



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

**Agenda**

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

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

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

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

**CALL TO ORDER BOARD OF DIRECTORS**

**ROLL CALL** – Kelly Ryan

**PLEDGE OF ALLEGIANCE** – Eric LiCalsi, *Chairperson*

**A. PUBLIC COMMENT**

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

**B. ADOPTION OF THE AGENDA**

**B-1 ADDITIONS TO THE AGENDA:** Items identified after posting the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third vote, or unanimous vote if quorum is less than full board, required for

consideration. (Government code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

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

**C. TRAINING/ADVOCACY ISSUES**

None

**D. CONSENT ITEMS**

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

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – June 13, 2024.

D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – June 11, 2024.

D-3 Review and consider approving the Minutes for the Madera/Mariposa Regional & Early Head Start Executive Policy Council Committee Meeting– June 6, 2024.

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

- May 2024
- June 2024

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

- April 2024
- May 2024
- June 2024

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

- Monthly Enrollment Report – May and June 2024
- In-Kind Report – May 2024
- CACFP Program Report – May 2024
- Program Information Report – May 2024

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

- Monthly Enrollment Report – May 2024
- In-Kind Report – April and May 2024
- CACFP Program Report – May 2024

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

- Monthly Enrollment Report – May 2024
- In-Kind Report – May 2024

- D-9 Review and consider approving the following **Fresno Migrant and Seasonal Head Start Reports:**
- Monthly Enrollment Report – May and June 2024
  - In-Kind Report – May 2024
  - CACFP Program Report – May 2024
- D-10 Review and consider approving the results of the Weatherization Program's Monitoring visit.
- D-11 Review and consider approving the 2024-2025 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.
- D-12 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Inc. Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee.
- D-13 Review and consider approving the 2024-2025 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start program.
- D-14 Review the Madera County Child Advocacy Center Report for June 2024. (Informational Only)
- D-15 Review the Community Services Program Report for June 2024. (Informational Only)
- D-16 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for June 2024. (Informational Only)

**E. DISCUSSION ITEMS**

- E-1 Review and consider authorizing the Executive Director to submit the 2024 Community Services Block Grant Discretionary Grant application
- E-2 Review and consider approving the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County Inc.
- E-3 Accepting and consider approving the submission of the CAPMC Welfare Benefit 2023 Form 5500 tax return by the Chief Financial Officer.

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

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

**F. CLOSED SESSION**

None

**G. CORRESPONDENCE**

- H-1 Correspondence from the Office of Head Start regarding Strategies and Recommendations for Supporting Mental Health
- H-2 Correspondence from the Office of Head Start regarding the New Eligibility Provisions for Migrant and Seasonal Head Start programs
- H-3 Correspondence from the Office of Head Start regarding the New Eligibility Provisions for American Indian and Alaska Native programs

**H. ADJOURN**

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I, Kelly Ryan, Grant Management and Compliance Administrator / Executive Director Support, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for July 11, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on July 5, 2024.

Kelly Ryan

Grant Management and Compliance Administrator / Executive Director Support.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Regular Board of Directors Meeting**  
**June 13, 2024**  
**1225 Gill Ave, Madera, CA 93637**

**ACTION SUMMARY MINUTES**

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

**Members Present**

Eric LiCalsi, Chair  
David Hernandez, Vice-Chair  
Vivian Garcia (Alternate)  
Council Member Steve Montes  
Council Member Jeff Troost  
Supervisor Leticia Gonzalez  
Debi Bray  
Diana Palmer  
Otilia Vasquez  
Molly Hernandez  
Martha Garcia  
Richard Gutierrez

**Members Absent**

Aurora Flores  
Sherrif Tyson Pogue, Secretary/Treasurer  
Donald Holley

**Personnel Present**

Mattie Mendez  
Nancy Contreras-Bautista  
Daniel Seeto  
Irene Yang  
Maritza Gomez-Zaragoza  
Ana Ibanez  
Xai Vang

**Public – Other Present**

None

**A. PUBLIC COMMENT**

None

**B. ADOPTION OF THE AGENDA**

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

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

Motion: APPROVED AS PRESENTED.

