yes
9/27/23	No	Land's End Business	Setup fee for garment and book bags	\$62.80	500.0-6850-5.0-000-00	Yes
9/27/23	No	Target	Outreach items and wellness	\$343.42	500.0-6130-5.0-000-00	Yes
9/27/23	No	Dollar Tree	Items for VS Resource Fair Event	\$17.59	508.0-6130-5.0-000-00	Yes
9/27/23	No	Hobby Lobby	Outreach items and office décor	\$177.50	500.0-6130-5.0-000-00	Yes
				Total	\$685.77	

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

October 2023 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
9/6/2023	Amazon	N/A	Returned item Credit	-\$ 59.43	200.0-6112-2.0-000-90	
9/6/2023	Amazon	N/A	HID Scanner & iPad Mount	\$ 123.35 \$ 59.21 \$ 64.15	200.0-6112-2.0-000-90 311.0-6112-3.1-000-00 321.0-6112-3.2-000-00	Yes
9/8/2023	Wonder Idea Technology Limited	N/A	Digital Book for PPP	\$ 35.00	200.00-6112-2.0-000-90	Yes
9/8/2023	Amazon	N/A	Sony Battery Charger & Magnetic Labels	\$ 53.02	200.0-6112-2.0-000-90	Yes
9/8/2023	Amazon	N/A	Sony Camera Batteries	\$ 38.96	200.0-6112-2.0-000-90	Yes
9/10/2023	Flywheel	N/A	Website Hosting for CAPMC	\$ 30.00	200.0-6112-2.0-000-90	Yes
9/15/2023	Fast Track – Madera	N/A	Car wash for vehicle 130	\$ 13.00	200.0-6112-2.0-000-90	Yes
9/15/2023	Fast Track – Madera	N/A	Car wash for vehicle 137	\$ 13.00	200.0-6112-2.0-000-90	Yes
10/03/2023	Trauma Recovery Store	25552	Mental Health items for the Madera County Child Advocacy Center	\$779.20	536.0-6130-5.0-000-00	Yes
			Total	\$ 1,149.46		

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).

Date: _____

Xai Vang, Information Technology Program Manager

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

October 2023 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
10/3/2023	Trauma Recovery	25552	Mental Health items for CAC	\$ 794.00	536.0-6130-5.0-000-00	Yes
10/8/2023	Wonder Idea Technology Limited	N/A	Digital Book for PPP	\$ 35.00	200.00-6112-2.0-000-90	Yes
10/10/2023	Flywheel	N/A	CAPMC Website Hosting	\$ 30.00	200.0-6112-2.0-000-90	Yes
10/18/2023	TigerMedical	N/A	Mount for exam rm for CAC	\$ 98.84	536.0-6130-5.0-000-00	Yes
10/19/2023	Barnes Welding Supplies	N/A	Propane tank for fork lift	\$ 19.69	311.0-6181-3.1-000-00	Yes
				\$ 21.34	321.0-6181-3.2-000-00	
10/19/2023	FastTrack – Madera	N/A	Car wash for vehicle #130	\$ 13.00	200.0-6640-2.0-000-90	Yes
			Total	\$ 1,011.87		

Bank of America Business Card
Credit Card Charges

October 2023 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
9/10/2023	Biometrics4all, Inc.	No	Livescan relay fees	0.75 3.00 3.75	203.0-6852-2.0-000-00 311.0-6852-3.1-000-00 321.0-6852-3.2-000-00	Yes
9/21/2023	Memaws Country Thangz	No	Wellness event deposit	200.00	200.0-1410-2.0-000-00	Yes
TOTAL:				207.50		

I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Available receipts are attached with this report and submitted to Fiscal Department.

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

OCTOBER 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
9/14/2023	WESTERN BUILDING MATERIALS	HEADSTART - KITCHEN ZONE CEILING TITLES	25491	\$663.52	321.0-6432-3.2-057-00	YES
9/29/2023	DOUBLE TREE	Parking – CAPPAR&R Network Conference in Sacramento, CA		\$4.80	401.0-6742-4.0-000-00	YES
				\$10.80	426.0-6742-4.0-000-00	
				\$2.20	427.0-6742-4.0-000-00	
				\$2.20	428.0-6742-4.0-000-00	
TOTAL			\$683.52			

Comments:

MBNA America Business Card
Credit Card Charges
October / octobre 2023 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
09/05/2023	NA	DoorBlok	Lock blocks for the classroom doors	\$148.01	311.0-6130-3.1-007-00 \$74.01 311.0-6130-3.1-004-00 \$74.00	Yes
09/08/2023	NA	Walmart	Pediasure for one of the children	\$55.88	390.1-6121-3.9-001-00	Yes
09/11/2023	25367	American Red Cross	CPR re-certification	\$576.00	310.0-6742-3.1-001-00 \$396.00 309.0-6742-3.1-012-00 \$144.00 330.0-6742-3.3-000-00 \$36.00	Yes
09/12/2023	25367	American Red Cross	CPR re-certification	\$720.00	311.0-6134-3.1-001-00 \$684.00 320.0-6742-3.2-000-00 \$36.00	Yes
09/12/2023	NA	Wested	PITC training	\$175.00	320.0-6742-3.2-000-00 \$87.50 330.0-6742-3.3-000-00 \$87.50	Yes
09/13/2023	NA	Compa Franks	MHS PC Meal	\$103.92	321.0-7116-3.2-000-00	Yes
09/18/2023	NA	Zoom	Video Conferencing system	\$15.99	311.0-6130-3.1-000-00 48%(\$7.68) 321.0-6130-3.2-000-00 52%(\$8.31)	Yes
09/21/2023	NA	Zoom	Video Conferencing system	\$15.99	331.0-6130-3.3-031-00	Yes
09/21/2023	NA	Cherry Tree Group	Licensing training	\$99.00	310.0-6742-3.1-000-00	Yes
10/03/2023	NA	Venngage.com	Monthly subscription for flyer software	\$24.50	311.0-6130-3.1-000-00 37% (\$9.07) 312.0-6130-3.1-000-00 5% (\$1.23) 321.0-6130-3.2-000-00 37% (\$9.07) 331.0-6130-3.3-000-00 21% (\$5.15)	Yes
TOTAL				\$1,934.29		

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

**American Express
Credit Card Charges**

SEPTEMBER 2023 Statement

Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	29901.26	Yes
Comcast	Net service	1117.50	Yes
Community Playthings	Supplies for centers	0	No
Discount School Supply	Supplies for centers	0	No
Ecolab	Dishwasher rental/repairs	137.46	Yes
Fedex	Postage	136.17	Yes
HD Pro / Suppy Works	Supplies for office/centers	11025.45	Yes
Lakeshore	Supplies for centers	3465.01	Yes
Matson Alarm	Alarm Service	647.00	Yes
Verizon	Wireless devices	0	No
Office Depot	Supplies for office/centers	9035.00	Yes
	TOTAL	55464.85	10/06/23 LA

Card Member Service

COSTCO Credit Card Charges

SEP 2023 Statement

Card Holder	Description	Card Amount
Irene Yang	Wellness cart items	564.49
		564.49

Credit Card Charges

AUGUST 2023

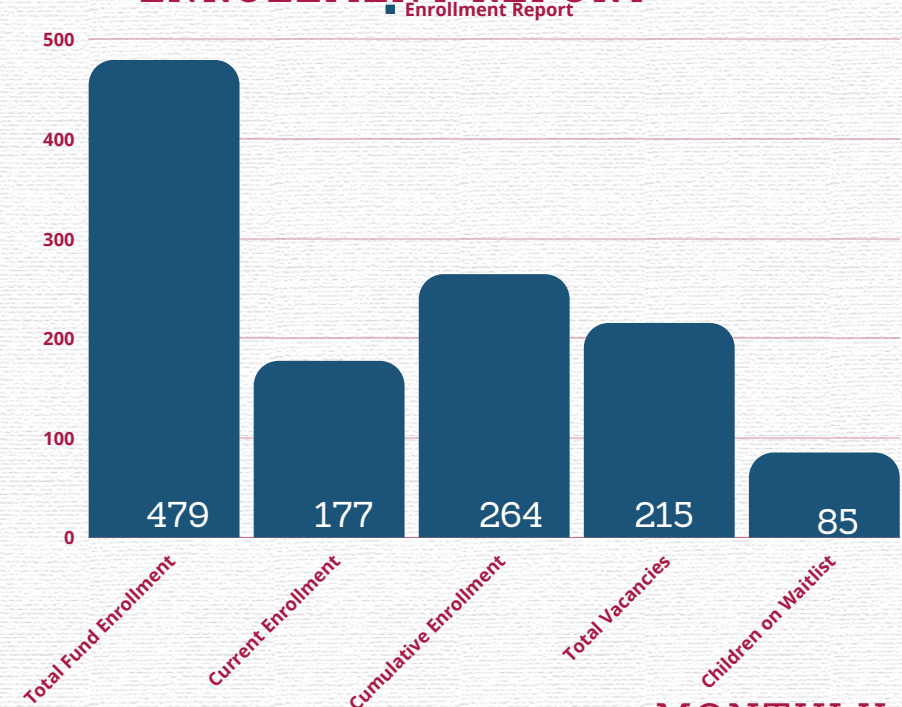
Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	3743.37	
Home Depot	Supplies for centers	9124.99	
Wex Bank (Chevron)	Fuel	0.00	
Wex Bank (Valero)	Fuel		
SEP STMT DATES			
LA			

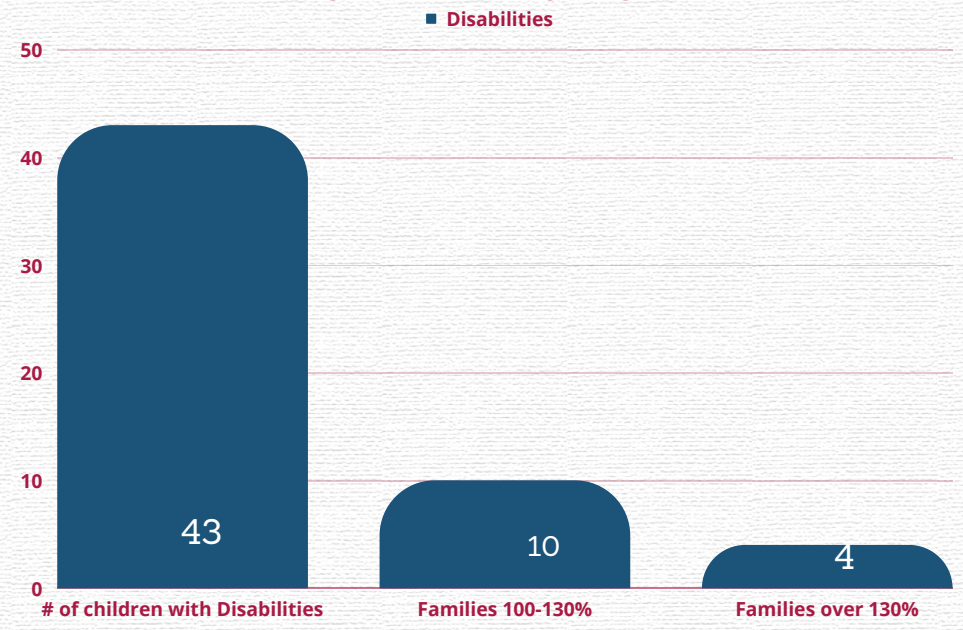


Migrant Seasonal Head Start Monthly Enrollment Report September 2023

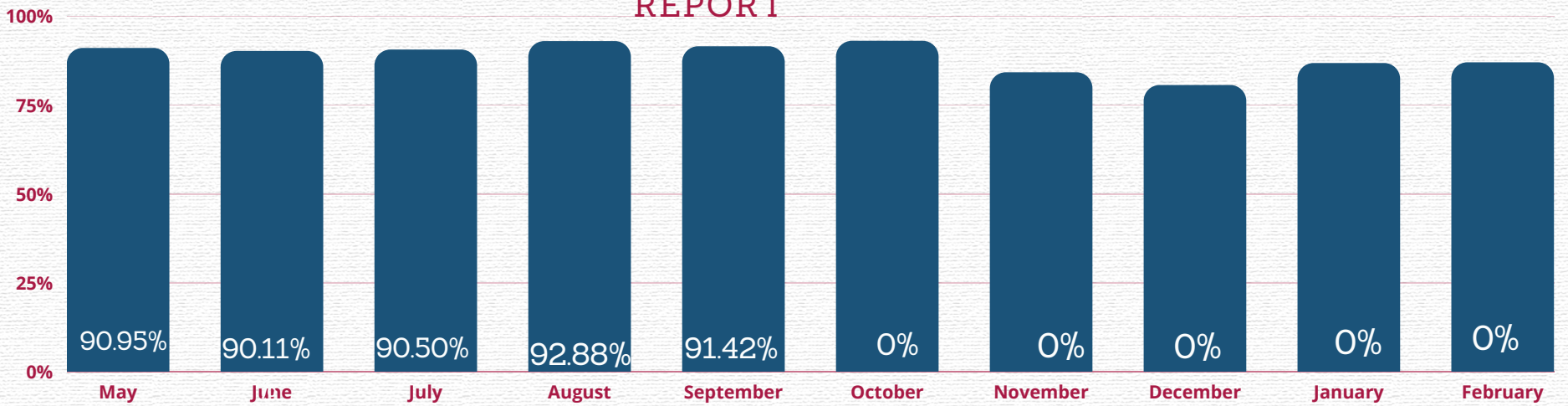
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



MONTHLY ATTENDANCE REPORT



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

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

MIGRANT AND SEASONAL HEAD START 2023-2024 MIGRANTE/TEMPORAL HEAD START 2023-2024
Month-Year SEPTEMBER 2023/ Mes-Año SEPTIEMBRE 2023

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	297,519.00	207,171.16	140,395.62	347,566.78	(50,047.78)
A. Professional Services/Servicios Profesionales	0.00	300.00	850.00	1,150.00	(1,150.00)
B. Center Volunteers/Voluntarios en el Centro	297,519.00	206,871.16	139,545.62	346,416.78	(48,897.78)
Other/Policy Council/Otro/Comité de Póliza	0.00	1,659.05	540.28	2,199.33	(2,199.33)
State Collaboration/Colaboracion de Estado	1,006,468.00	307,320.51	101,889.26	409,209.77	597,258.23
Donated Supplies/Materiales Donanos	0.00	300.00	0.00	300.00	(300.00)
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	112,210.00	55,506.00	9,251.00	64,757.00	47,453.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,416,197.00	571,956.72	252,076.16	824,032.88	592,164.12

A. Y-T-D In-Kind / In-Kind asta ahora	824,032.88
B. Contracted In-Kind/ In-kind Contratado	1,416,197.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	58.19%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
September-2023

FREE MEALS	181		62
REDUCED	0		0
BASE	0		0
TOTAL	181		62

PERCENTAGES:

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

MEAL	#		%		RATE	
BREAKFAST:	2,910	X	100.0000%	X	\$2.2100	= \$6,431.10
		X	0.0000%	X	\$1.9100	= \$0.00
		X	0.0000%	X	\$0.4500	= \$0.00
LUNCH:	1,851 1,017	X	100.0000%	X	\$4.0300	= \$7,459.53
		X	100.0000%	X	\$4.0300	= \$4,098.51
		X	0.0000%	X	\$3.6300	= \$0.00
		X	0.0000%	X	\$0.4700	= \$0.00
SUPPLEMENTS:	1,540 751	X	100.0000%	X	\$1.1800	= \$1,817.20
		X	100.0000%	X	\$1.1800	= \$886.18
		X	0.0000%	X	\$0.6400	= \$0.00
		X	0.0000%	X	\$0.1900	= \$0.00

8,069
TOTAL FEDERAL REIMBURSEMENT \$20,692.52

CASH IN LIEU: LUNCHES X **\$0.3000** \$860.40

TOTAL REIMBURSEMENT \$21,552.92

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	1,017	751	1,768
MMHS-MADERA MIGRANT HEAD START	2,910	1,851	1,540	6,301
	2,910	2,868	2,291	8,069

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$15,707.83	\$4,984.69	\$20,692.52
CASH IN LIEU:	<u>\$555.30</u>	<u>\$305.10</u>	<u>\$860.40</u>
	\$16,263.13	\$5,289.79	\$21,552.92

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

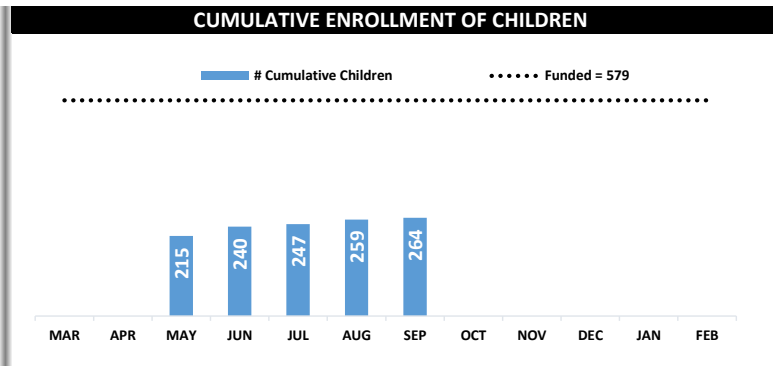
Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

September 2023

264 cumulative children
 217 cumulative families
 36 teaching staff

PRIMARY TYPE OF ELIGIBILITY		
(#)		(%)
	Homeless Children	0%
	Foster Children	0%
169	Receives Public Assistance	64%
81	Income Below Federal Poverty	31%
	Near Low Income (waiver required)	0%
14	Over Income (maximum 10%)	5%

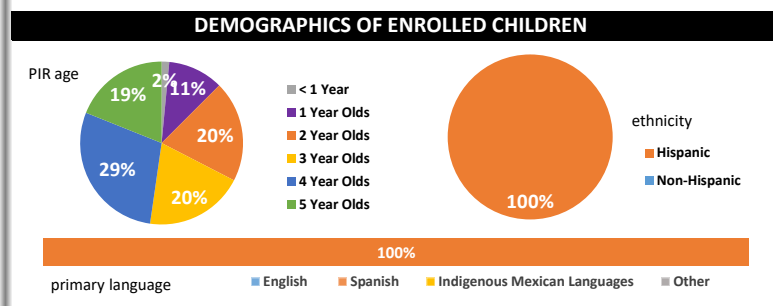


CHILDREN WITH DISABILITIES		
(#)		(%)
43	Disabilities	7%

(% of funded; minimum 10%)

DEVELOPMENTAL SCREENING OF NEW ENROLLEES		
(#)		(%)
49	New Enrollees (cumulative)	19%
40	Received Screening <45 Days	82%

(Of new enrollees)



CHILDREN'S HEALTH		
(#)		(%)
263	Has Health Insurance	100%
206	EPSDT Up-to-Date	78%
21	Chronic Health Condition	8%
21	Received Medical Treatment	100%

(Of children with diagnosed chronic health conditions)

264	Immunizations Up-to-Date	100%
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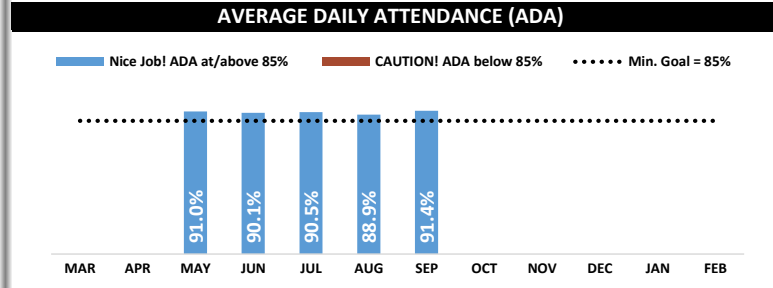
(Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)

263	Access to Dental Care	100%
154	Completed Dental Exam	87%
18	Received Dental Treatment	95%

(Of children who needed dental treatment other)

123	Healthy BMI	69%
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(Children under 3 years are excluded)



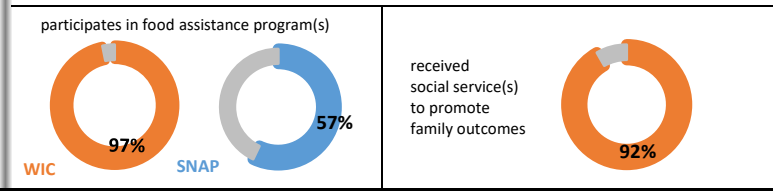
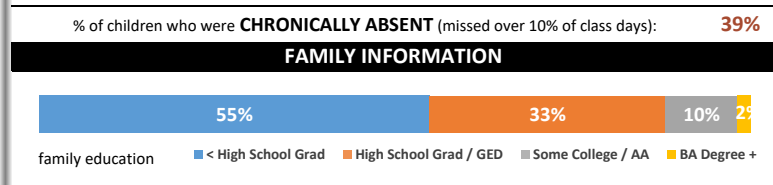
STAFF EDUCATION		
# Staff		% Meet Minimum Education Requirements
10	Preschool Teacher: BA+	30%
	Preschool Teacher: AA+	100%

(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).

11	Preschool Assistant: CDA+	100%
15	Infant/Toddler Teacher: CDA+	100%

(Includes those who are currently enrolled in a CDA/equivalent program)

All staff should meet minimum education requirements for their position.



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

All data is cumulative as of report month, unless otherwise indicated.

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

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

septiembre 2023

264
Niños Acumulados

217
Familias Acumuladas

36
Maestras

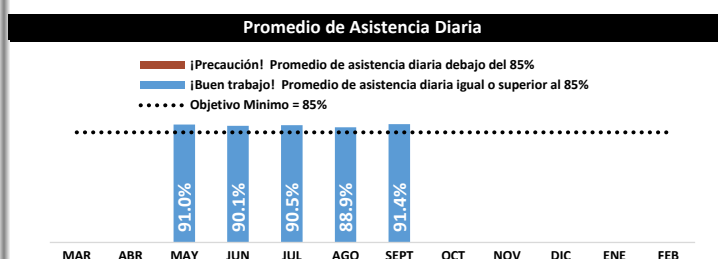
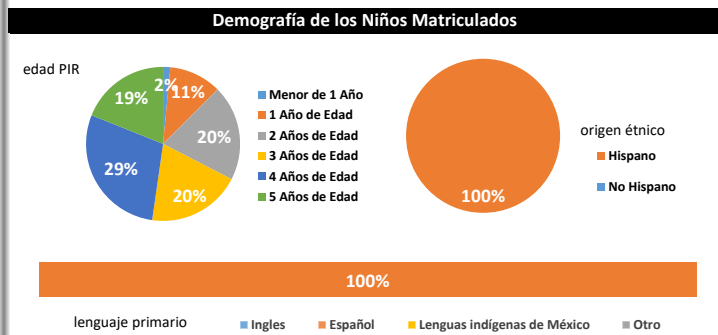
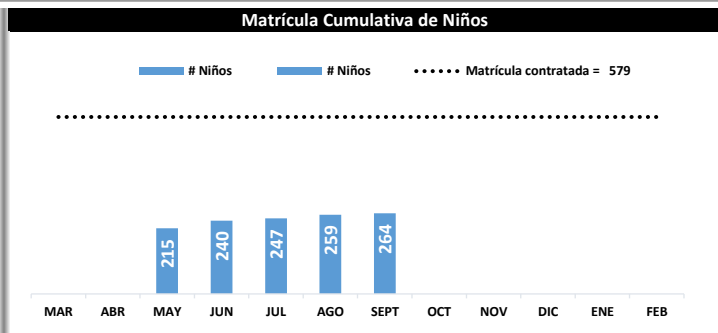
Tipo de Elegibilidad	
(#)	(%)
	Niños Sin Hogar 0%
	Niños en Adopción Temporal 0%
169	Recibe Asistencia Pública 64%
81	Ingresos por Debajo de la Pobreza Federal 31%
	Ingresos Cerca de Bajos (requiere una exención) 0%
14	Ingresos Sobre las Pautas (máximo 10%) 5%

Niños con Discapacidades	
(#)	(%)
43	Discapacidades 7% ✗
<small>(% de la matrícula contratada; mínimo 10%)</small>	

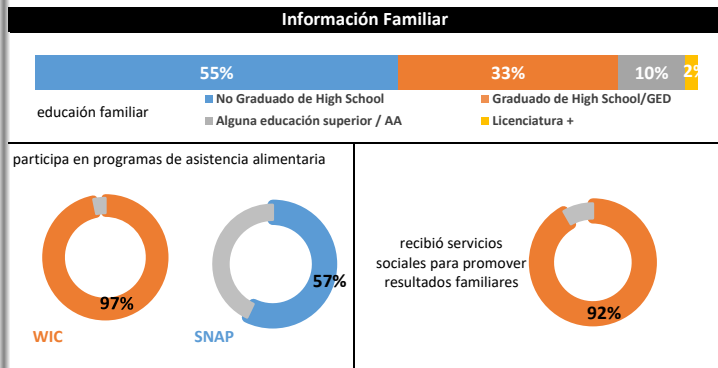
Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos	
(#)	(%)
49	Nuevos Niños(as) Inscritos (acumulados) 19%
40	Recibió Evaluación <45 días 82%
<small>de los Nuevos Niños(as) Inscritos</small>	

Salud de los Niños	
(#)	(%)
263	Tiene Seguro Médico 100% ★
206	al Día Con el Cuidado de Salud Preventivo 78%
21	Condición de Salud Crónica 8%
21	Recibieron Tratamiento Médico 100% ★
<small>de niños con enfermedades crónicas diagnosticadas</small>	
264	al Día con las Vecunas 100% ★
<small>También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad</small>	
263	Acceso a Servicios Dentales 100% ★
154	Completaron Exámenes Dentales Profesional 87%
18	Recibió Tratamiento Dental 95% ★
<small>(de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)</small>	
123	BMI Saludable 69% ▶
<small>(los niños menores de 3 años están excluidos)</small>	

Educación del Personal	
# Personal	% llenan los requisitos mínimo de educación
10	Maestras de la Clase Preescolar: BA+ 30%
	Maestras de la Clase Preescolar: AA+ 100% ★
<small>(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)</small>	
11	Asistentes de Maestra de la Clase Preescolar: CDA+ 100% ★
15	Maestras de la Clase de Infantes / Niños Pequeños: CDA+ 100% ★
<small>(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en inglés)</small>	
<small>(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto.)</small>	



% de niños crónicamente ausentes (ausente más del 10% de los días de clase): **39%**



simbolo clave:

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

▶ = ¡Precaución!
Resultados más bajos de lo esperado

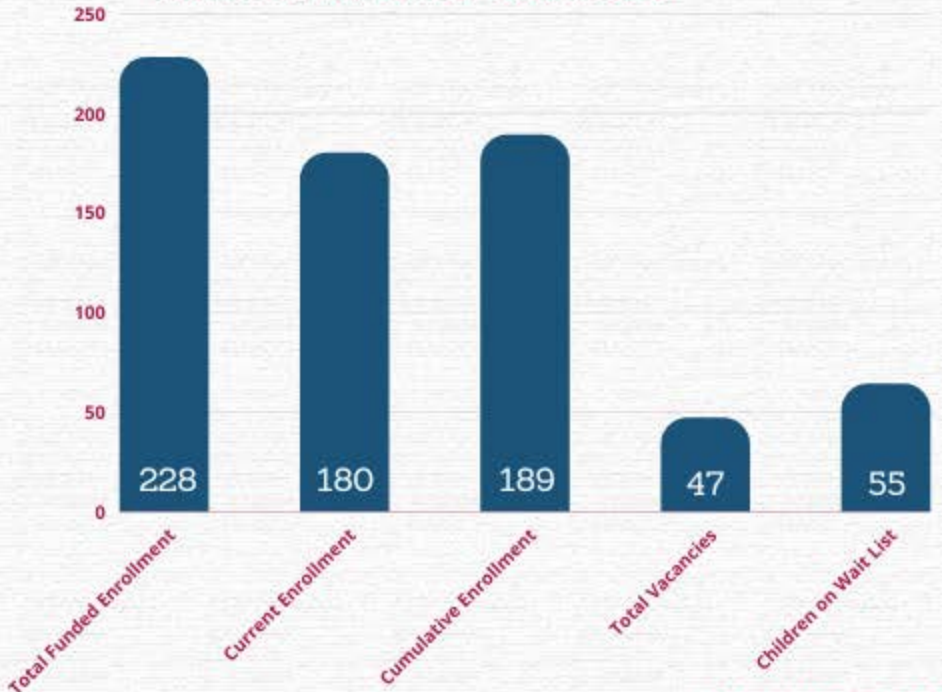
✗ = ¡Tomar acción!
No cumple con las regulaciones de Head Start

Todos los datos son acumulativos al mes del informe, a menos que se indique lo contrario.

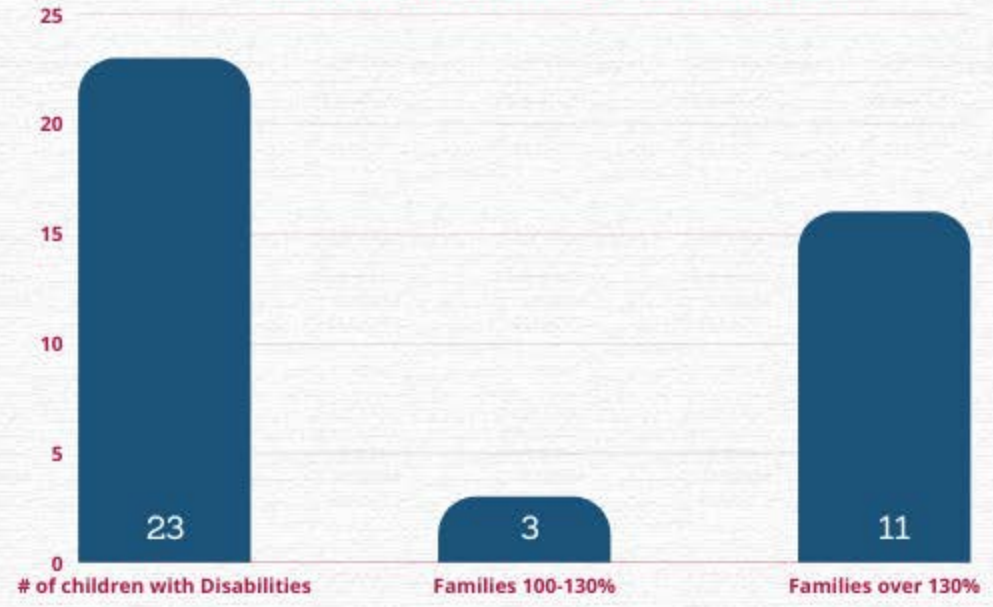


Madera Regional Head Start Monthly Enrollment Report August 2023

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



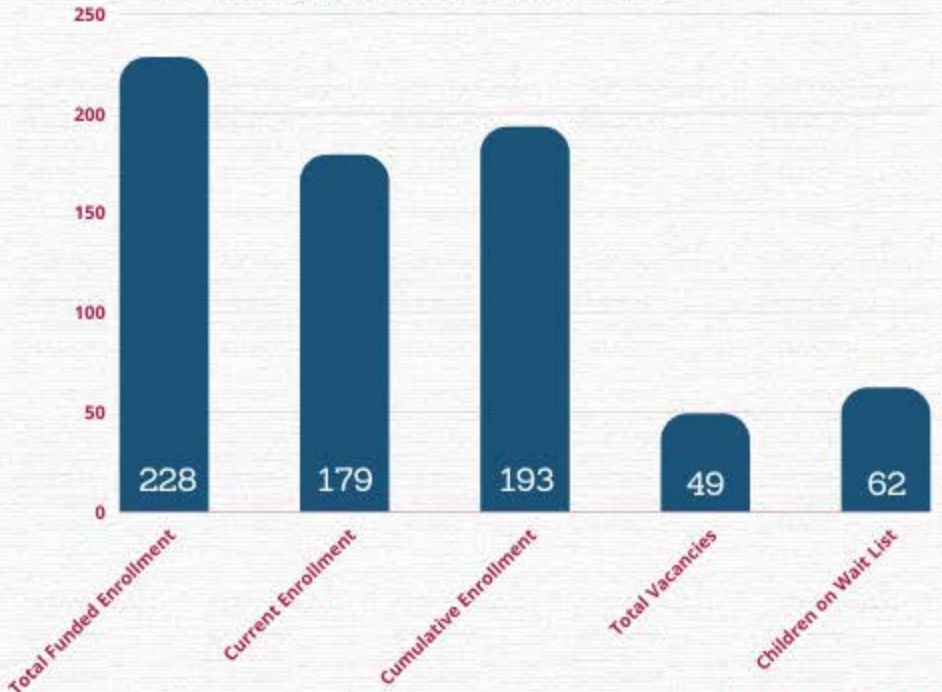
ATTENDANCE REPORT



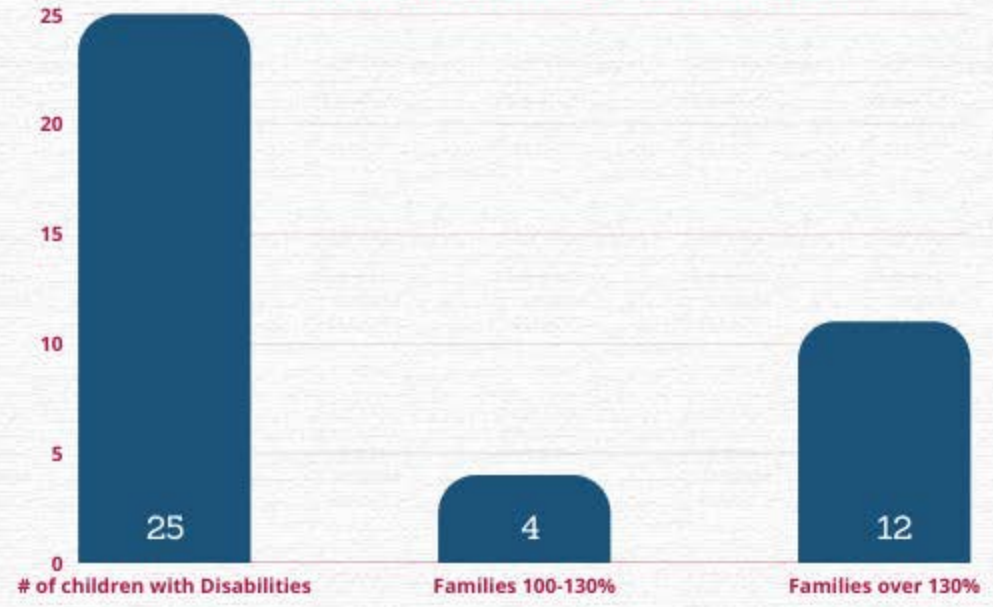


Madera Regional Head Start Monthly Enrollment Report September 2023

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



ATTENDANCE REPORT



IN-KIND MONTHLY SUMMARY REPORT

Month

August

Year

2023-24

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	60,628.00	-	12,795.95	12,795.95	47,832.05
A. Professional Services/Servicios Profesionales	-	-	12,795.95	-	-
B. Center Volunteers/Voluntarios en el Centro	58,203.00	-	12,795.95	12,795.95	45,407.05
C. Other/Policy Council/Otro/Comité de Póliza	2,425.00	-	-	-	2,425.00
Donated Food/Comida Donada	-	-	-	-	-
Donated Supplies/Materiales Donado	-	-	-	-	-
Donated Equipment	-	-	-	-	-
Donated Bus Storage	-	-	-	-	-
Donated Space/Sitio Donado	318,251.00	39,277.84	19,638.92	58,916.76	259,334.24
Transportation/ Transportación	-	-	-	-	-
TOTAL IN-KIND	378,879.00	39,277.84	32,434.87	71,712.71	307,166.29
State Fund 319	\$1,091,317	-	100,351.00	100,351.00	990,966.00
Grand Total	1,470,196.00	39,277.84	132,785.87	172,063.71	1,298,132.29

B. Contracted In-Kind \$ 172,063.71

C. Percent Y-T-D In-Kind 11.70%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
August-2023**

FREE MEALS	188		136
REDUCED	0		0
BASE	0		0
TOTAL	188		136

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	1,759	X	100.0000%	X	\$2.2100	=	\$3,887.39
	1,759	X	0.0000%	X	\$1.9100	=	\$0.00
	1,759	X	0.0000%	X	\$0.4500	=	\$0.00
LUNCH:	2,023	X	100.0000%	X	\$4.0300	=	\$8,152.69
	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
SUPPLEMENTS:	129	X	100.0000%	X	\$1.1800	=	\$152.22
	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

	3,911			\$12,192.30
		TOTAL FEDERAL REIMBURSEMENT		
CASH IN LIEU:		LUNCHES X \$0.3000		\$606.90
TOTAL REIMBURSEMENT				\$12,799.20

	Breakfast	Lunch	Snack	Total
RHS	237	2,023	129	2,389
CSPP	1,522	-	-	1,522
	1,759	2,023	129	3,911

TOTAL FEDERAL REIMBURSEMENT:	<u>\$8,828.68</u>	<u>\$3,363.62</u>	<u>\$12,192.30</u>
CASH IN LIEU:	<u>\$606.90</u>	<u>\$0.00</u>	<u>\$606.90</u>
	\$9,435.58	\$3,363.62	\$12,799.20

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
September-2023**

FREE MEALS	192		138
REDUCED	0		0
BASE	0		0
TOTAL	192		138

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	2,553	X	100.0000%	X	\$2.2100	=	\$5,642.13
	2,553	X	0.0000%	X	\$1.9100	=	\$0.00
	2,553	X	0.0000%	X	\$0.4500	=	\$0.00
LUNCH:	2,837	X	100.0000%	X	\$4.0300	=	\$11,433.11
	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
SUPPLEMENTS:	186	X	100.0000%	X	\$1.1800	=	\$219.48
	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

5,576
TOTAL FEDERAL REIMBURSEMENT \$17,294.72

CASH IN LIEU: LUNCHES X \$0.3000 \$851.10

TOTAL REIMBURSEMENT \$18,145.82

	Breakfast	Lunch	Snack	Total
RHS	373	2,837	186	3,396
CSPP	2,180	-	-	2,180
	2,553	2,837	186	5,576

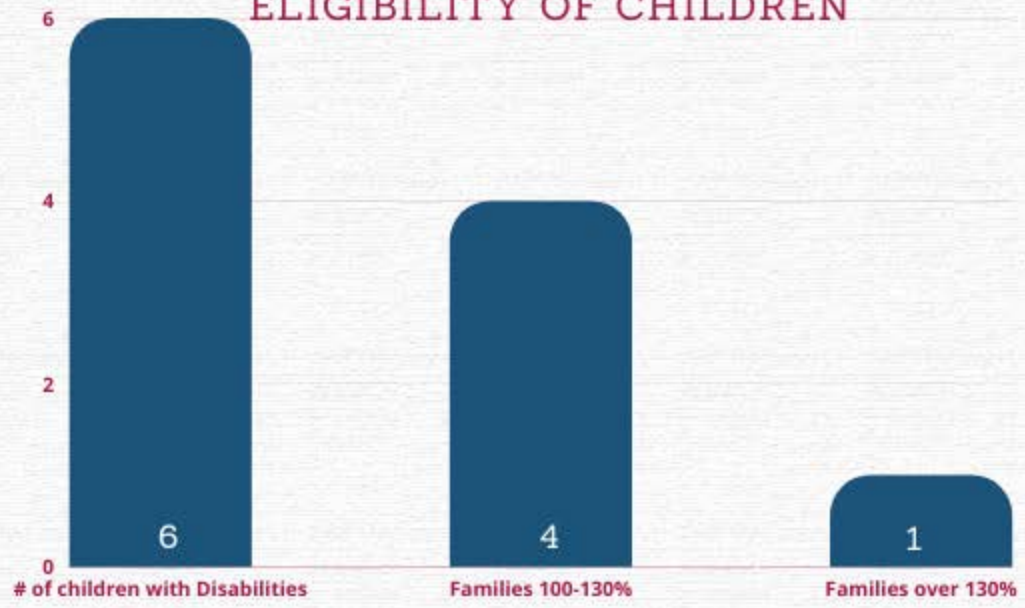
	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$12,476.92	\$4,817.80	\$17,294.72
CASH IN LIEU:	<u>\$851.10</u>	<u>\$0.00</u>	<u>\$851.10</u>
	\$13,328.02	\$4,817.80	\$18,145.82

Madera Early Head Start Monthly Enrollment Report August 2023

ENROLLMENT REPORT



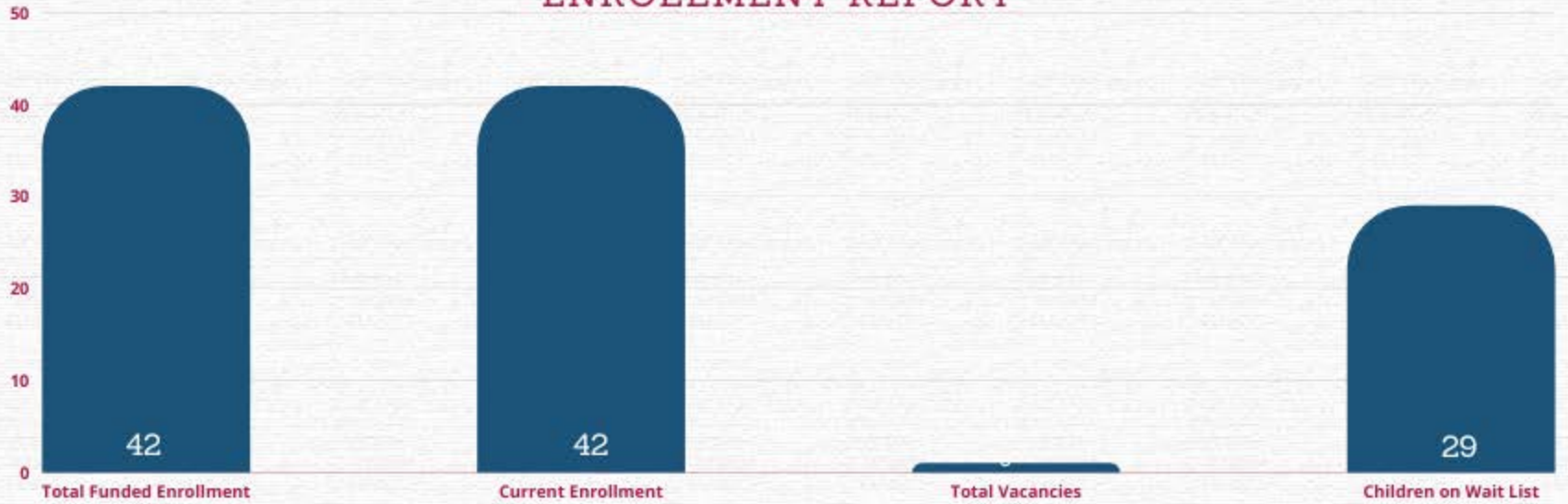
DISABILITIES & ELIGIBILITY OF CHILDREN



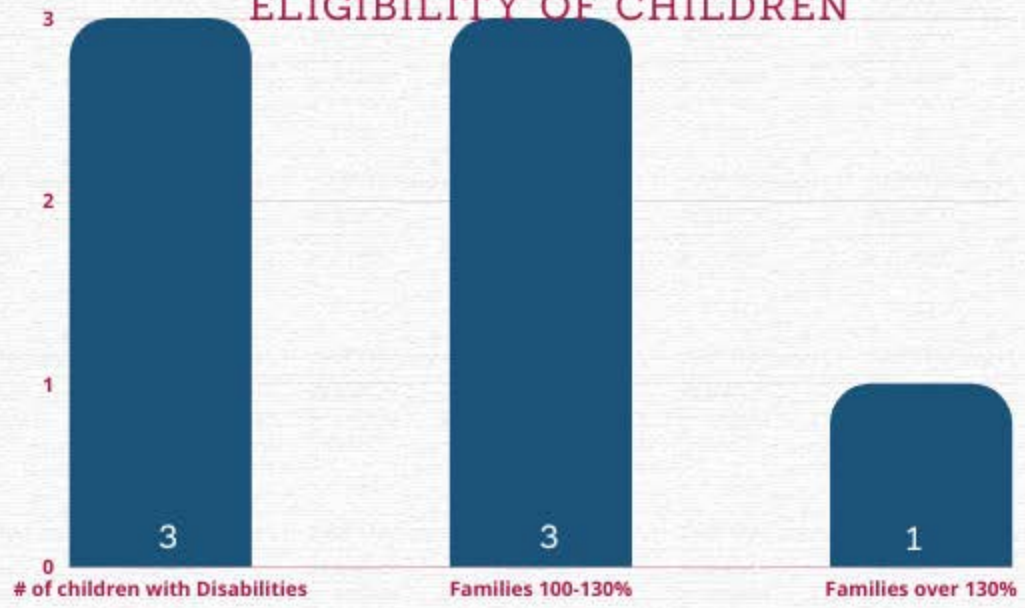


Madera Early Head Start Monthly Enrollment Report September 2023

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN





Report to the Policy Council

Agenda Item Number: D-9

Policy Council Meeting for: October 5, 2023

Author: Maritza Gomez-Zaragoza

DATE: September 22, 2023

TO: Madera/Mariposa Regional and Early Head Start Policy Council

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Internal Dispute Resolution

I. RECOMMENDATIONS

Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.

II. SUMMARY

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

III. DISCUSSION

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

IV FINANCING: None

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

Policy Number: PG 06	Relate to CFR #: 1301.6	Page #1 of 2
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COMPONENT: Program Design and Management

SUBJECT: Internal Dispute Resolution

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

OPERATIONAL PROCEDURE:

Section 642 (d) Program Governance Administration-

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

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

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

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

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

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

Related Regulations: Head Start Performance Standards1301.6

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

Between Community Action Partnership of Madera County Board of Directors

And

Madera/Mariposa Regional and Early Head Start Policy Council

I. Clarification of Responsibilities

- A. It is understood and agreed upon by all parties that the overall fiscal and legal responsibility for the administration of the Regional and Early Head Start Program lies with the Community Action Partnership of Madera County (CAPMC) Board of Directors.
- B. It is also agreed upon and understood that Head Start regulations require that CAPMC Regional and Early Head Start Program has a representative Policy Council and that this Policy Council has decision-making authority under Head Start Performance Standards (45-CRF 1304.50) Appendix A – Governance and Management Responsibilities. This section of federal regulation and the chart contained therein outlines the policy-making rights and responsibilities of the Governing Board and the Policy Council.

II. Definition of Impasse

- A. Impasse occurs when the CAPMC Board of Directors and Regional Head Start Policy Council cannot agree on an issue for which the Head Start Policy Council has the right to approve or disapprove as outlined in Appendix A- Governance and Management Responsibilities. The Regional Head Start Policy Council must first take each step in the program's grievance process before an impasse can be declared. If there is disagreement over the areas of approval or disapproval responsibility, according to Appendix A, clarification will be sought from the Regional Head Start Grantor Office, and an impasse will not be declared until such clarification is obtained.
- B. When the Policy Council and Board of Directors don't agree on an issue and prior to formally calling impasse between the governing bodies, the following steps will take place;
- The Executive Director and Head Start Director will meet with the disagreeing party to review information and share either party's position on the issue at hand.
 - Any supporting documentation and information will be provided to the Policy Council or Board of Directors in order to assist in

making the best decision for the program and program participants.

- If an agreement is reached between the two parties, then the information is taken and recorded.

C. If no agreement is reached, then the Executive Director and Head Start Director will inform both parties that an impasse has been reached and information will be provided regarding the activities that will take place in order for both parties to come to a resolution.

III. Impasse Procedures

A. Either the CAPMC Board of Directors or the Regional and Early Head Start Policy Council may declare an impasse. If an impasse is declared, the party declaring the impasse must notify the other party in writing that an impasse has been declared. Upon declaration and notification of impasse, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. Said meeting between the two parties shall be accomplished within a reasonable time. If an attempt at compromise fails, the CAPMC Board of directors will, within fourteen (14) calendar days of receipt of written notification of continued impasse, submit the matter to binding arbitration.

B. If a compromise is negotiated, the CAPMC Board of Directors will develop a written document detailing the content of the compromise. The Chairperson of the Head Start Policy Council and the Chairperson of the CAPMC Board of Directors will be required to sign the document.

C. If a compromise cannot be reached within the fourteen (14) calendar day period, then the matter will be submitted to binding arbitration. At the time a determination is made to submit the matter to arbitration, a consultant will be selected by the Regional Head Start Policy Council to assist them with translation, typing, and other needed support services. This is to assist the Policy Council in preparing its data for the hearing. The CAPMC Board of Directors will notify the Chairperson of the Regional Head Start Policy Council in writing by registered letter that the matter is being submitted to binding arbitration. Such notification shall include, at a minimum, the following:

1. A written statement of the issue or issues which have resulted in an impasse.

2. A request that the Regional and Early Head Start Policy Council designate a member of the arbitration panel within fourteen (14) calendar days of receipt of the notification. A further request that the business telephone number, mailing address, and the name of the designee is forwarded to the CAPMC Board of Directors with in the fourteen (14) calendar day time period.
3. A statement that a translator will be in attendance at all hearing and will translate verbal comments and written documents as needed.
4. The written statement shall be in English and in Spanish, if needed.

IV. Arbitration Panel Composition

- A. The panel shall consist of three (3) arbitrators: one (1) to be designated by the CAPMC Board of Directors, one (1) to be designated by the Regional and Early Head Start Policy Council, and one (1) to serve as Chairperson and to be designated by the other two (2) arbitrators.
- B. All three (3) arbitrators shall be individuals of good reputation and standing within their community; shall not be associated with any delegate programs; and shall not be affiliated (either though blood or marriage) with any Regional and Early Head Start Policy Council member, delegate staff members of CAPMC, or CAPMC staff members. The third arbitrator shall be person of impartial judgement and good reputation and shall have none of the above affiliations. The third arbitrator shall also have knowledge of federal regulations and the law general.
- C. Failure to Name a Third Arbitrator
 1. The two (2) arbitrators chosen shall agree on a third arbitrator. If the two (2) arbitrators are unable to agree on a third arbitrator to serve on the panel with ten (10) calendar days after the designation of the second arbitrator, then the CAPMC Board of Directors will appoint the third arbitrator from a list of potential arbitrators provided by the Madera County Bar Association.
- D. Scheduling Arbitration
 1. The three (3) person arbitration panel shall schedule the arbitration hearing within fourteen (14) calendar days after the

designation of the third arbitrator. This time frame may be extended by mutual agreement.

2. The hearing shall be held in a mutually agreed upon setting with consideration for the convenience of the parties, but not at the CAPMC offices.
- E. The duty of the arbitration panel is to resolve the issues in dispute as expeditiously and fairly as possible at the minimum expense to the parties involved. The proceedings of the arbitration panel shall consist of :
1. Oral presentation of the Policy Council's position.
 2. Oral presentation of the CAPMC Board of Directors' position.
 3. Response by both parties to such questions as the panel wishes to ask.
 4. Informal cross-examination of each party by the other within the limits allowed by the panel.
 5. Such additional presentation of oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or material that would be helpful to the panel.
 6. If the panel needs additional materials (such as budget statements, Head Start regulations, CAPMC records, or other materials of the nature), the CAPMC Board of Directors has the duty to provide the panel with such documents within a time limit in which a reasonable person acting in good faith could have provided the information.

F. Compromise

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

G. Standard of Conduct

1. Both parties are obligated to operate in good faith before and during the proceedings. Neither party may communicate with the arbitrators once the panel has been selected except at formal meetings attended by all parties. Any attempt to

intimidate an arbitrator shall result in a default judgement against the party guilty of it.

2. Refusal to comply with directions, or continued use of delaying tactics or other obstructive tactics by any person at the hearings shall constitute grounds for immediate exclusion of such person from the hearing by the Chairperson of the Arbitration Panel.

H. Representation of the Parties at the Hearing

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

I. Post hearing Procedures and Decisions

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



Report to the Board of Directors

Agenda Item Number: D-10

Board of Directors Meeting for: November 9, 2023

Author: Maritza Gomez-Zaragoza

DATE: October 11, 2023
TO: Board of Directors
FROM: Maritza Gomez-Zaragoza, Program Director
SUBJECT: Head Start No Fee Policy

I. RECOMMENDATIONS

Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.

II. SUMMARY

Per Head Start Performance Standard 1302.18 states; Head Start programs must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program.

III. DISCUSSION

CAPMC Head Start has developed a policy that complies with the Head Start Performance Standards Policy on Fees. The program does not prescribe fees to any families regardless of their income. Although up to 10% of the families participating in the program exceeds the established Federal Income Guidelines, the program does not charge any of its services to the children and families.

Families enrolled into collaborated enrollment vacancies will be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California's Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families. Families may choose to wait for non-collaboration vacancies if plausible, or refuse enrollment and remain on the waiting list if no other vacancies or slot-types (i.e. collaborated vs. non-collaborated) exist at the time.

- The Head Start No Fee Policy will be presented to the Policy Council for approval on November 2, 2023.

IV FINANCING:

None



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

Policy Number: 18	HSPPS: 1302.18	Page: 1 of 1
Effective Date: 11/7/16		
Policy Council Approval	Policy Committee Approval	Board of Directors Approval
Date:	Date:	Date:

SUBJECT: Policy on fees

PERFORMANCE OBJECTIVE: The Migrant/Seasonal and Regional Head Start Programs must not prescribe any fee schedule for participation in the program, 1302.18. The program is free to any family who meets the eligibility criteria outlined in 1302.12(c)(1)(i)(ii)(iii)(iv).

OPERATIONAL PROCEDURE:

1. Under no circumstance shall the Regional, Early or Migrant Head Start Program solicit, or in any other way condition a child’s enrollment or participation in the program upon the payment of a fee.
2. Families enrolled into collaborated enrollment vacancies will be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California’s Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families. Families may choose to wait for non-collaboration vacancies if plausible, or refuse enrollment and remain on the waiting list if no other vacancies or slot-types (i.e. collaborated vs. non-collaborated) exist at the time.
3. Parent participation is encouraged but parents are never forced to volunteer.
4. Parents are welcomed at the center and are considered vital partners in their child’s care and education.
5. Parents will be encouraged to examine how the enrollment process is working in relationship to the requirements of 1302.18 and in understanding the program philosophy and the needs.

Forms Needed: N/A



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: October 12, 2023

Author: Maru Gasca Sanchez

DATE: September 26, 2023

TO: Board of Directors

FROM: Maru Gasca Sanchez, Deputy Director Direct Services

SUBJECT: CAPMC California State Preschool Program 2023-2024 Program Philosophy, Goals and Parent Handbook.

I. **RECOMMENDATIONS**

Review and consider approving the California State Preschool 2023-2024 Program Philosophy, Goals and Parent Handbook.

II. **SUMMARY**

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

III. **DISCUSSION**

- a. Included in the parent handbook is CAPMC's philosophy statement and goals that support the philosophy.
- b. The parent handbook provides parents with information regarding the following topics:
 - ✓ Days and hours of service
 - ✓ Registration process and eligibility requirements, and parent responsibilities
 - ✓ Open door policy
 - ✓ Sexual Harassment
 - ✓ Attendance and absences
 - ✓ Communication with staff
 - ✓ Health and emergency procedures
 - ✓ Complaint Procedure
 - ✓ Handbook will be given to families enrolled at the following sites: Fairmead, Chowchilla, Cottonwood, Mis Tesoros, Ruth Gonzales, Verdell McKelvey and Eastside.
- c. Information will be reviewed with parents at time of registration and/or during parent meetings.

- The CAPMC California State Preschool Program 2023-2024 Program Philosophy, Goals and Parent Handbook will be presented to the Policy Council on October 5, 2023.

IV. **FINANCING:** Minimal



Madera Head Start - California State Preschool
Program/Regional Head Start (CSPP/RHS)

PARENT HANDBOOK

2023-2024



Community Action Partnership of Madera County welcomes your family to our Regional Head Start/California State Preschool

This handbook was designed to assist families with understanding the requirements to participate in a Head Start/State funded preschool program. We look forward to serving you!

We are a private, non-profit organization funded by federal, state & local governments.



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- Napping
- Safe Environment
- Procedures for Walking Your Child to Head Start
- No Siblings
- The Adult Role in the Classroom
- Holidays/Celebrations
- Clothing and Items from Home
- Adult Immunization Requirements
- Head Start Practices During COVID-19 Pandemic
- Standards of Conduct
- Code of Ethical Conduct
- Child Supervision
- Parent and Child Rights

Page 30-36 Complaint Procedure

- Head Start Complaint Procedure
- Complaint Form
- Disenrollment
- Grievance/Complaint Procedures
- Program Complaints (Disagree with Notice of Action)
- Resources

PROGRAM DESIGN

Dear Head Start Parent:

Welcome to our program. We hope that this information will help to prepare you and your child for some of the new and exciting learning experiences you will have this year. We would also like to thank you for your patience and cooperation during the registration process. The forms you completed and the information you provided helped determine your eligibility and supplied us with important information about your child. The information you provided is confidential and exclusive to authorized program staff.

We serve the Madera and Mariposa counties for income eligible families with children 3 to 5 years of age. Our agency provides comprehensive Head Start Services to approximately 246 children and their families. A variety of program options are designed to provide the best quality child and family development services possible with the funding allowed.

We want to meet the growing needs of our program's children and answer questions you may have about program services. Please feel free to call me, or your Site Supervisor/Center Director with any questions, ideas or comments.

Sincerely,

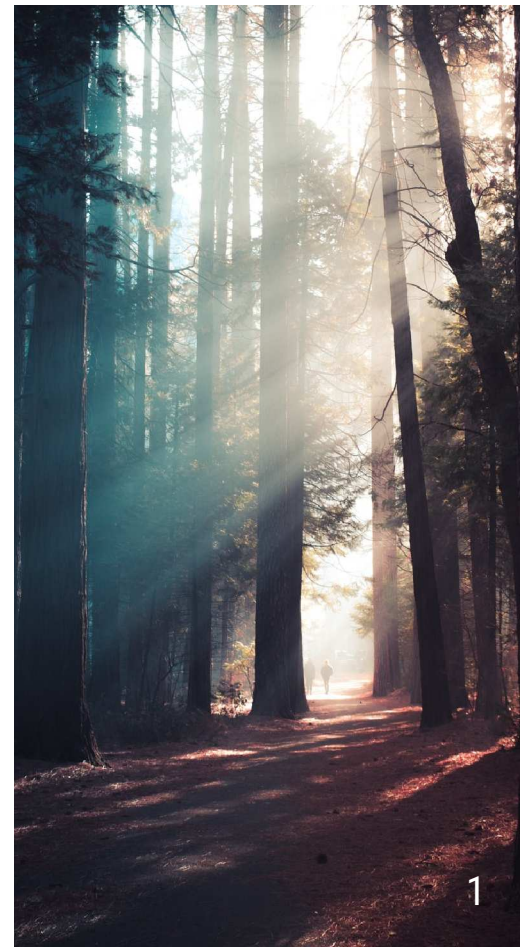
Maritza Gomez-Laragoza
Head Start Program Director

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.

OUR VISION

Community Action Partnership of Madera County will be recognized as a premier social services 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.



PROGRAM DESIGN

Services

Provides free services to children ages 3-5 years of age residing in Madera/Mariposa Counties. The program offers center base option for children and families to participate.

Center Based-Children receive 3.5 hours of services for part day and 6 for full sessions at selected sites.



Equal Access/Non-Discrimination

CAPMC Head Start Staff, consultants, contractors, parents and volunteers will respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, family composition, or political affiliation.

Our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff.

Our program ensures all children with disabilities are protected from discrimination under and provided with all services and program modifications as required by section 504 of the Rehabilitation Act, the Americans with Disabilities Act and implementing regulations. Each child has access to and can fully participate in the full range of activities and services. Head Start will provide any necessary modifications to the environment, use multiple and varied formats for instruction, and encourage the participation of children with a disability.

CENTER LOCATION

Chowchilla Head Start

Serving Children Ages 3 –5 years
Full-Day Site Operating 8:00 am –2:00 pm
(559)665-0291
265 Hospital Dr.
Chowchilla, CA 93610

Cottonwood Head Start

Serving Children Ages 3–5years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 664-1109
2236 Tozer Ave,
Madera, CA 93638

Eastside Head Start

Serving Children Ages 3–5 years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 674-1268
1112 South A St,
Madera, CA 93638

Fairmead Head Start

Serving Children Ages 3–5 years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 665-5559
22850 Rd. 19 ½
Chowchilla, CA 93610

Mis Tesoros Head Start

Serving Children Ages 3 –5years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 673-1011
131 Mace St.
Madera, CA 93638

Ruth Gonzales Head Start

Serving Children Ages 3 –5years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 675-8518
838 Lilly St.
Madera, CA 93638

Verdell McKelvey Head Start

Serving Children Ages 3 –5years
Full-Day Site Operating 8:00 am –2:00 pm
(559) 673-1500
1901 Clinton St.
Madera, CA 93638

Open Door Policy

Open Door Policy: You may visit your child's classroom unannounced to observe your child at any time during operational hours. Our program is based upon a partnership with parents of the children enrolled. Parents are highly encouraged to participate in their child's program.

Refrain from Religious Instruction

Our program refrains from religious instruction or worship.

Sexual Harassment

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

Confidentiality

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

Center Group Sizes

Adult to child ratios are planned for in advance and followed for each age group based on the State of California Title 5 regulations and Head Start Performance Standards; whichever is most restrictive.



Preschool (36 Months to enrollment in Kinder)

1 adult for every 8 preschoolers maximum 20 children

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

PROGRAM PHILOSOPHY

We believe parents enrolled in the program are the program's greatest strength. Parents are involved in all aspects of the program including making policy and program decisions. Teacher and parents operate with a common purpose, to improve the lives of children and families.

In this shared partnership, parents play an important role as they join the teachers in preparing and educating the children. Because parents are their child's first teacher, they can assure that the child's unique characteristics, individual preferences and values are respected.

Teachers and parents work together to enhance the child's normal developmental process by being understanding and flexible.

We also believe:

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

Our goals and objectives are reflected within each of the quality program components



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Parent Education and Engagement

Our goal is to provide a welcoming environment for families and invite them to participate as equal partners in the education of their children.

As parents and families of our program children, there are many ways for you to become involved and stay engaged in the program, and in your children's education and future. Research shows that children whose parents are involved in their education do better in school.

As parents and family members, our program welcomes you in the classroom. The program also teaches you how to create a learning environment at home in an effort to support classroom learning.

Opportunities to participate include, but are not limited to:

- Two Parent/Teacher conferences and Two Home Visits are held each year. Conferences & Home Visits provide an opportunity for parents to collaborate with educators and develop goals for their child
- Completing Parent Surveys
- Home Activities to support your child's learning at and help us earn in-kind
- Participating or helping at family events
- Reading to children during drop-off/pick-up
- Assisting with meal preparation and/or recommendations
- Parent Meetings-learn about a variety of educational topics such as child development, parenting strategies and topics identified in the parent survey. Meetings offer a great time to network and provide input on the nature and operation of the program.
- CAPMC Policy Council meetings offer opportunities to provide input on policies and contribute to program decisions.

OTHER WAYS TO PARTICIPATE IN OUR PROGRAM

Parent Education/Curriculum

Head Starts requires that programs offers the opportunity for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to promote parenting skills to promote children's learning and development.

Head Start adopted Ready Rosie as the parent curriculum for the program. Ready Rosie is a research-based parenting curriculum that builds on parents' knowledge. Ready Rosie harnesses the power of video and mobile technology to empower families and schools to work together to promote school readiness. Ready Rosie has videos in English and Spanish that are delivered to families via text, email and/or app.

Ready Rosie also has a variety of Family Workshops that are offered to parents during the monthly parent meetings.

Parents may participate in the Ready Rosie curriculum by registering to the platform and/or by attending the family workshops.

Family Partnership Agreements

Our program offers the opportunity for parents to participate in the partnership process that includes a family partnership agreement and the activities that support family well-being, including family safety, health, and economic stability, to support child learning and development. The family partnership agreement process provides opportunities for families to set goals and to design an individualize approach for achieving those goals. Staff will assist parents, in identifying and defining goals in measurable terms, discussing what needs to be done to achieve these goals, and how the accomplish of each goal will be determined.



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Parent Education and Engagement

Family Assessments/Referrals

Our goal is for families to know where to access community health and social services to meet their unique family needs. The program will work with parents to identify family needs, support needed and strengths by utilizing the Family Assessment and surveys to provide information and/or resources to community services as needed.

A resource book is provided to family with information on programs and services available for low-income families in the community. The information includes services such as childcare, emergency services, food, shelter, health providers, health services, counseling, domestic violence, mental wellness, transportation, etc.

Referrals/resources will be offered to parents as needed and/or requested by parents. Follow up is complete as appropriate to ensure services where receive or provide support for families.

Surveys/Data Process

In order to ensure our program offers quality services to parents and children, we encourage you to complete surveys provided throughout the program year. By completing the surveys, you will be providing your input and suggestions to enhance services for children and families.

Collected data is entered into our data based system which generates reports for staff to review, analyze and evaluate. Based on the results, staff make recommendation for changes, additions, or enhancement to program services.

Male/Father Engagement

The program provides opportunities for fathers to enhance their skills, knowledge and understanding of the importance of being engaged with their children.

Male/Father engagement strategies include but not limited to the following:

- Respectful daily communications
- Inviting environment for fathers
- Resources and literature for fathers
- Father Activities



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Health Services

Our goal is for families to identify their own strengths and needs. We ensure families know where to access community health and social services to meet their unique family needs. Referrals include medical & dental care, mental health, adult education, emergency food/clothing, employment & training, housing and parenting assistance. In addition, staff follow-up with parents to ensure their needs have been met. We engage with families to help them select family goals, develop strategies to accomplish them and identify how we can provide support.

Children enrolled in the program are required to meet Immunization Requirements prior to enrollment, and have a current age appropriate well child exam (physical), as well as Tuberculin Test(TB) or risk assessment within 30 days of enrollment (Per California Community Care Licensing). Children who do not have a physical or TB test within the 30 day timeframe will be excluded from the program.

Our program will provide you with resources; if necessary, to ensure that your child has access to health and dental insurance, connected to a medical provider, and receives a complete age appropriate health assessment. This may include:

- All needed immunizations
- Growth and development assessment(s)
- Dental Assessment
- Dental Exam
- Vision and Hearing screening
- Nutrition evaluation

Test for anemia, lead poisoning, tuberculosis, blood pressure and other screening as needed by each individual child

****NOTE** No assessment will be completed without parent's notification and approval.**

Immunizations

All children must comply with State of California entrance requirements. Parents must submit immunization records to verify immunization data.

Dental Health

Children ages 3-5 are required to see a dentist for a dental exam within 90 calendar days of enrollment.

Please ask us if you need help finding a dentist.

Physical Assessments/Screenings

Each child is required to have a physical examination within 30 calendar days of enrollment. This may be provided by the child's family physician or by a CHDP (Child Health Disability & Prevention Program) provider. The assessment covers the following: vision, hearing, height and weight, head circumference, hemoglobin test, lead level, review of body systems, health & developmental history, and tuberculin assessment/screening following the CHDP Periodicity Schedule.

Medical and Dental Emergencies

At time of registration, emergency contacts, health history of the child, health insurance information, and name of medical & dental provider will be obtained from parent/guardian. In case of an emergency, the following steps will take place:

Minor Incident:

- First aid will be provided on site
- Accident report will be completed and discussed with parent

Life Threatening Condition

- CALL 911
- Parent/guardian will be called. If unavailable,
- emergency contacts
- Staff will complete Accident Report and Unusual Incident/Injury Report



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Health Services

When you child is ill...

Although we expect your child to attend classes regularly, there are reasons to keep a child home from school:

- Fever 100.4 degrees Fahrenheit *(Please note that staff will contact parents earlier if a child has heat related illnesses or illnesses triggered by heat)
- Stomachache/Diarrhea
- Nausea and/or vomiting
- Throat and neck – redness, spots, sore throat, infected tonsils, swollen glands.
- Eyes – Discharge and/or redness
- Unidentified rash/Concerns with skin
- Lice or nits
- Any infectious disease diagnosed by your family physician
- Combination of the above symptoms

**Our centers stay updated and follow current guidance regarding COVID-19 from Madera County Department of Public Health. The Family Advocate will inform you of the current guidance and update you if needed.



Medication Procedure

When a child must take medication at school, the proper medication forms and documentation must be submitted prior to any medication being administered to the child or accepted at the site. This includes any Emergency medication for such conditions as asthma, allergies, or seizures. The following process must be followed prior to any medication being brought to the center: Complete Consent for Administration of Medication and/or other necessary Individualized Health Care Plans. Parent/Guardian and Physician's signatures must be present on all required forms and medication. Medication MUST have: name of medication, dosage/route of medication, administration schedule, and possible reactions Emergency Medication and all documentation must be submitted prior to a child's enrollment. Additional documentation may be requested. If the center is informed of a child's diagnosis and need of emergency medication AFTER enrollment, the emergency medication and all forms must be submitted to the center within 10 calendar days during this time, the child may not attend the center. Termination will be considered if the parent fails to provide medication and documentation.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Nutrition Services

Our goal is to ensure children have nutritious meals and snacks during their time in the program. We believe children need healthy nutritious food for optimum growth and development. The menu exposes the children to a variety of foods. Through family style meal service, children develop socialization, fine motor skills, learn personal hygiene, manners, how to serve food themselves, and learn to help with setup and cleanup of meals. Children also learn about living healthy through classroom nutrition projects, an exercise program and food experiences.

Community Action Partnership of Madera County (CAPMC) participates in the Child and Adult Care Food Program (CACFP), which helps us provide free meals to all children enrolled. The Child Care Food Program, however, does not cover the cost of meals eaten by staff or parents. If you wish to participate in a meal, you will need to follow these requirements: volunteer in the classroom at least two hours before or after the meal (please sign up with your center) and serve yourself one child size portion to ensure enough food is available for seconds for the children. If your child is on a special diet for either medical reasons or family beliefs, please let your child's teacher or advocate know. The food service program will do its best to accommodate your child's needs.

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Meal Services

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

Kitchens are fully equipped for producing meals and snacks for multiple sites. Full Day Program will receive breakfast, lunch and an afternoon snack. The meals offered are nutritious foods that are moderate in sugar, salt, and fat as recommended by the Dietary Guidelines for Americans. Food will not be removed from the center.

We invite you to help plan our menu by either participating by completing a food service and menu evaluation at the end of the program, sharing a family recipe with your child's teacher, or making a suggestion on the Cook's Choice/Parent Suggestions Form.

***Note: Parents, staff and community volunteers CANNOT bring food or drinks into the classroom to feed the children during school hours.**

If your child has any food allergies or cannot eat certain foods for religious or personal reasons, please notify the educator and health staff immediately. Substitutions will be based on individual needs.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Education Program

Our goal is to ensure all children are making progress in the domains of physical, cognitive, language, and social - emotional development.

Our goal is to provide a program approach that is developmentally, linguistically and culturally appropriate. A program that is inclusive of children with special needs.

Families and educators collaborate to establish school readiness goals for children along strategies for home and school. Progress on school readiness goals is discussed and plans are adjusted to meet children's developmental needs.

Physical development is supported by:

- Promoting physical activity
- Providing sufficient time to move within the indoor and outdoor spaces
- Providing equipment, materials and guidelines for active play and movement

Social/Emotional development is supported by:

- Building trust
- Planning routines and transitions so they can occur in a predictable and unhurried manner
- Help children develop emotional security and competence in social relationships

Cognitive & Language skills are supported by:

- Various strategies, including experimentation, inquiry, observation, play and exploration
- Providing opportunities for creative self-expression through activities such as art, music, movement and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development
- Supporting home language and English language development



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Education Program

Assessment

"Desired Results Developmental Profile." The DRDP (2015) is an assessment that teachers use to gather information to support children's learning and development.






Teachers complete the DRDP (2015) three times a year while observing children as they spend time in typical everyday activities and routines, whether at home, or at school. In addition to these observations teachers might ask parents to share what they see their child doing.

Parent Conferences/Home Visits

At least 4 times a year your child's teacher will meet with you to share information and plan their work for your child and your family.

1. At parent conferences, you can ask any questions that you might have about the DRDP (2015) results, your child's progress and an individualized plan is developed.
2. Talk with your child's teacher about what to expect for your child's development.
3. Make sure that your child's teacher knows about the adaptations your child uses every day.

Madera Head Start – California State Preschool Program/Regional Head Start (RHS/CSPP) School Readiness Goals

 Goal #1	 Goal #2	 Goal #3	 Goal #4	 Goal #5
APPROACHES TO LEARNING	SOCIAL EMOTIONAL DEVELOPMENT	LANGUAGE & LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
Children will be persistent in demonstrating an interest in different topics and activities, desire to learn, creativeness, and independence in learning.	Children will be able to recognize, and regulate emotions, attention, impulses, and behavior.	Children will demonstrate improvement on understanding complex communication, language, and literacy skills.	Children will use cognitive skills in every day routines to count, compare, relate, pattern, and problem solve	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

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Education Program

Curriculum / Environment

Our environments are set-up based on our adopted curriculum. Creative Curriculum is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

Our goal is for each of our classrooms to provide a safe, healthy and welcoming environment that supports the broad development needs of children. An Environment Rating Scale is completed on each classroom annually by an assessor. The assessor and educator collaboratively develop and take action steps for continuous quality improvement.

Preschool Schedule

Breakfast
Brush Teeth / Free Play
Clean up time
Outside Play/Activities**
Wash Hands
Indoor Activities
Circle Time (stories & music)
Wash Hands
Lunch Time
Rest & Quiet Activities
Snack
Choice time
Dismissal

****On very rainy, snowy, or cold days we will plan outside time with indoor gross motor activities. Children will wear warm clothes, including coats, hats & mittens or gloves on cold or snowy days.**

Transition Activities

The program has developed activities to make the transition from home to Head Start and from Head Start to Kinder a positive experience. For example:

- Children and parents will have 2-3 Transition Days depending on the age of the child, introducing them to their new environment, activities and the staff. Whenever necessary, parents can extend the transition period to ensure the child is comfortable.
- An individualized Transition Plan is developed in collaboration with parent and teacher. Supports for children with special needs will also be outlined.
- In preparation for transitioning to Kindergarten, teachers will collaborate with elementary schools. Support will be provided to ensure children are enrolled in Kindergarten.

Inclusion of all children

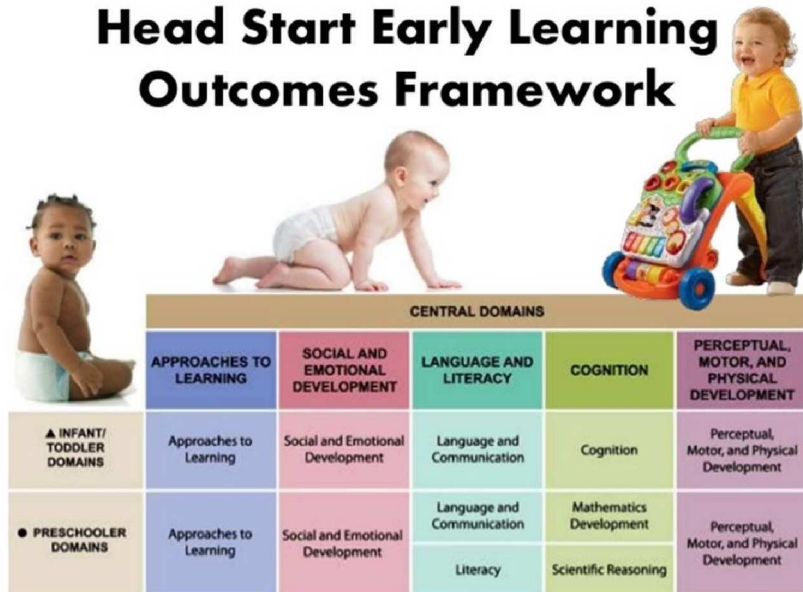
A critical aspect of best practice in early childhood education is the inclusion of all children. By incorporating the concept of Universal Design for Learning, The Creative Curriculum shows how to implement a high quality inclusive program. When teachers use this Curriculum, they support the learning of all children, including English-language learners, advanced learners, and those with disabilities and developmental delays. By providing a variety of formats for instruction, learning, and assessment, teachers offer children multiple ways of acquiring knowledge and skills.

Our program serves culturally and linguistically diverse children and families. In response, this agency implements strategies and practices that identify and support all children. For children who are dual language learners, the agency provides modifications, adaptations, and enhancements to ensure full access and effective participation in the daily learning experiences. These strategies and practices vary depending upon the type of educational setting and the particular language compositions (profiles) of the children and educators. The Plan Language Approach identifies the essential principles and strategies to be adopted by staff and supported by management in order to ensure that children enter kindergarten ready to learn.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

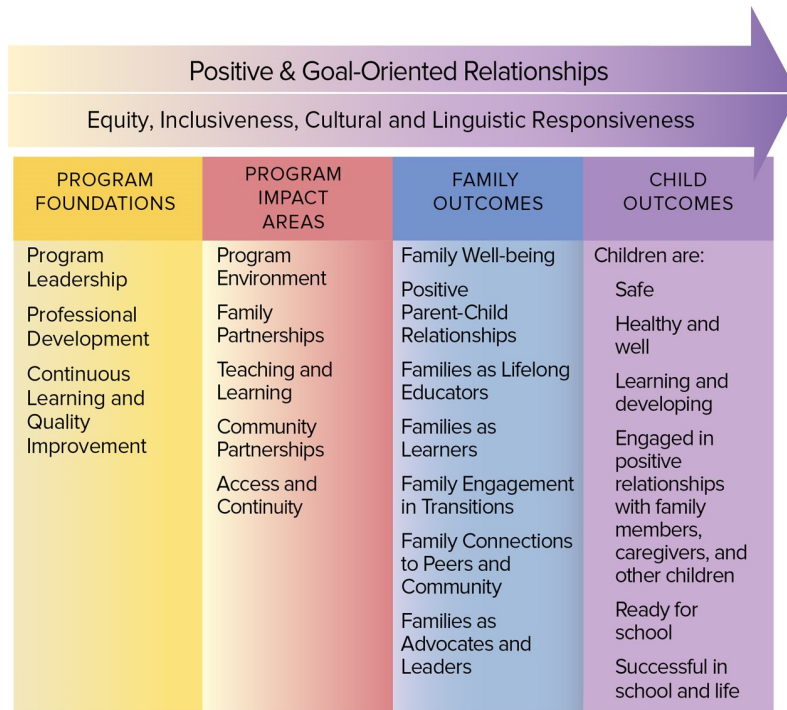
Education Program

Head Start Early Learning Outcomes Framework



The first five years of life is a time of wondrous and rapid development and learning. The Head Start Early Learning Outcomes Framework: Ages Birth to Five outlines and describes the skills, behaviors, and concepts that programs must foster in all children, including children who are dual language learners (DLLs) and children with disabilities.

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT FRAMEWORK (PFCE)



Families play a critical role in helping their children be ready for school and for a lifetime of academic success. The Head Start Parent, Family, and Community Engagement Framework supports engaging families in children’s ongoing learning and development.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Disabilities Services

Our program maintains a nation-wide policy of open enrollment for all eligible children by encouraging “the inclusion of children with special needs in an integrated setting”. Quality services for young children with special needs must include several components such as; a program design which addresses the unique learning style of a young child, a strong commitment to family involvement, interagency coordination and cooperation, on-going staff development and program evaluation. From identification to transition, we believe that effective intervention occurs only if a team approach is used.

Disability Service Area Objectives

1. Promote cooperation, coordination and collaboration between our program and the School Districts, Regional Centers, Children's Hospitals and other medical professionals.
2. To provide the least restrictive environment to children with special needs by modifying the environment.
3. To work with Head Start children with disabilities based on their written individualized IFSP or IEP goals.
4. To encourage parents to be strong advocates for the rights of their children with special needs.
5. To provide children with special needs the same Head Start comprehensive services offered to children without special needs.

Developmental screening (Ages Stages Questionnaires 3 and Ages Stages Questionnaire Social Emotional 2) are completed every year for all children enrolled in the program. The screening includes the following areas: speech/language, gross & fine motor, personal social and cognitive. The developmental screening will give staff information about potential areas of concern and assist teachers in individualizing the curriculum.

Children under the age of 3 years old that have an IFSP and children older than 3 years old with an IEP for speech delays may receive services during program hours. Please assist us with your child's development by keeping us updated with any changes pertaining to these documents.

All enrolled children have access to our mental health (behavior management) consultant services. All parents/guardians have regular opportunities to engage with the mental health consultant to discuss concerns about their child's behavior and receive immediate feedback.



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Mental Health Services

Goals and Objective of the Mental Health Program

Children grow and develop rapidly during the preschool years. Our program is concerned with the total development of each child. The Mental Health portion of the program focuses on the promotion of positive self-worth, respect for individual differences, and the ability to develop appropriate social skills. Accomplishments in these areas will affect a child's ability to play, love, learn and work at home, school, and in other environments.

Our program seeks to help children become socially competent by implementing these Head Start Performance Standard objectives by utilizing the Ages & Stages Social Emotional screening Teaching Pyramid & Conscious Discipline to:

- Enhance parent and staff's understanding of child growth and development.
- Support mental health activities by staff and parents which are matched to children's needs and abilities.
- Assist children with emotional, cognitive and social development.
- Provide services to maximize the full potential of children with disabilities or special needs.
- Ensure prevention and early identification of problems that may interfere with a child's development.
- Serve as a link for staff and parents in obtaining and/or providing counseling and other resources.
- To meet the Mental Health Objectives, our program has three areas of involvement; Prevention, Identification/Referral and Treatment.

Prevention Goals

- Enhance positive self-concept
- Building positive relationships between children, their peers and their teachers
- Develop coping skills to solve problems and manage stress

Identification and Referral

Early detection of problems is the focus of this area. Services to children and families include:

- Identification of possible problems through observation, screening and assessment
- Referral of children to a mental health professional when necessary with authorization from parent/guardian.

Treatment

Treatment can be recommended as part of the assessment so that a child and family can benefit from these services. A Positive Behavior Support plan will be developed with input from the family and teachers. This plan will include strategies provided by the Mental Health Consultant. Teaching staff will implement the Positive Behavior Support plan, individualize the curriculum based on amended goals and objectives and document progress in the child's file. The Disability Mental Health Specialist will monitor the child's progress.

Helping Children Make Good Choices

Our program uses a positive approach to discipline. Young children can be helped to make good choices and be redirected in a firm, loving manner. Children make good choices when:

- Their needs are being met.
- They have a consistent daily schedule, know what will happen next, have expectations with pictures to support understanding, and in a safe supervised environment.
- They have materials and equipment that are age appropriate and stimulating.
- Teachers utilize relationship-based practices.
- Staff will not utilize any inappropriate discipline methods, including:

*Time outs (Performance Standards 1304.52(h) (iii-iv))

*Using food as a punishment or reward (Performance Standards 1304.23(c)(2))

*Use of corporal punishment (State Licensing Sec. 101223)

Social Emotional Curriculum

The development of social skills is crucial to the success of children in public school. Our Head Start programs are implementing Conscious Discipline and Teaching Pyramid strategies to teach our children social emotional skills that will promote school readiness.

The Teaching Pyramid focuses on promoting the social emotional development and school readiness of young children birth to age 5 years old. The National Center for Pyramid Model Innovations (NCPMI) is a resource center that provides resources to teachers and parents. Visit their website at:

<https://challengingbehavior.org/implementation/family-engagement/>
Conscious Discipline is a research-based discipline approach that can organize classrooms around the concept of a School Family. Each member of the family-both adult and child-learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others. Visit the website at <https://consciousdiscipline.com>

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Mental Health Services

Our program prohibits or severely limits the use of suspension and expulsion. Children will not be unenrolled or expelled based solely on their behavior. Temporary suspensions for behavior will only be used as a last resort in unusual situations where there is a serious threat that doesn't improve through reasonable modifications.

If a temporary suspension is deemed necessary, the program will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by continuing to work with the parents and a mental health consultant, and continuing to utilize appropriate community resources.

Our program affirms that all children are entitled to a safe environment. In cases where a child continues to use inappropriate behavior, even after staff has provided redirection, the following will take place:

Step 1: Parent will be notified by the teacher of all incidents involving their child in relation to aggressive behavior. Aggressive behavior is defined as deliberate, repeated and uncontrolled attacks on others physically or verbally. The child's parent will be encouraged to use positive methods of child guidance. Staff will develop a plan/strategy and encourage parent's support at home. The parent-teacher contact will be recorded.

Step 2: If a child continues to hurt others or display destructive behaviors, the teacher will submit a Child Concern Form and then schedule a Child Success Team meeting once the Disabilities/Mental Health Specialist has indicated what steps to take next. This meeting with the parent is to formally discuss behavioral concerns, discuss referral options, and if warranted, have parent sign the Concern Form, and together will identify other social emotional strategies that can be used both at school and at home.

If the child has an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP), the program will consult with the agency responsible for the IFSP or IEP to ensure that the child receives support services as needed. This may require additional special education assessments.

Step 3: It may be determined that a Mental Health Consultant will conduct an observation on the child with parental permission. Further referrals to an appropriate agency and/or outside consultant may be made. During a scheduled meeting between parent(s) and teaching staff, a positive Behavior Support Plan will be developed for children with extreme behavior challenges, to be used by all adults that support the child (home/classroom). At this level it is crucial that parents/guardians participate to address safety concerns.

Step 4: Other Child Success Team meetings may take place as needed to identify progress or lack thereof. Other strategies may be offered to try in the classroom and at home.

Step 5: If the behavior continues and none of the actions previously taken have improved, an interdisciplinary meeting will be scheduled to determine if the program can adequately meet the needs of the child. A schedule modification may take place and as a last resort a determination of the continuation of our program services will be made by the Multi-disciplinary team and Program Director based on the following factors:

- *The child is of danger to him/herself or to others;
- *Lack of parent participation in the implementation of the Positive Behavior Support Plan.
- *There is sufficient documentation to reflect the implementation of behavior policy and that every attempt has been made to modify the behavior problem.

If it is determined that the child's continued enrollment presents a serious safety threat, the program may determine it is not the most appropriate placement for the child. The program will work to support the transition of the child to a more appropriate placement.

SELECTION & ENROLLMENT PROCESS

Waiting List

The program has limited openings for eligible families. The first step to access center-based program services is to be placed on our waiting list. Families must qualify for both Head Start and State Programs to be eligible for enrollment. Children with disabilities are encouraged to apply.

Head Start Selection Criteria

A family wishing to enroll their children in the Head Start Program must meet the following requirements:

1. Age: Children must be under the age of compulsory school attendance.
2. Income Level: The gross family income during the past 12 months or calendar year is at or below Head Start Family Income Guidelines.

Proof of Family Size

Biological/Adoptive Parent: "Family" shall be considered the parents & the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

Guardian/Foster Parent: "Family" shall be considered the child & related siblings.