Moved by Leticia Gonzalez, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**C. TRAINING/ADVOCACY ISSUES**

None

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

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

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – May 9, 2024
- D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – April 9, 2024.
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – April 10, 2024
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- February 2024
  - March 2024
  - April 2024
  - May 2024
  - June 2024
- D-5 Review and consider accepting the America Express and All Other Credit Card Statements:
- April 2024
  - May 2024
- D-6 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
- In-Kind Report – April 2024
  - CACFP Program Report – April 2024
- D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
- Monthly Enrollment Report – April 2024
  - In-Kind Report – April 2024
  - CACFP Program Report – April 2024
- D-8 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:
- Monthly Enrollment Report – April 2024
  - In-Kind Report – April 2024
- D-9 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
- Monthly Enrollment Report – April 2024
  - In-Kind Report – April 2024
- D-10 Review and consider approving the 2020-2025 Goals and Objectives updates for the Fresno Migrant Seasonal Head Start Program.
- D-11 Review and ratify the submission of the CAPMC 2024-2025 CDE/ELCNSD California State Preschool Program budget to Stanislaus County Office of Education. Total budget amount of \$1,091,316. *Budget included.*

- D-12 Review and ratify the submission of the CAPMC 2024-2025 CDSS State Budgets to Stanislaus County Office of Education. Total budget amount of \$1,107,884 for CMIG, CMSS, and Start-up/Close-Down. *Budgets included.*
- D-13 Review and consider approving the submission of the CAPMC County 2023-2024 State Based Migrant Part Year Program budget revision to Stanislaus County Office of Education for category changes. *Comparison budget report included.*
- D-14 Review the Equal Employment Opportunity Report (EEO-1) to understand the employee compositions of the Agency. *(Informational Only)*
- D-15 Review the Madera County Child Advocacy Center Report for May 2024. *(Informational Only)*
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for May 2024. *(Informational Only)*
- D-17 Review the Community Services Program Report for May 2024. *(Informational Only)*
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for May 2024. *(Informational Only)*
- D-19 Review the Victim Services Report for May 2024. *(Informational Only)*

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Richard Gutierrez

Vote: Carried Unanimously

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

### **E-1 Review and consider approving the 2024-2025 Madera Migrant Seasonal Head Start Cost of Living Adjustment (COLA) funding.**

Maritza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2024-2025 Madera Migrant Seasonal Head Start Cost of Living Adjustment (COLA) funding. The COLA funds were earmarked for a 2.35% salary increase for staff; after some consideration of all CAPMC Head Start Program's funding it was proposed to consider a 2.5% increase for all staff. The Madera Migrant Seasonal Head Start budget has been amended to reflect the 2.5% salary increase with the COLA funds beginning March 1, 2024.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Richard Gutierrez

Vote: Carried Unanimously

**Board Members Otilia Vasquez and Martha Garcia entered the room.**

**E-2 Review and consider approving the 2024-2025 Revised Fresno Migrant Seasonal Head Start Budget inclusive of additional requested funding and COLA funding.**

Maritza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2024-2025 revised Fresno Migrant Seasonal Head Start Budget inclusive of additional requested funding and COLA funding. On April 10, 2024, staff presented a proposed budget for the 2024-2025 program year. Community Action Partnership of San Luis Obispo (CAPSLO) returned with a revised budget amount inclusive of COLA. Funds were less than what CAPMC requested, the budget had to be revised and service days reduced. The Fresno Migrant Seasonal Head Start budget has been amended to reflect the funding reduction and the 2.5% salary increase with the COLA funds beginning September 1, 2024.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Molly Hernandez

Vote: Carried Unanimously

**E-3 Review and consider authorizing the Executive Director to sign and submit the 2024 SLIHEAP contract with the Department of Community Services & Development (CSD).**

Ana Ibanez, Community Services Program Manager, presented regarding authorizing the Executive Director to sign and submit the 2024 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) contract with the Department of Community Services & Development (CSD). The SLIHEAP assists clients with paying utility bills and or providing weatherization services. Applicants who qualify will be eligible for benefit amounts ranging from \$572 and up to \$3,000 for emergency assistance with PG&E.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Diana Palmer

Vote: Carried Unanimously

Board Member Eric LiCalsi entered the room. Chair, Eric LiCalsi, led the meeting.

**E-4 Review and ratify the Executive Director to sign and submit the 2024 LIHEAP Contract Amendment 1 with the Department of Community Services & Development (CSD).**

Ana Ibanez, Community Services Program Manager, presented regarding ratifying the Executive Director to sign and submit the 2024 Low Income Home Energy Assistance Program (LIHEAP) Amendment 1 with the Department of Community Services & Development (CSD). The 2024 LIHEAP contract term is from November 1, 2023, to June 30, 2025. LIHEAP assists clients with paying utility bills, purchasing propane, firewood, pellets, or heating oil, and providing weatherization services. Program participants must meet an income guideline and meet the utility assistance priority plan to receive assistance. CAPMC will normally receive a few contract amendments throughout the year.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Martha Garcia

Vote: Carried Unanimously



**E-5 Review and consider approving the Audit Requests for Proposals that were submitted and accept the recommendation from the Finance Committee and staff to award the agency-wide financial and compliance audit for the fiscal year ending June 30, 2024, and the 403(b) Plan audit for the year ended December 31, 2023.**

Daniel Seeto, Chief Financial Officer, presented regarding the Audit Requests for Proposals (RFPs) that were submitted by the deadline of 4:00 p.m. on May 31, 2024. The agency is required to conduct an annual single-wide audit and an audit of its 403(b) Retirement Plan. The RFPs were emailed to five firms to request the above-described services for the fiscal year ending June 30, 2024, only four firms accepted and submitted their proposals. The four proposals were thoroughly reviewed and evaluated by the Executive Director, CFO, and an outside consultant, the former CFO of CAPMC. Based on the review and rank committee scoring tool, it is recommended to award the audit RFP to the firm of Hudson, Henderson & Company, Inc.

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Martha Garcia

Vote: Carried Unanimously

Board Member Steve Montes entered the room.

**E-6 Review and consider approving the agency-wide budget required by the CSBG Organizational Standards adopted by the State of California Community Services Division.**

Daniel Seeto, Chief Financial Officer, presented regarding the agency-wide budget required by the CSBG Organizational Standards adopted by the State of California Community Services Division. The agency-wide budget summary is intended to complement, not replace program budgets, and is prepared for the fiscal year from July 1, 2023, to June 30, 2024. The budget reflects a decrease compared to the prior year's budget, after removing in-kind. The difference is due to the removal of the COVID-19 CARES and American Recovery Program funding that is no longer available.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Diana Palmer

Vote: Carried Unanimously

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

- F-1 Finance Committee Report – June 12, 2024
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – May 2024
- F-4 Financial Statements – May 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – May 2024
- F-7 CAPMC Board of Directors Attendance Report – May 2024
- F-8 Staffing Changes Report for May 1, 2024 – May 31, 2024

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence from the Office of Head Start regarding the Focus Area Two (FA2) monitoring review.
- H-2 Correspondence from the Office of Head Start regarding the Fiscal Year 2024 (FY 2024) Head Start Funding Increase.

**I. ADJOURN**

Chair, Eric LiCalsi, adjourned the Board of Directors Meeting at 5:53 pm

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, seconded by Martha Garcia

Vote: Carried Unanimously

Community Action Partnership of Madera County  
Madera Migrant/Seasonal Head Start Policy Council Meeting  
Tuesday, June 11, 2024

**Minutes**

The Madera Migrant/Seasonal Policy Committee called to order at 5:43 p.m. by Catalina Venegas.