Participants must provide the names of the adults & the names, gender & birthdates of the children identified in the family.

At least one document for **EACH** child counted in the family size must be on file & indicate the relationship of the child to the parent.

- Birth Certificate
- Child Custody Court order
- Adoption documents
- Foster Care placement records
- School or Medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

State Eligibility Criteria

Eligibility is based on either child or family eligibility. Participants must provide documentation of eligibility in 1 or more of these categories:

Child Eligibility

- Child protective services (Referral letter from CPS unit)
- At-risk of abuse, neglect or exploitation (Referral letter from legally qualified professional)

Family Eligibility

- Homeless (Referral Letter or Self-Declaration)
- Current aid recipient (Proof of current aid)
- Income eligible (Documentation of all income)

***Predictable Income:** Full month of current & ongoing gross income

***Unpredictable Income:** Gross income for the preceding 3 to 12 consecutive months

***Guardian/Foster:** Full month of current income received for the child

Verifying Ongoing Eligibility

Recertification of eligibility is required 24 months and not to exceed 24 months and a day of certified services. Families will be required to provide documentation to support ongoing eligibility and need for services and will be notified in advance of the recertification date.

Waiting List

When an opening is available, we access the waiting list and contact families based on the following program admission priorities:

- First: Child protective services, or at-risk of abuse, neglect or exploitation
- Second: Admission priority based on adjusted gross monthly income & family size.

Note: When multiple families are within the same ranking:

- Child with exceptional needs within the same ranking is admitted first
- Dual Language Learners
- Entry with the oldest application date is admitted second

Family Disenrollment

Abandonment of childcare starts at seven (7) consecutive days without notice. At 30th consecutive day without notice your child/family will be disenrolled from the program. The program does not allow families to be enrolled in the program if they are not using childcare unless a gap in service has previously been approved.

SELECTION & ENROLLMENT PROCESS

Income Guidelines/Age Eligibility

HEAD START			CDSS STATE PROGRAMS 85% SMI			CDE STATE PROGRAM 100% SMI			CDE STATE PROGRAM 15% OVER SMI	
Effective January 19, 2023			Effective July 1, 2022			Effective July 1, 2022			Effective July 1, 2022	
Family Size	Gross Annual Income	130%	Family Size	Gross Monthly Income	Gross Annual Income	Family Size	Gross Monthly Income	Gross Annual Income	Family Size	Gross Monthly
1	14,580	18,954								
2	19,720	25,636	1 to 2	6,008	72,095	1 to 2	7,068	84,818	1 to 2	8,128
3	24,860	32,318	3	6,842	82,102	3	8,049	96,590	3	9,257
4	30,000	39,000	4	7,941	95,289	4	9,342	112,105	4	10,743
5	35,140	45,682	5	9,211	110,536	5	10,837	130,042	5	12,462
6	40,280	52,364	6	10,482	125,782	6	12,332	147,979	6	14,182
7	45,420	59,046	7	10,720	128,641	7	12,612	151,342	7	14,504
8	50,560	65,728	8	10,958	131,499	8	12,892	154,705	8	14,826
9	55,700	72,410	9	11,196	134,358	9	13,172	158,068	9	15,148
10	60,840	79,092	10	11,435	137,216	10	13,453	161,431	10	15,470
11	65,980	85,774	11	11,673	140,075	11	13,733	164,794	11	15,793
12	71,120	92,456	12	11,911	142,934	12+	14,013	168,158	12+	16,115
Other Qualifying Factors: Homeless, Cash Aid Recipient, SNAP Recipient, Foster Children & Children with Disabilities			Other Qualifying Factors: CPS, At-Risk, Homeless, Receiving Benefits from Certain Governmental Programs			Other Qualifying Factors: CPS, At-Risk, Homeless, Receiving benefits from certain governmental programs (including Head Start). In addition, over income families with a child who has exceptional needs.			Other Qualifying Factors: CPS, At-Risk, Homeless, Receiving benefits from certain governmental programs (including Head Start). In addition, over income families with a child who has exceptional needs.	
Note: For approved CSPP sites operating within the attendance boundary of a qualified Free & Reduced Priced Meal School, 4-year children whose families reside within the attendance boundary of a qualified FRPM elementary school may enroll without establishing eligibility or need once all eligible children are served.										

AGE ELIGIBILITY:

KINDERGARTEN

Children turning 5 years of age on or before September 1, 2023.

TRANSITIONAL KINDERGARTEN

Children turning 5 years of age on or between September 2, 2023 and April 2, 2024.

HEAD START/STATE PRESCHOOL/HEAD START BLENDED/LAYERED

FOUR YEAR OLDS

Children turning 4 years of age on or before December 1, 2023.

THREE YEAR OLDS

*Outside of the below windows, a child may be enrolled on or after their 3rd birthday

Children turning 3 years of age on or before December 1, 2023.

INFANTS & TODDLERS

Children who will **not** be turning 3 years of age by December 1, 2023.

* Children who are not chronologically 3 years-old may be enrolled in General Child Care program until their 3rd birthday if served in a toddler setting

PARTICIPANT QUALIFICATION & CONDITIONS

Countable/Non-Countable Income Reference Sheet

<p>Countable Income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.</p>	<p>Non-Countable Income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.</p>
1. Gross wages or salary, commission, overtime, tips, bonuses, gambling or lottery winnings	1. Earnings of child un
2. Wages for migrant, agricultural, or seasonal work	2. Loans
3. CalWORKSs cash aid	3. Grants or scholarships to students for educational purposes
4. Gross income from self-employment less business expenses with the exception of wage draws	4. Federal Supplemental Assistance Program (CalFRESH/SNAP) or Women, Infants and Children (WIC) benefits or other food assistance
5. Disability or unemployment compensation	5. Earned Income Tax Credit or tax refund
6. Worker's compensation	6. Foster care grants, payment or clothing allowances for children placed through child welfare services
7. Spousal support, child support from the former spouse or absent parent, or financial assistance for housing costs or car payments paid as part of or in addition to spousal or child support	7. Relative Caregiver Funding Program
8. Survivor (i.e., SSA) and retirement benefits	8. California Guaranteed Income Pilot Program
9. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties	9. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay
10. Rent for room within the family's residence	10. Adoption assistance payments
11. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent	11. Non-cash assistance or gifts
12. Veteran's pension	12. All income of any individual counted in the family size who is collecting federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits
13. Pension or annuities	13. Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages
14. Inheritance	14. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging
15. Allowances for housing or automobiles provided as part of compensation	15. Business expenses for self-employed family members
16. Insurance or court settlement for lost wages or punitive damages	16. When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in gross pay
17. Net proceeds from the sale of real property, stocks or inherited property	17. Disaster relief grants or payments, except any portion for rental assistance or unemployment
18. Other enterprise for gain	18. AmeriCorps Volunteers In Services to America (VISTA) and Federal Emergency Management Agency (FEMA) stipends, room and board, and grants

SELECTION & ENROLLMENT PROCESS

Families screened & selected for potential enrollment from the waiting list will be asked to complete the orientation process, and submit documentation to verify eligibility for services. The steps are as follows:

Step 1: Complete Documentation & Orientation

Complete forms, gather documents listed on the checklist.

Once you gather documents, schedule an appointment with the Advocate by calling her at the site of preference (see contact information on page 2).

Note: Within 2 weeks of being contacted by the program, the parent must make contact with the program to schedule an appointment to begin an application to apply for this enrollment period.

Step 2: Verify Eligibility

Attend in-person appointment at the preferred center location. Please note that you will be turned away if your packet/information is not complete at the time of your appointment



SELECTION & ENROLLMENT PROCESS

Certification

Enrollment into the program is determined by specific family eligibility criteria. In addition, a child's parent must live in California. Family's complete a certification process at initial enrollment and remain eligible until the end of the school year

Family Data File

A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced parents eligibility must be determined separately for each household in which the child is residing during the time services are needed.

Proof of Residency

Determination of eligibility for services shall be without regard to the immigration status of the child or the child's parent.

- Must live in California
- Any evidence of a street address or post office address in California, including the 4 digit zip code extension
- Homeless may submit declaration of intent to live in California

Exceptional Needs Child

If your child has exceptional needs, the file must contain the following documentation in order for us to best serve your child:

- Individual Education Plan (IEP) or Infant & Family Service Plan (IFSP).
- Please understand you are responsible for keeping the program updated on any changes related to the IEP and/or IFSP.

Court Order

If there is a court order regarding child custody that impact child care services, it shall be included in the family data file

Health & Emergency Information

Participants must provide child health & current emergency information, along with current immunization records for enrolled children



ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE (ERSEA)

Attendance and Absences

ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...



ELEMENTARY STUDENTS

read well by the end of third grade



MIDDLE SCHOOLERS

pass important courses



HIGH SCHOOLERS

stay on track for graduation



COLLEGE STUDENTS

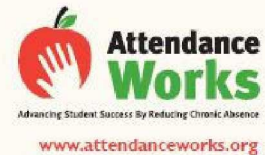
earn their degrees



WORKERS

succeed in their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.



Attendance Policy

Children are expected to attend childcare based on their certified schedule determined at certification. A family may be disenrolled from the program if the child has "excessive" unexcused absences.

By making your child's attendance a priority, you will be taking an important step in supporting your child's school success and setting a good example.

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE (ERSEA)

Attendance and Absences Policy

Your child's regular attendance is very important not only to assure a continuous educational program but also to assure the program meets the attendance percentage required by the program. We encourage parents to bring their children daily and maintain regular attendance unless the child is ill.

- If your child is ill or any other emergency occurs, contact your child's teacher on the first day of illness/absence by or before 8:30 a.m.
- If staff don't hear from parents, they will attempt to contact parents to identify the reasons for absence within one hour of child's expected start time to ensure the child's well-being.
- After TWO (2) consecutive absences without parent contact, the advocate will conduct a home visit or make other direct contact with a child's parents.
- If child is absent on the third (3) day without contact from parents, the child will be dropped from the program and placed back on the waiting list.
- Head Start allows a maximum of Ten (10) absences whether excused or unexcused.
- If a child is absent, four (4) school days and the absences are **unexcused or has a pattern of inconsistent attendance, a letter on attendance concerns will be issued to the parent** letting them know that the child is at risk of missing ten percent of program instruction.
- Staff will make every effort to support families to promote the children regular attendance by providing support and resources as needed. Staff will keep documentation of children's absences and parent contacts in the child's file.
- **When a child has accumulated six (6) or more absences whether excused or unexcused.** Site Supervisor with the advocate and family will develop a **plan to ensure children maintain regular attendance**, beginning immediately. If no improvement in attendance occurs and absences exceeds the numbers of best interest days (limit 10), staff will make a determination whether to continue providing services or referring child to another program that best meets the needs of the family. Staff understands that each case is unique and as such, each case will be discussed and evaluated before any determination is made.
- The ERSEA Specialist in consensus with the Head Start Director will have the authority to formally drop a child when absenteeism has not been resolved. If services are terminated, the family will be provided with resources/referrals to other preschool services.

***NOTE-- A child who is ill and has been out for 3 days may need a doctor's note – this will be determined on a case-by-case basis. The Center Supervisor, ERSEA and Health Specialists will discuss and determine if a doctor's note is required.**

Participants are expected to:

- **Know** their currently approved/certified days & hours of care
- **Use care that is broadly consistent** with certified days & hours of care

*Broadly consistent attendance is defined as care that reflects a pattern that is consistent with the participants certified level of services.

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

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE (ERSEA)

Excused Absence

- Illness of child or parent/guardian, ailment, communicable disease, injury, hospitalization or quarantine
- Appointment of child or parent/guardian, which includes doctor, dentist, mental health, social service, welfare, education, special education services, counseling or therapy
- Court ordered visitation for time spent with a parent or relative as required by law. (Court order must be on file)
- Family emergency for unplanned situations of a temporary nature including court appearance, death, accident, hospitalization of a family member, no transportation or illness of sibling
- Transportation

Unexcused Absence

- Child did not feel like coming to school
- Parent or child overslept
- Any absence not falling in the excused absence category
- Absences exceeding 10 "best interest" day limit
- Abandoned care (30 consecutive days of no show and contact).

Best Interest Days (maximum of 10 days per program year between August - May)

Parent determines that another activity is better for the child to attend, such as:

- Visiting relative or close friend
- Vacation time with family
- Child attending a party
- Family moving
- Religious observance, holiday or ceremony
- Personal or family business



SELECTION & ENROLLMENT PROCESS

Sign In/Out

It is a Head Start and Licensing requirement that children MUST be sign in and out every day by an authorized adult. The following process must take place daily:

- An authorized adult must sign their full legal signature and document the time the child is dropped off.
- The authorized adult dropping off the child MUST be listed on the emergency card.
- When child is picked up, authorized adult must again sign their full legal signature and document time child is being picked up.
- The authorized adult must provide a contact/emergency number if different from number on emergency card.
- When another person is picking up a child, the person's name MUST appear on the emergency card. The individual being assigned to pick up a child must provide valid picture identification. If the person is not on the emergency card or is unable to provide identification, the child will not be release until the parent, guardian or designee comes to pick up the child.

If the authorized adult fails to sign-in the child and an emergency happens, Child Protective Services will be notified. They will make the decision for the child as to how to proceed with the emergency and therefore, the program is not authorized to assist the child.

Anyone authorized to drop off or pick up a child from the center, other than the parent, must be at least 18 year old. Teaching staff reserves the right to request identification to verify the age of the individual.

In addition, our programs has established a safeguard to the children enrolled in the program. If anyone who comes to pick up a child seems to be under the influence of drugs or alcohol, the child will not be release to that individual/parent. In addition, He our staff will contact law enforcement.



Child Abuse Reporting

Our staff are mandated reporters. The safety and well being of your child always comes first. State law requires that staff report known or suspected instances of a child abuse to Child Protective Services or to local police officials. This abuse includes physical abuse, sexual abuse, emotional abuse or neglect.

If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's Teacher or Family Advocate.

There are resources available to help you, at no charge.

Infant and Child Car Seat

Per California Law V.C.27360(a), all children under 8 years of age MUST be properly secured in a car seat or booster seat in the back seat. California car seat law states that children under 2 years old must be rear-facing unless they weight 40lbs. or more, or are 40 inches tall or more.

Parents should always have a car seat for their child whenever they are being dropped off or picked up from the center. By Law, Head Start staff must report any violation to such law. Taken from: CA Office of Traffic Safety

NOTE: Please do not leave your child(ren) unattended in the car. It is against the law and reportable if observed by staff.

Active Supervision

Active supervision and safety of children is every staff and parent/guardian responsibility. Supervision is bait to safety and prevention of injury and maintaining quality childcare. No child will be left alone or unsupervised at any time by staff and/or parent/guardian.

Child Count Board

Count boards are used in the classroom to document how many children are present. The staff can use your assistance in changing the number on the count board when your child arrives and leaves as requested by the staff.

Doors and Gates

To ensure the health and safety of the children, we encourage parents to use the assigned door for entering and leaving the facility at all times. Close doors when entering and leaving to ensure no other child/ren besides your leave the facility without an authorized adult. Gates – close and lock with the latch.

Pets

Pets are not allowed on the premises except guide dogs. Contact your Center Director if you need to bring a guide dog.



Children with Special Health Needs

Our program will make every effort to work with parents and physicians to make accommodations for children with special health needs. An Individualized Health Care Plan (IHP) can be developed between staff, parent and child's physician. The plan is established prior to the child's entry date, or as the need arises.

Sate School Notice

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

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

**SAFE SCHOOL
NOTICE**



**ALCOHOL, DRUG AND
WEAPON FREE ZONE**

Emergencies

Each center emergency plan is posted in the classroom and emergency drills are conducted monthly.

Napping

Children have the opportunity to nap or rest without distraction or disturbance from other activities by providing an individual napping space and a cot or mat. Any child who chooses not to sleep will be given the opportunity to do a quiet activity of their choosing.

Infants have their own individualized nap schedule. All infants must have a sleep environment that prevents injury and decreases the risk of Sudden Infant Death Syndrome (SIDS)

- Nothing is covering the infants head
- Sleeping on his or her back
- Dressed in sleep clothing, such as a one-piece sleeper
- No blanket, pillows, toys or loose objects
- Staff supervise napping infants and document sleep checks every 15 minutes
- Sleep plans will be developed with parents. Plans document the infants' first time rolling over.

Safe Environments

Health and Safety Screener is completed prior to the start of the year. A Daily Indoor/Outdoor safety check is completed to ensure there are no current hazards. Background checks are completed for all adults in the center prior to working with children. We ensure that a healthy, safe, nurturing environment. Center has emergency plans in place and conducts monthly Emergency Drills and inspections.

Procedures for Walking Your Child to Head Start Center

Children move quickly and are often unaware of danger. Most children are injured near their home or on their own street. Listed below are safety procedures to take into consideration as you and your child walk to our center.

When you cross the street with your child:

- Always hold your child's hand. Never allow a child to cross the street alone.
- Always stop at the edge of the curb or at parked cars before crossing the street.
- Always look LEFT, RIGHT, and LEFT again for moving cars.
- Only cross when it is clear and keep looking LEFT, RIGHT, and LEFT again.
- Always look for signs that a car is about to move (rear lights, exhaust smoke, sound of motor, wheels turning, etc.) and never walk behind vehicles that are backing up.
- Having a green light, the "WALK" signal, or being on a cross walk does not mean that it is safe to cross.
- Some drivers do not stop at red lights, or they turn right on red lights. Other drivers do not look out for pedestrians, or their view may be blocked. You must look LEFT, RIGHTS, and LEFT again before stepping off the curb. Cross when the street is clear and continue to look LEFT, RIGHT, and LEFT while crossing the street.
- Although a pedestrian may be able to see a driver, a driver may not be able to see the pedestrian. Be sure that the driver sees you and stops before you cross in front of him/her. Try to make eye contact with the driver.

No Siblings Allowed in the Classroom

The agency's center license restricts the number of children in the center. All children in the centers must be enrolled in the program. Children not enrolled in the program are not permitted to visit the center or classroom.

The Adult Role in the Classroom

Adults model behavior for children by setting up appropriate environments and guidance techniques. The adult role is to facilitate learning. Children learn when they are given opportunities to problem solve and are encouraged in their efforts. You are a role model!

Adult Immunization Requirement

Health and safety is a primary concern at our centers. For this reason, all children enrolled, parents and adults or volunteers working at our centers must meet the State of California immunization requirements. Adults and parents are required to provide proof of T.B. – Tuberculosis exam, vaccinations for TDaP and MMR, as well as an annual flu vaccination or documented flu refusal. Adults will comply with the following:

- Encourage children to blow their own nose and to wash their hand afterwards.
- Periodically, the center holds fire, earthquake and evacuation drills. You are to assist when there is a drill; follow the teacher's directions in assisting the children out of the building calmly.
- When a child has an accident, you are to assist the child; but notify the teacher immediately.
- All information concerning children is confidential and is not to be discussed outside the center. This protects all children and parents right to privacy.

****You are a part of the teaching team. Your assistance as an adult supervising children is important in the safety of children. Report any concerns regarding children to the teacher promptly.**

NOTE: A community volunteer may have to be fingerprinted depending on the activity he/she is performing and the length of time he/she may be at the center.

Holiday/Celebrations Policy

Our curriculum is based, in part, on children's ideas and interests. Rather than focusing exclusively on holidays, we explore multicultural observances. All program activities are geared to children's ages and developmental levels and respect individual family practices.

Clothing and Items from Home

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Shoes must be worn at all times. Tennis shoes are great. Please send a change of clothes for your child in case of a spill or accident. Please discuss your ideas for sharing home materials with your child's teacher ahead of time. Toy guns and knives are not allowed in the center. The center is not responsible for any lost or damaged personal items.

Practices During COVID-19 Pandemic

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

- **Health Exclusion-Parents and children** will be asked a series of COVID-19 related questions during the sign-in process. Temperatures will be taken daily upon arrival. If a child becomes ill during the day, the child will be placed in isolation and you will be contacted. A medical clearance is required prior to the child returning to the program.
- **Classroom Sanitation**-classrooms and materials will be cleaned and disinfected to encourage the health and safety of children and staff. The FDA, and EPA approved disinfectant Betco ph7q will be utilized. Staff will complete the Cleaning and Disinfecting Checklist provided to document their actions.
- **The frequency of cleaning and disinfecting** items has been enhanced to meet the challenges of the pandemic.
- **Physical Distancing**-Physical distancing will be followed at all times which extends to our office, centers, classroom and during arrivals and departures.
- **Protective Equipment**-Staff will wear personal protective equipment throughout the day such as face masks, gloves, smock jackets, aprons, and if necessary, shoe covers.
- **Center Visitors**-Parent are always encouraged to participate in the programs.

POLICIES

Standards of Conduct - All Adults

All parents, guardians, and all other adults present at the center will follow basic Standards of Conduct. These standards must be followed during all interactions.

The Standards of Conduct are as follows:

1. Remember that the decisions made and actions taken benefit the children that are served;
2. Be courteous;
3. Maintain order;
4. Show respect of others;
5. Take responsibility for your own actions;
6. Be punctual; and
7. Communicate effectively

Code of Ethical Conduct

As a staff or parent/guardian of a child enrolled with CAPMC I certify that while present at the program I will demonstrate that:

- I respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- I will follow program confidentiality policies concerning information about children, families, and other staff members.
- I will not leave a child alone or unsupervised while under my care; and
- I will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Our program parent/guardian violating the Standards and/or Code of Ethical Conduct may be prohibited from being

Child Supervision

Supervision is everyone's responsibility, so in addition to our staff, parents must also use active supervision techniques to ensure our environments are safe.

Staff /Providers will:

- Actively ensure that our environments are safe and no child will be left alone or unsupervised at any time.
- Develop a Child Active Supervision Plan which describes how staff actively ensures that our environments are safe and that children are actively supervised. Elements include
 - *Arrival//Departure
 - *Restroom Planning/Diapering
 - *Indoor/Outdoor Transition
 - *Meal & Nap Times
 - *Zoning & Child Counts
 - *Plans for children needing extra support
- Participate in training and monitoring support compliance

Parents will:

- Ensure gate and door is closed and secured
- Follow the no Cell Phone policy when dropping off/picking-up your child. Cell phones can be distracting. Give your child your undivided attention.
- Ensure your child is signed in and out every day with your full legal signature and exact time
- Hold your child's hand in the road and parking lot
- Encourage children to follow safety rules
- Report safety and supervision concerns to staff immediately

Children will:

- Follow safety rules
- Always stay with an adult
- Help keep self and others safe

Parent and Child Rights

During the registration process, families will receive the Parent's Rights and Personal Rights. It is the intent of the program to adhere to those requirements at all times. Below is a brief summary of the parent's and child's rights.

Parents have the right to:

- Inspect the center without notice
- File a complaint
- Review report of licensing visits and substantiated complaints against the licensee
- Make a complaint without discrimination or retaliation against you or your child
- Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order
- Receive from the licensee the name, address and telephone number of the local licensing agency
- Be informed about criminal record exemptions
- Received from the licensee the Caregiver Background Check Process form

Children have the right to:

- Be accorded dignity in his/her personal relationships with staff and other persons.
- Be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- Be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- Be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- Be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice.
- Not to be locked in any room, building, or facility premises by day or night.
- Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Please refer to the Personal Rights & Parent's Rights Form for more information. When submitting a complaint to the Community Care Licensing send information to: Department of Social Services, Community Care Licensing, 1310 E. Shaw Avenue MS 29-01, Fresno, CA 93710, Phone # (559) 243-4588

HEAD START PARENT COMPLAINT PROCEDURES

- STEP 1: Discuss the issue with the person with whom you have an issue or concern within 30 days of the incident. If the individual with whom you have an issue/concern with is unable to resolve the matter to your satisfaction, proceed to step two.
- STEP 2: Request a Parent/Community Complaint Form from the Center Director/Site Supervisor/Teacher. Complete the form and include: a description of the problem, dates of occurrence, name of person/people involved, and possible solution. The completed form must be returned to the Center Director/Site Supervisor/Teacher within 5 working days of meeting with the individual with whom you have a concern. Request a meeting with the Center Director/Site Supervisor/Teacher to resolve the issue. If no resolution has resulted, then proceed to step three.
- STEP 3: Request an appointment with the Head Start Program Director within 5 working days of your meeting with the Center Director/Site Supervisor/Teacher. If the Head Start Program Director determines that the complaint is related to the Nutrition Program, the appropriate form will be given and assistance provided. The Head Start Program Director shall issue a written response to you within 5 days after the meeting. If no resolution has been reached, proceed to step four.
- STEP 4: Request a meeting with Community Action Partnership of Madera County Executive Director within 5 working days of receiving Head Start Program Director's decision. The Executive Director shall issue a written response to you within 5 working days after the meeting. If no resolution has been reached, proceed to step five.
- STEP 5: Request the issue to be presented to the Head Start Policy Council/Committee Executive Committee within 5 working days of receiving the Executive Director's decision. The Executive Committee shall issue a written response to you within 5 working days after the hearing. If no resolution has been reached, proceed to step six.
- STEP 6: You may request that the issue be brought to the attention of the full Policy Policy/Committee within 3 working days of receiving the Executive Committee's decision. The Policy Council/Committee will hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review). If you remain dissatisfied, proceed to step seven.
- STEP 7: An appeal to the Community Action Partnership of Madera County's Board of Directors Chairperson may be made in writing within 3 working days of receiving the Policy Council/Committee's decision. You must state the problem and desired solution. The Board of Directors shall hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review).
- STEP 8: If you remain dissatisfied, you may file the complaint with the Administration for Children and Families Office, 50 United Nations Plaza, San Francisco, CA 9410.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
PARENT/COMMUNITY COMPLAINT FORM**

Date:_____

Personnel about which complaint is issued:

Name:_____

Site Location:_____

Date of Incident: _____

Approximate Time of Incident:_____

Location of Incident: _____

Description of the problem (including names of participants/witnesses). Attach additional sheets if needed.

Describe in detail of your efforts to resolve the grievance at point of origin (inclusive of names and dates).

State desired solution.

Person filing complaint: Name (Please Print):_____

Signed:_____

Date Submitted:_____

CALIFORNIA STATE PRESCHOOL PARENT COMPLAINT PROCEDURES

Disenrollment

Disenrollment Policy:

When a family chooses to disenroll from the program, they are required to notify the program in writing at least 2 weeks in advance of anticipated last day of attendance.

Families will be issued a Notice of Action at least 19-days if mailed or 14-days if hand delivered prior to disenrollment from the program. The program may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

- Falsification or providing misleading information or inaccurate documentation
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- Non-compliance of the program policies
- Abandoned child care for 5 consecutive days without notice. The program does not allow families to be enrolled in the program if they are not using child care.
- Excessive Unexcused Absences
- Failure to adhere to Child Attendance Success Plan
- Failure to provide current and correct information at the time of certification
- Failure to use certified care as agreed upon
- Failure to complete attendance records accurately and on a daily basis
- Misrepresentation of income and/or eligibility
- Failure to keep appointments
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of admission priority.
- Threatening, yelling, cussing or acting unethically towards any staff member.
- Violation of the Safe School & Harassment policy. Our office and child care facilities are alcohol, drug and weapon free zones.

Grievance/Complaint Procedures

Complaints Regarding Program Staff:

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

Uniform Complaint Procedure:

Complaints of unlawful discrimination and alleged violations of federal or state laws, or regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures. Procedures are mailed annually to parents or are available anytime by contacting our office.

Level 1:

Complaint is brought to the attention of the Teacher.

Level 2:

If complaint is not resolved by the Teacher, it is brought to the attention of the Supervisor.

Level 3:

If complaint is not resolved by the Supervisor, it is brought to the attention of the Director

PARENT COMPLAINT PROCEDURES (5 CCR 18094, 19118)

Program Complaints (Disagree with Notice of Action):

Notice of Action –Parent Appeal Process

Parents enrolled in a State funded program have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and child care services will continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process. The Appeal Hearing process is as follows:

Step 1: Requesting Hearing

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

Community Action Partnership of Madera County
Attention: Maru GascaSanchez
1225 Gill Avenue
Madera, CA 93637
(559) 507-8029

Step 2: Schedule Hearing

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

Step 3: Conduct Hearing

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." Hearings will be conducted at Community Action Partnership of Madera County, 1225 Gill Avenue, Madera, CA 93637. In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of support documentation. The hearing will be audio recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that they disagree with the proposed action indicated by the referenced NOA should not be carried out. This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing.

Failure to comply with directions will result in the hearing being concluded and the contested action being taken. A parent designating an Authorized Representative to be present must inform Community Action Partnership of Madera County in writing prior to the hearing. Please do not bring people to the hearing unless they are a designated Authorized Representative. Children are not allowed to be present during the hearing. If parent fails to appear, it will be deemed that the parent has abandoned their appeal and care will end immediately.

PARENT COMPLAINT PROCEDURES

Step 4: Hearing Decision

Hearing officer will send notification in writing, of the decision within 10 calendar days after the hearing. If parent disagrees with the written decision, they have 14 days from the date of the written decision to file an appeal with the

California Department of Education
Early Learning and Care Division
1430 N Street, Suite 3410
Sacramento, CA 95814-5901
Attn: Appeals Coordinator
Phone: 916-322-6233

The appeal to CDE must include a written statement specifying the reasons the parent believes the decision of Community Action Partnership of Madera County decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA. Within 30 calendar days after the receipt of the appeal, ELCD will issue a written decision to you and the agency. Once ELCD has rendered a decision, the decision is final.



RESOURCES

CAPMC - Resources

RHS/CSPP Parent Handbooks

Available online at the maderacap.org or our office located at Pine Ave, Madera, CA

Community Services

559-673-9173

Energy Assistance

Weatherization

Drought Water Assistance Program

Child Care Alternative Payment Program and Resource & Referral

APP: 559-661-0779

R&R: 559-675-8469

Subsidized Child Care

Finding Quality Child Care

Child Care Initiative Project

Head Start

Madera: 559-673-0012

Fresno: 559-277-8641

Madera/Mariposa Regional Head Start

Madera Migrant/Seasonal Head Start

California State Preschool Programs

Fresno Migrant & Seasonal Head Start

Strengthening Families Program

Positive Parenting Program

325 S Pine St. #103

Madera, CA 93637

559-416-5655

Victim Services

559-661-1000

Hotline: 1(800)355-8989

Martha Diaz Shelter

Domestic Violence

Rape/ Sexual Assault

Victim & Witness Services

24-Hour Crisis Hotline

Unserved/ Underserved

Other Resources

Crisis Line: 888.275.9799 or 559.673-3508

Central Valley Suicide Prevention Hotline: 1.888.506.5991

Crisis Text Line: 741-741

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



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: October 12, 2023

Author: Maritza Gomez-Zaragoza

DATE: September 25, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Madera/Mariposa Regional and Early Head Start Policy Council Members Meeting Reimbursement Policy for 2023-2024

I. RECOMMENDATIONS

Review and consider approving the 2023-2024 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.

II. SUMMARY

The Policy Council Members representing Madera/Mariposa Regional and Early Head Start receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

III. DISCUSSION

The Policy Council will decide whether or not to approve the policy at their regular meeting on October 5, 2023 which includes a reimbursement for childcare from 3 to 4 hours for a maximum of \$30 for local members and \$45 for member traveling from the Mountain area per meeting because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.

- The Madera/Mariposa Regional and Early Head Start Policy Council Members Meeting Reimbursement Policy for 2023-2024 will be presented to the Policy Council for approval on October 5, 2023.

IV. FINANCING:

Funds are an allowable cost under the Federal Regulations.



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

Policy Number:	HSPPS: 1301.3(e)	Page: 1 of 2
Approved by Policy Council:	Approved by Board of Directors:	

Subject: Parent Policy Council/Parent Policy Committee Reimbursement

Performance Objective: Community Action Partnership of Madera County Head Start Policy Council and Policy Committee members will be reimbursed for reasonable expenses incurred while participating in approved activities.

Operational Procedure:

1. The Policy Council/Committee Reimbursement Policy will be reviewed and approved by Policy Council /Committee on an annual basis. The Policy Council/Committee approval/recommendation is submitted to Board of Directors for approval.

2. The Parent Meeting Payment Activity Voucher will be used when parents participate in the following activities.
 - a. Attend monthly or special Policy Council/Policy Committee meetings.
 - b. Agency/Head Start Grantee sponsored conference/training seminars.
 - c. Parents participate on issues related to the program activities as requested.
 - d. Attend the National Migrant or Head Start Conference.
 - e. Self-assessment process.
 - f. Board of Directors meetings.

3. Parents will be reimbursed in the following manner:
 - a. Parent reimbursement for child care cost is \$30.00 for Policy Council/Policy Committee members that live locally and \$45.00 for members that live out of area (Mountains).
 - b. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service’s approval rate. The mileage reimbursement will be given to those members using their vehicle.
 - c. Reimbursement is provided to the Policy Council/Policy Committee representative. If the representative does not attend, the alternate is eligible for the reimbursement. Reimbursement is for voting members at the time of the designated meeting only.
 - d. Both Policy Council/Policy Committee member and alternate are eligible for reimbursement at required trainings or upon staff request to attend the event.
 - e. If both the Representative and Alternate decide to car-pool, the reimbursement will be provided to the owner of the vehicle.

The Parent Activity Payment Voucher is to be completed in the following manner:

1. PC member name
2. Complete mailing address
3. Position on the Policy Council/Policy Committee
4. Activity
5. Total miles (round trip)
6. Signature and date
7. Once the information is complete, the Parent Activity Payment Voucher is turned in to the Parent and Program Governance Specialist or Administrative Assistant for submission to the Fiscal Department. The Fiscal Department will send payment directly to the participating member.



Community Action Partnership of Madera County

1225 Gill Avenue, Madera, CA 93637 559.673.0012

BENEFICIARY & BOARD REIMBURSEMENT VOUCHER (Complete in Ink)

Instructions: Complete the spaces for your name and home address. Indicate the date of the meeting and the purpose/activity. The beginning and ending odometer readings must be included on the mileage. Subtract the ending odometer reading from the beginning odometer reading and record the difference as mileage. Total miles will be reimbursed at the current IRS reimbursement rate. Remember that if you are car pooling, only the driver is eligible for mileage reimbursement. Circle the appropriate meeting allowance rate. Add the mileage reimbursement and the meeting allowance together. Enter the sum as Total Expenses. Sign and date the form. CAPMC staff will complete the proper account coding.

Name: _____ Date of Meeting: _____

Street Address: _____ Position: Policy Council/Committee Member

City/Zip: _____ Activity: Policy Council/Committee Meeting

Telephone: _____ Center: _____

Program: **Madera/Mariposa HS** **Madera MHS** **Fresno MHS**

<u>EXPENSES</u>	<u>AMOUNT</u>
Mileage @ _____ Miles x <u>Current IRS Rate</u> Per Mile =	\$ _____
Meeting Allowance (Low Income Committee Members)	
\$30.00 (Local) \$45 (Mountain/Huron)	\$ _____
Other: _____	_____
_____	\$ _____
TOTAL EXPENSES:	\$ _____

The expenses listed above were incurred by me while carrying out my duties for Community Action Partnership of Madera County.

Signed _____ Date: _____

This part is to be completed by CAPMC staff.

Program Account Mileage: 3__0-7111-__ -__ \$ _____
 Allowance: 3__0-7114-__ -__ \$ _____
 Total: \$ _____

Authorized By: _____ Date: _____



Community Action Partnership del Condado de Madera
1225 Gill Avenue, Madera, CA 93637 559.673.0012

BONO DE REMBOLSO
(Complete con tinta)

Instrucciones: Complete los espacios de su nombre y dirección de su casa. Indique la fecha de la reunión y el objetivo / actividad. Las lecturas del odómetro inicial y final deben estar incluidas con el millaje. Reste la lectura del odómetro final a la lectura del odómetro principal y registre la diferencia en el millaje. El millaje será reembolsado de acuerdo a la tarifa aprobada por el IRS. Recuerde que si usted viene con otro miembro en un carro, sólo el conductor es elegible para el reembolso de millaje. Circule la tarifa apropiada para el tipo de reunión correspondiente. Agregue el reembolso de millaje y la asignación de reunión juntos. Escriba la suma de los gastos totales. Firme y feche el formulario. Personal de CAPMC completará la codificación de cuentas adecuadas.

Nombre: _____ Fecha de la Reunión: _____

Domicilio: _____ Posición: Miembro/Alternante del Concilio/Comité de Políticas

Ciudad/Código Postal: _____ Actividad: Reunión del Concilio/Comité

Teléfono: _____ Centro: _____

Programa: **Madera/Mariposa HS Madera/MHS Fresno MHS**

GASTOS

CANTIDAD

Millaje @ _____ Millas x Tarifa Actual del IRS Por Milla =\$ _____

Asignación de Reuniones (miembros del Comité de ingresos bajos)

\$30.00 (Local) \$45 (Montañas/Huron) \$ _____

Otro: _____ \$ _____

TOTAL DE GASTOS: \$ _____

Los gastos antes mencionados fueron realizados por mí llevando acabo las funciones para Community Action Partnership del Condado de Madera

Firma: _____

Fecha: _____

Esta parte debe ser completada por el personal CAPMC.

Cuenta del Programa Millaje: 3___.0-7111-__ -__ \$ _____

Asignación: 3___.0-7114-__ -__ \$ _____

Total: \$ _____

Autorizado por: _____

Fecha: _____



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: November 9, 2023

Author: Maritza Gomez-Zaragoza

DATE: October 17, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Madera/Mariposa Head Start & Early Head Start Program Quarterly Report

I. **RECOMMENDATIONS**

Review the Madera/Mariposa Head Start and Early Head Start Program Quarterly Report. (Informational Only)

II. **SUMMARY**

Staff will be providing information regarding program activities to keep the Board of Directors and Policy Council members informed of the program's accomplishments, services to the children and families, and compliance with Head Start Performance Standards.

III. **DISCUSSION**

Staff will be meeting on a quarterly basis to discuss and analyze program data. Staff will be reviewing areas related to the following:

- Program Information Report (PIR)
- School Readiness Goals
- Program Goals & Objectives
- Self-Assessment Plan of Action
- Identifying strengths and opportunities for growth
- Data trends

The report has been developed in order to keep program staff accountable to ensure program data is accurate and that it is reviewed and analyzed on a regular basis.

The report will also provide an opportunity to communicate to center staff, Policy Council, and Board members on the program's activities and progress toward completion of established goals and compliance.

- The Madera/Mariposa Head Start & Early Head Start Program Quarterly Report will be presented to the Policy Council on November 2, 2023.

IV. **FINANCING:** N/A

**RHS/EHS PROGRAM DATA QUARTERLY REVIEW
2023-2024 PROGRAM YEAR**

Q1 September	Q2 December	Q3 March	Q4 June
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School Readiness Goal: Children will be able to recognize and regulate emotions, attention, impulses, and behavior. Children will improve their understanding of complex communication, language, and literacy skills.

Objective:	Infants and toddlers will develop the capacity to use objects to represent other objects or ideas and to engage in symbolic play with others. Preschool children will show interest in books, songs, rhymes, stories, and other literacy activities in increasingly complex ways.			
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ERSEA

Goal # N/A

On track to meet G/O?	N/A			
Strategies to support G/O				

DATA

Current Enrollment	As of 10/13/23, RHS 181 EHS 42			
% of Funded Enrollment	RHS 84% EHS 100%			
# of Child on Waiting List	RHS 42 EHS 23			
% Monthly Attendance	September RHS Attendance was 87.55%			
ERSEA Data Trends	Young 3-year-olds on waitlist or OI Staffing has been a boundary for enrolling additional children in Oakhurst and North Fork.			
Strengths	Attendance has been above 85%			
Opportunities for Growth	-Will be participating in community events – -Meeting with Chawanakee USD to			

	assist with North Fork's enrollment. -Provide recruitment training for Advocates			
Self-Assessment Action Plan	Consistency with recruitment activities <ul style="list-style-type: none"> Policy was revised & training provided to staff Monitoring is ongoing for compliance 			

PLAN OF ACTION

Corrective Plan	Under enrollment Plan			
Person(s) Responsible	All HS Staff			
Timeline	On-going			
Status	Proposal for conversion is being proposed.			

Q1	Q2	Q3	Q4
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FAMILY AND COMMUNITY

Goal # 5 - Program will provide community resources to all Head Start participating families.

On track to meet G/O?	Yes			
Strategies to support G/O	Program will provide community resources to all Head Start participating parents <ul style="list-style-type: none"> Develop a resource book for the mountain areas. 			

DATA

Family Strengths & Needs Assessment	Out of 289 families, 212 completed the family pre and post-assessment. Families showed growth in the following PFCE outcomes: <ol style="list-style-type: none"> Family Wellbeing – 32% Positive Parent-Child Relationships – 39% Families as Lifelong Educators – 46% Families as Learners – 36% 			
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	<p>5. Family Engagement in Transitions – 46%</p> <p>6. Family Connections to Peers and Community – 25%</p> <p>7. Families as Advocates and Leaders – 21%</p>			
Family Goals	<p>Out of 289 families, 213 established family goals. Out of the 213,</p> <ul style="list-style-type: none"> • 198 established 1 goal • 14 - 2 goals • 1 - 3 goals. • 13 families declined. <p>Goals by family outcome area:</p> <ul style="list-style-type: none"> • 50% - Families as Lifelong Educators • 20% - Family Well-Being • 10% - Families as Learners • 8% - Family Engagement in Transitions • 6% - Families as Advocates and Leaders • 4% - Family Connection to Peers and Community • 0% - Families as Advocates <p>Outcomes Results</p> <ul style="list-style-type: none"> • 58% - Met fully • 28% - Met partially • 11% - Not Met – Parent Problem • 3% - Not closed 			
Family Services & Referrals	<p>Received services:</p> <ul style="list-style-type: none"> • EHS – 88% • RHS – 92% 			
Family Engagement-Parent Curriculum	<p>As of 6/26/23, out of 289 families (RHS/EHS), 161 (56%) were registered for the Ready Rosie platform. Out of 289 registered families, 155 (53%) were connected to a classroom. Out of 172 users connected to a classroom, there were a total of</p>			

	<p>1,916 video views. Out of the 1916 video views, 9,976 aligned to the ELOF Framework and 8,855 to the PFCE.</p> <p>The following Family Education Workshops (Ready Rosie) were offered to the parents during the 2022-2023 program year:</p> <ul style="list-style-type: none"> • Social Emotional Skills • Routines • Relationships Matter • Families as Leaders • Ready for Kinder • Positive Discipline Strategies • Family As Partner • Words Matter • Fine and Gross Motor Skills • Math Rich Home <p>Other topics:</p> <ul style="list-style-type: none"> • Financial Literacy • Health and Safety • Child Abuse • Emergency Preparedness • CPR/First Aid • Oral Health • Health Literacy • Tobacco • Sugary Drinks/My Plate • Stress/Anxiety 			
Parent Program Satisfaction Survey	N/A			
Father/Male Participation	<p>Fathers/Male figure participated in the following:</p> <ul style="list-style-type: none"> • Family Assessments – 43 • Family Goals – 45 • Child Development – 132 • Policy Council – 2 • Educational Workshops – 50 			
Family Data Trends	N/A			
Parent Meetings/Educational Topics	Share family data with Center Staff and parents			

Strengths	-Parent meeting topics including Ready Rosie			
Opportunities for Growth	-Collect parent meeting attendance. -Increase registration to Ready Rosie by 1%			
Self-Assessment-Action Plans	<p>Meeting family timelines and consistency with recordkeeping</p> <ul style="list-style-type: none"> • Family Policies were updated. • A tracking form was developed and used by Family Facilitators and Advocates. • File review for the EHS program was conducted during the months of August and September. 53 files were reviewed. Out of 41 families participating, 40 completed the family assessment and established a goal withing timelines. One child was enrolled for less than 80 days. • Out of the 40 assessments completed, 31 (78%) had documentation for the scores of 2s. Staff continues to provide resources as needed. • The following referrals and/or resources were provided to families: <ul style="list-style-type: none"> ○ Diapers ○ Food ○ Car seat ○ Crib 			

Q1	Q2	Q3	Q4
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DISABILITIES

Goal # 1 - Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Program – Objective II

On track to meet G/O?	Yes			
Strategies to support G/O	Provide trainings related to children with Autism			

DATA

Certified IFSP/IEP's	RHS – 25 10% EHS - 9 21%			
Suspected/Pending	RHS – 7 referred to COST on 9/18 4 to Chow. Unified 1 to Mariposa Unified 4 pending/monitoring EHS – 1 ref. to Early Start (1 IFSP copy pending)			
ASQ	RHS -Currently reviewing (Screenings due on 9/22) EHS – Completed and reviewed.			
Disability Data Trends	RHS - Predominantly speech delays (22), 1 Autism, 1 Health Imp. & 1 Dev. Delay 100% of referrals to H.S. from MUSD are for children w/Autism EHS – 2 Dev. Delay, 1 Ortho Impair., 4 Health Imp. & 2 speech Impairment			
Strengths	Met mandate of 10% of Funded Enrollment for both programs Strong relationship w/Chowchilla Unified and Early Start			
Opportunities for Growth	Provide Autism Training Need available training dates to schedule			
Self-Assessment Action Plan	N/A			

Q1	Q2	Q3	Q4
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MENTAL HEALTH

Goal #1 – Objective II - Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Program.