**Committee Members Present**

Yuritsi Ortiz  
Catalina Venegas  
Delldi Fuentes  
Ramon Garcia  
Irene Juarez  
Lidia Tinajero  
Guadalupe Galvez  
Juana Perez Lopez  
Pedro Angel  
Maria Rios de los ángeles

**Committee Members Absent**

Luis Pinacho  
Fabiola Rendon

**Personnel Present**

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

**Others**

None

**A. Public Comment**

Ms. Aguirre acknowledge and thanked the former parents for taking part in the 2023-2024 committee.

**B. Training**

Family Engagement Outcomes Report – Ms. Sanchez went over the data collected in the family goals, family needs, and from Ready Rosie.

**C. Adoption of the Agenda**

C-2 Catalina Venegas asked for a motion to approve the agenda as presented. Motion made by Irene Juarez, seconded motion by Yuritsi Ortiz 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 April 9, 2024. Motion made by Yuristi Ortiz, seconded motion by Lidia Tinajero to approve the minutes of the meeting. The motion approved unanimously.

**F. Discussion / Action Items –**

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

<b>Position</b>	<b>Representative</b>
Chairperson	Catalina Venegas
Vice Chairperson	Yuritsi Ortiz
Secretary	Ramon Garcia

Catalina Venegas nominated themselves for the Chair Person position. Yuritsi Ortiz nominated themselves for the Vice Chair Person. Irene Juarez nominated themselves for the position Secretary. Fabiola Rendon made the motion to approve the nominations, Luis Pinacho seconded. Motion carried unanimously.

**F-2** Nominate and Elect one member of the Policy Committee to serve on the Executive Committee – Juana Perez Lopez nominated herself for the Executive Committee. Ramon Garcia made the first motion, seconded by Irene Juarez. Motion carried unanimously.

**F-3** Nominate and Elect three (3) representatives and three (3) alternate representatives to serve on the 2024-2025 Central California Migrant Head Start Policy Council –

<b>Representative</b>	<b>Alternates</b>
Catalina Venegas	Yuritsi Ortiz
Juana Perez Lopez	Pedro Angel
Ramon Garcia	Guadalupe Galvez

Catalina Venegas requested a motion to approve the three representatives and three alternate representatives to serve on the 2024-2025 Central California Migrant Head Start Policy Council. Fabiola Rendon made the first motion, seconded by Catalina Venegas. Motion carried unanimously.

**F-4** Review and approve the 2024-2025 Madera Migrant Seasonal Head Start COLA funding – Ms. Gomez-Zaragoza mentioned the president approved the COLA for the 2024 fiscal year. The program will be able to do a 2.5% salary increase for all staff. She went over the budget breakdowns. Catalina Venegas requested a motion to approve the 2024-2025 Madera Migrant Seasonal Head Start COLA funding. Irene Juarez made the first motion, seconded by Lidia Tinajero. Motion carried unanimously.

**F-5** Review and ratify the submission of the Community Action Partnership of Madera County 2024-2025 CDSS State Budgets to Stanislaus County Office of Education (budget included) - Ms. Gomez-Zaragoza went over the budget that SCOE provided for Sierra Vista. Catalina Venegas requested a motion to ratify the submission of the Community Action Partnership of Madera County 2024-2025 CDSS State Budgets to Stanislaus County Office of Education. Irene Juarez made the first motion, seconded by Ramon Garcia. Motion carried unanimously.

**F-6** Review and consider approving the submission Community Action Partnership of Madera County 2023-2024 State Based Migrant Part Year Program budget revision to Stanislaus County Office of Education for category changes (comparison budget report included) – Ms. Gomez-Zaragoza mentions the budget revision pertains to Sierra Vista. She went over the budget and the changes. Catalina Venegas requested a motion to the 2024-2025 Head Start Programs Fiscal Self-Assessment. Maria Rios de los angeles made the first motion, seconded by Pedro Angel. Motion carried unanimously.