On track to meet G/O?	Yes			
Strategies to support G/O	<ul style="list-style-type: none"> ➤ F/U with teaching staff in classrooms with challenging behaviors for implementation of s/e supports ➤ Provide Teaching Pyramid Training to increase effective supports to address challenging behaviors ➤ Parent Classes information provided to parents and guardians of children with challenging behaviors at CST Meetings 			

DATA

ASQ-SE	RHS -Reviewing (due on 9/22) EHS - Reviewed			
Teaching Pyramid	4 sites: N.Fork, Oakhurst, Valley West, and Chow. B Beginning 10/20			
# of Child Concern Forms for Challenging Behavior	4-Chowchilla 1-Verdell All have been referred to Districts except 1 (f.child)			
Mental Health Referrals	4 to Dave			
Mental Health Data Trends	More Behavior Referrals coming from Chow. B than other classrooms			
Strengths	Chowchilla Unified to attend some CSTs in future to provide strategies and feedback for children with serious/severe concerns			
Opportunities for Growth	-Reach out to potential MH Consultant – bilingual!			

	-Collect data from parents participating in SFP & Triple P programs -Refer foster parents to Triple P classes			
Self-Assessment Action Plan	N/A			

Q1	Q2	Q3	Q4
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EDUCATION

Goal #1 - Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Programs.

Goal #2 – Program will prepare children enrolled in Head Start to enter Kindergarten

On track to meet G/O?	Yes			
Strategies to support G/O	<p>Goal 1- Area Managers will work with center staff to ensure current data tools are utilized to collect children’s developmental assessments in Learning Genie.</p> <p>Goal 2 - At the end of each program year, management staff will review the transition plan for effectiveness in collaboration with center staff. If any gaps or opportunities for improvement are identified, the plan will be revised before the start of each program year.</p>			

DATA

DRDP	<p>A Learning Genie Overview was provided to all teaching staff regarding data usage and collection.</p> <p>1st DRDP collection completed on 10/6/23 LG Data: <u>Approaches to Learning</u> <u>Self-Regulation</u> 46% Below 54% At or above <u>Social and Emotional Development</u></p>			
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	50% Below 50% At or above <u>Language and Literacy Development</u> 59% Below 41% At or above <u>Literacy Development</u> 45% Below 55% At or above <u>Cognition: Math</u> 51% Below 49% At or above <u>Health</u> 49% Below 51% At or above <u>English Language Development</u> 49% Below 51% At or above			
CC to Fidelity	Schedule December 2023			
PHB to Fidelity	Schedule for December 2023			
CLASS	In progress			
HOVRS	Completed September 2023 <u>Program Overall:</u> Home Visitor Practices: 5.88 Relationship building with family. 5.75 Responsiveness to family strengths 5.75 Facilitation of parent-child interaction 6.25 Collaboration with parent 6.75 Family Engagement: 6.42 Parent-child interaction 6.75 Parent engagement 5.75 Child engagement 6.72 (1-2) Needs Support (3-4) Adequate (5) Good (7) Excellent			
KSEP	Due April 26, 2024			
Education Data Trends				
Strengths	2023-2024 HOVRS scores			
Opportunities for Growth	During Site Supervisor meeting Area Managers will continue reviewing LG data reports and will request feedback regarding the Transition Plan.			

	Enter KSEP data in Childplus			
Self-Assessment Action Plan	<ol style="list-style-type: none"> 1. <u>Individual School Readiness Plan</u> Information was reviewed during pre-service on 8/3/23. Will continue this review during site supervisor meetings and center meetings. 2. <u>Intentional Teaching Cards</u> A Curriculum board will be included in the classroom to support teachers utilizing cards and the ITC in the lesson plan. During the site supervisor meeting will add a Curriculum item to answer questions and provide guidance. PD Coach will review the usage of the ITC with new teachers on 9/29/23. 3. <u>Parent Observations</u> 4. <u>Book Discussion Cards</u> CoP provided on BDC on the following dates: 2/24/23, 3/31/23, 4/28/23, 5/26/23 			

Q1	Q2	Q3	Q4
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COACHING

Goal # 1 – Objective II – Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Programs.

On track to meet G/O?	Yes			
Strategies to support G/O	<p>New Staff “Newbie” support workshops have started and will be held regularly. 9-29, 10-27, 11-21, 2-23, 3-15, 4-26.</p> <p>These workshops are specific to the Curriculum and CLASS. (13 participants)</p>			

	<p>PBC- Teaching Pyramid Cohort in four classrooms: Chowchilla "B" North Fork Oakhurst Valley West (13 participants)</p> <p>EHS- Community Learning Group CLG- 1x per month (2-hour sessions)</p>			
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DATA

# of Coaching Participants	Teaching Pyramid cohort starts on 10-20-23 (13 participants)			
# of Established Goals	<p>PBC Cohort: N/A</p> <p>EHS- 4 goals 3-SR-Social Emotional 1-HOVRS</p> <p>New Staff Cohort: 8 Curriculum Related goals</p>			
# of Accomplished Goals	<p>PBC Cohort: N/A</p> <p>New Staff Cohort: N/A</p>			
# of Coaching Hours	<p>8 visits Supportive hours 15.50</p> <p>EHS- 8 hours</p>			
Other Coaching Data	50% of staff will be participating in PD.			
Strengths	<ol style="list-style-type: none"> 1) Newbie Support cohort 2) Teaching Pyramid cohort 			
Opportunities for Growth	<p>To become a certified Teaching Pyramid Coach.</p> <p>Participating in a Virtual Coaching Network with Region 9 every third Wed from 10:00-12:00</p>			
Self-Assessment Action Plan	N/A			

Q1	Q2	Q3	Q4
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HEALTH & NUTRITION

Goal #3 – Program will support the safety of children and families in the community

Goal #4 – Program will support children and family’s health and nutritional habits and practices

On track to meet G/O?	Yes Advocates have started inputting nutrition forms this year.			
Strategies to support G/o	Topics of safety are presented during the parent meeting. Nutrition education for families			

DATA

Health Insurance/Care	RHS: 204/204-100% EHS: 38/38-100%			
EPSDT	RHS: 204/204-100% EHS: 30/38- 79%			
Chronic Health Conditions	9 Asthma 1 Epi-pen			
Immunizations	RHS: 197/204-97% Conditional Admittance: <ul style="list-style-type: none"> ➤ 1-Chowchilla ➤ 1-Fairmead ➤ 1-Mariposa ➤ 1-North Fork ➤ 1-Valley West ➤ 1-Cottonwood ➤ 1-Mis Tesoros EHS: 34/38- 89%			
Dental Care	RHS: 93/204 Dental Reports not inputted yet, not due until November. EHS: 35/38			
# Life Threating Allergies	EpiPen-cheese			
BMI/Nutrition	Using 174 children Unwt. 7 or 4% HW 108 or 62% Owt 24 or 14% Obese 35 or 20% EHS: NA Under Age			
Nutrition Assessments	78 or 40% Completed 16 with 2 nd forms (14 for over 95% and 2 for under 5%) EHS: 42 Complete and working on 11 forms			
# of Children with Special Diets	Total of 17 (11 parent milk, 3 milk allergy, 1 texture, 1 pork, 1 EpiPen multiple) EHS: None at this time			

Health/Nutrition Data Trends	Health: Follow up required for those children that failed vision screening. Dentals need to be obtained and added to CP. Nutrition: 78 Completed, 5 bottle, 4 anemia, 16 second forms out			
Strengths	IMIL and a strong menu			
Opportunities for Growth	Refresher on how to enter chronic conditions. Nutrition education for families and children			
Self-Assessment Action Plan				

Q1	Q2	Q3	Q4
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HR & TRAINING

Goal # 1 – Objective III – Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Program.

On track to meet G/O?	Yes			
Strategies to support G/o	CAPMC will be implementing a 7.5% increase to salaries to ensure retention of staff and support recruitment for current program vacancies.			

DATA

Staff Education	10 -AA 16 - BA			
# of Staff Continuing Education	1 – Instructional Aide 1 – Associate Teacher			
Staff Turnover	5 June- Sep			
# of Vacancies (over 30 days)	1 – Management 2 – North Fork 1 – Oakhurst 2 - Mariposa			
# of PD Hours	528 hours			
# of Volunteers				
HR Data Trends	Concerns with hires being able to pass background and/or health checks, and declining offers due to pay. Thus far 17 job offer have			

	been made 52% have been hired, 18% have declined, 12% did not pass background check, and 18% are pending background checks.			
Strengths	Job Fair held on June of 2023 4 parents have been hired for the RHS program			
Opportunities for Growth	-Deploy survey to determine number of former HS parents			
Self-Assessment Action Plan	Develop a system to ensure staff continue their education. <ul style="list-style-type: none"> In Progress 			

Q1	Q2	Q3	Q4
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GOVERNANCE/PLANNING

Goal # N/A

On track to meet G/O?	N/A			
Strategies to support G/o				

DATA

Community Assessment	CA indicates that of the 13,998 of children 0-5 in Madera, 35.57% are under the poverty rate. Of those 32% are HS income eligible.			
ID Threats/Weakness	Increase in T-K enrollment by local schools. HS increase in young 2 & 3 year olds. Potential threat with the implementation of UPK in the local school districts. Mariposa – Low enrollment. CA indicates that of the 514 children 3-5 years old, 21% (110) are income eligible.			
ID Opportunities	Mariposa – Consider a conversion to EHS. Provide services in Madera & Chowchilla.			
Program Trends	Low enrollment at mountain sites and difficulties with hiring qualified staff.			
PC/Board Training	PC Training was held on 8/24, 9/6 and 9/7/2023			

	<p>Board Training 10/12/23</p> <ul style="list-style-type: none"> ➤ Coaching/CLASS data was provided to the BOD on 9/14/23. ➤ BOD-ERSEA Training is scheduled for 11/9/23 			
<p>PC Attendance/Participation</p>	<p>As of 10/13/2023 RHS has a PC Representative/Alternate vacancies for the following RHS centers:</p> <ul style="list-style-type: none"> ➤ Mariposa ➤ Valley West ➤ Eastside <p>EHS PC Representative/Alternates are also vacant.</p> <p>During our October 5th PC meeting we had (60%) 6 of 10 members attend.</p> <ul style="list-style-type: none"> ➤ PC meeting will be held in-person to comply with Brown Act of California. ➤ Can potentially be an issue with the Mountain communities commuting to PC meetings. 			
<p>Strengths</p>	<p>Agency Attorney provides support in revising agency By-Laws to ensure compliance with state council meeting requirements.</p>			
<p>Opportunities for Growth</p>	<p>Continue having family advocates and site supervisors encourage parent participation in the Policy Council.</p>			
<p>Self-Assessment Action Plan</p>	<p>Develop a format to provide program updates.</p> <ul style="list-style-type: none"> • Quarterly report has been developed to provide program updated to staff, PC, and Board. 			

Q1	Q2	Q3	Q4
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SAFE ENVIRONMENTS

Goal # 3 – Objective II - Program will support the safety of children and families in the community.

On track to meet G/O?	Facilities are monitored regularly to address health & safety issues.			
Strategies to support G/o	Funding is being requested or set aside as needed to address health & safety findings or issues.			

DATA

Active Supervision Plan in Place	All centers have the Active Supervision Plan in place			
Health & Safety Screeners	Completed in August with no findings			
# of Pending Work Orders	15 pending			
ID Health & Safety Needs	None at this time			
Health & Safety Trends	Unannounced visits were completed with the following concerns: <ul style="list-style-type: none"> Parent's sign-in/out signatures are missing or do not match the emergency card. (1.8%) 			
Strengths				
Opportunities for Growth	Health and safety screenings were completed with no findings.			
Self-Assessment Action Plan	None			

Q1	Q2	Q3	Q4
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FISCAL

Goal # N/A

On track to meet G/O?				
Strategies to support G/o				

DATA

Budget Status	As of Sept. 2023 RHS: 25% EHS: 31%			
% of NFS	Sept. 23.02%			
Center/Program Needs	Potential need to replace/repair Verdell roof.			
Fiscal Data Trends	N/A			
Strengths	Funding was set aside to address equipment needs for Kitchen, Oakhurst play structure, & maintenance equipment.			
Opportunities for Growth	-Assess playgrounds to determine if replacements are needed and address in PY 2024-2025			
Self-Assessment Action Plan	N/A			



Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: November 9, 2023

Author: Maritza Gomez-Zaragoza

DATE: October 11, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera / Mariposa Regional and Early Head Start Self-Assessment Procedure, Process, and Planning 2023-2024

RECOMMENDATIONS:

Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure.

SUMMARY:

In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems are in place help the program comply with the 2007 Head Start Act and Performance Standards. Developed checklist that reflect compliance with OHS Program Performance Standards will be utilized to conduct the self-assessment.

DISCUSSION:

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

- Review of all children's files for compliance in all service areas - Education, Health, Nutrition, Family, Disability/Mental Health and ERSEA
- Monitoring/review of ChildPlus data
- In-person visits to some of the sites (following safety measures)
- Utilize checklist developed based on Office of Head Start monitoring protocol virtual.

Once all information is gathered it will be used to identify possible trends, areas for strengths and areas for improvement. A report will be presented to the Policy Council and Board of Directors by January 2024 detailing the result of the program's self-assessment.

- The Madera / Mariposa Regional and Early Head Start Self-Assessment Procedure, Process, and Planning 2023-2024 will be presented to the Policy Council for approval on November 2, 2023.

FINANCING: None



Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: October 12, 2023

Author: Julie Doll

DATE: September 22, 2023

TO: Board of Directors

FROM: Julie Doll, Disability/Mental Health Specialist

SUBJECT: Suspension and Expulsion Procedure

I. RECOMMENDATIONS

Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.

II. SUMMARY

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

III. DISCUSSION

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

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

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

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

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

- The Suspension and Expulsion Procedure will be presented to the Policy Council for approval on October 5, 2023.

IV. FINANCING: None



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

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

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

Operational Procedure:

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

2. Prior to determining whether ongoing temporary suspension is necessary, the program will:
 - a. Have Disabilities/Mental Health (D/MH) Specialist observe child's classroom management strategies for effectiveness (Reference Policy 45) and provide supportive recommendations
 - b. Have educator complete ASQ-SE2 from classroom environment perspective
 - c. If deemed necessary, schedule a case management meeting to develop a support plan
 - d. Engage the mental health consultant as determined by the team
 - e. Collaborate with parent/guardian
 - f. Utilize appropriate community resources – i.e. Behavioral Health, psychologist, or other specialists
 - g. D/MH Specialist will enter a COPA (MHS) or Child Plus (EHS & RHS) Referral for areas of concern and strategies provided.

3. If temporary suspension is deemed necessary, the program will help the child return to full participation in all activities as quickly as possible while ensuring child safety by:
 - a. Ongoing engagement with parent/guardian on a regular (weekly) basis and documenting follow up on a *Parent Contact Record*
 - b. If needed, holding a CST meeting to discuss need for a formal observation by mental health consultant (Reference Policy 33A) and provide strategies for classroom and home
 - c. Continuing to use appropriate community resources
 - d. Developing written plan – Positive Behavior Support Plan (PBSP) to document the action and supports needed
 - Parent/guardian refusal or unwillingness to support the PBSP at home or class will result in CST meeting to review Behavior Policy in Parent Handbook
 - e. Providing services that include home visits if needed, to help parent/guardian's understanding and development of parenting skills.
 - f. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate

4. Our program will not expel or unenroll a child because of a child's behavior.
 - a. When a child continues to exhibit persistent and serious challenging behavior staff will:
 - Explore all possible steps and document all steps taken to address behavior(s) of which the focus was and continues to be to assist the child in learning appropriate behavior
 - Continuing engagement of a mental health consultant
 - Consider the appropriateness of providing services and supports for a child under section 504 of the Rehabilitation Act and not excluding child on the basis of disability
 - D/MH Specialist will consult with the parent/guardian(s)
 - If child has an IFSP/IEP, consulting with agency responsible for the IFSP/IEP to ensure that the child receives the needed support services.
 - If a child does not have an IFSP/IEP, the program will refer child, with parental consent, to the local agency responsible for implementing IDEA to determine child's eligibility for services.

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

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



Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: November 9, 2023

Author: Maritza Gomez-Zaragoza

DATE: October 11, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2022-2023

I. RECOMMENDATIONS

Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2022-2023. (Informational Only)

II. SUMMARY

The Office of Head Start Program Information Report (PIR) is an annual report required of all Head Start programs in the country, and serves as one source of data for tracking program performance. The Office of Head Start utilizes the PIR indicators to assess strengths and challenges and to target technical assistance to those areas needing improvement. This information is also made available to federal legislators and the public. Per the Head Start Act 642(d)(2)(I), the Policy Council must be presented the PIR annually.

III. DISCUSSION

The program completed the PIR report for 2022-2023 based on the data gather. Below are some demographics of the children and families served in the Madera/Mariposa Regional and Early Head Start.

1. Regional Head Start

Based on the data collected by staff, Community Action Partnership of Madera County (CAPMC) Madera/Mariposa Regional Head Start (MMRHS) program served 256 children of the 246 funded enrollment.

	CAPMC Regional Head Start
Children with health insurance	99.6%
Children with a medical home	99.6%
Children with a dental home	94%
Children with up-to-date immunizations or all possible immunizations	100%
Children with an Individualized Education Program (IEP)	17%
Families who received at least one family service	93%

2. Attached is the PIR report in its entirety for 2022-2023.

3. **Early Head Start**

Community Action Partnership of Madera County's (CAPMC) Madera Head Start program served 65 children and 13 pregnant women, exceeding the funded enrollment of 42 children and 2 pregnant women.

	CAPMC Early Head Start
Children with health insurance	100%
Children with a medical home	100%
Children with a dental home	74%
Children with up-to-date immunizations or all possible immunizations	61%
Individualized Family Service Plan (IFSP)	28%
Families who received at least one family service	88%

4. Attached is the PIR report in its entirety for 2022-2023.

➤ The Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2022-2023 will be presented to the Policy Council on November 2, 2023.

IV. **FINANCING:** Not applicable.



A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	09CH011519
Program Number	000
Program Type	Head Start
Program Name	Community Action Partnership of Madera County
Program Address	1225 Gill Ave
Program City, State, Zip Code (5+4)	Madera, CA, 93637-5234
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mmendez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Eric LiCalsi, Chairperson
Unique Entity Identifier (UEI)	V9D5YUNVFNA4
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children</i>
A.1 Funded Enrollment:	246
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	246
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	171
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	75
1. Of these, the number that are available for 3.5 hours per day for 128 days	75
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	246
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	14
a. Of these, the number of double session classes	4

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	10
d. 3 years old	132
e. 4 years old	114
f. 5 years and older	0
g. Total cumulative enrollment of children	256

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	256

Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	77
b. Public assistance (TANF, SSI, and SNAP)	123
c. Foster care	9
d. Homeless	1
e. Eligibility based on other type of need, but not counted in A.13.a through d	20
	# of children
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	26

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

Utilizing approved priority criteria

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	57
b. Three or more years	0

Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	72
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	21

	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	84

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	0
a. Of these children, the number of children that were chronically absent	0
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	0

Child care subsidy

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

Ethnicity and race

	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	3	8
b. Asian	0	1
c. Black or African American	0	11
d. Native Hawaiian or other Pacific Islander	0	1
e. White	22	29
f. Bi-racial/Multi-racial	6	2
g. Other	171	2

Explain:	Mexican/Did not specify.	
		<i># of children / pregnant women</i>
h. Unspecified ethnicity or race		0

Primary language of family at home

	<i># of children</i>
A.26 Primary language of family at home:	
a. English	169
1. Of these, the number of children acquiring/learning another language in addition to English	33
b. Spanish	85
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	1
g. Native North American/Alaska Native Languages	1
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	<i># of children</i>
A.27 Total number of Dual Language Learners	120

Transportation

	<i># of children</i>
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

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

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	80	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	20	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	95
a. Of these, the number who are current or former Head Start or Early Head Start parents	95

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	12	12

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

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	7	2

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	5	9

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

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

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	5
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	0

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	0
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	0

Home visitors and family child care provider staff qualifications

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

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

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	1
b. Asian	0	1
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	5
f. Biracial/Multi-racial	0	0
g. Other	17	0
Explain:	Mexican	
	# of non-supervisory education and child development staff	
h. Unspecified ethnicity or race	0	

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	18
a. Of these, the number who are proficient in more than one language other than English	0

B.15 Language groups in which staff are proficient:	# of non-supervisory education and child development staff
a. Spanish	17
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	1
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or staff declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	9	0
a. Of these, the number who were replaced	6	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	6
a. Of these, the number who were replaced	3
b. Of these, the number who left while classes and home visits were in session	5
c. Of these, the number that were teachers who left the program	4

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

1. Specify:	Personal	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		3

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	255	255
a. Of these, the number enrolled in Medicaid and/or CHIP	248	248
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	7	7
C.2 Number of children with no health insurance	1	1

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	253	255
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	89	89

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	256	256

	# of children
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	3
a. Of these, the number who received medical treatment for their diagnosed chronic health condition	3

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

C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	0
d. Seizures	1
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	2
f. Hearing Problems	0
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

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

	# of children at enrollment
C.10 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	11
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	166
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	32
d. Obese (BMI at or above 95th percentile for child's age and sex)	41

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	252	256
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	3	0
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.17 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	161	240

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.18 Number of children who received preventive care during the program year	214
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	214
a. Of these, the number of children diagnosed as needing dental treatment during the program year	7
1. Of these, the number of children who have received or are receiving dental treatment	5
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	
2. No dental care available in local area	
3. Medicaid not accepted by dentist	
4. Dentists in the area do not treat 3 – 5 year old children	
5. Parents did not keep/make appointment	
6. Children left the program before their appointment date	
7. Appointment is scheduled for future date	2
8. No transportation	
9. Other	

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	12
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	4

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	37
a. Of these, the number who received an evaluation to determine IDEA eligibility	22
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	19
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	3
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	15

	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	14
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	43
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	25
2. During this program year	18
b. Of these, the number who have not received special education and related services	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.26 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	35	35
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	8	8
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	197
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	185
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0

C.29 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

Assessment

C.30 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
DRDP: Desired Results Developmental Profile (all editions)

Curriculum

C.31 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Creative Curriculum (PreSchool)
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>
Ready Rosie

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.32 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.33 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
<i>Name/title</i>
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	237
a. Of these, the number of two-parent families	134
b. Of these, the number of single-parent families	103
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	230
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	91
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	6
b. Grandparents	2
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	5
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	11
b. An associate degree, vocational school, or some college	74
c. A high school graduate or GED	107
d. Less than high school graduate	45

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	159
1. Of these families, the number in which one or more parent/guardian is employed	158
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	105
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	1
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	78

	<i># of families at end of enrollment</i>
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	159
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	159
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	78
1. Of these families, the number of families that were also counted in C.37.a	0
2. Of these families, the number of families that were also counted in C.37.b	78

	<i># of families at enrollment</i>
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	1
b. At least one parent/guardian is a veteran of the United States military	5

Federal or other assistance

	<i># of families at enrollment</i>	<i># of families at end of enrollment</i>
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	59	59
C.41 Total number of families receiving Supplemental Security Income (SSI)	2	2
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	109	109
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	150	150

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	52
b. Housing assistance (e.g., subsidies, utilities, repairs)	8
c. Asset building services (e.g., financial education, debt counseling)	47
d. Mental health services	18
e. Substance misuse prevention	0
f. Substance misuse treatment	1
g. English as a Second Language (ESL) training	6
h. Assistance in enrolling into an education or job training program	15
i. Research-based parenting curriculum	218
j. Involvement in discussing their child's screening and assessment results and their child's progress	213
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	209
l. Education on preventive medical and oral health	80
m. Education on health and developmental consequences of tobacco product use	74
n. Education on nutrition	78
o. Education on postpartum care (e.g., breastfeeding support)	4
p. Education on relationship/marriage	22
q. Assistance to families of incarcerated individuals	2
C.45 Of these, the number of families who were counted in at least one of the services listed above	220

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	37
b. Family goal setting	35
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	100
d. Head Start program governance, such as participation in the Policy Council or policy committees	2
e. Parenting education workshops	41

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	1
	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	1

	<i># of families</i>
C.49 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	<i># of children</i>
C.50 Total number of enrolled children who were in foster care at any point during the program year	11
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	3

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

	<i># of education and child development staff</i>
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, family child care providers) that received intensive coaching	17
	<i># of coaches</i>
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	1

FAMILY SERVICES STAFF QUALIFICATIONS

	<i># of family services staff</i>
D.5 Total number of family services staff:	10
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	10
b. Of these, the number that do not meet one of the qualifications described in D.5.a	0
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

FORMAL AGREEMENTS FOR COLLABORATION

	<i># of partners or agencies</i>
D.6 Total number of child care partners in which a formal agreement was in effect	0
D.7 Total number of LEAs in the service area	1
a. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate services for children with disabilities	1
b. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate transition services	1
D.8 Total number of Part C agencies in the service area	1
a. Of these, the total number of Part C agencies in which a formal agreement was in effect to coordinate services for children with disabilities	1

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	23082457950
Last Update Date	08/24/2023



2022-2023 EARLY HEAD START PROGRAM INFORMATION REPORT
 09CH011519-200 COMMUNITY ACTION PARTNERSHIP OF MADERA
 COUNTY, INC.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	09CH011519
Program Number	200
Program Type	Early Head Start
Program Name	COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Program Address	1225 Gill Ave
Program City, State, Zip Code (5+4)	Madera, CA, 93637-5234
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mmendez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Eric LiCalsi, Chairperson
Unique Entity Identifier (UEI)	V9D5YUNVFNA4
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children / pregnant women</i>
A.1 Funded Enrollment:	42
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	42
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	40
A.4 Family child care option	0
A.5 Locally designed option	0

	# of pregnant women slots
A.6 Pregnant women slots	2

Funded slots at child care partner

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

CLASSES IN CENTER-BASED

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

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	26
b. 1 year old	17
c. 2 years old	15
d. 3 years old	7
g. Total cumulative enrollment of children	65

Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	13

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	78

Primary type of eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	44
b. Public assistance (TANF, SSI, and SNAP)	21
c. Foster care	1
d. Homeless	1
e. Eligibility based on other type of need, but not counted in A.13.a through d	3

	# of children / pregnant women
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	8

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.
 Families & children are selected based on approved eligibility criteria.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	28
b. Three or more years	10

Transition and turnover

	# of children
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	38
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	15
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	10
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	8
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	2
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0

	# of pregnant women
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	13
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	12
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	1

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	0
a. Of these children, the number of children that were chronically absent	0
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	0

Child care subsidy

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

Ethnicity and race

	# of children / pregnant women	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	2	0
b. Asian	0	0
c. Black or African American	0	1
d. Native Hawaiian or other Pacific Islander	0	0
e. White	12	0
f. Bi-racial/Multi-racial	2	0
g. Other	61	0
Explain:	Mexican	

	# of children / pregnant women
h. Unspecified ethnicity or race	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	25
1. Of these, the number of children acquiring/learning another language in addition to English	4
b. Spanish	53
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	57

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

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

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	4	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	4	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	42
a. Of these, the number who are current or former Head Start or Early Head Start parents	42

EDUCATION AND CHILD DEVELOPMENT STAFF

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	0

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

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

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

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0

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

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

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	4
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	4
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

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

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

Ethnicity and race

		# of non-supervisory education and child development staff	
		(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity			
a. American Indian or Alaska Native		0	0
b. Asian		0	0
c. Black or African American		0	0
d. Native Hawaiian or other Pacific Islander		0	0
e. White		0	0
f. Biracial/Multi-racial		0	0
g. Other		4	0
Explain:	Mexican		

	# of non-supervisory education and child development staff
h. Unspecified ethnicity or race	0

Language

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

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

STAFF TURNOVER

All staff turnover

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

Education and child development staff turnover

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

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

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	65	65
a. Of these, the number enrolled in Medicaid and/or CHIP	65	65
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.2 Number of children with no health insurance	0	0

Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	13	13
a. Of these, the number enrolled in Medicaid	13	13
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	65	65
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	17	17

Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	13	13

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	65	65
		# of children
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		0
a. Of these, the number who received medical treatment for their diagnosed chronic health condition		0
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0
C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:		# of children
a. Autism spectrum disorder (ASD)		0
b. Attention deficit hyperactivity disorder (ADHD)		0
c. Asthma		0
d. Seizures		0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)		0
f. Hearing Problems		0
g. Vision Problems		0
h. Blood lead level test with elevated lead levels >5 g/dL		0
i. Diabetes		0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	36	40
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	29	25
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Medical services – pregnant women (EHS programs)

	# of pregnant women
C.14 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	13
b. Postpartum health care	13
c. A professional oral health assessment, examination, and/or treatment	12
d. Mental health interventions and follow-up	3
e. Education on fetal development	13
f. Education on the benefits of breastfeeding	13
g. Education on the importance of nutrition	13
h. Education on infant care and safe sleep practices	13
i. Education on the risks of alcohol, drugs, and/or smoking	13
j. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	4

Prenatal health – pregnant women (EHS programs)

	# of pregnant women
C.15 Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	5
c. 3rd trimester (6-9 months)	8
C.16 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	1

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.17 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	18	29

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

	# of children at end of enrollment
C.20 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	40

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	4
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	0

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	1
a. Of these, the number who received an evaluation to determine IDEA eligibility	0
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	0
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	1

	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

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

	# of children
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	12
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	10
2. During this enrollment year	2
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	29
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	24
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	1

C.29 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

Assessment

C.30 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
DRDP: Desired Results Developmental Profile (all editions)

Curriculum

C.31 Curriculum used by the program:
c. For home-based services
<i>Name/title</i>
Partners For A Healthy Baby (Florida State University)
d. For pregnant women services
<i>Name/title</i>
Partners For A Healthy Baby (Florida State University)
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>
Ready Rosie

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.32 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.33 If yes, classroom and home visit observation tool(s) used by the program:
b. Home-based settings
<i>Name/title</i>
HOVRS-Adapted and Extended (HOVRS-A+)

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	<i># of families at enrollment</i>
C.34 Total number of families:	52
a. Of these, the number of two-parent families	36
b. Of these, the number of single-parent families	16
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	51
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	15
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	0
b. Grandparents	0
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	1

	# of families at enrollment
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	0
b. An associate degree, vocational school, or some college	11
c. A high school graduate or GED	15
d. Less than high school graduate	26

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	42
1. Of these families, the number in which one or more parent/guardian is employed	41
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	29
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	1
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	10

	# of families at end of enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	42
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	42
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	10
1. Of these families, the number of families that were also counted in C.37.a	2
2. Of these families, the number of families that were also counted in C.37.b	10

	# of families at enrollment
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	11	12
C.41 Total number of families receiving Supplemental Security Income (SSI)	1	1
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	48	48
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	42	43

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	24
b. Housing assistance (e.g., subsidies, utilities, repairs)	8
c. Asset building services (e.g., financial education, debt counseling)	4
d. Mental health services	11
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	10
h. Assistance in enrolling into an education or job training program	11
i. Research-based parenting curriculum	46
j. Involvement in discussing their child's screening and assessment results and their child's progress	42
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	27
l. Education on preventive medical and oral health	39
m. Education on health and developmental consequences of tobacco product use	31
n. Education on nutrition	44
o. Education on postpartum care (e.g., breastfeeding support)	16
p. Education on relationship/marriage	8
q. Assistance to families of incarcerated individuals	0
C.45 Of these, the number of families who were counted in at least one of the services listed above	46

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	6
b. Family goal setting	10
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	32
d. Head Start program governance, such as participation in the Policy Council or policy committees	0

	# of father/ father figures
e. Parenting education workshops	9

Homelessness services

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

	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	2

	# of families
C.49 Total number of families experiencing homelessness that acquired housing during the enrollment year	1

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	1

C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	1
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REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	23082457951
Last Update Date	08/24/2023



Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: November 9, 2023

Author: Maritza Gomez-Zaragoza

DATE: October 30, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera Migrant/Seasonal Head Start Program Information Report for 2022-2023

I. RECOMMENDATIONS

Review the Madera Migrant/Seasonal Head Start Program Information Report for 2022-2023. (Informational Only)

II. SUMMARY

The Office of Head Start Program Information Report (PIR) is an annual report required of all Head Start programs in the country, and serves as one source of data for tracking program performance. The Office of Head Start utilizes the PIR indicators to assess strengths and challenges and to target technical assistance to those areas needing improvement. This information is also made available to federal legislators and the public. Per the Head Start Act 642(d)(2)(I), the Policy Committee must be presented the PIR annually.

III. DISCUSSION

The program completed the report for 2022-2023 based on the data gather. Below are some demographics of the children and families served in the Madera Migrant/Seasonal Head Start

Migrant/Seasonal Head Start

Based on the data collected by staff, Community Action Partnership of Madera County (CAPMC) Madera Migrant/Seasonal Head Start (MMHS) program served 420 children, the program was not able to meet the funded enrollment of 579.

	CAPMC MMHS Head Start
Children with health insurance	100%
Children with a medical home	100%
Children with a dental home	100%
Children with up-to-date immunizations or all possible immunizations	93%
Children with an Individualized Education Program (IEP) or	

an Individualized Family Service Plan (IFSP)	10%
Families who received at least one family service	93%

- The Madera Migrant/Seasonal Head Start Program Information Report for 2022-2023 will be presented to the Policy Committee on November 7, 2023.

IV. **FINANCING:** Not applicable.



A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	90CM009830
Program Number	003
Program Type	Migrant Head Start
Program Name	Community Action Partnership of Madera County
Program Address	1225 Gill Avenue
Program City, State, Zip Code (5+4)	Madera, CA, 93637-9363
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mgomez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Eric LiCalsi
Unique Entity Identifier (UEI)	
Agency Type	Community Action Agency (CAA)
Agency Description	Delegate agency

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children</i>
A.1 Funded Enrollment:	579
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	579
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	579
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	579
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	34
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	44
b. 1 year old	70
c. 2 years old	85
d. 3 years old	95
e. 4 years old	76
f. 5 years and older	50
g. Total cumulative enrollment of children	420

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	420

Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	244
b. Public assistance (TANF, SSI, and SNAP)	125
c. Foster care	0
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	29
	# of children
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	22

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.
Program selects children based on eligibility. When income eligible children are have been served, families under this category are selected.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	117
b. Three or more years	109

Transition and turnover

	# of children
A.21 Total number of children who left the program any time after classes or home visits began and did not re-enroll	146
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	45
b. Of the children who left the program during the program year, the number of preschool children who aged out, i.e., left the program in order to attend kindergarten	46

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	420
a. Of these children, the number of children that were chronically absent	214
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	214

A.23 Comments on children that were chronically absent:
Illness and COVID 19 symptoms

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	64

Ethnicity and race

	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	0
f. Bi-racial/Multi-racial	0	1
g. Other	419	0

Explain:	Mexican	
		<i># of children / pregnant women</i>
h. Unspecified ethnicity or race		0

Primary language of family at home

	<i># of children</i>
A.26 Primary language of family at home:	
a. English	11
1. Of these, the number of children acquiring/learning another language in addition to English	
b. Spanish	409
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	<i># of children</i>
A.27 Total number of Dual Language Learners	409

Transportation

	<i># of children</i>
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

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

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	103	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	18	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	203
a. Of these, the number who are current or former Head Start or Early Head Start parents	203

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	9	9

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

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

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	6	1

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	6
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	6

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

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	6
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	4

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	0
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	0

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	21

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

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

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	12

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	8
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	8

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

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

Home visitors and family child care provider staff qualifications

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

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

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

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	1
f. Biracial/Multi-racial	0	0
g. Other	38	0
Explain: Mexican		

	# of non-supervisory education and child development staff
h. Unspecified ethnicity or race	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	38
a. Of these, the number who are proficient in more than one language other than English	3

B.15 Language groups in which staff are proficient:		# of non-supervisory education and child development staff
a. Spanish		35
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)		0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)		0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)		0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)		0
f. Native North American/Alaska Native Languages		0
g. Pacific Island Languages (e.g., Palauan, Fijian)		0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)		0
i. African Languages (e.g., Swahili, Wolof)		0
j. American Sign Language		0
k. Other		3
Specify:	Mixteco	
l. Unspecified (language is not known or staff declined identifying the language)		0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	15	0
a. Of these, the number who were replaced	5	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	6
a. Of these, the number who were replaced	0
b. Of these, the number who left while classes and home visits were in session	6
c. Of these, the number that were teachers who left the program	0

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	4
1. Of these, the number that moved to state pre-k or other early childhood program	3
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	2

1. Specify:	Personal matters	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	420	420
a. Of these, the number enrolled in Medicaid and/or CHIP	417	417
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	3	3
C.2 Number of children with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	420	420
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	102	102

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	256	389
		# of children
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		20
a. Of these, the number who received medical treatment for their diagnosed chronic health condition		20
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0

C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	4
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	12
d. Seizures	2
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	1
f. Hearing Problems	1
g. Vision Problems	1
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

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

	# of children at enrollment
C.10 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	7
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	148
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	18
d. Obese (BMI at or above 95th percentile for child's age and sex)	34

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	420	420
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.17 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	413	420

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.18 Number of children who received preventive care during the program year	182
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	175
a. Of these, the number of children diagnosed as needing dental treatment during the program year	9
1. Of these, the number of children who have received or are receiving dental treatment	7
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	
2. No dental care available in local area	
3. Medicaid not accepted by dentist	
4. Dentists in the area do not treat 3 – 5 year old children	
5. Parents did not keep/make appointment	
6. Children left the program before their appointment date	1
7. Appointment is scheduled for future date	
8. No transportation	
9. Other	1
1. Specify:	Parent refused services.