**F-7** Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2023 – Ms. Gomez-Zaragoza went over the agency audit. Catalina Venegas requested a motion to the auditor reports and the audited financial statements for the year ended June 30, 2023. Irene Juarez made the first motion, seconded by Yuritsi Ortiz. Motion carried unanimously.

**G. Administrative Reports**

**G-1** Staff Changes – None.

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

**G-3** Budget Report (April 2024) – Ms. Aguirre reviewed the budget. No questions asked.

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

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

**G-6** CACFP Monthly Report (March 2024) – Ms. Aguirre mentioned there was nothing to report.

**G-7** PIR Program Information Monthly Report – None.

**H. Policy Committee Members Reports**

**H-1** Center Reports – None.

**H-2** Board of Directors Report – The meeting will be held next Thursday. All items discussed today will be presented at the next meeting.

**H-3** Active Supervision, Challenges and Best Practices Report – Ms. Gomez mentioned that in the future this area will be discussed in more depth. If in the future, there is any type of incidents who they need to be reported to.

**I. Correspondence**

**I-1** Program Instruction notice from the Office of Head Start regarding, *Fiscal Year 2024 (FY 2024) Head Start Funding Increase*; Issuance Date: 4/24/2024

**J. Future Agenda Items**

**J-1** First Reading of the 2024-2025 Bylaws

**J-2** Internal Dispute Resolution

**J-3** 2024-2025 Reimbursement Policy

**J-4** Planning Process Policy with Planning Calendar

**K. Adjournment**

Catalina Venegas requested a motion to adjourn the session. Motion made by Irene Juarez to adjourn the meeting at 7:03 p.m., in the afternoon, seconded by Deldi Fuentes. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting  
Thursday, June 6, 2024  
**MINUTES**

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by Otilia Vasquez at 5:42 p.m.

**Committee Members Present**

San Juana Escalante  
Monica Juarez  
Marisa Vega  
Otilia Vasquez  
Irene Gomez  
Lorena Gonzalez  
Amber Pickett  
Martha Garcia

**Committee Members Absent**

Edith Castro  
Liliana Serna  
Melinda DeSantiago  
Maria Delgado

**Personnel Present**

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

**ROLL CALL**

**A. PUBLIC COMMENT –**

Maribel mentioned the updated handout should be in front of everyone.

**B. TRAINING – Family Engagement Outcomes Report – Ms. Sanchez went over the data collected in the family goals, family needs, and from Ready Rosie.**

**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 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 – February 4, 2024. Motion made by Martha Garcia, seconded motion by Amber Pickett. Motion carried unanimously.

**F. DISCUSSION / ACTION ITEMS**

**F-1** 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. – Ms. Aguirre asked if anyone would like to nominate themselves for the position of Secretary/Sergeant of arms. Otilia nominated Irene for the position. Otilia Vasquez requested a motion to approve Irene Gomez for the position of Secretary/Sergeant of arms. Martha Garcia made the first motion, seconded by Amber Pickett.

**F-2** Review the 2024-2025 Madera/Mariposa Regional and Early Head Start COLA funding – Ms. Gomez-Zaragoza mentioned the president approved the 2024 budget. In the budget 2.35% however, 2.5% increase for salaries. All head start staff will be receiving the increase.

Otilia Vasquez requested a motion to approve the 2024-2025 Madera/Mariposa Regional and Early Head Start COLA funding. Martha Garcia made the first motion, seconded by Irene Gomez.

**F-3** Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2023 – Ms. Gomez-Zaragoza mentioned the auditors review everything from all departments. No findings.

Otilia Vasquez requested the approval the auditor reports and the audited financial statements for the year ended June 30, 2023. Irene Gomez made the first motion, seconded by Amber Pickett.