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

	# of children at end of enrollment
C.20 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	178

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	30
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	2

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	22
a. Of these, the number who received an evaluation to determine IDEA eligibility	10
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	10
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0

	# of children
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	12

	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	11
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	38
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	19
2. During this program year	19
b. Of these, the number who have not received special education and related services	0

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

	# of children
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	21
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	6
2. During this enrollment year	15
b. Of these, the number who have not received early intervention services under IDEA	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.26 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	27	27
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	1	1
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	10	10
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0

	(1) # of children determined to have this disability	(2) # of children receiving special services
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	194
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	171
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	10

C.29 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

Assessment

C.30 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
DRDP: Desired Results Developmental Profile (all editions)

Curriculum

C.31 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Creative Curriculum (Infant & Toddler)
Creative Curriculum (PreSchool)
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>
Ready Rosie

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.32 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.33 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
<i>Name/title</i>
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	339
a. Of these, the number of two-parent families	249
b. Of these, the number of single-parent families	90
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	339
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	85
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	5
b. Grandparents	0
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	5
b. An associate degree, vocational school, or some college	35
c. A high school graduate or GED	107
d. Less than high school graduate	192

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	333
1. Of these families, the number in which one or more parent/guardian is employed	333
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	1
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	6

	# of families at end of enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	333
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	333
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	6
1. Of these families, the number of families that were also counted in C.37.a	0
2. Of these families, the number of families that were also counted in C.37.b	6

	# of families at enrollment
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	3	3
C.41 Total number of families receiving Supplemental Security Income (SSI)	0	0
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	321	326
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	263	262

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	7
b. Housing assistance (e.g., subsidies, utilities, repairs)	3
c. Asset building services (e.g., financial education, debt counseling)	39
d. Mental health services	87
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	5
h. Assistance in enrolling into an education or job training program	123
i. Research-based parenting curriculum	304
j. Involvement in discussing their child's screening and assessment results and their child's progress	262
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	179
l. Education on preventive medical and oral health	146
m. Education on health and developmental consequences of tobacco product use	144
n. Education on nutrition	89
o. Education on postpartum care (e.g., breastfeeding support)	0
p. Education on relationship/marriage	5
q. Assistance to families of incarcerated individuals	0
C.45 Of these, the number of families who were counted in at least one of the services listed above	315

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	54
b. Family goal setting	21
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	122
d. Head Start program governance, such as participation in the Policy Council or policy committees	6
e. Parenting education workshops	143

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	0
	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	0

	# of families
C.49 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	0
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

REPORTING INFORMATION

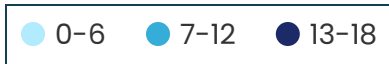
PIR Report Status	Started
Last Update Date	08/29/2023



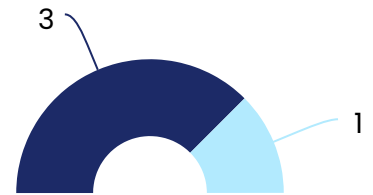
Madera County Child Advocacy Center (CAC)

October 2023

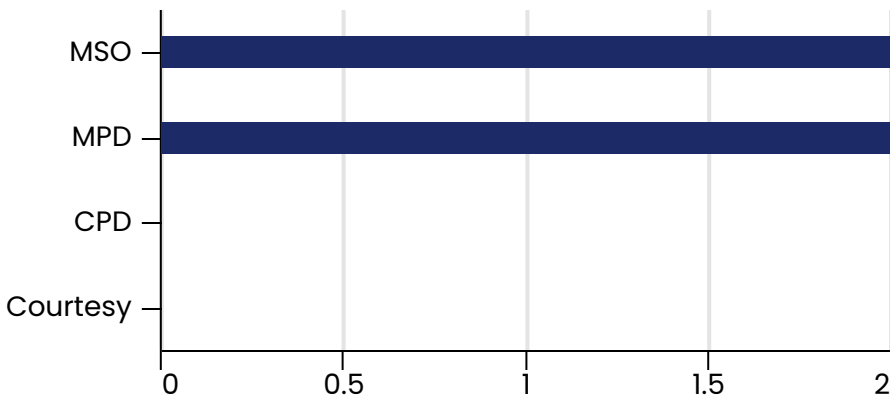
Age



Gender



Requesting Agency



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

Counseling Services

Referrals Made: 2
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	17	27	37	44	53	64	69	75	79		
2022	10	17	26	33	42	56	61	68	79	93	100	104



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

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

General Contract – CAPP	464
CalWORKs Stage 2 – C2AP	156
CalWORKs Stage 3 – C3AP	132
Bridge Program - BP	19
Total Children Enrolled	771

**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	41
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	42
LICENSE-EXEMPT CHILD CARE PROVIDERS	46
Total Providers Enrolled	129

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	121
CLOSED - LICENSED CHILD CARE PROVIDERS	0

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Licensing Forms Review (English) – 7 attendees
- Licensing Forms Review (Spanish) – 37 attendees

Family, Friend and Neighbor Activity:

- Play Group - 0 attendee

Bridge Program

- Bridge Coaching Session – 13 attendees



Community Services Monthly Report to the Board of Directors

October 2023

Program	Monthly Households Served	11-1-2021 to June 30, 2023 Fiscal YTD Total
ARPA 2021 – Non- Emergency	0	25
ARPA 2021 – Emergency	0	23
ARPA 2021 – WPO	0	16
HEAP 2022 – Non-Emergency	0	423
FAST TRACK 2022 – Emergency	0	564
WPO 2022 – WOOD/PROPANE/OIL	0	16
HEAP 2023 – Non-Emergency	0	316
FAST TRACK 2023 – Emergency	0	477
WPO 2023 -WOOD/PROPANE/OIL	0	18
SLIHEAP 2022 – Non-Emergency	0	24
SLIHEAP FAST TRACK 2022 – Emergency	0	25
SLIHEAP 2022 – WOOD/PROPANE/OIL	0	0
ESLIHEAP 2023 – Non- Emergency	0	78
ESLIHEAP 2023 – FAST TRACK	9	164
ESLIHEAP 2023 WOOD/PROPANE/OIL	0	15

The above programs are out of funding

LOW INCOME HOME WATER ASSISTANCE PROGRAM

PROGRAM	Monthly Households Served	Fiscal YTD Totals
LIHWAP Past Due Water Bills	3	515

HOMELESS PROGRAMS

PROGRAM	Residents	Vacancies
Shunammite Place	40	3
Madera Mental Health Services Act	10	2

EMERGENCY HOUSING VOUCHERS

Program	Amount	Issued
Emergency Housing Vouchers – Housing Services	33	0

October 2023 Homeless Prevention Assistance

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

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2022 through June 30, 2023

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

Kaiser Permanente Housing for Health Grant Opportunity

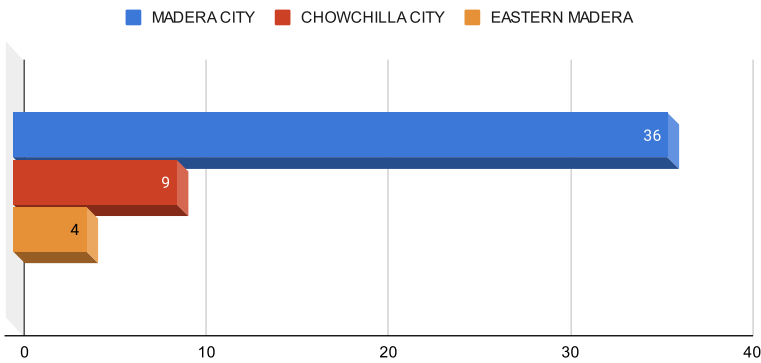
Spending Period July 1, 2023 through June 30, 2024

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$50,000	\$15,412.39	\$34,587.61	30.8%
Objective	Goal	YTD Achieved	Balance	% Achieved

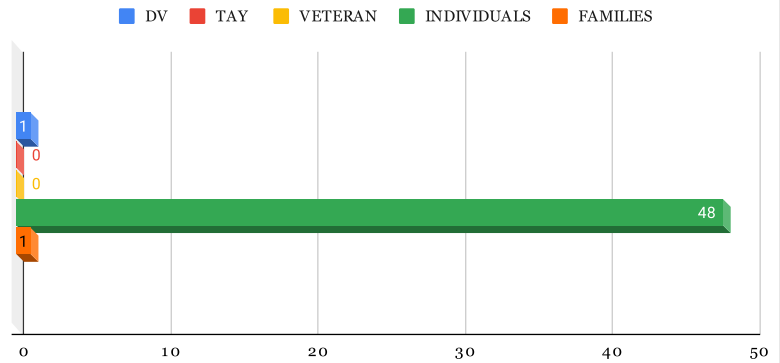


Homeless Engagement for Living Program (HELP Center) - October 2023 Services Report

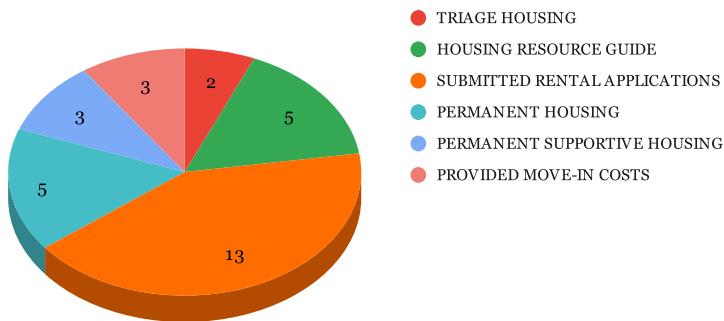
LOCATIONS



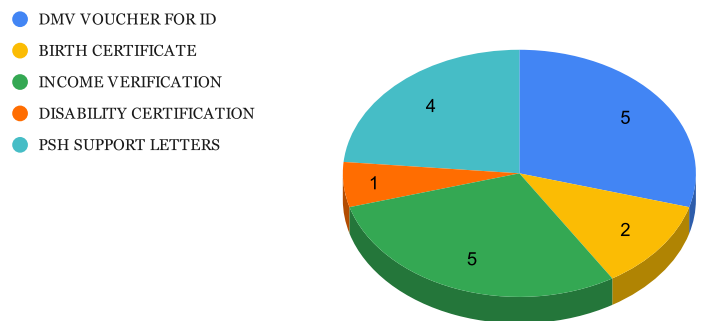
SUBGROUPS



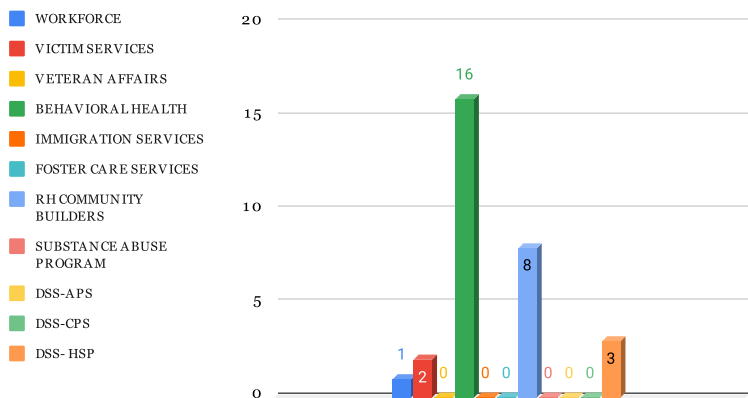
HOUSING SERVICES



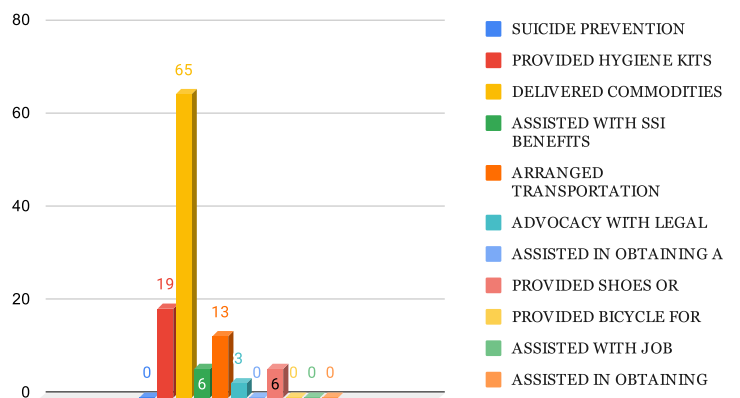
DOCUMENT COLLECTION



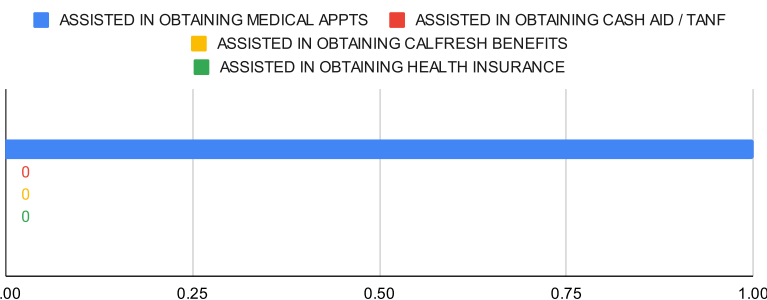
REFERRALS



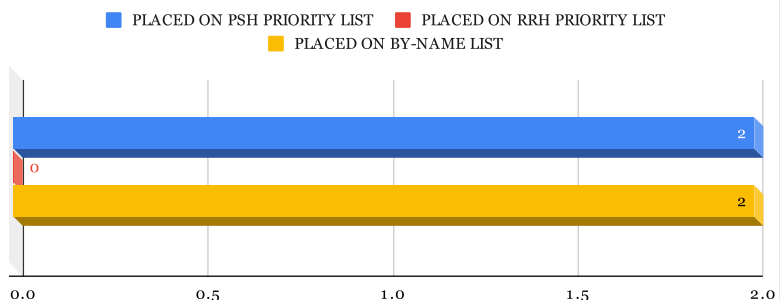
OTHER SERVICES



OTHER NON-CASH BENEFITS



COORDINATED ENTRY





Homeless Engagement for Living Program (HELP Center) Services Report - October 2023

Below are the number of services provided and contacts made in Madera County for the period of 10/01/2023 - 10/31/2023.

	Individuals	Families	DV	TAY	Veterans
Madera City	191	22	6	4	1
Chowchilla City	29	0	0	0	0
Eastern Madera	21	0	0	0	0
Total:	241	22	6	4	1

Outcomes-Services Offered		
HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	0	9
TRIAGE HOUSING	2	7
REUNIFICATION WITH FAMILY	0	1
HOUSING RESOURCE GUIDE	5	39
SUBMITTED RENTAL APPLICATIONS	13	59
PERMANENT HOUSING	5	22
PERMANENT SUPPORTIVE HOUSING	3	13
PROVIDED MOVE-IN COSTS	3	10
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	5	24
SOCIAL SECURITY CARD	0	9
BIRTH CERTIFICATE	2	4
INCOME VERIFICATION	5	11
DISABILITY CERTIFICATION	1	14
PSH SUPPORT LETTERS	4	16
EMOTIONAL SUPPORT ANIMAL LETTER	0	3
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	1	11
VICTIM SERVICES	2	4
VETERAN AFFAIRS	0	3
BEHAVIORAL HEALTH	16	79
IMMIGRATION SERVICES	0	0
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	8	31
SUBSTANCE ABUSE PROGRAM	0	1
DEPARTMENT OF SOCIAL SERVICES - APS	0	1
DEPARTMENT OF SOCIAL SERVICES - CPS	0	0
DEPARTMENT OF SOCIAL SERVICES - HOUSING	3	8
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	1	2
ASSISTED IN OBTAINING CASH AID / TANF	0	0
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	2
ASSISTED IN OBTAINING HEALTH INSURANCE	0	3
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	0	2
PROVIDED HYGIENE KITS	19	64
DELIVERED COMMODITIES	65	180
ASSISTED WITH SSI BENEFITS	6	6
ARRANGED TRANSPORTATION	13	55
ADVOCACY WITH LEGAL MATTER	3	4
ASSISTED IN OBTAINING A GOVT. PHONE	0	2
PROVIDED SHOES OR CLOTHES TO CLIENT	6	16
PROVIDED BICYCLE FOR TRANSPORTATION	0	0
ASSISTED WITH JOB INTERVIEW	0	0
ASSISTED IN OBTAINING INCOME	0	0
OTHER COORDINATED ENTRY	CURRENT MONTH	YEAR TO DATE
PLACED ON PSH PRIORITY LIST	2	7
PLACED ON RRH PRIORITY LIST	0	1
PLACED ON BY-NAME LIST	2	23



Report to the Board of Directors

Month: October 2023

Program Manager: Jennifer Coronado

ACCOMPLISHMENTS:

- Have two new staff members – 1 Shelter Aide and 1 Advocate III.
- Proclamations were presented from the Madera County Board of Supervisors and City Council of Madera in honor of Domestic Violence Awareness Month.
- End of fiscal year reports for Rape Crisis, Domestic Violence and Victim Witness Grants were all submitted on time.
- Underserved Grant hosted its first Resource Fair October 6th at Pan Am Park; we had more than 30 organizations registered, and participation was great.
- Held wear purple day on October 19th for DV awareness.
- Held our 21st Annual Soup Bowl Event. Guest speaker, Dominique Waltower told an inspiring story about how he went from abuser, to victim, to victim advocate.

UPCOMING EVENTS:

- Looking for ways to assist families during the upcoming holidays.

STATISTICAL REPORTS:

To be provided on a quarterly basis.





Victim Services

October 2022-September 2023

Domestic Violence Program

Services	1 st quarter (Oct.-Dec.)	2 nd quarter (Jan-March)	3 rd quarter (April-June)	4 th quarter (July-Sept.)
Crisis Intervention	208	169	161	221
Individual or group counseling/support	302	396	459	469
Criminal/Civil Legal Advocacy	106/28	14	148	157
Assistance with protective/custody orders	50	92	111	64

Shelter

Bed Nights	252 (19 individuals)	64 (6 individuals)	382 (23 individuals)	298 (27 Individuals)
Emergency food/clothing	13	10	10	18

Victim Witness

Crisis Intervention	236	70	75	50
Individual Counseling	218	273	206	178
Criminal Advocacy/accompaniment	245	274	208	266
Assistance in obtaining protection or restraining order	15	18	34	52
Number of Victims of Crime Compensation claims submitted	18	4	11	6

Sexual Assault

Crisis Intervention	241	122	81	79
Individual Counseling (unduplicated)	104	165	82	132
Individual Advocacy	44	32	21	37
Criminal Justice Advocacy/Accompaniment	189	118	34	66
On-scene Response	4	1	3	1

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

Services	1 st Quarter (Jan.-March)	2 nd Quarter (April-June)	3 rd Quarter (July-Sept.)	4 th Quarter (Oct.-Dec.)
Crisis Intervention	38	27	52	
Presentations to underserved population	3	1	5	
Outreach Events	5	10	6	
Immigration Assistance (visas, continued presence application, and other immigration relief)	19	8	26	
Provide information about the criminal justice process	34	58	70	
Criminal Justice Advocacy or Accompaniment	5	13	56	
Individual Advocacy (assist. With public assistance benefits, return of personal property)	13	7	24	

Transitional Housing

Services	1 st Quarter (Jan.-March)	2 nd Quarter (April-June)	3 rd Quarter (July-Sept.)	4 th Quarter (Oct.-Dec.)
Individual Counseling	31	18	10	
Individual Advocacy (assist. with public assistance benefits, return of personal property)	82	41	34	
Individuals Rec. Rental Assistancess	3	4	12	



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: November 9, 2023

Author: Maritza Gomez-Zaragoza

DATE: October 30, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: 2023-2024 Madera Migrant/Seasonal Head Start Monitoring Review Results

I. RECOMMENDATIONS

Review and consider approving the results of the 2023-2024 Madera Migrant/Seasonal Head Start Program Monitoring Review.

II. SUMMARY

Stanislaus County Office of Education- Central CA Migrant Seasonal Head Start (SCOE-CCMHS) has implemented a new process for the Grantee monitoring system to ensure their Delegates remain compliant with Office of Head Start Performance and Regulations. The new process includes On-Site Monitoring, Electronic Monitoring, and Monitoring Review.

III. DISCUSSION

1. The attached document provides a summary of the areas that were reviewed by the grantee. Highlights, strengths, and areas of concern identified for each area. Program staff will be developing plans to correct the areas of concern identified on the reports. The plans will be brought to the Policy Committee and Board for approval and feedback.
 2. CAPMC's "Program Review" process was completed from September 14 through September 16th. The process included file review, site visits, system reviews, and classroom observations.
 3. The review teams were composed of Grantee and Delegate staff. All Head Start service areas including Fiscal, Human Resources, and Governance were reviewed during this visit. Parents were involved in the process by completing the Environmental Health & Safety Checklist at their particular site.
 4. The review of the program highlighted the efforts and commitment by staff to providing quality services to the children and families in Madera County.
- The 2023-2024 Madera Migrant/Seasonal Head Start Monitoring Review Results will be presented to the Policy Committee for approval on November 7, 2023.

IV. FINANCING - Minimal



**PROGRAM MONITORING
Review Year 2023-2024
PROGRAM STRENGTHS, RECOMMENDATIONS AND FINDINGS**

Program: CAPMC – Madera Migrant Seasonal Head Start		September 12 – 15, 2023
Program Area	PROGRAM STRENGTHS	PROGRAM HIGHLIGHTS
Quality Education and Child Development Services	<p><u>Strengths</u></p> <ul style="list-style-type: none"> • Creative Curriculum to Fidelity Observations indicate high fidelity in the area of Families (Teachers establish a meaningful partnership with families to support each child’s healthy development and learning) and structure (Daily schedule and weekly plans are flexible and includes a balance of experience types and settings, individual small group experience, transitions are smooth and used to connect/engage with children). • The Disabilities/Mental Health Content Area Specialist has created a form summarizing IEP/IFSP goals. She puts each goal in simple, easy to understand language and includes related DRDP measures on the form, allowing teachers to understand the goals better. This has resulted in IEP/IFSP goals being more intentionally planned on the lesson plans. 	<p><u>Highlights</u></p> <ul style="list-style-type: none"> ➤ A Family Language Interview form is completed for each child, giving teachers additional information on children’s language development, and allowing them to identify additional strategies to support families with indigenous language backgrounds. ➤ The agency has created lending study kits with materials that support teacher facilitation of Creative Curriculum investigations. ➤ The agency has created a monthly newsletter (Coaching Corner) for teaching staff. In the coaching corner they share highlights, Site events, wellness routines, safety, and education tips. Some examples include Community visitors, summer health safety, CLASS tips and Shout outs to Teaching Pyramid Champions. ➤ Sierra Vista /Los Ninos: Each classroom created an end of the year PowerPoint presentation for families. In the presentation they demonstrated using their children’s picture show and what they learned in daily routines, when they investigate studies and when they play in different interest areas.

		<ul style="list-style-type: none"> ➤ Mis Angelitos Family engagement event: Families participated in creating an artifact related to the classroom study, parents voted on their creativity and children were able to present their parent's creations to their classmates. ➤ Area Managers provide PDA's and constructive feedback to teacher's observations in Learning Genie Notes Review section or in the file checklist. This practice motivates teachers to improve their observation documentation. ➤ All Sites demonstrate high fidelity in implementation of social emotional practices in their environments using safe places, feeling charts visual daily schedules, expectations, and PDA's. Educators are provided coaching throughout the training process to facilitate understanding of practices. The leadership team provided incentives for Educators in the form of beautiful Aprons made of Denim that have been adorned with Butterflies, Flowers and the word "Champ". Educators were extremely motivated to receive aprons and wore them during our last training. ➤ Education files are consistently well organized, with all information required present in each file. Forms were in the same place, in all files, making it very efficient to review documents.
<p>Quality Family and Community Engagement Services</p>	<p><u>Strengths</u></p> <ul style="list-style-type: none"> ▪ Community Action Partnership of Madera County (CAPMC) has developed MOU's with 14 community organizations. Some examples include: <ul style="list-style-type: none"> ○ Madera Adult Education, 	

	<ul style="list-style-type: none"> ○ First5 of Madera County, Madera/Mariposa SELPA Preschool and ○ SELPA Infant/Toddler ○ Family Health Services. <p>First 5 of Madera County provides a mobile vision clinic to all enrolled families with identified needs. As a result, 4 enrolled children have received free glasses this program year (2 at Sierra Vista and 2 at Mis Angelitos).</p> <ul style="list-style-type: none"> ▪ CAPMC utilizes Ready Rosie as their Parenting Curriculum. <ul style="list-style-type: none"> ○ Out of 216 families, 124 families (57%) are connected to Ready Rosie. Parents have viewed a total of 1,955 videos that aligned to the Early Learning Outcomes Framework in the areas of Language and Literacy, Math, Health and Well Being, and Social Emotional Development. ○ There were a total of 1,135 videos viewed by families that align to the Parent Family Community Engagement Framework in the areas of Family Well-Being, Families as Learners, and Families as Lifelong Educators. As a result, families have ongoing access to high quality educational activities that support school readiness. 	
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	<ul style="list-style-type: none"> ▪ CAPMC has developed a collaborative partnership with Madera County Behavioral Health. This partnership has resulted in a second Parent Meeting each month with topics developed from parent interest and need through surveys. Topics include: <ul style="list-style-type: none"> ○ Bullying and Suicide ○ Stress, Anxiety, and Trauma, ○ Brain Development. <ul style="list-style-type: none"> ❖ On average, 19 parents have attended each additional meeting. 	
<p>Quality Health Program/Environmental Health and Safety</p>		<p><u>Highlight</u></p> <ul style="list-style-type: none"> ➤ Active Supervision Plans are reviewed by assigned management staff and rotated to allow different eyes to monitor plans. ➤ Pedestrian Safety is documented on a CAPMC created form, and gives information of services provided. ➤ Environments are well maintained, inviting. All children were engaged, and smiling. ➤ Redundant systems were being followed (door chimes, gate latches, counting sheets, etc.)
<p>Program Design & Management</p>	<p><u>Strengths</u></p> <ul style="list-style-type: none"> ▪ The agency has refined their system for self-assessment planning. The team meets before their quarterly check-in meeting to enter data, progress, strengths and areas for growth in their self-assessment document. They are well prepared and ready to share overall trends and highlights. As a result, they have 	<p><u>Highlights</u></p> <ul style="list-style-type: none"> ➤ CAPMC has been committed in actively engaging their policy committee and board members in the shared decision making process to ensure children and families continue to receive high quality early childhood services. In addition, the agency’s attorney is highly engaged and provides their yearly governance training.

	strong communication, planning and coordinated approaches to training, system implementation and follow-up practices.	<ul style="list-style-type: none"> ➤ CAPMCs robust systems ensure that their policy committee and board documents are well organized. ➤ The Human Resources files were very well organized, and all items were easily accessible and readily available. ➤ The agency has a coordinated approach to developing and implementing systems within the program. All component area staff work as a team in communicating and collaborating to ensure quality services are being provided to children, families, and the community. ➤ CAPMC has clearly developed written policy and procedures for all component areas, so staff are aware of the expectations for their job performance.
Fiscal		<p>Highlight</p> <ul style="list-style-type: none"> ➤ Folders and files were well organized. Staff was prompt and available at request. ➤ Correspondence from CAPMC Fiscal was clear and detailed leading up to the review and during the review.
Program Area	Areas of Concern	PLAN OF ACTION
Quality Health Program/Environmental Health and Safety	<ul style="list-style-type: none"> ▪ A system is needed to ensure all medical forms are completed thoroughly, and all forms align with each other CCL101173/1302.42(d). ▪ 6 of the 53 files did not have evidence of timely and appropriate follow-up for any outstanding medical or dental services/screening 1302.42(b)(d). ▪ 6 of the 53 files did not have Child Case Notes/Case Conferencing 	<p>-Completed medication forms will be reviewed and updated as needed.</p> <p>-All Individualized Health Care Plans that require medication, will be given to Health Specialist for review before medication will be allowed at the center.</p> <p>-Advocates will follow up with parent/guardian the same day if it is discovered through the physical that there is a health concern and will document their conversation on COPA case notes. The Advocate will follow up until</p>

	<p>which reflect communication regarding child's health, including information and education 1302.42 (b)and 1302.41.</p>	<p>the child is seen by a specialist or if the parent declines treatment.</p> <p>-If a child does not pass a screening conducted at the center, the Advocate will review results and refer child to medical provider. The Advocate will follow up until the child is seen by a specialist or if the parent declines treatment. Communication will be documented on COPA case Notes.</p>
<p>Program Management & Quality Improvement</p>	<p><u>Record Keeping:</u></p> <ul style="list-style-type: none"> ▪ Family: Referrals related to parent meetings were not clear; topics were not consistently identified, and many referral statuses for these parent meetings were not marked as Received Services. Referrals are not being completed for Research-Based Parenting Curriculum and Involvement in Child's Screening and Assessment Results consistently. As a result, the PIR data is not accurate. ▪ Education: Agency is currently not using the Transition Plan to document transition strategies. In most Transition activities are documented in other forms (e.g. Parent contact record, Lesson plans, Case notes etc.) 	<p>Family Services</p> <ul style="list-style-type: none"> - Grantee to provide training to the Delegate about referral/parent meetings documentation. - Data Entry will enter referrals for transitions and screenings starting the Winter program. - Advocates will enter the referrals for the research-based curriculum within 45 days of enrollment starting the winter program. - Deputy Director will complete a desktop monitoring within 60 days from enrollment. - Deputy Director will provide training on new system and documentation. - T&TA for Advocates & Data Entry will be provided as needed. <p>Education:</p> <ul style="list-style-type: none"> - All transition planning according to the School Readiness Overview PPT and current guidance will be followed by either documenting those transitions on the Transition plan or referencing where those specific transition activities can be seen (such as in case notes).

		<ul style="list-style-type: none"> Health: There were several record keeping errors in the health files. There were missing dates, signatures, inaccurate information noted, items not initialed or thoroughly completed. File checklist have the details for follow-up. 	Health: <ul style="list-style-type: none"> Advocates will review their health file to ensure all signatures/initials, dates, and necessary boxes were completed on all forms. Health Specialist will ask Recipient to provide further training on the expectations.
Fiscal		<ul style="list-style-type: none"> Payroll Allocation Form (PAF) did not match allocation on timesheet. CAPMC fiscal staff informed me that PAF is just for HR Timesheet is actual allocation that is used bi-weekly and allocation varies per pay period. Did inform staff to summarize distribution on PAF to "All Head Start/State departments" or whichever labeling is used to avoid future confusion if PAF is only for HR purposes. 	Personnel Action Form (PAF): PAF meeting to be held to determine if the area labeled "Distribution" on form is needed. To meet in November 2023.
Performance Standards	Program Area	FINDINGS	PLAN OF ACTION
		None	N/A



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: November 9, 2023

Author: Jeannie Stapleton

DATE: October 19, 2023

TO: Board of Directors

FROM: Ana Ibanez

SUBJECT: 2024 Low Income Home Energy Assistance Program (LIHEAP)

I. RECOMMENDATION:

Review and consider approving the resolution to authorize the Executive Director to sign and submit the 2024 Low-Income Home Energy Assistance Program contract with the Department of Community Services & Development (CSD).

II. SUMMARY:

The 2024 LIHEAP contract term is November 1, 2023, through December 31, 2024.

III. DISCUSSION:

1. The LIHEAP program assists clients with paying utility bills, purchasing propane, firewood, pellets or heating oil and providing weatherization services.
2. Program participants must meet an income guideline and meet the utility assistance priority plan to receive assistance. The applicant's income must fall below 60% of the State's median income level.
3. The initial contract represents the first allocation of funding. CAPMC will normally receive a few contract amendments during the year, and we usually do not know what the final award will be until we receive the last amendment.
4. Based on the LIHEAP Production Plan applicants need to have at least 16 points to be eligible for benefit amounts ranging from \$356.00 to \$667.00 and up to \$3,000.00 for Fast Track Emergency assistance depending on points received. The Production Plan was submitted to the Board of Directors on September 14, 2023. CSD provides the guidelines as to the amount of benefit the customer is assisted with.
5. Customers receiving Cal-Fresh in the household are automatically eligible for assistance with the LIHEAP program.
6. As for the 2023 LIHEAP funds, they have been exhausted. There is a small amount of ESLIHEAP funding to assist Fast Track customers.

IV. FINANCING:

The first allocation of funding for the program year 2024 is \$1,119,569. This represents 50 percent of the projected total funding. This includes \$558,606 for utility payment assistance, \$ 266,340 for Administration, Assurance 16, Wood/Propane/Oil and \$294,623 for weatherization.

**Community Action Partnership of Madera County
Community Services
Community Services - LIHEAP Projections
November 2023 - June 2026
LIHEAP 24B-2019**

OPERATION EXPENSES	Budget
Salaries	168,101
Fringe Benefits	<u>49,921</u>
	<u>218,022</u>

Office Supplies	\$1,675
Data Processing Supplies	\$2,000
Program Supplies	\$2,422
Medical&Dental Supplies	\$0
Linen/Laundry	\$5
Postage & Shipping	\$800
Equipment Rental	\$1,600
Equipment Maintenance	\$300
Printing & Publications	\$1,000
Advertising & Promotion	\$500
Telephone	\$8,200
Rent	\$14,000
Utilities/Disposal	\$8,200
Building Repairs/Maintenance	\$2,000
Property Insurance	\$6,000
Consultants	\$0
Contracts	\$241,591 Subrecipient
Legal	\$50
Medical Screening/DEAT/Staff	\$150
Gas & Oil	\$7,500
Vehicle Repair & Maintenance	\$1,500
Staff Travel-Local	\$250
Staff Travel-Out of Area	\$0
Per Diem-Staff	\$0
Training-Staff-Non Payroll	\$2,478 "-19"
Interest Expense	\$1
Fees & Licenses	\$50
Fingerprint	\$100
Depreciation Expense	\$0
Employee Health & Welfare	\$60
Direct Benefits	\$10,000 WPO
Furnace Repairs/replacement	\$10,000 ECIP/HEAP
Indirect Cost Allocation	\$20,259 Madera Admin
IT Support	<u>\$250</u>
Total Operating Expense	<u>\$342,941</u>

ORIGINAL CONTRACT	
Madera Salaries	218,022.00
Madera Operating	81,350.00
Madera ECIP	10,000.00
Madera WPO	<u>10,000.00</u>
Total Madera	319,372.00
WX	241,591.00
Admin	0.00
H&C	0.00
Assur. 16	<u>0.00</u>
Total for WX	241,591.00
Total EHA/WX	560,963.00
Fast Track	279,303.00
HEAP	<u>279,303.00</u>
Total	558,606.00
Total 24B-2019 Contract	<u>1,119,569.00</u>

Total Operating & Salaries Budget \$560,963



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: November 9, 2023

Author: Jeannie Stapleton

DATE: October 5, 2023

TO: Board of Directors

FROM: Ana Ibanez, Community Services Program Manager

SUBJECT: Phase 41 Federal Emergency Management Agency (FEMA) Application.

I. RECOMMENDATION:

Review and consider ratifying the submission of the Local FEMA Application.

II. SUMMARY:

Community Action Partnership of Madera County has received FEMA funding since 1983.

III. DISCUSSION:

1. CAPMC has not yet received information about the Phase 41 funding levels. The Madera County FEMA Board will decide the allocation to CAPMC based on the funding availability and other applications received.
2. CAPMC has been appointed 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, keeping the Local FEMA Board and staff time to prepare the agenda and minutes.
3. Phase 40 recipients were CAPMC, Madera Food Bank, Holy Family Table, Madera Coalition for Community of Justice, the Madera Rescue Mission, and Central California Food Bank.
4. All funding received for the Local Recipients must be spent in Madera County. Funding was used for Served Meals, Other Food, Mass Shelter and Administrative.
5. Notice for Phase 41 applications was published in the local Madera Tribune on October 14, 2023, through October 25, 2023, and on the CAPMC website <https://maderacap.org/programs-and-services/community-services/fema-board/> to publicly advertise the program for entities who are interested in applying for funding.
6. Requirements are that entities must have a DUNS number or FEIN number and a Unique Entity Identifier.
7. Applications were released to the public on October 5, 2023. A ranking committee will be set up to review the FEMA applications and make a recommendation for funding.
8. Applications were due to CAPMC no later than October 27, 2023, by 5:00 PM.

IV. **FINANCING:**
To be determined.



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: November 9, 2023

Author: Cristal Sanchez & Nancy Contreras-Bautista

DATE: November 3, 2023

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: California Office of Emergency Services (Cal OES) Child Advocacy Center (KC) Program Grant Application for the Program Period April 1, 2024 – March 31, 2025

I. RECOMMENDATION:

Consider authorizing the Executive Director to submit the Child Advocacy Center (KC) Program Request for Application (RFA) due November 17, 2023, to Cal OES.

II. SUMMARY:

The Child Advocacy Center (KC) Program Grant through Cal OES will address CAC sustainability and will be utilized to provide direct victim services to child abuse survivors and their families through a multidisciplinary team approach. KC Grant services must include victim-centered, trauma-informed forensic interviews, advocacy, direct or referral to therapy/counseling, and referrals for medical forensic exams. In the KC Grant application, CAPMC plans to address disparities in culturally competent and inclusive mental health services, support the newly established medical forensic exam room onsite for the use of acute and non-acute exams for child abuse victims, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families. Funding is also intended to account for the cost of salaries and future rent costs.

Rural Child Advocacy Centers may request up to \$200,000 for a 12-month Grant Subaward performance period for 5 years. The RFA will be submitted to Cal OES on or before the November 17th due date for year 2 of 5.

Year One Highlights and Accomplishments:

- The Madera County CAC fully executed a contract with one bilingual trauma-focused clinician who began providing therapy to program participants in September 2023.
- Solidified partnerships with Mental Health multidisciplinary team members—Madera County Behavioral Health Services and North Star Wellness Center to provide trauma-focused therapeutic treatment to program participants.
- All equipment necessary to establish a Sexual Assault Response Team (SART) medical forensic exam room was purchased.
- The first ever SART medical forensic exam room was successfully established onsite at the Madera County CAC.

- A contract was fully executed with Central Valley Forensic Nursing Specialists, Inc. (CVFNS) to have Sexual Assault Nurse Examiners (SANEs) conduct acute and non-acute forensic exams onsite for children to receive easily accessible forensic medical services.

III. DISCUSSION:

- The Madera County CAC is submitting the RFA for the Child Advocacy Center (KC) Program through the California Office of Emergency Services (due November 17, 2023)
- Maximum grant award is \$200,000 for a 12-month Grant Subaward performance period for 5 years. This is year 2 of 5.
- Funding is intended to address disparities in culturally competent and inclusive mental health services, increase access to medical forensic acute and non-acute exams, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families.
- Salaries and future rent costs will also be accounted for in the KC Grant proposal.

IV. FINANCING:

\$200,000 for the 12-month Grant Subaward performance period.
Budget to be distributed at the Board of Directors meeting.



Proposal Cover Sheet

RFA PROCESS

CHILD ADVOCACY CENTER (KC) PROGRAM

Submitted by:
Community Action Partnership of Madera County, Inc.
1225 Gill Avenue, Madera, California 93637
(559) 673-9173

Cal OES #		FIPS #		VS#		Subaward #	
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

- 1. Subrecipient:** Community Action Partnership of Madera County, Inc. **1a. UEI#:** V9D5YUNVFNA4
- 2. Implementing Agency:** Community Action Partnership of Madera County, Inc. **2a. UEI#:** V9D5YUNVFNA4
- 3. Implementing Agency Address:** 1225 Gill Avenue Madera 93637-5234
(Street) (City) (Zip+4)
- 4. Location of Project:** Madera Madera 93637-5234
(City) (County) (Zip+4)
- 5. Disaster/Program Title:** KC - Child Advocacy Center Program **6. Performance/Budget Period:** 4/1/2024 to 3/31/2025
(Start Date) (End Date)
- 7. Indirect Cost Rate:** Federally Approved ICR **Federally Approved ICR (if applicable):** 9.10 %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	VOCA		\$200,000					\$200,000
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$200,000	\$200,000				\$200,000

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: Mattie Mendez Title: Executive Director

Payment Mailing Address: 1225 Gill Avenue City: Madera Zip Code+4: 93637-5234

Signature: _____ Date: _____

16. Federal Employer ID Number: 941612823

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)



Grant Subaward Contact Information

Grant Subaward #: _____

Subrecipient: _____

1. **Grant Subaward Director:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

2. **Financial Officer:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

3. **Programmatic Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

4. **Financial Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____



Grant Subaward Signature Authorization

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Implementing Agency: Community Action Partnership of Madera County, Inc.

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

Grant Subaward Director:

Printed Name: Cristal Sanchez

Signature: *Cristal Sanchez*

Date: 11/3/23

Financial Officer:

Printed Name: Daniel Seeto

Signature: *Daniel Seeto*

Date: 11/3/23

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: *Nancy Contreras-Bautista*

Printed Name: Nancy Contreras-Bautista

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

The following persons are authorized to sign for the **Financial Officer**:

Signature: *Nicole Vulich*

Printed Name: Nicole Vulich

Signature: *Yessenia Casillas*

Printed Name: Yessenia Casillas

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1			
2			
3			
4			
5			
6			

I, _____ (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a “project” pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	_____
Official Designee's Typed Name:	_____
Official Designee's Title:	_____
Date Executed:	_____
AUTHORIZED BY:	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	_____
Title:	_____
Date Executed:	_____



**Federal Fund Grant Subaward Assurances
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

3. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

5. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

9. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

10. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

11. Requirement for Data on Performance and Effectiveness under the Grant Subaward

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

12. Determination of Suitability to Interact with Participating Minors

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

13. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

14. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

15. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

16. Employment Eligibility Verification for Hiring under the Grant Subaward

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

- 1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

18. All Grant Subawards Must Have Specific Federal Authorization

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

19. Requirements Related to System for Award Management and Universal Identifier Requirements

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

20. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

26. Federal Funding Accounting and Transparency Act (FFATA)

Yes No

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?

If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?

If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: _____

Official Designee's Typed Name: _____

Official Designee's Title: _____

Date Executed: _____



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC23 02 1245	
A. Personnel Costs - Line-item description and calculation	23 VOCA	Total Amount Allocated
CAC Case Worker (50%) & Certified Forensic Interviewer (50%)		
Salary - \$62,820 Annual	\$62,820	\$62,820
Benefits - \$62,820 * 27.1881% Benefit Rate = \$17,080 Annual	\$17,080	\$17,080
Assistant to the Executive Director - 15% FTE		
Salary - 69,380 * .15 FTE	\$10,407	\$10,407
Benefits - 10,407 * 27.5161% benefit rate	\$2,864	\$2,864
Information Technology Manager - 12% FTE		
Salary - 108,224 * .12 FTE	\$12,987	\$12,987
Benefits - 12,987 * 16.1159% benefit rate	\$2,093	\$2,093
Advocate II/Advocate III/Specialty Advocate - Net 50% or more if needed for caseload.		
<p>Advocates are paid through one of our other Cal OES grants. The grant depends on case, but can currently be paid with VW23 37 0200, RC23 37 1245, or DV23 15 1245 grants.</p>		
<p align="center">*Benefits include FICA, SUI, and FUTA payroll taxes; Health/Dental/Vision, Worker's Comp, and retirement contribution</p>		



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC23 02 1245	
A. Personnel Costs - Line-item description and calculation	23 VOCA	Total Amount Allocated
Personnel Costs Fund Source Totals	\$108,251	\$108,251
PERSONNEL COSTS CATEGORY TOTAL		\$108,251



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC23 02 1245	
B. Operating Costs - Line-item description and calculation	23 VOCA	Total Amount Allocated
<p align="center"><u>Office supplies</u> 84.08/mo * 12 mos</p>	\$1,009	\$1,009
<p align="center"><u>Data Processing Supplies</u> 791.67/mo * 12 mos</p>	\$9,500	\$9,500
<p align="center"><u>Food for victims/clients</u> 51.08/mo * 12 mos</p>	\$613	\$613
<p align="center"><u>Program Supplies</u> 495.00/mo * 12 mos</p>	\$5,940	\$5,940
<p align="center"><u>Medical Supplies</u> 710.42/mo * 12 mos</p>	\$8,525	\$8,525
<p align="center"><u>Custodial Supplies</u> Maintenance/janitorial services, 50/mo * 12 mos</p>	\$600	\$600
<p align="center"><u>Postage & Shipping</u> 15/mo * 12 mos</p>	\$180	\$180
<p align="center"><u>Equipment rental</u> Postage meter, photocopiers 50/mo * 12 mos</p>	\$600	\$600
<p align="center"><u>Printing & Publication</u> 100.00/mo * 12 mos</p>	\$1,200	\$1,200
<p align="center"><u>Advertising & Promotions of CAC services</u> Actual cost</p>	\$1,000	\$1,000
<p align="center"><u>Telephone/Communications</u> 150/mo * 12 mos</p>	\$1,800	\$1,800
<p align="center"><u>Rent using FTEs</u> Rent for space used by direct staff based on 1.27 FTE of employees' time allocated to the grant, allowable sq per employee and cost of rent per sq 1.27 FTE * 125 sq * \$1.64/sq * 12 mos = \$3,124 (April 2024 - Mar 2025)</p>	\$3,124	\$3,124
<p align="center"><u>Rent using FTEs</u> Victim Support Space (VS) - rent for space used in direct service to victims: SART medical exam room (132 sq), forensic interview room (117 sq), and observation room (130 sq). 379 sq for VS * \$1.64/sq = 621.56 * 12 mos (April 2024 - Mar 2025) = 7,458.72</p>	\$7,459	\$7,459

Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC23 02 1245	
B. Operating Costs - Line-item description and calculation	23 VOCA	Total Amount Allocated
<p align="center"><u>Utilities</u></p> <p>Water, sewer, disposal, natural gas and electricity allocated to the grant based on employee time allocated and rental schedule. 400/mo * 12 mos</p> <p align="center"><u>Building Repairs/maintenance</u></p> <p>Funds for repairs & maintenance of the CAC's space.</p> <p align="center">Burglar & Fire alarm</p> <p>40/mo * 12 mos</p> <p align="center">Property Insurance</p> <p align="center">Custodial services</p> <p>Maintenance/janitorial services</p> <p align="center">Medical Screening/SART/Staff</p> <p>Medical screening for new staff.</p> <p align="center">Gas and oil</p> <p>Fuel for agency auto based on actual purchases and cost. 40gal * \$5.00 = \$200.00</p> <p align="center">Staff Travel - local</p> <p>For staff to travel to local sites to meet with multidisciplinary team (MDT) members 50/mo * 12 mos</p> <p align="center"><u>Training placeholder for staff</u></p> <p><i>No exact cost at the moment, but a Mod will be submitted when more information is available and confirmed. Training is for the MDT and staff.</i></p> <p align="center">General Liability and Insurance</p> <p>50/mo * 12 mos</p> <p align="center">Consultant/Child Forensic Interviewer</p> <p>81.25/ hr on an as-needed basis. Funds to contract with bilingual child forensic interviewers. Will submit contractor rate exemption w/Mod, if needed.</p> <p align="center"><u>Fees and License</u></p> <p>Membership fees for the CAC to continue its professional association memberships.</p>	<p align="right">\$4,800</p> <p align="right">\$4,000</p> <p align="right">\$480</p> <p align="right">\$1,875</p> <p align="right">\$360</p> <p align="right">\$120</p> <p align="right">\$200</p> <p align="right">\$240</p> <p align="right">\$10,000</p> <p align="right">\$600</p> <p align="right">\$5,000</p> <p align="right">\$400</p>	<p align="right">\$4,800</p> <p align="right">\$4,000</p> <p align="right">\$480</p> <p align="right">\$1,875</p> <p align="right">\$360</p> <p align="right">\$120</p> <p align="right">\$200</p> <p align="right">\$240</p> <p align="right">\$10,000</p> <p align="right">\$600</p> <p align="right">\$5,000</p> <p align="right">\$400</p>



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC23 02 1245	
B. Operating Costs - Line-item description and calculation	23 VOCA	Total Amount Allocated
<p style="text-align: center;">Employee Health & Welfare</p> <p style="text-align: center;"><u>Counseling for Child Victims and their Families</u> To have trauma-focused bilingual mental health clinicians available to program participants.</p> <p style="text-align: center;"><u>Indirect Costs</u> 9.1% of direct project costs \$183,318.06. See indirect cost rate agreement. \$149,116.41 * 9.1% = \$16,681.94</p>	<p>\$54</p> <p>\$8,500</p> <p>\$13,570</p>	<p>\$54</p> <p>\$8,500</p> <p>\$13,570</p>
Operating Costs Fund Source Totals	\$91,749	\$91,749
OPERATING COSTS CATEGORY TOTAL		\$91,749



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC23 02 1245	
C. Equipment Costs - Line-item description and calculation	22 VOCA	Total Amount Allocated
Equipment Costs Fund Source Totals		
EQUIPMENT COSTS CATEGORY TOTAL		

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	22 VOCA	Total Project Cost
Fund Source Totals	\$200,000	\$200,000



Grant Subaward Budget Narrative

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

1) The proposed budget pages and narrative effectively support the objectives and activities through personnel, staff travel, training, consultant services and expenses, rent, and various operating cost allocations for the Madera County CAC which supports the overall objective of CAC sustainability and allows for the continuation of victim-centered, trauma-informed, evidence-based direct services to child abuse survivors. Moreover, the medical supplies and respective rent cost allocations will directly support the enhancement of the investigative and prosecution process objective by sustaining the newly established medical exam room housed at the CAC. Lastly, the budget pages and narrative support the mitigation of ongoing or long-term, adverse social, emotional, development, and health outcomes objective through the cost allocation of trauma-informed mental health services for child abuse survivors and their families by means of direct access to a qualified mental health clinician, onsite, and at no cost. **2)** CAPMC maintains an annual indirect cost budget and proposal to account for Human Resources and accounting functions which is funded by a Nonprofit Indirect Cost Rate Agreement with the United States Department of Health and Human Services at 9.1% (Indirect Cost (IDC), effective through 06/30/2024). By applying an IDS lower than the 10% de minimis rate, the administrative costs are minimized, and more funds are allocated directly to the grant and objectives



Grant Subaward Budget Narrative

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

and activities. **3)** The grant subaward-funded staff duties and time commitments of the CAC Case Worker (Care Coordinator)/Forensic Interviewer, Assistant to the Executive Director (AED), and Information Technology (IT) Manager support the completion of the proposed objectives and activities by providing direct services to the multidisciplinary team (MDT) members and or child abuse survivors and their families. The CAC Case Worker and AED will support the enhancement of the investigative and prosecution process by managing the newly established medical forensic examination room and ensuring that medical supplies are in stock and readily available. This will contribute to an increase in medical evaluations for child abuse victims by providing accessible direct medical services at the CAC. The IT Manager will provide technical support to ensure the medical equipment such as the Cortextflo Camera System and computer are kept up to date with the latest software and functioning properly. The Case Worker and the AED will address the mitigation of adverse outcomes through mental health services by developing and overseeing a direct contract with bilingual culturally competent and trauma-informed mental health clinicians to provide direct services to child abuse survivors and their non-offending caregiver onsite and at no cost.



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Problem Statement: 1) The population to be served by the Madera County Child Advocacy Center (CAC) are child abuse survivors and children who have witnessed a crime. Madera County is nestled at the geographical center of California and canvases 2,000 square miles of rural farmland. Per the 2020 Census, the total population of Madera County is 156,255. Of the total population 60% are Hispanic or Latino, 32% White, 5% American Indian and Alaska Native, and 3% Black or African American. Of the total population 43,000 residents of Madera County are under the age of 18. **2)** The CAC is operated by the Community Action Partnership of Madera County, Inc. (CAPMC) Executive Director. The CAC is co-coordinator of the Madera County Child Forensic Interview Team (CFIT), a multidisciplinary team (MDT). The CFIT Steering Committee oversees the MDT and is composed of the department head of CAPMC, Madera County Sheriff's Office, City of Madera and Chowchilla Police Department, Madera County District Attorney's Office, and the Madera County Departments of Social Services, Behavioral Health Services, Public Health, and Probation. The CAC will utilize funding to address CAC sustainability through the continuation of victim-centered trauma-focused evidence-supported direct services, enhance the investigative and prosecution process by covering the cost to maintain the equipment and supplies needed for the newly established



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

medical forensic exam room at the CAC, and to mitigate ongoing or long-term adverse social, emotional, development, and health outcomes through culturally competent trauma-informed therapeutic intervention at no cost to program participants. **3)** The CAC has identified a significant challenge identifying and successfully contracting bilingual trauma-focused clinicians in the area. The CAC encountered a challenge due to the maximum allowable hourly rate. Licensed therapists in the area have a much higher hourly rate and those who were willing to lower their rate are at full capacity. There is a gap in providing rapidly available mental health services to program participants due to a lack of bilingual trauma-informed mental health providers, hurdles with insurance approval processes, rigid eligibility criteria for county-based programs, and sporadic availability of services within the county. **4)** The CAC will enhance direct services through the MDT service structure by strengthening the partnership and involvement of the medical and mental health disciplines. The CAC will enhance mental health services by contracting with bilingual trauma-informed clinicians to provide direct mental health services onsite in a consistent manner at no cost. The CAC will enhance direct medical services by sustaining the operation of the newly established medical forensic exam room and operate in partnership with Central Valley Forensic Nurse Specialist, Inc. (CVFNS).



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Plan: 1) The CAC's MDT is composed of CAPMC – Madera County CAC, CAPMC – Victim Services, Madera County Sheriff's Office, City of Madera Police Department, City of Chowchilla Police Department, Madera County District Attorney's Office, and the Madera County Departments of Social Services, Behavioral Health Services, Public Health, and Probation. The CAC has a fully executed contract with Central Valley Forensic Nurse Specialists, Inc. (CVFNS) to conduct trauma-focused forensic exams onsite. The CAC also has a contract with North Star Wellness Center (NSWC) and individual trauma-informed clinicians to provide evidence-based, trauma-focused mental health services. MDT members specialized in providing evidence-based trauma-focused services are the CAC Case Worker, Victim Advocates, Certified Child Forensic Interviewers, Child Protective Services Social Workers, Special Victims Unit Deputy District Attorneys, Detectives, certified SART Registered Nurses, certified Licensed Marriage Family Therapists, Associate Marriage and Family Therapists and Licensed Clinical Social Workers. **2)** The cultural competency and diversity training required to meet the needs of the community the CAC serves is diversity, equity, and inclusion (DEI) training, more specifically tailored to working with diverse populations (inclusive of LGBTQ+), cultural sensitivity, and implicit bias. The Madera County CAC is in the process of developing a plan to address



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

the MDT's cultural competency and diversity training needs by hosting an in-person training for the MDT within the grant year and at least every two years thereafter. **3)** The Madera County CAC is housed in CAPMC's primary building and has its own private entrance. The CAC's child-focused dedicated setting is comfortable, private, and both physically and psychologically safe for diverse populations of children and families. The CAC consists of a lobby area, one interview room equipped with soundproof walls, two private family waiting rooms, one restroom, one SART medical exam room, one proposed therapy room, one staff office, one available office for the MDTs use, and one observation room. The CAC lobby is furnished with various framed culturally diverse posters, printed resources, and plants to promote a welcoming and inclusive environment. The CAC's furniture is physically accessible and child friendly. Age-appropriate and culturally diverse toys, coloring pages, and fidgets are available. **4)** The direct victim services provided through the CAC are delivered by the CAC case worker, certified forensic interviewer, victim advocate, mental health clinicians, and SART registered nurses. The CAPMC – CAC has one full time case worker that provides direct victim services to child abuse survivors and their families. The case worker provides support to team members by coordinating and scheduling child forensic interviews and leading



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

the monthly CFIT case review. The case worker is a certified child forensic interviewer and conducts child forensic interviews. When the child and family arrive at the CAC, they are immediately welcomed by the case worker. The case worker welcomes and hosts the family during their visit. After walking them over to their private family waiting room, the case worker explains the interview process, shows them the interview room, and offers available counseling referrals. Depending on the counseling services needed by the family, a referral will be made to the chosen agency. The CAPMC – Victim Services victim advocate provides participants with crisis intervention, support, advocacy, follow-up, referrals, and accompaniment to forensic exams. Such services are provided from first contact to case closure allowing continuity of care. KC grant funding will allow for the continuation of direct victim services conducted by the CAC. Additionally, KC grant funding will support the enhancement of direct victim services through a contract between the CAC and trauma-focused clinicians to provide continuation of care through therapeutic treatment for child abuse survivors and their families to mitigate any ongoing or long-term adverse outcomes of abuse. Funded by this subaward, the CAC will expand its partnership with CVFNS to sustain the newly established medical forensic exam room keep up to date with equipment and supplies. Maintaining a fully



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

equipped medical exam room at the CAC will allow for forensic exams to be conducted on site without a time delay. Direct medical services will be easily accessible to child abuse victims and their families, as well as MDT members.

5) CAPMC is Madera County's one-stop-shop. The uniqueness of the organization's overall structure allows for the organic flow of referrals and services interdepartmentally. CAPMC houses not only the Madera County CAC, but also Victim Services, Community Services & Homeless Engagement for Living Program (HELP) Center, Child Care Alternative Payment & Referral Program, and Head Start. The aforementioned departments allow for additional wrap-around services such as childcare, emergency housing, victim advocacy, mortgage, rent, and utility assistance. For services outside of the Agency's scope, CAPMC has a seasoned referral system with committed community partners such as the Madera County Department of Social Services, the Madera County Food Bank, Madera Rescue Mission, California Rural Legal Assistance, Inc., and other community organizations. The victim-centered wrap-around services the CAC directly offers are counseling referrals for the child and the non-offending caregiver and forensic exams onsite. **6)** The written protocols for case review and case review procedures are documented as part of the Madera County CFIT Guidelines developed by the MDT. CFIT case review occurs on the first



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Thursday of every month. Per the Madera County CFIT Guidelines, the MDT meets for case review for the purpose of reviewing active cases, sharing relevant information, addressing obstacles to effective investigations and service delivery, recommending referrals, ensuring advocacy and support for the child and family, and case coordination with all the involved agencies ensuring a multidisciplinary approach for services. The CAC case worker hosts and facilitates case review and ensures continuous participation from all disciplines. As per the CFIT Guidelines, MDT members' confidentiality obligation shall continue notwithstanding their association with CFIT. The CAC uses Microsoft Office Excel to track child forensic interviews, participant demographics, case information, and counseling services. The CAC also utilizes paper files that consist of the CFIT information sheet, forensic interview MDT sign-in sheet, the CAC case worker's case notes, counseling referrals, and a copy of documents provided to the family.



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Capabilities:1) The Madera County CFIT's ability and experience providing services through a multidisciplinary service structure dates back to its inception in 2008. The National Children's Alliance (NCA) Board of Directors acknowledged the CAC as an accredited member in 2013 and has remained accredited to date. As per the NCA Standards for Accredited Members, the CAC and MDT deliver consistent, evidence-based services to full efficacy to ensure children receive the highest quality services possible. With the full support of the CFIT Steering Committee, the CAC and MDT are fully committed and available 24 hours a day, 7 days a week to provide direct victim services to child abuse victims in Madera County. The MDT keeps abreast on current child maltreatment issues through annual training required by the NCA Standards for accredited members and quickly addresses pressing matters as the needs of the CAC's service population change over time. **2)** The Madera County CAC provides a centralized victim-centered hub for the CFIT to operate during forensic interviews, to support a trauma-focused coordinated response to child abuse, and to facilitate the continuation of care via evidence-based wrap-around services for child abuse survivors. The CAC case worker, along with the MDT, deliver direct services onsite during the child's initial visit to the CAC and thereafter. Direct services include providing support, advocacy, referral services,



Grant Subaward Programmatic Narrative

Grant Subaward #: KC23 02 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

investigative guidance, and facilitation of continuation of care. **3)** When conducting child forensic interviews, the Madera County CAC complies with the standards set forth by NCA using the Ten Step Investigative Interview developed by Thomas D. Lyon. During their visit to the CAC, clients are assigned a victim advocate that provides advocacy, support, follow-up, and referral services. The CAC case worker offers a referral to counseling services for the child and the non-offending caregiver. The CAC fully executed a contract with CVFNS to provide trauma-focused forensic exams onsite for child abuse victims. **4)** The CAC case worker and victim advocates have completed a 65-hour Domestic Violence and Sexual Assault Training. As an accredited CAC, each CFIT member completes a minimum of eight continuing education hours related to their discipline and or on child maltreatment. In addition, CAC staff and MDT members receive training in vicarious trauma and secondary traumatic stress and are trained regarding the purpose and nature of medical evaluations. Mental health providers receive continuous training in the field of child abuse, trauma, clinical practice, and cultural applications. Forensic interviewers complete annually eight hours of training on child forensic interviewing and or child maltreatment, two peer reviews, and have obtained a minimum of 32-hour child forensic interview training.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient:	UEI #	FIPS #:
Grant Disaster/Program Title:		
Performance Period:	to	Subaward Amount Requested:
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	
3. How many grants does your organization currently receive?	
4. What is the approximate total dollar amount of all grants your organization receives?	
5. Are individual staff members assigned to work on multiple grants?	
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	
7. How often does your organization have a financial audit?	
8. Has your organization received any audit findings in the last three years?	
9. Do you have a written plan to charge costs to grants?	
10. Do you have written procurement policies?	
11. Do you get multiple quotes or bids when buying items or services?	
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	
13. Do you have procedures to monitor grant funds passed through to other entities?	

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent)	Date:
Print Name and Title:	Phone Number:
<i>Cal OES Staff Only: SUBAWARD #</i>	



Grant Subaward Service Area Information

Grant Subaward #: _____

Subrecipient: _____

1. County or Counties Served:

County where principal office is located: _____

2. U.S. Congressional District(s) Served:

U.S. Congressional District where principal office is located: _____

3. State Assembly District(s) Served:

State Assembly District where principal office is located: _____

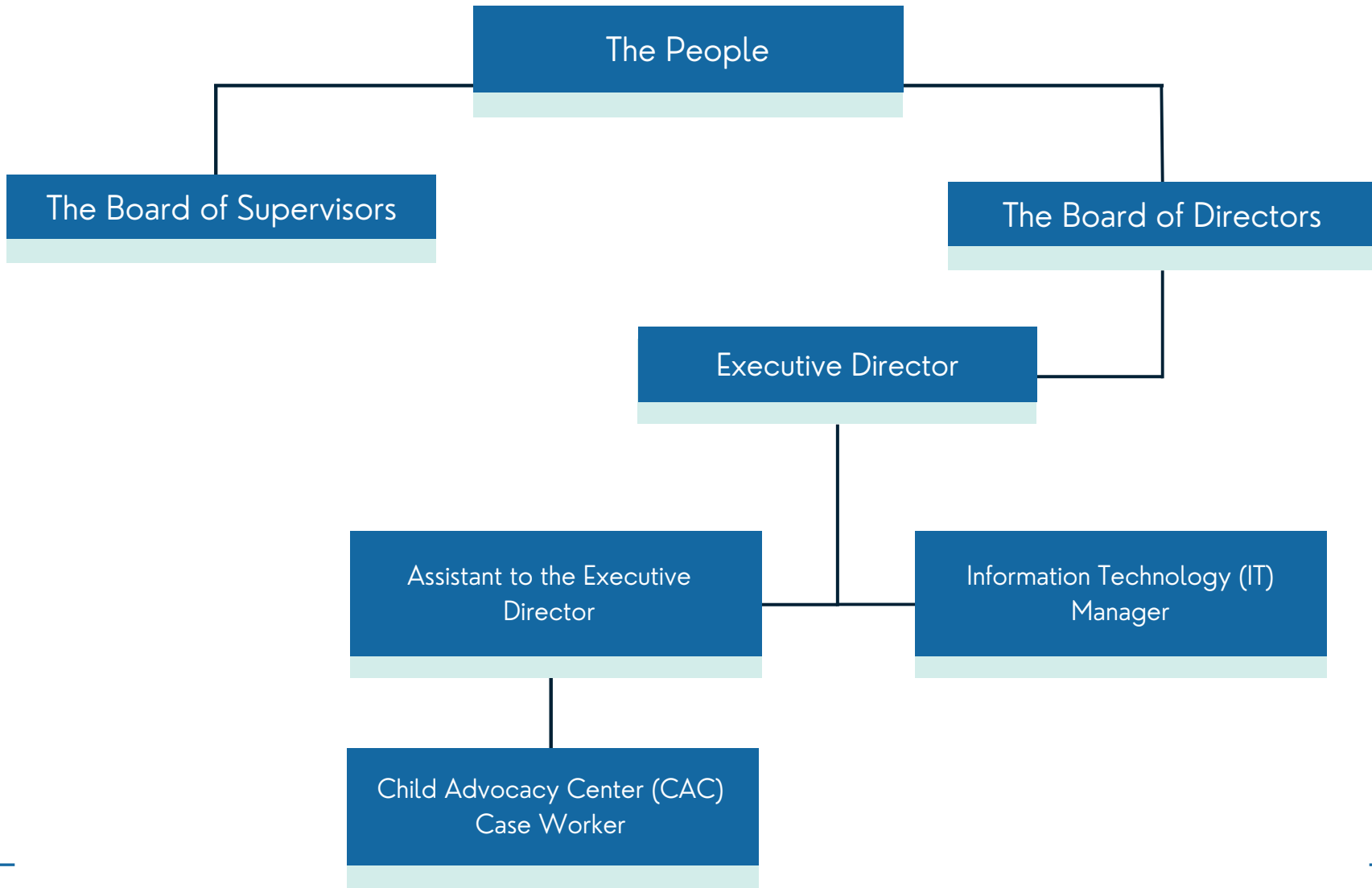
4. State Senate District(s) Served:

State Senate District where principal office is located: _____

5. Population of Service Area: _____



Madera County Child Advocacy Center (CAC) Structure



Madera County Child Forensic Interview Team (CFIT) Structure

CFIT Steering Committee

*CAPMC Executive Director
Madera County District Attorney
Madera County Sheriff
City of Madera Police Chief
City of Chowchilla Police Chief
Madera County Chief Probation Officer
Director of Behavioral Health Services
Director of Social Services
Director of Public Health*

CAPMC - Madera County
Child Advocacy Center

CAPMC - Victim
Services

Madera County
District Attorney's
Office

Madera County
Sheriff's Office

City of Madera
Police Department

City of Chowchilla
Police Department

Madera County
Department of
Probation

Madera County
Department of Behavioral
Health Services

Madera County
Department of
Social Services

Madera County
Department of
Public Health



CHILDREN'S
ADVOCACY
CENTERS of
CALIFORNIA

a program of  CALICO

CERTIFICATE

OF MEMBERSHIP

proudly presented to

Madera County
Child Advocacy Center

*certifying active membership with the
Children's Advocacy Centers of California
for the year 2023*

Erin Harper

ERIN HARPER
Executive Director



Holly Fleming

HOLLY FLEMING
Program Director



Volunteer Waiver Request

Grant Subaward #: _____

Subrecipient: _____

Justification:

Cal OES Approval

Approved Denied

Program Specialist Signature

Date

Approved Denied

Unit Chief Signature

Date



Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Match Waiver Request Form

Cal OES Subrecipients may request a partial or full match waiver for Victim of Crime Act (VOCA) Victim Assistance Formula Grant Program funds. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. Cal OES Grant Subaward Number: KC23 02 1245
2. Subrecipient's Name: Community Action Partnership of Madera County, Inc.
3. Grant Subaward Performance Period 04/01/2024 through 03/31/2025
4. VOCA Fund Source #1: 23VOCA
VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 200,000
Amount of Match Proposed (post approved Match Waiver): \$ 0
5. VOCA Fund Source #2 (if applicable): Select
VOCA Victim Assistance Formula Grant Program Funds Awarded:
Amount of Match Proposed (post approved Match Waiver):

6. Briefly summarize the services provided:

CAPMC – Child Advocacy Center provides a centralized victim-centered hub for the Madera County Child Forensic Interview Team (CFIT) to operate during forensic interviews, to support a trauma-focused coordinated response to child abuse, and to facilitate the continuation of care via evidence-based wrap-around services for child abuse survivors and their family. The multi-disciplinary team members deliver direct services onsite during the child's initial visit to the CAC and thereafter. Direct services include child forensic interviews, forensic exams, provide advocacy services, mental health, and referral services. The Madera County CAC, along with the CFIT provide a one-stop shop for child abuse survivors and their families to receive quality services in pursuit of healing and justice.

7. Describe practical/logistical obstacles and/or local resource constraints to providing match:

During the COVID-19 pandemic there have been less state and local funds to utilize for purposes of providing match. Most of the multi-disciplinary team members are funded from Federal dollars, making their cost not match-eligible. The reduction in funds coupled with the increasing operational and personnel expenses have presented challenges for the fulfilling match requirements.

Approved

Denied

Susan Grace

Unit Chief Name


Unit Chief Signature *

10/12/2023

Date



Operational Agreement Summary

Grant Subaward #: _____

Subrecipient: _____

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. _____		_____ to _____
2. _____		_____ to _____
3. _____		_____ to _____
4. _____		_____ to _____
5. _____		_____ to _____
6. _____		_____ to _____
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____

NONPROFIT RATE AGREEMENT

EIN: 94-1612823

DATE:06/02/2022

ORGANIZATION:

FILING REF.: The preceding agreement was dated 04/01/2021

Community Action Partnership of Madera County, Inc.

1225 Gill Avenue

Madera, CA 93637

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2020	06/30/2021	9.10	On-Site	All Programs
PROV.	07/01/2021	06/30/2024	9.10	On-Site	All Programs

*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), donated services and subawards.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

(1) Grantee charges all costs direct to grants and/or contracts except the costs listed below:

A. For the period 07/01/2020 - 06/30/2021, salaries and wages of agency-wide employees are as follows: Accountant Program Manager (3), Accountant Supervisor, Accountant Technician (3), Software Analyst, Network Administrator, Program Assistant/Clerk Typist, Human Resources Director - All 100%; Accounting Program Manager - 97.81%; Maintenance Worker - 92.75%; Accounting Program Manager - 82.25%; Human Resources Generalist - 96.50%; CFO - 78%; Receptionist - 75.91%; Administrative Assistant to ED - 78.79%; Executive Director - 63.08%; Human Resource Assistants - 100%; Help Desk Support Tech - 12.56%; Maintenance Worker - 2.42%; Maintenance Worker - 3.40%; Maintenance Worker - 2.76%; Maintenance Worker - 2.78%.

B. Leave and fringe benefits for above personnel only are included in the indirect cost pool.

C. Other expenses - Administrative portion only: consultants/contractual, materials/supplies, travel/training, repairs/maintenance, vehicle expense, rent, occupancy, insurance, postage/printing, telephone, rentals and other expenses.

(2) The directly charged fringe benefits are: Payroll taxes, worker's compensation, health/dental/vision/life insurance and retirement.

(3) The indirect cost rate has been negotiated in compliance with the Administration for Children and Families Program Instruction (ACF-PI-HS-08-03) dated 5/12/2008, which precludes recipients of Head Start grants to use any Federal funds to pay for any part of the compensation of an individual either as a direct cost or any pro-ration as an indirect cost if that individual's compensation exceeds the rate payable of an Executive Level II. For 2019, the rate of compensation for an Executive Level II was \$192,300 per year. As of January 2020, the rate of compensation for an Executive Level II is \$197,300 per year. As of January 2020, the rate of compensation for an Executive Level II is \$197,300 per year. As of January 2021, the rate of compensation for an Executive Level II is \$199,300 per year.

(4) Your next proposal based on actual costs for the fiscal year ending 06/30/2022 is due in our office by 12/31/2022.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Community Action Partnership of Madera County, Inc.

(INSTITUTION)



(SIGNATURE)

Daniel Seeto

(NAME)

Chief Financial officer

(TITLE)

June 16, 2022

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim - S

Digitally signed by Arif M. Karim - S
Date: 2022.06.16 07:52:58 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

6/2/2022

(DATE) 2416

HHS REPRESENTATIVE:

Elmas Martin

Telephone:

(415) 437-7820

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2023 - 12/31/2023 218	312,051.00	308,123.83	83.33%	98.74%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY 01/01/2023 - 12/31/2023 217	7,251.00	100.15	83.33%	1.38%	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/23 - 05/31/24 311/380	4,522,453.00	1,744,221.37	41.67%	38.57%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/01/23 - 05/31/24 310	46,025.00	20,628.45	41.67%	44.82%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/01/23 - 05/31/24 312	678,411.00	262,660.88	41.67%	38.72%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/01/23 - 05/31/24 309	13,373.00	1,322.41	41.67%	9.89%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/23 - 06/30/24 319	1,091,317.00	120,230.38	33.33%	11.02%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/23 - 09/30/24 390	589,855.00	927.69	8.33%	0.16%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/23 - 02/29/24 321/362	5,632,943.00	3,458,873.78	66.67%	61.40%	Provide HS services to 579 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/23 - 02/28/24 320	31,845.00	23,412.35	66.67%	73.52%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/23 - 06/30/24 322/324	970,788.00	271,029.29	33.33%	27.92%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/22 - 06/30/23 325	137,096.00	48,695.07	33.33%	35.52%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2021 - 06/30/2024 356	93,112.00	0.00	78.38%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/23 - 08/31/24 331	5,789,431.00	1,177,779.88	16.67%	20.34%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/23 - 08/31/24 330	82,690.00	3,022.36	16.67%	3.66%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2020 - 06/30/2024 351	425,811.00	27,126.16	82.61%	6.37%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2023 - 06/30/2024 371	277,136.00	85,866.28	33.33%	30.98%	Provides training and education to parentx to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2023

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/23 - 06/30/24 411	4,702.00	0.00	33.33%	0.00%	Training and supplies for child care providers
R & R GENERAL 07/01/23 - 06/30/24 401	215,057.00	79,496.52	33.33%	36.97%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/23 - 06/30/24 407	177,138.00	67,014.66	33.33%	37.83%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/23 - 06/30/24 424	28,503.00	8,756.42	33.33%	30.72%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/22 - 06/30/24 426/432	7,810,104.00	5,223,326.23	66.67%	66.88%	Provide subsidized child care for eligible families
**Note: This will start being used once the rollover is fully expended					
ALTERNATIVE PAYMENT 07/01/23 - 06/30/24 429	7,231,224.00	0.00	33.33%	0.00%	Provide subsidized child care for eligible families
**Note: Because of overlapping contract periods Fund 429 was predominantly used to account for this grant temporarily.					
ALTERNATIVE PAYMENT STAGE 2 07/01/23 - 06/30/24 427	1,103,944.00	362,585.43	33.33%	32.84%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/23 - 06/30/24 428	1,236,710.00	321,929.65	33.33%	26.03%	Provide subsidized child care for eligible families

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/23 - 09/30/24) 500	358,165.00	27,716.69	8.33%	7.74%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/23 - 09/30/24) 501	418,989.00	25,922.99	8.33%	6.19%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/23 - 09/30/24) 533	537,587.00	50,193.56	8.33%	9.34%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/23 - 06/30/24) 502	22,000.00	0.00	33.33%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/23 - 06/30/24) 504	4,000.00	0.00	33.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/23 - 06/30/24) DONATIONS ONLY 507/525	2,000.00	49.53	33.33%	2.48%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/23 - 06/30/24) DONATIONS ONLY 510	5,000.00	6.68	33.33%	0.13%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/23 - 12/31/23) 508	163,177.00	155,271.68	83.33%	95.16%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/23 - 12/31/23) 531	126,807.00	124,701.79	83.33%	98.34%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER (07/01/23 - 06/30/24) 516	2,500.00	510.00	33.33%	20.40%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2023 -03/31/2024 535	200,000.00	140,993.29	58.33%	70.50%	Provide funding to operate child advocacy center and provide child sexual assault interviews
CHILD ADVOCACY CENTER PROGRAM IMPROVEMENT NATIONAL CHILDREN'S ALLIANCE (01/01/23 - 12/31/23) 536	50,000.00	14,949.04	83.33%	29.90%	Provide funding for program improvements to meet National Children's Alliance standards

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
E.C.I.P./LIHEAP (11/01/22 - 06/30/24) 203	1,045,256.00	948,738.48	60.00%	90.77%	Assistance for low income clients for energy bills and weatherization services
FEMA 11/01/21 - 12/31/23 205	1,589.00	1,589.00	92.31%	100.00%	Administration of the FEMA program
FEMA (11/01/21 - 12/31/23) 235	1,685.00	1,685.00	92.31%	100.00%	Administration of the FEMA program
FEMA ARPA-R 11/01/21 - 12/31/23 210	4,910.00	1,909.12	92.31%	38.88%	Administration of the FEMA program
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/23 - 06/30/24) 216	50,000.00	16,692.33	33.33%	33.38%	Provides property management services for the County of Madera Behavioral Health
LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP) (04/01/22 - 12/31/23) 277	141,299.50	83,527.57	111.76%	59.11%	Assistance for low income clients with a water crisis

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2023

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 221	2,946.88	1,563.34	33.33%	53.05%	Provides funding for homeless support and emergency services
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 223	4,710.91	516.61	33.33%	10.97%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/22 - 10/31/23) 224	581,016.00	618,305.68	100.00%	106.42%	Provides permanent supportive housing for homeless people with disabilities
ONE-TIME FUNDING HOMELESSNESS (07/01/23 - 06/30/24) 226	6,754.00	0.00	33.33%	0.00%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/23 - 06/30/24) 231	20,000.00	3,294.21	33.33%	16.47%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	411,434.26	67.21%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-3) BEHAVIORAL HEALTH (07/01/23 - 06/30/26) 278	421,308.69	78,371.21	11.11%	18.60%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOUSING & HOMELESSNESS INCENTIVE PROGRAM (HHIP) (04/01/23 - 10/31/23) 281	250,000.00	104,306.57	100.00%	41.72%	Improves health outcomes and access to whole person care services by addressing housing insecurity and instability

Community Action Partnership of Madera County, Inc.
Statement of Financial Position by Object
September 30, 2023

F-4A

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	4,810.41
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,516.06
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	(176,882.58)
1122- SAVINGS - WESTAMERICA	9,320,830.46
1130- PETTY CASH	550.00
1190- DUE TO/FROM	(8,156.01)
1310- GRANTS RECEIVABLE	3,526,932.70
1320- ACCOUNTS RECEIVABLE	250.00
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	3,806.53
1323- A/R IGNITE MY CITY CHURCH	877.69
1328- EMPLOYEE & TRAVEL ADVANCES	2,274.26
1329- ADVANCE CLEARING	8,215.13
1410- PREPAID EXPENSES	72,041.76
1420- SECURITY DEPOSITS	53,286.04
1421- WORKERS' COMP DEPOSIT	97,290.20
1450- INVENTORY	15,448.85
1512- EQUIPMENT	1,789,438.11
1513- VEHICLES	1,456,116.88
1514- BUILDINGS	4,021,500.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	427,857.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,339,212.32)
1523- ACC DEPR - VEHICLES	(1,053,757.73)
1524- ACC DEPR - BUILDINGS	(3,453,889.91)
1525- ACC DEPR - LAND IMPROVE.	(171,194.44)
1526- ACC DEPR - BUILDING IMPROVE.	(158,846.74)
Total Assets	14,691,943.05
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,549,624.83
2111- ACCOUNTS PAYABLE - MANUAL	234,254.37
2112- ACCOUNTS PAY-FUNDING SOURCE	851,411.91
2115- A/P OTHERS	395.23
2121- ACCRUED PAYROLL	722,092.88
2122- ACCRUED VACATION	1,201,888.77
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	(30.12)
2212- FICA-MED PAYABLE	30.12

2216- SDI PAYABLE	0.00
2217- SUI PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	7,736.07
2231- RETIREMENT PAYABLE-ER CONTRIB	401,121.11
2232- W/H RETIREMENT	(1,695.00)
2244- KAISER MID20	1,345.96
2245- KAISER HIGH15	(5,755.70)
2248- KAISER LOW30	(2,397.68)
2249- KAISER DHMO40	517.76
2252- SELF INSURANCE - LIFE & ADD	5,767.50
2253- VISION INSURANCE PAYABLE	(1.21)
2254- SELF INSURANCE - DENTAL	59,726.98
2255- UNION DUES & FEE PAYMENTS	3,647.35
2258- TELEMEDICINE	(4.00)
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	5,965.75
2410- DEFERRED GRANT REVENUE	6,240,647.87
2415- RESERVE ACCOUNT	50,948.00
2420- OTHER DEFERRED REVENUE	68,131.51
2600- INVESTMENT IN FIXED ASSETS	0.00
Total Liabilities	<u>11,400,820.48</u>
3000- NET ASSETS W/O DONOR RESTRICTIONS	665,559.01
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,655,163.31
Change in Net Assets	<u>410,400.25</u>
Total Net Assets	<u>3,291,122.57</u>
Total Liabilities and Net Assets	<u><u>14,691,943.05</u></u>

Community Action Partnership of Madera County, Inc.
Consolidated Revenue and Expense
September 30, 2023

F-4B

	<u>Year-To-Date</u> <u>Actual</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	8,062,699.61
4120- GRANT INCOME-STATE	1,971,969.13
4130- GRANT INCOME-AREA	63,699.05
4210- DONATIONS	1,549.59
4220- IN KIND CONTRIBUTIONS	761,538.73
4320- INTEREST INCOME	356.55
4330- SALE OF ASSETS	8,000.00
4350- RENTAL INCOME	16,151.69
4360- MEMBERSHIP	23.60
4390- MISCELLANEOUS INCOME	1,947.91
4900- INDIRECT COST REIMBURSEMENT	763,208.05
Total Revenues	11,651,143.91
<u>Expenses</u>	
5010- SALARIES & WAGES	3,696,813.25
5012- DIRECTOR'S SALARY	21,799.27
5020- ACCRUED VACATION PAY	255,939.07
5112- HEALTH INSURANCE	322,881.71
5114- WORKER'S COMPENSATION	107,067.04
5116- PENSION	192,217.61
5122- FICA	285,984.32
5124- SUI	9,817.22
5125- DIRECTOR'S FRINGE	12,125.27
5130- ACCRUED VACATION FRINGE	16,382.34
6110- OFFICE SUPPLIES	21,762.89
6112- DATA PROCESSING SUPPLIES	100,261.00
6121- FOOD	162,572.35
6122- KITCHEN SUPPLIES	29,958.93
6130- PROGRAM SUPPLIES	1,288,896.16
6132- MEDICAL & DENTAL SUPPLIES	10,166.16
6134- INSTRUCTIONAL SUPPLIES	12,021.56
6140- CUSTODIAL SUPPLIES	28,855.88
6143- FURNISHINGS	13,464.62
6170- POSTAGE & SHIPPING	6,759.54
6180- EQUIPMENT RENTAL	44,780.82
6181- EQUIPMENT MAINTENANCE	15,118.45
6216- CAPITAL EXPENDITURES > \$1000	(500.00)

6221- EQUIPMENT OVER > \$5000	116,693.57
6310- PRINTING & PUBLICATIONS	9,998.79
6312- ADVERTISING & PROMOTION	1,357.66
6320- TELEPHONE	130,919.95
6410- RENT	360,450.03
6420- UTILITIES/ DISPOSAL	165,418.55
6432- BUILDING REPAIRS/ MAINTENANCE	45,828.28
6433- GROUNDS MAINTENANCE	29,116.34
6436- PEST CONTROL	6,644.07
6437- BURGLAR & FIRE ALARM	7,854.39
6440- PROPERTY INSURANCE	12,515.85
6510- AUDIT	63,000.00
6520- CONSULTANTS	33,542.03
6522- CONSULTANT EXPENSES	2,783.67
6524- CONTRACTS	147,345.34
6530- LEGAL	24,357.00
6540- CUSTODIAL SERVICES	45,356.00
6555- MEDICAL SCREENING/DEAT/STAFF	4,930.00
6610- GAS & OIL	17,221.84
6620- VEHICLE INSURANCE	24,469.69
6640- VEHICLE REPAIR & MAINTENANCE	15,777.51
6712- STAFF TRAVEL-LOCAL	6,579.94
6714- STAFF TRAVEL-OUT OF AREA	17,079.48
6722- PER DIEM - STAFF	1,411.00
6730- VOLUNTEER TRAVEL	3,697.62
6742- TRAINING - STAFF	21,896.54
6744- TRAINING - VOLUNTEER	2,708.00
6750- FIELD TRIPS	260.00
6810- BANK CHARGES	1,454.46
6832- LIABILITY INSURANCE	4,058.76
6834- STUDENT ACTIVITY INSURANCE	2,037.72
6840- PROPERTY TAXES	5,695.93
6850- FEES & LICENSES	44,751.19
6852- FINGERPRINT	1,840.00
6875- EMPLOYEE HEALTH & WELFARE	5,867.79
7110- PARENT ACTIVITIES	265.83
7111- PARENT MILEAGE	130.95
7112- PARENT INVOLVEMENT	173.50
7114- PC ALLOWANCE	1,530.00
7116- POLICY COUNCIL FOOD ALLOWANCE	268.21
7210- TRANSPORTATION VOUCHERS	156.03
7224- CLIENT RENT	56,925.91
7226- CLIENT LODGING/SHELTER	38,702.00
7230- CLIENT FOOD	226.06
7240- DIRECT BENEFITS	1,577,553.94
8110- IN KIND SALARIES	572,802.26
8120- IN KIND RENT	86,405.47

8130- IN KIND - OTHER	102,331.00
9010- INDIRECT COST ALLOCATION	<u>763,208.05</u>
Total Expenses	<u>11,240,743.66</u>
Excess Revenue Over (Under) Expenditures	<u><u>410,400.25</u></u>

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
September 30, 2023**

<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2023</u>	<u>YTD Budget September 30, 2023</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	\$49,968.66	\$575,507.08	\$0.00	-0.95	\$0.00	\$575,507.08	\$28,960.92
4220- IN KIND CONTRIBUTIONS	0.00	2,212.60	12,086.40	0.00	0.00	0.00	12,086.40	-12,086.40
4350- RENTAL INCOME	0.00	5,294.60	57,030.50	0.00	0.00	0.00	57,030.50	-57,030.50
Total Revenues	<u>\$604,468.00</u>	<u>\$57,475.86</u>	<u>\$644,623.98</u>	<u>\$0.00</u>	<u>-1.07</u>	<u>\$0.00</u>	<u>\$644,623.98</u>	<u>-\$40,155.98</u>
<u>Expenses</u>								
5010- SALARIES & WAGES	\$175,423.00	\$14,314.27	\$160,950.13	\$0.00	0.92	\$0.00	\$160,950.13	\$14,472.87
5020- ACCRUED VACATION PAY	0.00	751.87	9,804.87	0.00	0.00	0.00	9,804.87	-9,804.87
5112- HEALTH INSURANCE	23,996.00	1,968.23	19,449.19	0.00	0.81	0.00	19,449.19	4,546.81
5114- WORKER'S COMPENSATION	6,489.00	583.37	5,850.37	0.00	0.90	0.00	5,850.37	638.63
5116- PENSION	7,017.00	433.41	5,579.01	0.00	0.80	0.00	5,579.01	1,437.99
5122- FICA	13,419.00	1,153.00	12,882.45	0.00	0.96	0.00	12,882.45	536.55
5124- SUI	1,562.00	0.00	1,940.76	0.00	1.24	0.00	1,940.76	-378.76
5130- ACCRUED VACATION FICA	0.00	16.69	159.04	0.00	0.00	0.00	159.04	-159.04
6110- OFFICE SUPPLIES	2,871.00	27.08	2,472.89	0.00	0.86	0.00	2,472.89	398.11
6112- DATA PROCESSING SUPPLIES	7,514.00	11.04	13,114.53	0.00	1.75	714.45	13,828.98	-6,314.98
6130- PROGRAM SUPPLIES	8,790.00	470.20	7,722.57	0.00	0.88	0.00	7,722.57	1,067.43
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	176.33	526.08	0.00	0.15	0.00	526.08	2,973.92
6143- FURNISHINGS	15,000.00	7,704.34	22,768.55	0.00	1.52	0.00	22,768.55	-7,768.55
6170- POSTAGE & SHIPPING	115.00	0.00	23.67	0.00	0.21	0.00	23.67	91.33
6180- EQUIPMENT RENTAL	970.00	59.33	3,236.81	0.00	3.34	0.00	3,236.81	-2,266.81
6181- EQUIPMENT MAINTENANCE	1,010.00	166.26	1,665.73	0.00	1.65	0.00	1,665.73	-655.73
6310- PRINTING & PUBLICATIONS	150.00	0.00	45.00	0.00	0.30	0.00	45.00	105.00
6320- TELEPHONE	5,200.00	706.46	8,216.52	0.00	1.58	0.00	8,216.52	-3,016.52
6410- RENT	233,115.00	21,190.11	217,399.25	0.00	0.93	0.00	217,399.25	15,715.75
6420- UTILITIES/ DISPOSAL	32,411.00	1,920.90	18,592.64	0.00	0.57	0.00	18,592.64	13,818.36
6432- BUILDING REPAIRS/ MAINTENANCE	8,190.00	94.00	32,380.20	0.00	3.95	0.00	32,380.20	-24,190.20
6433- GROUNDS MAINTENANCE	2,720.00	40.00	7,679.47	0.00	2.82	0.00	7,679.47	-4,959.47
6440- PROPERTY INSURANCE	1,200.00	0.00	2,238.86	0.00	1.87	0.00	2,238.86	-1,038.86
6530- LEGAL	7,000.00	0.00	23,891.50	0.00	3.41	0.00	23,891.50	-16,891.50
6540- CUSTODIAL SERVICES	8,400.00	0.00	9,473.00	0.00	1.13	0.00	9,473.00	-1,073.00
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	310.05	1,704.15	0.00	0.99	0.00	1,704.15	15.85

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
September 30, 2023**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>			<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Budget</u>	<u>Month</u>	<u>September</u>	<u>September</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>	<u>30, 2023</u>	<u>30, 2023</u>					
6620- VEHICLE INSURANCE	1,800.00	237.28	4,322.65	0.00	2.40	0.00	4,322.65	-2,522.65	
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	210.38	2,016.01	0.00	2.40	0.00	2,016.01	-1,176.01	
6712- STAFF TRAVEL-LOCAL	470.00	35.37	1,327.28	0.00	2.82	0.00	1,327.28	-857.28	
6742- TRAINING - STAFF	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	
6745- TRAINING - PARTICIPANT/CLIENTS	47.00	0.00	385.00	0.00	8.19	0.00	385.00	-338.00	
6832- LIABILITY INSURANCE	27.00	1.47	14.85	0.00	0.55	0.00	14.85	12.15	
6840- PROPERTY TAXES	0.00	0.00	23.58	0.00	0.00	0.00	23.58	-23.58	
6850- FEES & LICENSES	600.00	0.00	69.00	0.00	0.12	0.00	69.00	531.00	
6875- EMPLOYEE HEALTH & WELFARE	10.00	0.00	76.54	0.00	7.65	-0.24	76.30	-66.30	
7210- TRANSPORTATION VOUCHERS	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	
7226- CLIENT LODGING/SHELTER	0.00	0.00	1,292.38	0.00	0.00	0.00	1,292.38	-1,292.38	
7230- CLIENT FOOD	400.00	0.00	248.57	0.00	0.62	0.00	248.57	151.43	
8110- IN KIND SALARIES	0.00	1,692.60	7,166.40	0.00	0.00	0.00	7,166.40	-7,166.40	
8130- IN KIND - OTHER	0.00	520.00	4,920.00	0.00	0.00	0.00	4,920.00	-4,920.00	
9010- INDIRECT COST ALLOCATION	28,342.00	2,681.82	32,994.48	0.00	1.16	0.00	32,994.48	-4,652.48	
Total Expenses	<u>\$604,468.00</u>	<u>\$57,475.86</u>	<u>\$644,623.98</u>	<u>\$0.00</u>	<u>1.07</u>	<u>\$714.21</u>	<u>\$645,338.19</u>	<u>-\$40,870.19</u>	
Excess Revenue Over (Under) Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00	-\$714.21	-\$714.21	\$714.21	
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Ending Net Assets	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>-\$714.21</u>	<u>-\$714.21</u>	<u>\$714.21</u>	