**F-4** Review and approve the results of the 2023-2024 Head Start Programs Fiscal Self-Assessment – Ms. Gomez-Zaragoza we did our own self-assessment there were no findings. There were some areas of recommendation on the timesheet, on PAF's regarding stating funding source, and tracking inventory. All areas were addressed.

Otilia Vasquez requested the approval the results of the 2023-2024 Head Start Programs Fiscal Self-Assessment. Amber Pickett made the first motion, seconded by Martha Garcia.

## **G. ADMINISTRATIVE REPORTS**

**G-1** Staffing Changes (March 2024) – Ms. Aguirre reviewed the staffing changes.

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

**G-3** Budget Status Reports (April 2024) – Ms. Aguirre mentioned report will be reviewed next month.

**G-4** In-Kind Report (April 2024) – Ms. Aguirre reviewed the in-kind percentages for the Regional and Early programs. Both programs exceed the required amounts.

**G-5** Program Enrollment & Attendance Report (March & April 2024) – Ms. Aguirre went over the enrollment and attendance report.

**G-6** CACFP Monthly Report (March & April 2024) – Ms. Aguirre reviewed CACFP and noted that the reimbursement.

## **H. POLICY COMMITTEE MEMBER REPORTS**

**H-1- Center Report – Otilia (Mis Tesoros)–** The kids had their graduation. The children had their sash and certificate.

**Monica** (cottonwood) – The graduation was Hawaiian themed. Little bags were given to the children and parents.

**Marissa** (EHS) – My little one graduated from Valley West.

**San Juan Escalante** (chowchilla) – My daughter loved the kitchen and playing with Linda.



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

**H-3** Active Supervision – None.

**I. CORRESPONDENCE**

**I-1** Notice from The Administration for Children and Families (ACF), *Office of Head Start (OHS) regarding the recent monitoring review of the program*; Issuance Date:02/22/2024

**I-2** Notice from The Administration for Children and Families (ACF), regarding *the recent Office of Head Start CLASS Video review conducted from 1/27/2023 to 02/20/2024*; Issuance Date:02/21/2024

**I-3 Program Instruction** notice from the Office of Head Start regarding, *Fiscal Year 2024 (FY 2024) Head Start Funding Increase*; Issuance Date: 4/24/2024

**J. FUTURE AGENDA ITEMS**

**J-1** Budget Revisions (as needed)

**K. ADJOURNMENT**

Otilia Vasquez asked for a motion to adjourn the meeting at 6:49 p.m. Motion made by Irene Gomez, seconded by Amber Pickett. Motion carried unanimously.