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
September 30, 2023**

<u>274 0 COUNTY OF MADERA CARES ACT - CORONA VIRUS RELIEF FUND</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2023</u>	<u>YTD Budget September 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	\$912,000.00	\$246.67	\$910,236.99	\$0.00	-1.00	\$0.00	\$910,236.99	\$1,763.01
Total Revenues	\$912,000.00	\$246.67	\$910,236.99	\$0.00	-1.00	\$0.00	\$910,236.99	\$1,763.01
Expenses								
5010- SALARIES & WAGES	\$54,880.00	\$71.54	\$72,668.64	\$0.00	1.32	\$0.00	\$72,668.64	-\$17,788.64
5020- ACCRUED VACATION PAY	0.00	2.83	4,358.20	0.00	0.00	0.00	4,358.20	-4,358.20
5112- HEALTH INSURANCE	8,697.00	10.43	5,271.40	0.00	0.61	0.00	5,271.40	3,425.60
5114- WORKER'S COMPENSATION	201.00	0.35	314.70	0.00	1.57	0.00	314.70	-113.70
5116- PENSION	2,195.00	3.48	2,593.40	0.00	1.18	0.00	2,593.40	-398.40
5122- FICA	4,198.00	5.32	5,865.79	0.00	1.40	0.00	5,865.79	-1,667.79
5124- SUI	402.00	0.00	687.25	0.00	1.71	0.00	687.25	-285.25
5130- ACCRUED VACATION FICA	0.00	0.22	13.17	0.00	0.00	0.00	13.17	-13.17
6110- OFFICE SUPPLIES	973.00	0.00	240.68	0.00	0.25	0.00	240.68	732.32
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	0.00	403.30	0.00	0.25	0.00	403.30	1,180.70
6180- EQUIPMENT RENTAL	2,300.00	45.90	2,232.51	0.00	0.97	0.00	2,232.51	67.49
6181- EQUIPMENT MAINTENANCE	1,900.00	15.58	246.89	0.00	0.13	0.00	246.89	1,653.11
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	0.03	920.55	0.00	1.15	0.00	920.55	-120.55
6410- RENT	2,800.00	0.18	6,510.43	0.00	2.33	0.00	6,510.43	-3,710.43
6420- UTILITIES/ DISPOSAL	500.00	0.05	1,210.76	0.00	2.42	0.00	1,210.76	-710.76
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	43.00	0.00	0.00	0.00	43.00	-43.00
6850- FEES & LICENSES	2,500.00	0.00	41.01	0.00	0.02	0.00	41.01	2,458.99
6852- FINGERPRINT	75.00	0.00	245.00	0.00	3.27	0.00	245.00	-170.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	101.48	0.00	0.00	0.00	101.48	-101.48
7224- CLIENT RENT	187,500.00	0.00	580,857.32	0.00	3.10	0.00	580,857.32	-393,357.32
7240- DIRECT BENEFITS	560,000.00	0.00	148,292.95	0.00	0.26	0.00	148,292.95	411,707.05
9010- INDIRECT COST ALLOCATION	76,070.00	0.00	75,529.18	0.00	0.99	0.00	75,529.18	540.82

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
September 30, 2023**

<u>274 0 COUNTY OF MADERA CARES ACT - CORONA VIRUS RELIEF FUND</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2023</u>	<u>YTD Budget September 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Total Expenses	\$912,000.00	\$155.91	\$910,236.99	\$0.00	1.00	\$0.00	\$910,236.99	\$1,763.01
Excess Revenue Over (Under) Expenditures	\$0.00	\$90.76	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	\$0.00	\$90.76	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
September 30, 2023**

278 0 HHAP 3	Grant Budget	Current Month Actual	YTD Actual September 30, 2023	YTD Budget September 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<u>Revenues</u>								
4120- GRANT INCOME-STATE	0.00	24,551.80	53,685.03	0.00	0.00	\$0.00	\$53,685.03	-\$53,685.03
Total Revenues	<u>\$0.00</u>	<u>\$24,551.80</u>	<u>\$53,685.03</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$53,685.03</u>	<u>-\$53,685.03</u>
<u>Expenses</u>								
5010- SALARIES & WAGES	\$0.00	\$14,225.47	\$28,009.14	\$0.00	0.00	\$0.00	\$28,009.14	-\$28,009.14
5020- ACCRUED VACATION PAY	0.00	731.59	1,433.95	0.00	0.00	0.00	1,433.95	-1,433.95
5112- HEALTH INSURANCE	0.00	1,901.45	3,698.26	0.00	0.00	0.00	3,698.26	-3,698.26
5114- WORKER'S COMPENSATION	0.00	648.23	1,327.33	0.00	0.00	0.00	1,327.33	-1,327.33
5116- PENSION	0.00	250.72	655.72	0.00	0.00	0.00	655.72	-655.72
5122- FICA	0.00	1,058.62	2,167.76	0.00	0.00	0.00	2,167.76	-2,167.76
5124- SUI	0.00	0.00	1.38	0.00	0.00	0.00	1.38	-1.38
5130- ACCRUED VACATION FICA	0.00	26.31	33.61	0.00	0.00	0.00	33.61	-33.61
6320- TELEPHONE	0.00	324.01	602.82	0.00	0.00	0.00	602.82	-602.82
6410- RENT	0.00	1,095.23	1,940.86	0.00	0.00	0.00	1,940.86	-1,940.86
6420- UTILITIES/ DISPOSAL	0.00	255.31	483.27	0.00	0.00	0.00	483.27	-483.27
6610- GAS & OIL	0.00	78.87	171.47	0.00	0.00	0.00	171.47	-171.47
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	21.00	0.00	0.00	0.00	21.00	-21.00
6712- STAFF TRAVEL-LOCAL	0.00	113.99	226.65	0.00	0.00	0.00	226.65	-226.65
6850- FEES & LICENSES	0.00	0.00	80.00	0.00	0.00	0.00	80.00	-80.00
7224- CLIENT RENT	0.00	3,842.00	12,375.23	0.00	0.00	0.00	12,375.23	-12,375.23
9010- INDIRECT COST ALLOCATION	0.00	0.00	456.58	0.00	0.00	0.00	456.58	-456.58
Total Expenses	<u>\$0.00</u>	<u>\$24,551.80</u>	<u>\$53,685.03</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$53,685.03</u>	<u>-\$53,685.03</u>
Excess Revenue Over (Under) Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total budget		\$526,635.86						
Total expenses		53,685.03						
Remaining budget balance		\$472,950.83						

**Victims Services-Domestic Violence Program
October 1, 2022 to September 30, 2023**

533 0 SHELTER BASED DV SERVICES	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2023</u>	<u>YTD Budget September 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	58,199.65	298,265.08	0.00	0.00	0.00	298,265.08	(298,265.08)
4120- GRANT INCOME-STATE	0.00	0.00	233,980.00	0.00	0.00	0.00	233,980.00	(233,980.00)
4220- IN KIND CONTRIBUTIONS	0.00	0.00	22,498.03	0.00	0.00	0.00	22,498.03	(22,498.03)
Total Revenues	0.00	58,199.65	554,743.11	0.00	0.00	0.00	554,743.11	(554,743.11)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	19,699.65	282,074.77	0.00	0.00	0.00	282,074.77	(282,074.77)
5020- ACCRUED VACATION PAY	0.00	1,157.92	18,095.86	0.00	0.00	0.00	18,095.86	(18,095.86)
5112- HEALTH INSURANCE	0.00	1,838.17	30,768.34	0.00	0.00	0.00	30,768.34	(30,768.34)
5114- WORKER'S COMPENSATION	0.00	401.92	5,199.73	0.00	0.00	0.00	5,199.73	(5,199.73)
5116- PENSION	0.00	1,365.87	15,271.12	0.00	0.00	0.00	15,271.12	(15,271.12)
5122- FICA	0.00	1,622.78	23,237.98	0.00	0.00	0.00	23,237.98	(23,237.98)
5124- SUI	0.00	137.09	3,657.68	0.00	0.00	0.00	3,657.68	(3,657.68)
5130- ACCRUED VACATION FICA	0.00	38.60	54.08	0.00	0.00	0.00	54.08	(54.08)
6110- OFFICE SUPPLIES	0.00	0.00	293.97	0.00	0.00	29.22	323.19	(323.19)
6112- DATA PROCESSING SUPPLIES	0.00	5,772.95	13,103.42	0.00	0.00	193.35	13,296.77	(13,296.77)
6121- FOOD	0.00	0.00	19.23	0.00	0.00	0.00	19.23	(19.23)
6130- PROGRAM SUPPLIES	0.00	10,700.35	14,507.75	0.00	0.00	3,327.93	17,835.68	(17,835.68)
6140- CUSTODIAL SUPPLIES	0.00	892.92	1,258.71	0.00	0.00	0.00	1,258.71	(1,258.71)
6143- FURNISHINGS	0.00	298.53	298.53	0.00	0.00	0.00	298.53	(298.53)
6170- POSTAGE & SHIPPING	0.00	0.00	118.78	0.00	0.00	0.00	118.78	(118.78)
6180- EQUIPMENT RENTAL	0.00	139.84	1,592.16	0.00	0.00	0.00	1,592.16	(1,592.16)
6181- EQUIPMENT MAINTENANCE	0.00	4.15	19.28	0.00	0.00	0.00	19.28	(19.28)
6310- PRINTING & PUBLICATIONS	0.00	0.00	1,071.90	0.00	0.00	0.00	1,071.90	(1,071.90)
6312- ADVERTISING & PROMOTION	0.00	72.00	1,318.07	0.00	0.00	0.00	1,318.07	(1,318.07)
6320- TELEPHONE	0.00	1,106.42	13,232.71	0.00	0.00	0.00	13,232.71	(13,232.71)
6410- RENT	0.00	1,589.68	14,629.50	0.00	0.00	0.00	14,629.50	(14,629.50)
6420- UTILITIES/ DISPOSAL	0.00	2,270.47	16,518.10	0.00	0.00	0.00	16,518.10	(16,518.10)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	2,039.67	0.00	0.00	0.00	2,039.67	(2,039.67)
6433- GROUNDS MAINTENANCE	0.00	350.00	4,010.00	0.00	0.00	0.00	4,010.00	(4,010.00)
6436- PEST CONTROL	0.00	161.98	1,858.86	0.00	0.00	0.00	1,858.86	(1,858.86)
6437- BURGLAR & FIRE ALARM	0.00	205.93	1,960.78	0.00	0.00	0.00	1,960.78	(1,960.78)
6440- PROPERTY INSURANCE	0.00	0.00	3,019.61	0.00	0.00	0.00	3,019.61	(3,019.61)
6524- CONTRACTS	0.00	0.00	688.00	0.00	0.00	0.00	688.00	(688.00)
6540- CUSTODIAL SERVICES	0.00	261.14	3,133.68	0.00	0.00	0.00	3,133.68	(3,133.68)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	360.00	0.00	0.00	0.00	360.00	(360.00)

**Victims Services-Domestic Violence Program
October 1, 2022 to September 30, 2023**

533 0 SHELTER BASED DV SERVICES	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2023</u>	<u>YTD Budget September 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
6610- GAS & OIL	0.00	266.08	2,643.45	0.00	0.00	0.00	2,643.45	(2,643.45)
6620- VEHICLE INSURANCE	0.00	263.34	3,160.27	0.00	0.00	0.00	3,160.27	(3,160.27)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	954.25	2,762.73	0.00	0.00	0.00	2,762.73	(2,762.73)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	46.51	0.00	0.00	0.00	46.51	(46.51)
6832- LIABILITY INSURANCE	0.00	86.64	1,132.44	0.00	0.00	0.00	1,132.44	(1,132.44)
6840- PROPERTY TAXES	0.00	0.00	1,714.37	0.00	0.00	0.00	1,714.37	(1,714.37)
6850- FEES & LICENSES	0.00	0.00	1,265.52	0.00	0.00	0.00	1,265.52	(1,265.52)
6852- FINGERPRINT	0.00	17.00	1,551.50	0.00	0.00	0.00	1,551.50	(1,551.50)
6875- EMPLOYEE HEALTH & WELFARE	0.00	23.21	541.73	0.00	0.00	(0.59)	541.14	(541.14)
7210- TRANSPORTATION VOUCHERS	0.00	72.97	72.97	0.00	0.00	0.00	72.97	(72.97)
7230- CLIENT FOOD	0.00	113.29	445.11	0.00	0.00	0.00	445.11	(445.11)
7240- DIRECT BENEFITS	0.00	0.00	80.75	0.00	0.00	0.00	80.75	(80.75)
8120- IN KIND RENT	0.00	0.00	20,718.00	0.00	0.00	0.00	20,718.00	(20,718.00)
8130- IN KIND - OTHER	0.00	0.00	1,780.03	0.00	0.00	0.00	1,780.03	(1,780.03)
9010- INDIRECT COST ALLOCATION	0.00	4,854.41	44,394.41	0.00	0.00	0.00	44,394.41	(44,394.41)
Total Expenses	0.00	56,739.55	555,722.06	0.00	0.00	3,549.91	559,271.97	(559,271.97)
Excess Revenue Over (Under) Expenditures	0.00	1,460.10	(978.95)	0.00	0.00	(3,549.91)	(4,528.86)	4,528.86
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	1,460.10	(978.95)	0.00	0.00	(3,549.91)	(4,528.86)	4,528.86

ESLIPHEAP 23J-5723 - Fund 282
April 15, 2023 to September 30, 2023

<u>282 0 EMERGENCY SUPPLEMENTAL LOW INCOME HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2023</u>	<u>YTD Budget September 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	0.00	12,174.69	0.00	0.00	0.00	12,174.69	(12,174.69)
Total Revenues	0.00	0.00	12,174.69	0.00	0.00	0.00	12,174.69	(12,174.69)
Expenses								
5010- SALARIES & WAGES	0.00	535.31	17,319.50	0.00	0.00	0.00	17,319.50	(17,319.50)
5020- ACCRUED VACATION PAY	0.00	22.51	1,086.09	0.00	0.00	0.00	1,086.09	(1,086.09)
5112- HEALTH INSURANCE	0.00	143.88	1,142.93	0.00	0.00	0.00	1,142.93	(1,142.93)
5114- WORKER'S COMPENSATION	0.00	2.70	96.76	0.00	0.00	0.00	96.76	(96.76)
5116- PENSION	0.00	26.77	1,152.11	0.00	0.00	0.00	1,152.11	(1,152.11)
5122- FICA	0.00	40.96	1,469.88	0.00	0.00	0.00	1,469.88	(1,469.88)
5124- SUI	0.00	0.00	44.18	0.00	0.00	0.00	44.18	(44.18)
5130- ACCRUED VACATION FICA	0.00	0.52	(53.02)	0.00	0.00	0.00	(53.02)	53.02
6180- EQUIPMENT RENTAL	0.00	0.77	1.54	0.00	0.00	0.00	1.54	(1.54)
6320- TELEPHONE	0.00	10.32	260.57	0.00	0.00	0.00	260.57	(260.57)
6410- RENT	0.00	34.67	1,319.41	0.00	0.00	0.00	1,319.41	(1,319.41)
6420- UTILITIES/ DISPOSAL	0.00	8.09	317.29	0.00	0.00	0.00	317.29	(317.29)
7240- DIRECT BENEFITS	0.00	0.00	10,241.82	0.00	0.00	0.00	10,241.82	(10,241.82)
9010- INDIRECT COST ALLOCATION	0.00	0.00	1,015.49	0.00	0.00	0.00	1,015.49	(1,015.49)
Total Expenses	0.00	826.50	35,414.55	0.00	0.00	0.00	35,414.55	(35,414.55)
Excess Revenue Over (Under) Expenditures	0.00	(826.50)	(23,239.86)	0.00	0.00	0.00	(23,239.86)	23,239.86
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	(826.50)	(23,239.86)	0.00	0.00	0.00	(23,239.86)	23,239.86

LIHEAP 22B-4019 - Fund 208
November 1, 2021 to September 30, 2023

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2023</u>	<u>YTD Budget September 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
208 0 HOME ENERGY ASSIST. PROG.								
6714- STAFF TRAVEL-OUT OF AREA	200.00	0.00	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	0.00	834.99	4,167.01
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6850- FEES & LICENSES	50.00	0.00	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	135.76	0.00	0.91	0.00	135.76	14.24
7240- DIRECT BENEFITS	6,000.00	0.00	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	0.00	21,656.54	0.00	0.69	0.00	21,656.54	9,796.51
Total Expenses	819,064.00	55.20	614,735.96	0.00	0.75	0.00	614,735.96	204,328.04
Excess Revenue Over (Under) Expenditures	0.00	(55.20)	(160.46)	0.00	0.00	0.00	(160.46)	160.46
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	(55.20)	(160.46)	0.00	0.00	0.00	(160.46)	160.46

LIHEAP 22B-4019 - Fund 208
November 1, 2021 to September 30, 2023

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2023</u>	<u>YTD Budget September 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
208 0 HOME ENERGY ASSIST. PROG.								
6714- STAFF TRAVEL-OUT OF AREA	200.00	0.00	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	0.00	834.99	4,167.01
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6850- FEES & LICENSES	50.00	0.00	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	135.76	0.00	0.91	0.00	135.76	14.24
7240- DIRECT BENEFITS	6,000.00	0.00	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	0.00	21,656.54	0.00	0.69	0.00	21,656.54	9,796.51
Total Expenses	819,064.00	55.20	614,735.96	0.00	0.75	0.00	614,735.96	204,328.04
Excess Revenue Over (Under) Expenditures	0.00	(55.20)	(160.46)	0.00	0.00	0.00	(160.46)	160.46
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	(55.20)	(160.46)	0.00	0.00	0.00	(160.46)	160.46

LIHWAP 21W-9010 - Fund 277
April 1, 2022 to September 30, 2023

277 0 LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)	Grant Budget	Current Month Actual	YTD Actual September 30, 2023	YTD Budget September 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	0.00	82,636.54	0.00	0.00	0.00	82,636.54	(82,636.54)
Total Revenues	0.00	0.00	82,636.54	0.00	0.00	0.00	82,636.54	(82,636.54)
Expenses								
5010- SALARIES & WAGES	0.00	273.08	49,966.21	0.00	0.00	0.00	49,966.21	(49,966.21)
5020- ACCRUED VACATION PAY	0.00	14.23	3,602.65	0.00	0.00	0.00	3,602.65	(3,602.65)
5112- HEALTH INSURANCE	0.00	2.61	4,711.54	0.00	0.00	0.00	4,711.54	(4,711.54)
5114- WORKER'S COMPENSATION	0.00	1.48	235.38	0.00	0.00	0.00	235.38	(235.38)
5116- PENSION	0.00	14.66	2,978.29	0.00	0.00	0.00	2,978.29	(2,978.29)
5122- FICA	0.00	22.42	4,183.01	0.00	0.00	0.00	4,183.01	(4,183.01)
5124- SUI	0.00	0.00	454.55	0.00	0.00	0.00	454.55	(454.55)
5130- ACCRUED VACATION FICA	0.00	(26.76)	(132.49)	0.00	0.00	0.00	(132.49)	132.49
6110- OFFICE SUPPLIES	0.00	0.00	108.17	0.00	0.00	0.00	108.17	(108.17)
6130- PROGRAM SUPPLIES	0.00	0.00	744.03	0.00	0.00	0.00	744.03	(744.03)
6170- POSTAGE & SHIPPING	0.00	88.83	872.57	0.00	0.00	0.00	872.57	(872.57)
6180- EQUIPMENT RENTAL	0.00	100.27	1,064.11	0.00	0.00	0.00	1,064.11	(1,064.11)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	56.49	0.00	0.00	0.00	56.49	(56.49)
6310- PRINTING & PUBLICATIONS	0.00	0.00	2,292.35	0.00	0.00	0.00	2,292.35	(2,292.35)
6320- TELEPHONE	0.00	2.61	333.53	0.00	0.00	0.00	333.53	(333.53)
6410- RENT	0.00	19.91	3,800.70	0.00	0.00	0.00	3,800.70	(3,800.70)
6420- UTILITIES/ DISPOSAL	0.00	4.64	759.55	0.00	0.00	0.00	759.55	(759.55)
6440- PROPERTY INSURANCE	0.00	0.00	82.64	0.00	0.00	0.00	82.64	(82.64)
6610- GAS & OIL	0.00	0.00	30.00	0.00	0.00	0.00	30.00	(30.00)
6850- FEES & LICENSES	0.00	0.00	114.23	0.00	0.00	0.00	114.23	(114.23)
9010- INDIRECT COST ALLOCATION	0.00	0.00	6,892.69	0.00	0.00	0.00	6,892.69	(6,892.69)
Total Expenses	0.00	517.98	83,150.20	0.00	0.00	0.00	83,150.20	(83,150.20)
Excess Revenue Over (Under) Expenditures	0.00	(517.98)	(513.66)	0.00	0.00	0.00	(513.66)	513.66
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	(517.98)	(513.66)	0.00	0.00	0.00	(513.66)	513.66

**Fiscal Year July 23 - June 24
September 30, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual September 30, 2023</u>	<u>YTD Budget September 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
427 0 ALT. PYMT. PROG. C2AP								
Revenues								
4110- GRANT INCOME-FEDERAL	330,867.00	2,269.31	9,380.39	0.00	(0.03)	0.00	9,380.39	321,486.61
4120- GRANT INCOME-STATE	773,077.00	111,195.99	341,120.95	0.00	(0.44)	0.00	341,120.95	431,956.05
Total Revenues	1,103,944.00	113,465.30	350,501.34	0.00	(0.32)	0.00	350,501.34	753,442.66
EXPENSES								
5010- SALARIES & WAGES	59,950.00	5,786.28	15,026.74	0.00	0.25	0.00	15,026.74	44,923.26
5020- ACCRUED VACATION PAY	2,400.00	300.72	1,068.47	0.00	0.45	0.00	1,068.47	1,331.53
Total Salaries	62,350.00	6,087.00	16,095.21	0.00	0.26	0.00	16,095.21	46,254.79
5112- HEALTH INSURANCE	4,403.00	342.79	911.00	0.00	0.21	0.00	911.00	3,492.00
5114- WORKER'S COMPENSATION	301.00	35.47	82.87	0.00	0.28	0.00	82.87	218.13
5116- PENSION	3,141.00	242.87	667.91	0.00	0.21	0.00	667.91	2,473.09
5122- FICA	5,550.00	538.61	1,258.51	0.00	0.23	0.00	1,258.51	4,291.49
5124- SUI	634.00	0.00	0.00	0.00	0.00	0.00	0.00	634.00
5130- ACCRUED VACATION FICA	60.00	14.56	60.32	0.00	1.01	0.00	60.32	(0.32)
Fringe Benefits	14,089.00	1,174.30	2,980.61	0.00	0.21	0.00	2,980.61	11,108.39
6110- OFFICE SUPPLIES	720.00	0.00	0.02	0.00	0.00	0.00	0.02	719.98
6112- DATA PROCESSING SUPPLIES	2,700.00	138.97	392.02	0.00	0.15	0.00	392.02	2,307.98
6170- POSTAGE & SHIPPING	1,170.00	2.56	2.56	0.00	0.00	0.00	2.56	1,167.44
Supplies	4,590.00	141.53	394.60	0.00	0.09	0.00	394.60	4,195.40
6180- EQUIPMENT RENTAL	1,044.00	117.80	348.87	0.00	0.33	0.00	348.87	695.13
6181- EQUIPMENT MAINTENANCE	360.00	71.96	111.99	0.00	0.31	0.00	111.99	248.01
6320- TELEPHONE	450.00	66.82	193.16	0.00	0.43	0.00	193.16	256.84
6410- RENT	13,167.00	967.55	2,902.65	0.00	0.22	0.00	2,902.65	10,264.35
6420- UTILITIES/ DISPOSAL	2,700.00	225.38	766.09	0.00	0.28	0.00	766.09	1,933.91
6440- PROPERTY INSURANCE	270.00	0.00	94.68	0.00	0.35	0.00	94.68	175.32
6555- MEDICAL	36.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00
6610- GAS & OIL	45.00	4.55	4.55	0.00	0.10	0.00	4.55	40.45
6620- VEHICLE INSURANCE	90.00	21.41	64.33	0.00	0.71	0.00	64.33	25.67
6640- VEHICLE REPAIR &	36.00	2.31	3.43	0.00	0.10	0.00	3.43	32.57
6712- STAFF TRAVEL-LOCAL	0.00	0.00	3.48	0.00	0.00	0.00	3.48	(3.48)
6714- STAFF TRAVEL-OUT OF AREA	150.00	99.86	99.86	0.00	0.67	0.00	99.86	50.14
6742- TRAINING - STAFF	570.00	0.00	424.20	0.00	0.74	0.00	424.20	145.80
6840- PROPERTY TAXES	9.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00
6850- FEES & LICENSES	945.00	0.00	37.56	0.00	0.04	0.00	37.56	907.44
6852- FINGERPRINT	90.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
6875- EMPLOYEE HEALTH & WELFARE	119.00	3.50	23.11	0.00	0.19	0.90	24.01	94.99
Total Other & Services	20,081.00	1,581.14	5,077.96	0.00	0.25	0.90	5,078.86	15,002.14
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	910,754.00	94,377.30	296,717.74	0.00	0.33	0.00	296,717.74	614,036.26
Direct Benefits	910,754.00	94,377.30	296,717.74	0.00	0.33	0.00	296,717.74	614,036.26
9010- INDIRECT COST ALLOCATION	92,080.00	9,464.11	29,235.22	0.00	0.32	0.00	29,235.22	62,844.78
TOTAL EXPENSES	1,103,944.00	112,825.38	350,501.34	0.00	0.32	0.90	350,502.24	753,441.76
Excess Revenue Over (Under)	0.00	639.92	0.00	0.00	0.00	(0.90)	(0.90)	0.90

**Fiscal Year July 23 - June 24
September 30, 2023**

428 0 ALT. PYMT. PROG. C3AP	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>% Spent</u>	<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>September 30, 2023</u>	<u>September 30, 2023</u>		<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>						
Revenues								
4110- GRANT INCOME-FEDERAL	627,232.00	50,688.99	169,965.87	0.00	(0.27)	0.00	169,965.87	457,266.13
4120- GRANT INCOME-STATE	609,478.00	46,789.84	144,380.02	0.00	(0.24)	0.00	144,380.02	465,097.98
Total Revenues	1,236,710.00	97,478.83	314,345.89	0.00	(0.25)	0.00	314,345.89	922,364.11
EXPENSES								
5010- SALARIES & WAGES	66,522.00	4,240.40	14,872.51	0.00	0.22	0.00	14,872.51	51,649.49
5020- ACCRUED VACATION PAY	2,700.00	228.92	1,102.53	0.00	0.41	0.00	1,102.53	1,597.47
Total Salaries	69,222.00	4,469.32	15,975.04	0.00	0.23	0.00	15,975.04	53,246.96
5112- HEALTH INSURANCE	4,935.00	343.42	1,046.15	0.00	0.21	0.00	1,046.15	3,888.85
5114- WORKER'S COMPENSATION	304.00	28.24	81.90	0.00	0.27	0.00	81.90	222.10
5116- PENSION	3,467.00	216.97	686.01	0.00	0.20	0.00	686.01	2,780.99
5122- FICA	5,852.00	429.41	1,250.81	0.00	0.21	0.00	1,250.81	4,601.19
5124- SUI	655.00	0.00	0.00	0.00	0.00	0.00	0.00	655.00
5130- ACCRUED VACATION FICA	50.00	9.53	60.24	0.00	1.20	0.00	60.24	(10.24)
Fringe Benefits	15,263.00	1,027.57	3,125.11	0.00	0.20	0.00	3,125.11	12,137.89
6110- OFFICE SUPPLIES	840.00	0.00	0.02	0.00	0.00	0.00	0.02	839.98
6112- DATA PROCESSING SUPPLIES	3,150.00	76.62	210.88	0.00	0.07	0.00	210.88	2,939.12
6170- POSTAGE & SHIPPING	1,365.00	2.56	2.56	0.00	0.00	0.00	2.56	1,362.44
Supplies	5,355.00	79.18	213.46	0.00	0.04	0.00	213.46	5,141.54
6180- EQUIPMENT RENTAL	1,218.00	61.28	181.44	0.00	0.15	0.00	181.44	1,036.56
6181- EQUIPMENT MAINTENANCE	420.00	37.42	58.23	0.00	0.14	0.00	58.23	361.77
6320- TELEPHONE	525.00	43.22	128.76	0.00	0.25	0.00	128.76	396.24
6410- RENT	15,362.00	725.66	2,176.98	0.00	0.14	0.00	2,176.98	13,185.02
6420- UTILITIES/ DISPOSAL	3,150.00	169.40	577.76	0.00	0.18	0.00	577.76	2,572.24
6440- PROPERTY INSURANCE	315.00	0.00	43.72	0.00	0.14	0.00	43.72	271.28
6555- MEDICAL	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6610- GAS & OIL	53.00	4.55	4.55	0.00	0.09	0.00	4.55	48.45
6620- VEHICLE INSURANCE	105.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00
6640- VEHICLE REPAIR &	42.00	2.31	3.19	0.00	0.08	0.00	3.19	38.81
6712- STAFF TRAVEL-LOCAL	0.00	0.00	2.74	0.00	0.00	0.00	2.74	(2.74)
6714- STAFF TRAVEL-OUT OF AREA	150.00	78.47	78.47	0.00	0.52	0.00	78.47	71.53
6742- TRAINING - STAFF	690.00	0.00	333.30	0.00	0.48	0.00	333.30	356.70
6840- PROPERTY TAXES	11.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00
6850- FEES & LICENSES	1,103.00	0.00	29.51	0.00	0.03	0.00	29.51	1,073.49
6852- FINGERPRINT	105.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00
6875- EMPLOYEE HEALTH & WELFARE	139.00	3.62	23.92	0.00	0.17	0.94	24.86	114.14
Total Other & Services	23,430.00	1,125.93	3,642.57	0.00	0.16	0.94	3,643.51	19,786.49
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	1,020,286.00	82,169.43	265,170.21	0.00	0.26	0.00	265,170.21	755,115.79
Direct Benefits	1,020,286.00	82,169.43	265,170.21	0.00	0.26	0.00	265,170.21	755,115.79
9010- INDIRECT COST ALLOCATION	103,154.00	8,130.68	26,219.50	0.00	0.25	0.00	26,219.50	76,934.50
TOTAL EXPENSES	1,236,710.00	97,002.11	314,345.89	0.00	0.25	0.94	314,346.83	922,363.17
Excess Revenue Over (Under)	0.00	476.72	0.00	0.00	0.00	(0.94)	(0.94)	0.94

**Madera Regional Head Start
Budget to Actual
As of September 30, 2023**

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	4,000.00	0.00	1,505.00	1,505.00	1,400.00	37.63%	0.00	1,505.00	(2,495.00)
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	10,000.00	2,014.38	4,573.95	2,559.57	3,332.00	45.74%	0.00	4,573.95	(5,426.05)
6620 VEHICLE INSURANCE	17,000.00	0.00	1,659.51	1,659.51	5,668.00	9.76%	0.00	1,659.51	(15,340.49)
6640 VEHICLE REPAIR & MAINTENA	18,000.00	726.16	2,327.72	1,601.56	6,000.00	12.93%	0.00	2,327.72	(15,672.28)
6712 STAFF TRAVEL-LOCAL	7,500.00	36.03	720.26	684.23	1,632.00	9.60%	0.00	720.26	(6,779.74)
6714 STAFF TRAVEL-OUT OF AREA	27,955.00	459.70	459.70	0.00	0.00	1.64%	0.00	459.70	(27,495.30)
6722 PER DIEM - STAFF	3,882.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(3,882.00)
6724 PER DIEM - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	44,595.00	60.00	11,382.58	11,322.58	26,595.00	25.52%	5,379.00	16,761.58	(27,833.42)
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%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	20,000.00	0.00	0.00	0.00	10,000.00	0.00%	0.00	0.00	(20,000.00)
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	26.80	26.80	120.00	7.44%	0.00	26.80	(333.20)
6834 STUDENT ACTIVITY INSURANC	2,230.00	0.00	227.45	227.45	446.00	10.20%	0.00	227.45	(2,002.55)
6840 PROPERTY TAX	42.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(42.00)
6850 FEES & LICENSES	10,000.00	0.00	27,704.85	27,704.85	3,332.00	277.05%	0.00	27,704.85	17,704.85
6851 CPR FEES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	2,000.00	240.50	539.50	299.00	1,000.00	26.98%	0.00	539.50	(1,460.50)
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	15,000.00	509.56	1,031.67	522.11	0.00	6.88%	128.56	1,160.23	(13,839.77)
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	550.00	0.00	0.00	0.00	110.00	0.00%	0.00	0.00	(550.00)
7112 PARENT INVOLVEMENT	9,120.00	0.00	(5.64)	(5.64)	1,824.00	-0.06%	0.00	(5.64)	(9,125.64)
7114 PPC ALLOWANCE	0.00	420.00	495.00	75.00	750.00	0.00%	0.00	495.00	495.00
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	3,750.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(3,750.00)
8110 IN KIND SALARIES	60,628.00	0.00	12,795.95	12,795.95	17,684.00	21.11%	0.00	12,795.95	(47,832.05)
8120 IN KIND RENT	318,251.00	0.00	58,916.76	58,916.76	92,833.00	18.51%	0.00	58,916.76	(259,334.24)
8130 IN KIND - OTHER	686,801.00	0.00	100,351.00	100,351.00	200,339.00	14.61%	0.00	100,351.00	(586,450.00)
9010 INDIRECT COST ALLOCATION	367,376.00	28,733.91	99,405.09	70,671.18	98,683.71	27.06%	4,439.60	103,844.69	(263,531.31)
Total Expenses	5,634,158.00	404,308.97	1,423,650.36	1,019,341.39	1,657,977.76	25.27%	53,226.48	1,476,876.84	(4,157,281.16)
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Contract % 28.56%

Madera Regional Head Start
Budget to Actual
As of August 31, 2023

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
6568 DENTAL FOLLOW-UP		-			-		0%	-	-	-
6610 GAS & OIL	\$ 10,000	1,188.85	2,559.57	1,370.72	60.57	2,499.00	26%	-	2,559.57	7,440.43
6620 VEHICLE INSURANCE	\$ 17,000	-	1,659.51	1,659.51	(2,591.49)	4,251.00	10%	-	1,659.51	15,340.49
6640 VEHICLE REPAIR & MAINTENA	\$ 18,000	686.06	1,601.56	915.50	(2,898.44)	4,500.00	9%	-	1,601.56	16,398.44
6712 STAFF TRAVEL-LOCAL	\$ 7,500	626.85	684.23	57.38	(214.77)	899.00	9%	-	684.23	6,815.77
6714 STAFF TRAVEL-OUT OF AREA	\$ 16,580	-	-	-	-	-	0%	-	-	16,580.00
6722 PER DIEM - STAFF	\$ 1,680	-	-	-	-	-	0%	-	-	1,680.00
6724 PER DIEM - PARENT		-	-	-	-	-	0%	-	-	-
6730 VOLUNTEER TRAVEL		-	-	-	-	-	0%	-	-	-
6742 TRAINING - STAFF	\$ 22,000	-	-	-	(4,000.00)	4,000.00	0%	-	-	22,000.00
6744 TRAINING VOLUNTEERS		-	-	-	-	-	0%	-	-	-
6746 TRAINING PARENTS		-	-	-	-	-	0%	-	-	-
6748 EDUCATION REIMBURSEMENT	\$ 20,000	-	-	-	(10,000.00)	10,000.00	0%	-	-	20,000.00
6750 FIELD TRIPS	\$ 2,800	-	-	-	-	-	0%	-	-	2,800.00
6810 BANK CHARGES		-	-	-	-	-	0%	-	-	-
6820 INTEREST CHARGES		-	-	-	-	-	0%	-	-	-
6832 LIABILITY INSURANCE	\$ 360	-	26.80	26.80	(63.20)	90.00	7%	-	26.80	333.20
6834 STUDENT ACTIVITY INSURANC	\$ 2,230	-	227.45	227.45	4.45	223.00	10%	-	227.45	2,002.55
6840 PROPERTY TAXES	\$ 42	-	-	-	-	-	0%	-	-	42.00
6850 FEES & LICENSES	\$ 10,000	9,804.01	27,704.85	17,900.84	25,205.85	2,499.00	277%	-	27,704.85	(17,704.85)
6851 CPR FEES		-	-	-	-	-	0%	-	-	-
6852 FINGER PRINTING	\$ 2,000	223.50	299.00	75.50	(201.00)	500.00	15%	-	299.00	1,701.00
6860 DEPRECIATION EXPENSE		-	-	-	-	-	0%	-	-	-
6870 EMPLOYEE RECOGNITION		-	-	-	-	-	0%	-	-	-
6875- EMPLOYEE HEALTH & WELFARE COSTS	\$ 15,000	397.68	522.11	124.43	522.11	-	6%	440.07	962.18	14,037.82
6880 VOLUNTEER RECONGNITION		-	-	-	-	-	0%	-	-	-
6892 CASH SHORT / OVER		-	-	-	-	-	0%	-	-	-
7110 PARENT ACTIVITIES		-	-	-	-	-	0%	-	-	-
7111 PARENT MILEAGE	\$ 550	-	-	-	(110.00)	110.00	0%	-	-	550.00
7112 PARENT INVOLVEMENT	\$ 9,120	-	(5.64)	(5.64)	(917.64)	912.00	0%	-	(5.64)	9,125.64
7114 PPC ALLOWANCE		45.00	75.00	30.00	(300.00)	375.00	0%	-	75.00	(75.00)
7115 PPC FOOD ALLOWANCE		-	-	-	-	-	0%	-	-	-
7116 POLICY COUN. FOOD ALLOWAN	\$ 3,750	-	-	-	-	-	0%	-	-	3,750.00
8110 IN KIND SALARIES	\$ 60,628	12,795.95	12,795.95	-	323.95	12,472.00	21%	-	12,795.95	47,832.05
8120 IN KIND RENT	\$ 318,251	19,563.66	58,916.76	39,353.10	(6,556.24)	65,473.00	19%	-	58,916.76	259,334.24
8130 IN KIND - STATE	\$ 686,801	100,351.00	100,351.00	-	(40,944.00)	141,295.00	15%	-	100,351.00	586,450.00
9010 INDIRECT COST ALLOCATION	\$ 363,537	43,282.54	69,076.74	25,794.20	5,151.22	63,925.52	20%	2,897.77	71,974.51	291,562.49
Total Expenses	\$ 5,588,133	671,302.09	899,912.23	328,923.51	(149,418.21)	1,149,643.81	19%	34,741.36	1,034,966.96	4,553,166.04
Excess Revenue Over (Under) Expenditures	\$ -	-	-	-	-	-	-	-	-	-
		495,308.94	658,771.78	263,776.21						
		45,073.11	59,948.23	24,003.64		9.10%				
								ADMINISTRATIVE EXPENSES		\$113,521.16
								PERCENT ADMINISTRATIVE		11.14%
								LIMIT IS 15%		
								YTD Contract %		20.46%

IN-KIND MONTHLY SUMMARY REPORT

Month

August

Year

2023

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	158,104.00	22,375.51	28,440.38	50,815.89	107,288.11
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	155,652.00	22,375.51	28,440.38	50,815.89	104,836.11
C. Other/Policy Council/Otro/Comité de Póliza	2,452.00	-		-	2,452.00
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	1,655.00	-		-	1,655.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	-	-		-	-
Transportation/ Transportación	-	-		-	-
TOTAL IN-KIND	159,759.00	22,375.51	28,440.38	50,815.89	108,943.11
		-	-	-	-
Grand Total	159,759.00	22,375.51	28,440.38	50,815.89	108,943.11

B. Contracted In-Kind \$ 50,815.89

C. Percent Y-T-D In-Kind 31.81%

State Migrant Full-Day Program - Basic Program

For the Period Ending

9/30/2023

Start Date 7/1/2023

Current Mnth 3

30.00%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	838,279	-	182,498.99	182,498.99	209,569	21.77%	-	182,498.99	655,780.01
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	838,279	-	182,498.99	182,498.99	209,569	21.77%	-	182,498.99	655,780.01
EXPENDITURES										
5010	SALARIES & WAGES	540,477	59,244.01	178,473.94	119,229.93	135,119	33.02%	13,385.55	191,859.49	348,617.51
5020	ACCRUED VACATION PAY	34,500	3,342.67	11,433.42	8,090.75	8,625	33.14%	857.51	12,290.93	22,209.07
5112	HEALTH INSURANCE	65,455	5,855.47	21,254.74	15,399.27	16,364	32.47%	-	21,254.74	44,200.26
5114	WORKER'S COMPENSATION	21,205	1,957.44	6,456.94	4,499.50	5,301	30.45%	-	6,456.94	14,748.06
5116	PENSION	30,949	3,971.29	8,954.59	4,983.30	7,737	28.93%	468.49	9,423.08	21,525.92
5122	FICA	41,486	4,441.65	13,438.83	8,997.18	10,372	32.39%	1,023.99	14,462.82	27,023.18
5124	SUI	5,751	256.04	669.07	413.03	1,438	11.63%	-	669.07	5,081.93
5130	ACCRUED VACATION FRINGE	3,000	255.67	874.64	618.97	750	29.15%	-	874.64	2,125.36
6110	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	7,237	-	-	-	1,809	0.00%	-	-	7,237.00
6132	MEDICAL & DENTAL SUPPLIES	-	-	-	-	-	-	-	-	-
6134	INSTRUCTIONAL SUPPLIES	4,125	-	-	-	1,031	-	-	-	4,125.00
6140	CUSTODIAL SUPPLIES	6,188	912.15	3,435.61	2,523.46	1,547	55.52%	-	3,435.61	2,752.39
6142	LINEN/LAUNDRY	-	-	-	-	-	-	-	-	-
6143	FURNISHINGS	-	-	-	-	-	-	-	-	-
6150	UNIFORM RENTAL/PURCHASE	-	-	-	-	-	-	-	-	-
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6410	RENT	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-
6433	GROUND MAINTENANCE	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	7,985	909.62	3,431.03	2,521.41	1,996	42.97%	-	3,431.03	4,553.97
6610	GAS & OIL	-	-	-	-	-	-	-	-	-
6620	VEHICLE INSURANCE	-	-	-	-	-	-	-	-	-
6630	VEHICLE LICENSE & FEES	-	-	-	-	-	-	-	-	-
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	69,921	7,384.29	22,606.48	15,222.19	17,480	32.33%	1,431.93	24,038.41	45,882.59
	Total Expenses	838,279	88,530.30	271,029.29	182,498.99	209,569	32.33%	17,167.47	288,196.76	550,082.24
		-		(88,530.30)	-	-			34.38%	

In Direct Calc. @ 9.1%
22,606.48
22,606.48 Total

Madera Migrant Head Start
Budget to Actual

Start Date	3/1/2023
Current Mnth	7.00
	58%

For the Period Ending	9/30/2023
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Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	6,158,497	474,317.23	2,828,465.23	2,354,148.00	25,003,498	46%	14,153.47	2,842,618.70	3,315,878.30
4220	IN KIND CONTRIBUTIONS	409,729	149,638.08	414,274.29	264,636.21	1,663,500	101%	-	414,274.29	(4,545.29)
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,568,226	623,955.31	3,242,739.52	2,618,784.21	26,666,998	49%	14,153.47	3,256,892.99	3,311,333.01
EXPENDITURES										
5010	Salaries & Wages	3,326,783	249,459.82	1,522,841.59	1,273,381.77	13,506,739	46%	-	1,522,841.59	1,803,941.41
5020	Accrued Vacation Pay	209,553	15,058.52	95,243.72	80,185.20	850,785	45%	-	95,243.72	114,309.28
5112	Health Insurance	370,958	21,308.38	154,740.34	133,431.96	1,506,089	42%	-	154,740.34	216,217.66
5114	Worker's Compensation	98,177	(7,315.80)	34,986.42	42,302.22	398,599	36%	-	34,986.42	63,190.58
5116	Pension	172,369	12,689.06	78,526.68	65,837.62	699,818	46%	-	78,526.68	93,842.32
5122	FICA	264,028	18,789.71	116,545.61	97,755.90	1,071,954	44%	-	116,545.61	147,482.39
5124	SUI	34,745	870.20	4,625.33	3,755.13	141,065	13%	-	4,625.33	30,119.67
5130	Accrued Vacation Fringe	15,350	1,141.58	7,261.36	6,119.78	62,321	47%	-	7,261.36	8,088.64
6110	Office supplies	17,800	1,463.80	5,766.45	4,302.65	72,268	32%	107.94	5,874.39	11,925.61
6112	Data Processing Supplies	44,319	5,989.69	70,169.29	64,179.60	179,935	158%	368.35	70,537.64	(26,218.64)
6121	Food	7,500	92.60	6,513.59	6,420.99	30,450	87%	-	6,513.59	986.41
6122	Kitchen Supplies	2,251	-	1,680.78	1,680.78	9,139	75%	-	1,680.78	570.22
6130	Program Supplies	116,240	611.56	10,393.05	9,781.49	471,934	9%	1,175.45	11,568.50	104,671.50
6132	Medical & Dental Supplies	24,000	-	9,603.60	9,603.60	97,440	40%	-	9,603.60	14,396.40
6134	Instructional Supplies	23,375	291.83	2,551.15	2,259.32	94,903	11%	-	2,551.15	20,823.85
6140	Custodial Supplies	24,188	3,626.46	17,142.57	13,516.11	98,203	71%	-	17,142.57	7,045.43
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	2,250	-	382.51	382.51	9,135	17%	-	382.51	1,867.49
6150	Uniform Rental / Purchases	156	-	150.00	150.00	633	96%	-	150.00	6.00
6170	Postage & Shipping	600	72.71	388.65	315.94	2,436	65%	-	388.65	211.35
6221	Equipment Over > \$5,000	36,000	27,440.33	27,440.33	-	146,160	-	-	27,440.33	8,559.67
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	24,000	1,967.70	13,382.37	11,414.67	97,440	56%	-	13,382.37	10,617.63
6181	Equipment Maintenance	15,400	2,693.59	9,025.70	6,332.11	62,524	59%	500.00	9,525.70	5,874.30
6310	Printing & Publications	6,100	-	5,023.69	5,023.69	24,766	82%	-	5,023.69	1,076.31
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	86,400	10,912.35	24,266.09	13,353.74	350,784	28%	-	24,266.09	62,133.91
6410	Rent	212,810	17,273.34	122,576.78	105,303.44	864,009	58%	-	122,576.78	90,233.22
6420	Utilities / Disposal	144,300	13,995.17	85,006.13	71,010.96	585,858	59%	-	85,006.13	59,293.87
6432	Building Repairs / Maintenanc	105,494	8,748.51	27,478.89	18,730.38	428,306	26%	2,094.18	29,573.07	75,920.93
6433	Grounds Maintenance	22,300	1,556.98	13,903.05	12,346.07	90,538	62%	-	13,903.05	8,396.95
6436	Pest Control	5,048	375.07	2,690.12	2,315.05	20,495	53%	-	2,690.12	2,357.88
6437	Burglar & Fire Alarm	5,100	686.61	3,292.89	2,606.28	20,706	65%	-	3,292.89	1,807.11
6440	Property Insurance	23,480	3,794.90	11,369.58	7,574.68	95,329	48%	-	11,369.58	12,110.42
6520	Consultants	25,500	665.07	4,651.02	3,985.95	103,530	18%	8,637.54	13,288.56	12,211.44
6522	Consultants Expense	301	26.86	137.16	110.30	1,222	46%	-	137.16	163.84
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	5,300	-	1,781.25	1,781.25	21,518	34%	-	1,781.25	3,518.75
6540	Custodial Services	53,655	11,547.38	53,770.97	42,223.59	217,839	100%	-	53,770.97	(115.97)
6555	Medical Screening / DEAT / Staff	6,475	-	3,245.00	3,245.00	26,289	50%	-	3,245.00	3,230.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	11,600	1,457.19	7,020.66	5,563.47	47,096	61%	-	7,020.66	4,579.34
6620	Vehicle Insurance	23,400	5,771.42	13,323.01	7,551.59	95,004	57%	-	13,323.01	10,076.99
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	8,400	1,631.67	4,903.62	3,271.95	34,104	58%	-	4,903.62	3,496.38
6712	Staff Travel-Local	750	13.10	298.02	284.92	3,045	40%	-	298.02	451.98
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	13,500	-	105.00	105.00	54,810	1%	30.00	135.00	13,365.00
6746	Training - Parent	1,500	-	1,687.50	1,687.50	6,090	-	-	1,687.50	(187.50)
6748	Education Reimbursement	15,000	-	-	-	60,900	-	-	-	15,000.00
6750	Field Trips	-	-	260.00	260.00	-	-	-	260.00	(260.00)
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	480	121.96	277.44	155.48	1,949	58%	-	277.44	202.56
6834	Student Activity Insurance	2,840	704.33	1,185.09	480.76	11,530	42%	-	1,185.09	1,654.91
6840	Property Taxes	-	-	-	-	-	#DIV/0!	-	-	-
6850	Fees & Licenses	10,390	-	8,690.63	8,690.63	42,183	84%	-	8,690.63	1,699.37
6852	Finger Printing	4,000	299.75	2,229.50	1,929.75	16,240	56%	-	2,229.50	1,770.50
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	16,336	868.72	3,243.42	2,374.70	66,324	20%	59.47	3,302.89	13,033.11
7110	Parent Activities	1,100	-	-	-	4,466	0%	-	-	1,100.00
7111	Parent Mileage	520	28.44	266.28	237.84	2,111	51%	-	266.28	253.72
7112	Parent Involvement	1,100	132.80	215.17	82.37	4,466	20%	-	215.17	884.83
7114	PPC Allowance	2,900	180.00	1,590.00	1,410.00	11,774	55%	-	1,590.00	1,310.00
7116	PPC Food Allowance	1,700	-	983.49	983.49	6,902	58%	-	983.49	716.51
8110	In-Kind Salaries	297,519	140,387.08	349,217.29	208,830.21	1,207,927	117%	-	349,217.29	(51,698.29)
8120	In-Kind Rent	112,210	9,251.00	64,757.00	55,506.00	455,573	58%	-	64,757.00	47,453.00
8130	In-Kind Other	-	-	300.00	300.00	-	-	-	300.00	(300.00)
9010	In-Direct Cost Allocation	510,676	37,273.87	233,632.69	196,358.82	2,073,345	46%	1,180.54	234,813.23	275,862.77
Total Expenses		6,568,226	623,955.31	3,242,739.52	2,618,784.21	26,666,998	49%	14,153.47	3,256,892.99	3,311,333.01
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,568,226	623,955.31	3,242,739.52						
In-Kind		(409,729)	(149,638.08)	(414,274.29)						
Total Expenses w/o In Kind		6,158,497	474,317.23	2,828,465.23	2,354,148.00				2,842,618.70	3,315,878.30
									46.16%	

ADMINISTRATION BUDGET LIMIT	\$672,694
YEAR-TO DATE ADMIN EXP.	\$289,983
PERCENT OF TOTAL EXPENSES	4.10%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	
233,632.69	
233,632.69	

CAPMC
Work Related Injuries Report - October 2023
BOARD OF DIRECTORS

Recordable Injuries							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Medcor: Self Treat First Aid							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Food Service/ Cook	Mendota	Fall	10/4/2023	2:39pm	EE was throwing away the trash while walking down the steps. EE missed the third step and fell landing on left hip and knee, and scraping left arm on the grass area; breaking the skin.	0	10/04/23: Called Medcor - Self-care/first aid.
Teacher II	Chowchilla	Fall	10/4/2023	2:02pm	EE tripped over a chair in the classroom and fell forward injuring right inner elbow and right knee.	0	10/4/23: Called Medcor - Self-care/first aid.
Instructional Aide I/ Janitor	Valley West	Fall	10/12/2023	2:56pm	EE was bringing snacks into the classroom and as she was walking up the steps, she missed a step causing her to fall on both knees.	0	10/12/23: Called Medcor - Self-care/first aid.
Instructional Aide III	Mis Angelitos	Rash	10/20/2023	12:00pm	EE was in storage moving toys when she felt itchy and noticed a rash on right arm and right leg.	0	10/20/23: Called Medcor - Self-care/first aid.
Instructional Aide I/ Janitor	North Fork	Contusion	10/25/2023	10:00AM	EE was helping a child get a toy from another child when the child kicked her in the jaw causing pain and slight headache.	0	10/26/23: Called Medcor - Self-care/first aid.
Claims							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Teacher II	Firebaugh	Fall	10/10/2023	10:45 AM	EE was bending over to pick up a child and when EE stood up to turn, EE tripped over a child that was standing behind her. EE fell, injuring right side; arm, leg, and head.	16	10/10/23: Called Medcor and referred to Concentra for treatment. EE placed on modified duties. The Agency is unable to accommodate.
Advocate III	Cottonwood	Fall	10/25/2023	10:58 AM	EE was walking on the grass near playground when a child riding a bike hit the back of her leg causing EE to do a 360 turn and fall on her left hip, left buttocks, right wrist & shoulder, an open wound on right leg and pain in middle and upper back.	0	10/25/23: Called Medcor and referred o Concentra for treatment. EE placed on modified duties. The Agency is able to accommodate.
Instructional Aide II/ Janitor	Five Points	Fall	10/30/2023	7:35 AM	EE was walking from the infant room to the parent area while she was holding something in her hand and EE tripped on a small tricycle causing her to fall and experience pain in her right shoulder.	3	10/30/23: Ambulance was called and EE was transported to Adventist Health in Hanford. EE placed off work and referred to be evaluated by specialist.
Up To Date Injuries: January 2023 to December 2023							
(4) Hand Injuries	(1) Feet Injuries	() Chest Injuries					
(6) Back Injuries	(1) Eye Injuries	(1) Neck Injuries	(3) Bottom				
(5) Knee Injuries	(5) Leg Injuries	(3) Head Injuries	(2) Hip				
(8) Arm Injuries	(3) Wrist Injuries	(1) Ankle Injuries					
(3) Elbow Injuries	() Burn Injuries	(2) Respiratory Injuries					
(4) Shoulder Injuries	() Abdomen Injuries	(3) 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
Public Officials													
Deborah Martinez A: Sharon Diaz	Department of Social Services	P	P		X	X	P	X	P	X	X		
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	X		P	P	X	P	P	P	P		
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P		X	P	P	P	X	P	X		
Steve Montes A: Artemio Villegas	Madera City Council	P	P		P	P	P	P	P	P	P		
Jeff Troost	Chowchilla City Council	P	P		P	X	P	P	P	P	P		
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	MEETING CANCELED	P	P	X	X	X	P	P		
VACANT AS OF 6/2023	Head Start Policy Council	P	P		P	P	-	-	-	-	-		
Donald Holley	Community Affairs	P	P		P	P	P	P	P	P	P		
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	P		X	P	P	X	P	P	X		
Vicki Bandy	Early Childhood Education & Development	X	X		X	X	X	X	X	-	-		
Low-Income Target Area Officials													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P	P		X	P	P	P	X	X	P		
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	X	P		P	P	P	P	P	X	X		
Richard Gutierrez	Eastside/Parksdale	P	P		P	P	P	P	P	P	P		
Molly Hernandez	Fairmead/Chowchilla	P	P		P	X	P	P	P	P	X		
Aurora Flores A: Octavio Pineda	Monroe/Washington	P	P		X	P	X	X	P	X	X		
<i>Total Directors</i>		13/15	13/15	0/0	9/15	11/15	10/15	9/15	10/15	9/15	7/13		

P = Primary Present | A = Alternate Present | X = Absent

STAFFING CHANGES
October 4, 2023 - November 1, 2023
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61432	Program Assistant / Clerk Typist II	Gill - Resources and Referral & Alternative Payment Program	10/10/2023	80	Open Position
61436	Housing Case Worker	Gill - Community Services	10/12/2023	80	Open Position
61433	Shelter Resident Support Aide	Martha Diaz - Victim Services	10/13/2023	32	Open Position
61434	Human Resources Assistant I	Gill - Human Resources	10/16/2023	80	Open Position
61435	Advocate III	Yosemite - Victim Services	10/16/2023	80	Open Position
61440	Family Services Associate I	Gill - Resources and Referral & Alternative Payment Program	10/23/2023	80	Open Position
61346	Accounting Technician	Gill - Fiscal	10/30/2023	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61298	Receptionist	Gill - Community Services	10/11/2023	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61237	Food Services Cook	Five Points - Fresno Migrant Head Start	10/6/2023	80	Open Position
61437	Instructional Aide I / Janitor	North Fork - Madera Regional Head Start	10/13/2023	80	Open Position
61438	Instructional Aide I / Janitor	Sierra Vista - Madera Migrant Head Start	10/13/2023	80	Open Position
61439	Instructional Aide II / Janitor	Mis Angelitos - Madera Migrant Head Start	10/13/2023	80	Open Position
61442	Instructional Aide I / Janitor	Oakhurst - Madera Regional Head Start	10/18/2023	60	Open Position
61443	Instructional Aide III	Firebaugh - Fresno Migrant Head Start	10/18/2023	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
61428	Instructional Aide I/Janitor	Mariposa - Madera Regional Head Start	10/20/2023	80	Failed to complete probationary period.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

October 11, 2023

Ms. Maritza Gomez-Zaragoza, Head Start Director
Madera County Board of Supervisors/CAPMC
Re: Grant No. 09CH011519

Dear Grant Recipient,

In Fiscal Year 2024 (FY24), the Office of Head Start (OHS) will use video recordings to conduct Classroom Assessment Scoring System (CLASS®) reviews. This method of conducting reviews was field tested in FY23 via a pilot comparison study conducted by the OHS in partnership with DLH and Teachstone®. Your program, Madera County Board of Supervisors/CAPMC, has been scheduled for an FY24 CLASS® Video review.

Your review will include a planning call, training, and support. You will then have between **11/27/2023 and 1/29/2024**, to upload videos of the sampled classrooms. Please note that review dates can only be changed due to extreme emergencies and must be approved by the OHS.

At the conclusion of your review, the OHS will provide a review report that will include CLASS® scores. FY24 CLASS® scores will be used by the OHS for Designated Renewal System (DRS) determinations. Scores will also be used to help the OHS understand the current experiences of children in Head Start classrooms as a quality improvement opportunity and to offer training and technical assistance supports that build on existing program efforts to enhance professional development and teacher-child interactions.

A brief overview of major activities and a general timeline is provided below for your reference.

Pre-review Activities 10/16/2023 - 10/27/2023	Review Period 11/27/2023 - 1/29/2024	Final Report
Grant Recipient participates in planning call and training related to video technology requirements, capturing quality video, and video submission procedures.	Grant Recipient collects videos from all classrooms identified on their Sample and uploads videos electronically into designated platform.	After the conclusion of the review, a report with program-level CLASS® scores will be sent to the Grant Recipient.

In preparation for the planning call discussions, the OHS requests that all programs receiving a CLASS® Video Review perform the following tasks:

- Upload current daily classroom schedules to the Head Start Enterprise System (HSES)
- Update information pertinent to center and classroom operations in HSES

- Update contact information for program leadership in HSES

Your assigned Review Lead, Ms. Victoria Treiber, will be in contact with you shortly to schedule a planning call. During this call, she will share information about organizing and conducting a video review, forms and communication, and the responsibilities shared by both the recipient and the Review Lead.

Lastly, CLASS® monitoring resources are available for Grant Recipients on the Early Childhood Learning and Knowledge Center (ECLKC) at <https://eclkc.ohs.acf.hhs.gov/federal-monitoring> and the Aligned Monitoring System Virtual Expo at <https://onlinexperiences.com/Launch/Event.htm?ShowKey=177031>.

Sincerely,

OHS Monitoring Team



Grant Subaward Performance Assessment Report

Subrecipient: _____

Implementing Agency: _____

Grant Subaward Number(s): _____

Date(s) of Performance Assessment: _____

Virtual On-site

Persons Interviewed During Performance Assessment:

NAME	TITLE	AGENCY/ORGANIZATION

Program Specialist Name

Taylor McMullen

Program Specialist Signature

Date

Unit Chief Name

Johanna Roman-Bays

Unit Chief Signature

Date

I. ADMINISTRATIVE REQUIREMENTS

A. CONTROLLING DOCUMENTS & FORMS

	YES	NO	N/A
1. Does the Subrecipient have access to the following?			
a. Applicable Cal OES Subrecipient Handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Request for Application (RFA) or Request for Proposal (RFP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Approved Grant Subaward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Approved Grant Subaward Amendments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Approved Grant Subaward Modifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Current Cal OES Forms (e.g., Grant Subaward Amendment, Grant Subaward Modification, Report of Expenditures and Request for Funds)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. CFR Title 2 Part 200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the Subrecipient aware of Special Condition(s)?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

B. PROOF OF AUTHORITY (SRH Section 1.055)

	YES	NO	N/A
1. Does the Subrecipient have written authority by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority to the Subrecipient/Official Designee to enter into a specific Grant Subaward (including program name initial Grant Subaward performance period)?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the written authority include:			
a. Governing Board Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Governing Board Meeting Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Signed Letter from the Governing Board Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the documentation include authority to sign Grant Subaward Amendments?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

**C. FIDELITY BOND/CERTIFICATE OF INSURANCE –
NON-GOVERNMENTAL ORGANIZATION (NGO) (SRH Section 2.015)**

	YES	NO	N/A
1. Does the Subrecipient have a Certificate of Insurance for a Fidelity Bond for the Grant Subaward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Certificate of Insurance for the Fidelity Bond include:			
a. Insurance company name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Insurance policy number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Description of coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Amount of coverage (equal to 50% of allocation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Coverage period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Certificate holder/first loss payee is "California Governor's Office of Emergency Services"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Grant Subaward number(s) covered by the policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Employee Dishonesty and/or Theft and Forgery coverages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

D. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) COMPLIANCE (SRH Section 2.035)

	YES	NO	N/A
1. Does the Grant Subaward include any activities that meet the definition of "project," pursuant to California Public Resources Code section 21065*? (If no, skip #2 and #3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If yes, does the Subrecipient have appropriate CEQA documentation on file for the Grant Subaward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If yes, what form of documentation does the Subrecipient have? <input type="checkbox"/> Notice of Exemption <input type="checkbox"/> Negative Declaration <input type="checkbox"/> Approved Environmental Impact Report			

*"Project" means an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and which (includes) the following: ...An activity undertaken by a person which is supported, in whole or in part, through contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies."

Findings/Comments:

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E. FACILITY RENTAL (SRH Section 4.055)

	YES	NO	N/A
1. Does the facility rental space shown (via tour) align with the facility rental space allocated on the Grant Subaward Budget Pages (Cal OES Form 2-106a or b)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the lease or written facility use agreement support the amount allocated on the Grant Subaward Budget Pages (Cal OES Form 106a or b).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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II. HUMAN RESOURCES

A. FUNCTIONAL TIMESHEETS (SRH Section 3.090)

	YES	NO	N/A
1. Does the Subrecipient use functional timesheets for each position funded by the Grant Subaward (in whole or in part)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the functional timesheet include the actual time and activities performed by the employee for both Grant Subaward and non-Grant Subaward activities to which the employee's time is allocated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the functional timesheet account for all the time worked by the employee (not just the time charged to the Grant Subaward)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the functional timesheets approved by both the employee and their supervisor? (Electronic signature/approval is acceptable.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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B. PERSONNEL POLICIES (SRH Section 3.050)

	YES	NO	N/A
1. Does the Subrecipient have written personnel policies that include the following:			
a. Work hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Compensation rates, including overtime and benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Vacation, sick, and other leave allowances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Hiring and promotional policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Drug-free workplace compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Code of conduct/conflict of interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Equal Employment Opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Anti-discrimination, including complaint procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Anti-harassment, including complaint procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient have documentation confirming personnel policies were approved by the Governing Board or applicable personnel department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

III. CIVIL RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE

A. U.S. DEPARTMENT OF JUSTICE (DOJ), OFFICE OF JUSTICE PROGRAMS, OFFICE FOR CIVIL RIGHTS (OCR) – CERTIFICATION FORM SUBMISSION REQUIREMENTS – Only for Subawards with federal funds administered through the Department of Justice (SRH Section 2.025)

	YES	NO	N/A
1. Does the Subrecipient have a current (within the last 12 months) Certification Form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide the date on the Certification Form:			
3. If the Subrecipient is required to prepare an EEO, does the Certification Form confirm that they have met this requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

B. CIVIL RIGHTS - NON-DISCRIMINATION POLICIES (SRH Section 2.020)

	YES	NO
1. Does the Subrecipient have the following documents, that comply with the CA Department of Fair Employment and Housing (DFEH) requirements:		
a. EEO Policy statement that states the Subrecipient does not discriminate in employment practices based on all current protected classes * per the CA DFEH?	<input type="checkbox"/>	<input type="checkbox"/>
b. Job advertisement or blank employment application that states it does not discriminate in employment practices?	<input type="checkbox"/>	<input type="checkbox"/>
c. Anti-Discrimination Policy Statement, brochure, or posting that notifies clients, participants, and beneficiaries that the Subrecipient does not discriminate in the delivery of services or benefits based on all current protected classes*?	<input type="checkbox"/>	<input type="checkbox"/>
d. A written policy or procedure that notifies employees, program participants, and beneficiaries on how to file complaints and grievances alleging discrimination based on all current protected classes*?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Subrecipient designated an employee responsible for coordinating compliance with prohibiting discrimination in employment practices and in the delivery of services?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the Subrecipient had any adverse findings of discrimination against their agency issued by a federal or state court, or a federal or state administrative agency?	<input type="checkbox"/>	<input type="checkbox"/>

*For information on current protected classes, refer the CA DFEH website at <https://www.dfeh.ca.gov/employment/>

Findings/Comments:

C. CIVIL RIGHTS – LIMITED ENGLISH PROFICIENCY (LEP) (SRH Section 2.020)

	YES	NO
Does the Subrecipient have a policy or procedure that provides meaningful access to services and activities to persons who have limited English proficiency (i.e., written language/oral interpretation services, bilingual staff/volunteers, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

D. CIVIL RIGHTS TRAINING (SRH Section 2.020)

	YES	NO
1. Has the Subrecipient reviewed the online training videos on the U.S. Department of Justice (DOJ), Office of Justice Programs, Office for Civil Rights website: https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm ?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient train employees on the requirements of federal civil rights laws?	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

E. FAITH-BASED/RELIGIOUS ORGANIZATIONS – Only for Subawards with federal funds to faith-based or religious organizations (SRH Section 2.020)

	YES	NO	N/A
1. Does the Subrecipient maintain its religious activities separate from its federally-funded services and benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient ensure that participation in its religious activities is voluntary for program participants in its federally-funded program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. For those victims/clients who object to the religious affiliation of the Subrecipient agency:			
a. Does the Subrecipient make reasonable efforts to locate an alternate organization that offers comparable services and benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the Subrecipient keep a record of those referrals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

IV. FINANCIAL REQUIREMENTS

A. ACCOUNTING PROCEDURES (SRH Sections 9.020, 9.050, and 9.045)

	YES	NO	N/A
1. Does the Subrecipient have written accounting procedures for the following accounting and reporting functions?			
a. Cash receipts and revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c. Cash disbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. General ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Equipment inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient have payroll records that include:			
a. W-2 or W-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Personnel action forms (i.e., approved pay rates by the Governing Board or appropriate personnel agency, promotions, terminations, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Cumulative earnings records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Leave records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Employee authorization deduction forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Paid invoices submitted by employees for reimbursement of benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. General Ledger			
a. Are costs/expenditures recorded in the general ledger record funds, in three categories (i.e., Personnel Costs, Operating Costs, and Equipment Costs) as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the Subrecipient maintain documentation that general ledger entries can be traced to the Report of Expenditures & Request for Funds (Cal OES Form 2-201)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

B. EQUIPMENT IDENTIFICATION AND RECORDS (SRH Section 5.030)

	YES	NO	N/A
1. Does the Subrecipient have equipment records that include the following:			
a. Description of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Serial number or other identification number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Identification of title holder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Acquisition date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Cost of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Percentage of cost supported with Grant Subaward funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Location of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Use and condition of the equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Disposition data, including date of disposal or sale price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Was the Equipment record reconciled within the past two years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Was the equipment available for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

C. MATCH (SRH Section 9.060)

	YES	NO	N/A
1. Does the Subrecipient have adequate source documentation for all cash match reported on a Report of Expenditures and Request for Funds (Cal OES Form 2-201)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient have source documentation for volunteers to support what was reported as in-kind match on a Report of Expenditures and Request for Funds (Cal OES Form 2-201), including:			
a. How the hourly rate was established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Volunteer time log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the volunteer time log include the dates (or time period), number of hours (in no less than 15-minute increments), and activities related to the Grant Subaward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are completed volunteer time logs approved by Subrecipient personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Does the Subrecipient have duty statements for volunteer positions used for match?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Does the Subrecipient have source documentation for other in-kind match reported on a Report of Expenditure and Request for Funds (Cal OES Form 2-201)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the match being reported as it is accrued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the Subrecipient need to submit a Grant Subaward Modification Request (Cal OES Form 2-223)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

D. SECOND-TIER SUBAWARDS (SRH Section 7.010)

	YES	NO	N/A
1. Does the Subrecipient include Second-Tier Subawards in their Budget for any applicable Grant Subawards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If yes does the source documentation include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. The name the Subrecipient, Implementing Agency, and the participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The titles and contact information for the individuals that will serve as the primary contacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The timeframe of the agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The roles and responsibilities (as they relate to the applicable Grant Subaward Agreement) for the Subrecipient and/or Implementing Agency and participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Specific information concerning all non-fiscal resources shared between the Subrecipient and/or Implementing Agency and the participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Reporting requirements necessary for the Subrecipient and/or Implementing Agency and the participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Signatures of the chief executive or designee for the Subrecipient and/or Implementing Agency and the participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Specific information concerning the transfer of any Grant Subaward funds from the Subrecipient or Implementing Agency to the participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does Subrecipient or Implementation Agency ensure the applicable participating agencies/organizations comply with all applicable requirements of the RFA/RFP and the SRH? If yes, how?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

E. SEPARATION OF DUTIES (SRH Section 9.040)

	YES	NO	N/A
1. Does the Subrecipient confirm understanding that members of the same family or household (e.g., spouse, partner, parent, sibling, child, etc.) are considered one person for the purposed of separation of duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Individuals assigned to:	
a. Receiving/depositing cash receipts	
Name	Title
b. Authorizing cash disbursements	
Name	Title
c. Preparing checks	
Name	Title
d. Attaching electronic signatures or operating a check signing machine	
Name	Title
e. Comparing machine-signed checks with authorizations and supporting documents (or signing checks manually after personally comparing them with authorizations and supporting documents)	
Name	Title
f. Preparing or initiating invoices	
Name	Title

g. Reconciling bank statements and posting to the General Ledger	
Name	Title
_____	_____
_____	_____
_____	_____

Findings/Comments:

V. ADDITIONAL COMMENTS AND RECOMMENDATIONS



XH Program Supplemental Performance Assessment Report

Subrecipient: _____

Implementing Agency: _____

Grant Subaward Number(s): _____

Date(s) of Performance Assessment: _____

Virtual On-site

Persons interviewed during Performance Assessment:

NAME	TITLE

Program Specialist Name *Kelley L. Mahon*
Program Specialist Signature _____ _____
Date

Unit Chief Name *Laurie Ballard*
Unit Chief Signature _____ _____
Date

I. ORGANIZATION

	YES	NO	N/A
1. Does the Subrecipient have a current Organizational Chart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all staff positions listed in the Grant Subaward (or last approved Grant Subaward Modification) included in the current Organizational Chart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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II. FUND SOURCE SPECIFIC REQUIREMENTS**A. VICTIMS OF CRIME ACT (VOCA) FORMULA GRANT PROGRAM AND VOLUNTEERS**

	YES	NO	N/A
1. Does the Subrecipient utilize volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If the Subrecipient does not use volunteers as required, does the Subrecipient have a volunteer waiver approved by Cal OES on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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B. OTHER FUND SOURCE SPECIFIC REQUIREMENTS

	YES	NO	N/A
1. VCGF 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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III. PERSONNEL**A. PERSONNEL ACTIVITIES**

	YES	NO	N/A
1. Do personnel identified (including Key Personnel per SRH Section 3.005) in the Grant Subaward understand the programmatic requirements of the RFA or RFP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do personnel allocated on the Grant Subaward Budget Pages (Cal OES 2-106a or b) report performing duties consistent with the Grant Subaward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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B. PERSONNEL FILES (SRH Section 3.055)

	YES	NO	N/A
1. Does the Subrecipient have personnel files that include:			
a. Application forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Resumes, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Job descriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Performance evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Appointment documents that include approved compensation rate(s), benefits, and other terms of employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Signed Drug-Free Workplace policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient have any applicable required training certifications, per programmatic requirements, in the personnel file or maintained elsewhere electronically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient have documentations that personnel meet all programmatic requirements (e.g., proof of licensure, required degrees, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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IV. EXPENDITURES AND REQUESTS FOR REIMBURSEMENT

A. REPORT OF EXPENDITURES AND REQUEST FOR FUNDS (Cal OES 2-201)

	YES	NO	N/A
1. Reporting Period(s) Reviewed:			
2. Did the Subrecipient provide sufficient source documentation (e.g., General Ledger and paid invoices/receipts) to support the Report of Expenditures and Request for Funds (Cal OES 2-201) reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the source documentation align with the amount of funds requested and (if applicable) match reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the Subrecipient have an adequate record-keeping system that accurately supports costs claimed on Report of Expenditure and Request for Funds (Cal OES Form 2-201)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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B. GRANT SUBAWARD EXPENDITURES (SRH Section 9.070)

	YES	NO	N/A
1. Is the Grant Subaward expenditure rate commensurate with the time elapsed for the Grant Subaward performance period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the expenditures being made in accordance with the terms of the Grant Subaward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Subrecipient claiming state funds before federal funds if both are allocated for the same line item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the Subrecipient claiming older federal funds before newer federal funds if both are allocated for the same line-item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Subrecipient up-to-date with the submission of Report of Expenditures and Request for Funds (Cal OES Form 2-201)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the Subrecipient need to submit a Grant Subaward Modification (Cal OES Form 2-223)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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PROGRAMMATIC REQUIREMENTS

A. OPERATIONAL AGREEMENTS

	YES	NO	N/A
1. Does the Subrecipient have current Operational Agreements required by the RFA or RFP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do the required Operational Agreements cover the Grant Subaward performance period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the signed Operational Agreements for a time period of five years or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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B. GRANT SUBAWARD GOALS AND OBJECTIVES

	YES	NO	N/A
1. Is the Subrecipient meeting the Grant Subaward goals and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the Subrecipient meeting the Grant Subaward goals and objectives commensurate with the time elapsed for the Grant Subaward performance period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient need to submit a Grant Subaward Modification (Cal OES Form 2-223) to modify Grant Subaward goals and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

C. ASSISTANCE WITH CALIFORNIA VICTIM COMPENSATION BOARD (CalVCB) CLAIMS

	YES	NO	N/A
1. Subrecipient <input type="checkbox"/> Assists with or <input type="checkbox"/> refers out, the preparation of victim compensation claims to CalVCB.			
2. If preparation of victim compensation claims is referred out, Subrecipient provides clients with information and referral to local non-governmental agencies that can provide this victim assistance service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Subrecipient provides clients with information and referral to local Victim Witness Assistance Center for victim compensations and other services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

D. OTHER PROGRAMMATIC REQUIREMENTS – Program Population

	YES	NO	N/A
1. Do you have specific populations that you serve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who:			
2. Has that changed at any point?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

E. OTHER PROGRAMMATIC REQUIREMENTS – Challenges and Barriers

	YES	NO	N/A
1. Are there any programmatic challenges or barriers in implementing your program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. What solutions have you implemented, or suggestions do you have to assist with those challenges or barriers? Detail below			
3. Do you have challenges or barriers in providing services to your clients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

F. OTHER PROGRAMMATIC REQUIREMENTS – RFA/RFP

	YES	NO	N/A
Transitional Housing and Short Term Housing Assistance:			
1. Do you have transitional housing or short term housing assistance in place? Detail below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you provide follow up services to survivors who recently exited the program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you work at building landlord relationships and if so how? What is your strategy/process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If the client has not secured permanent housing by the end of your program, what is the process? Continuum of care? Other Referral? Detail below			
5. Supportive Services – Do you provide:			
• Locating and securing permanent housing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Securing employment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Legal Assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Transportation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Counseling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Childcare services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other Assistance (explain)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there barriers when accessing transitional housing and supportive services? (resource knowledge, language, cultural, accessibility) Detail below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

V. ACTIVITY AND ACHIEVEMENT REPORTING (SRH Section 11.005)

	YES	NO	N/A
1. Does the Subrecipient maintain a data collection system to adequately document all the activities required by the RFA or RFP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient maintain accurate records to support the information reported on Cal OES Progress Reports and applicable federal reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient submit Cal OES Progress Reports and applicable federal reports in a complete and timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the Subrecipient aware that these records must be retained for at least seven years from the end of the Grant Subaward Performance Period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:



Unserved/Underserved Victim Advocacy (UV) Program Supplement Performance Assessment Guide

Subrecipient: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Implementing Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Grant Subaward Number(s): UV21 06 1245

Date(s) of Performance Assessment: October 18, 2022

Virtual On-site

Persons interviewed during Performance Assessment:

NAME	TITLE
Jennifer Coronado	Program Manager
Walter Perez	Victim Advocate
Irene Yang	HR Representative
Nicole Vulich	Accountant

Alanna Wilson
Program Specialist Name


Program Specialist Signature

10/20/22
Date

Claire Wimbley-Brown
Unit Chief Name


Unit Chief Signature

10/20/2022
Date

I. ORGANIZATION

	YES	NO	N/A
1. Does the Subrecipient have a current Organizational Chart?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all staff positions listed in the Grant Subaward (or last approved Grant Subaward Modification) included in the current Organizational Chart?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

A. VICTIMS OF CRIME ACT (VOCA) FORMULA GRANT PROGRAM AND VOLUNTEERS

	YES	NO	N/A
1. Does the Subrecipient utilize volunteers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If the Subrecipient does not use volunteers as required, does the Subrecipient have a volunteer waiver approved by Cal OES on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Findings/Comments:

B. STATE FUNDS (VCGF)

	YES	NO	N/A
1. Are state funds being spent first when budgeted for the same line item as federal funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you aware state funds must be spent down prior to spending down VOCA funds at the end of the performance period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

II. PERSONNEL**A. PERSONNEL ACTIVITIES**

	YES	NO	N/A
1. Do personnel identified (including Key Personnel per SRH Section 3.005) in the Grant Subaward understand the programmatic requirements of the RFA or RFP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do personnel allocated on the Grant Subaward Budget Pages (Cal OES 2-106a or b) report performing duties consistent with the Grant Subaward?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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B. PERSONNEL FILES (SRH Section 3.055)

	YES	NO	N/A
1. Does the Subrecipient have personnel files that include:			
a. Application forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Resumes, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Job descriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Performance evaluations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Appointment documents that include approved compensation rate(s), benefits, and other terms of employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Signed Drug-Free Workplace policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient have any applicable required training certifications, per programmatic requirements, in the personnel file or maintained elsewhere electronically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient have documentations that personnel meet all programmatic requirements (e.g., proof of licensure, required degrees, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Findings/Comments:

Files reviewed: Walter Perez and Jennifer Coronado

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III. EXPENDITURES AND REQUESTS FOR REIMBURSEMENT**A. REPORT OF EXPENDITURES AND REQUEST FOR FUNDS (Cal OES 2-201)**

	YES	NO	N/A
1. Reporting Period(s) Reviewed: April – June 2022			
2. Did the Subrecipient provide sufficient source documentation (e.g., General Ledger and paid invoices/receipts) to support the Report of Expenditures and Request for Funds (Cal OES 2-201) reviewed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the source documentation align with the amount of funds requested and (if applicable) match reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the Subrecipient have an adequate record-keeping system that accurately supports costs claimed on Report of Expenditure and Request for Funds (Cal OES Form 2-201)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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B. GRANT SUBAWARD EXPENDITURES (SRH Section 9.070)

	YES	NO	N/A
1. Is the Grant Subaward expenditure rate commensurate with the time elapsed for the Grant Subaward performance period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the expenditures being made in accordance with the terms of the Grant Subaward?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Subrecipient claiming state funds before federal funds if both are allocated for the same line item?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the Subrecipient claiming older federal funds before newer federal funds if both are allocated for the same line-item?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Subrecipient up-to-date with the submission of Report of Expenditures and Request for Funds (Cal OES Form 2-201)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the Subrecipient need to submit a Grant Subaward Modification (Cal OES Form 2-223)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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IV. PROGRAMMATIC REQUIREMENTS**A. OPERATIONAL AGREEMENTS**

	YES	NO	N/A
1. Does the Subrecipient have current Operational Agreements required by the RFA or RFP? (Required OAs: Victim/Witness Assistance Program; Cal OES-funded DV and RC Programs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do the required Operational Agreements cover the Grant Subaward performance period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the signed Operational Agreements for a time period of five years or less?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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B. GRANT SUBAWARD GOALS AND OBJECTIVES

	YES	NO	N/A
1. Is the Subrecipient meeting the Grant Subaward goals and objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the Subrecipient meeting the Grant Subaward goals and objectives commensurate with the time elapsed for the Grant Subaward performance period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient need to submit a Grant Subaward Modification (Cal OES Form 2-223) to modify Grant Subaward goals and objectives?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Target population: <u>Monolingual Spanish-speaking farmworkers</u>

C. ASSISTANCE WITH CALIFORNIA VICTIM COMPENSATION BOARD (CalVCB) CLAIMS

	YES	NO	N/A
1. Subrecipient <input checked="" type="checkbox"/> Assists with or <input type="checkbox"/> refers out, the preparation of victim compensation claims to CalVCB.			
2. If preparation of victim compensation claims is referred out, Subrecipient provides clients with information and referral to local non-governmental agencies that can provide this victim assistance service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Subrecipient provides clients with information and referral to local Victim Witness Assistance Center for victim compensations and other services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Findings/Comments:

Advocate helps fill out applications from beginning to end and follow-up.

D. OTHER PROGRAMMATIC REQUIREMENTS

	YES	NO	N/A
1. Are there any changes to the victim population served in the Unserved/Underserved Victim Advocacy and Outreach (UV) Program? : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Crisis Intervention Subrecipient provides the following services: <input checked="" type="checkbox"/> In Person <input checked="" type="checkbox"/> Via Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> How does the subrecipient provide immediate, short-term emotional and physical care for victims. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Counseling Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <input type="checkbox"/>Provides <input checked="" type="checkbox"/>Refers free individual (one-on-one) counseling services 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Counseling services provided by agency staff/volunteers who meet the training requirements under CA Evidence Code. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> If individual counseling services are referred, the Subrecipient has written procedures for referrals to qualified professional counselors and/or counseling agencies. <i>[Review copy of written referral procedures.]</i> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <input type="checkbox"/>Provides <input checked="" type="checkbox"/>Refers group counseling for adult survivors. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Group counseling services provided by agency staff/volunteers who meet the training requirements under the CA Evidence Code. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> If group counseling services are referred, the Subrecipient has written procedures for referrals to qualified professional counselors and/or counseling agencies. <i>[Review copy of written referral procedures.]</i> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Criminal Justice Support and Advocacy			
<ul style="list-style-type: none"> Provides transportation to criminal and/or civil court hearings? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provides accompaniment to criminal and/or civil court hearings? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Obtain childcare to enable a victim to attend court. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Victim Impact statements. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Referrals to Existing Community Resources			

• Does the subrecipient have knowledge of local community resources and connect victims to these resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The subrecipient have a referral list that's developed, maintained, regularly updated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the referral list include law enforcement agencies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the referral list include district and city attorney's offices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the referral list include medical care provider?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the referral list include mental health treatment facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the referral list include county social services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the referral list include child protective services agencies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the referral list include domestic violence centers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the referral list include rape crisis centers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the referral list include victim/witness assistance centers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the referral list include family justice centers?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Transportation			
• Provides emergency transportation to shelter or other safe location	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provides means for victims/survivors to receive non-emergency transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Crisis intervention looks like inquiring as to how the Subrecipient can assist them, asking what their victimization is, deescalating from extreme emotional states, providing cycle of violence pamphlets and other helpful documentation, and explaining the criminal justice system. Crisis intervention services are ongoing throughout the process of assisting clients.

E. Required Staff and Volunteer Training/Records

	YES	NO	N/A
1. Does the Subrecipient utilize at least one full time Victim Advocate to provide direct services to victims and coordinate outreach efforts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient require all direct services staff and advocates to complete the required 40-hour Victim/Witness training prior to providing services to clients?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does the Subrecipient retain a copy of the Certificate of Completion for the required 40-hour Victim/Witness training for Victim Advocate(s) providing direct services to clients?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the Subrecipient ensured all staff have received cultural sensitivity training, specific to the identified victim population served?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. ACTIVITY AND ACHIEVEMENT REPORTING (SRH Section 11.005)

	YES	NO	N/A
1. Does the Subrecipient maintain a data collection system to adequately document all the activities required by the RFA or RFP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient maintain accurate records to support the information reported on Cal OES Progress Reports and applicable federal reports?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient submit Cal OES Progress Reports and applicable federal reports in a complete and timely manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the Subrecipient aware that these records must be retained for at least seven years from the end of the Grant Subaward Performance Period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient has a Victim Service tracking software for PMTs. Subrecipient uses advocate cases/experience to gather data for Progress Reports; volunteers are very helpful with that.