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

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
05/03/2024	NA	Vengage.	Monthly subscription for flyer software	\$24.50	311.0-6130-3.1-000-00 30% (\$7.35) 312.0-6130-3.1-000-00 5% (\$1.23) 321.0-6130-3.2-000-00 35% (\$8.56) 331.0-6130-3.3-000-00 30% (\$7.35)	Yes
05/03/2024	NA	Teachstone	CLASS recertification	\$300.00	330.0-6742-3.3-000-00	Yes
05/03/2024	NA	USPS PO Box	Payment for Orange Cove mailbox	\$120.00	311.0-6130-3.3-027-00	Yes
05/06/2024		Walmart.com	Items for Chowchilla	\$149.75	311.0-6130-3.1-002-00	Yes
05/06/2024	26105	Baudville	Years of service awards	\$275.16	311.0-6130-3.1-000-00	Yes
05/07/2024	26105	Baudville	Years of service awards	\$259.08	311.0-6130-3.1-000-00	Yes
05/07/2024	26105	Baudville	Years of service awards	\$146.11	311.0-6130-3.1-000-00	Yes
05/07/2024	26105	Baudville	Years of service awards	\$74.02	311.0-6130-3.1-000-00	Yes
05/10/2024	NA	Citi Renewal Fee	Fee	\$100.00	310.0-6742-3.1-000-00 50% (\$50.00) 320.0-6742-3.2-000-00 50% (\$50.00)	No
05/10/2024	NA	Skill Path	FLSA training	\$199.00	310.0-6742-3.1-000-00 35% (\$69.65) 320.0-6742-3.2-000-00 35% (\$69.65) 330.0-6742-3.3-000-00 30% (\$59.70)	Yes
05/10/2024	NA	Office Depot	Program supplies for the office	\$107.16	311.0-6130-3.1-000-00 30% (\$32.15) 312.0-6130-3.1-000-00 5% (\$5.36) 321.0-6130-3.2-000-00 35% (\$37.51) 331.0-6130-3.3-000-00 30% (\$32.15)	Yes
05/15/2024	NA	Heart of Home Visiting	Healthy Boundaries in Early Childhood Home Visiting webinar	\$59.00	309.0-6742-3.1-012-00	Yes
05/15/2024	NA	Heart of Home Visiting	Healthy Boundaries in Early Childhood Home Visiting webinar	\$59.00	309.0-6742-3.1-012-00	Yes
05/16/2024	NA	Starbucks	Coffee for FMHS pre-service	\$132.00	330.0-6742-3.3-000-00	Yes
05/20/2024	NA	Zoom	Video Conferencing system	\$15.99	311.0-6130-3.1-000-00 50%(\$7.99) 321.0-6130-3.2-000-00 50%(\$8.00)	Yes
05/20/2024	NA	Vallarta	Aguas frescas for FMHS pre-service	\$179.98	330.0-6121-3.3-000-00	Yes
05/21/2024	NA	Zoom	Video Conferencing system	\$15.99	331.0-6130-3.3-000-00	Yes
5/20/2024	NA	Savemart	Waters for FMHS Pre-service	\$38.70	330.0-6121-3.3-000-00	Yes
05/22/2024	NA	Passion Planner	Planners for EHS staff	\$95.22	312.0-6130-3.1-012-00	Yes
5/22/2024	NA	American Red Cross	Trainer re-certification	\$38.00	310.0-6742-3.1-000-00 35% (\$13.30) 320.0-6742-3.2-000-00 35% (\$13.30) 330.0-6742-3.3-000-00 30% (\$11.40)	Yes
05/22/2024	NA	Start Early	Essentials of Home Visiting webinar	\$25.00	309.0-6742-3.1-012-00	Yes
05/22/2024	NA	Start Early	Essentials of Home Visiting webinar	\$25.00	309.0-6742-3.1-012-00	Yes

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

05/23/2024	NA	Start Early	Essentials of Home Visiting webinar	\$25.00	309.0-6742-3.1-012-00	Yes
05/23/2024	NA	Start Early	Essentials of Home Visiting webinar	\$25.00	309.0-6742-3.1-012-00	Yes
05/23/2024	NA	Start Early	Essentials of Home Visiting webinar	\$25.00	309.0-6742-3.1-012-00	Yes
05/27/2024	NA	Yeti	Water bottles for maintenance team	\$140.73	311.0-6130-3.1-000-00 35% (\$49.26) 321.0-6130-3.2-000-00 35% (\$49.26) 331.0-6130-3.3-000-00 30% (\$42.21)	Yes
05/28/2024	NA	CTI Renewal	Fee	\$100.00	310.0-6742-3.1-000-00 50% (\$50.00) 320.0-6742-3.2-000-00 50% (\$50.00)	No
05/29/2024	NA	American Red Cross	Trainer re-certification	\$38.00	310.0-6742-3.1-000-00 35% (\$13.30) 320.0-6742-3.2-000-00 35% (\$13.30) 330.0-6742-3.3-000-00 30% (\$11.40)	Yes
05/28/2024	NA	Jaime Oakland	Welcome/Thank you sugar cookies for MHS PC parents	\$198.00	321.0-7112-3.2-000-00	Yes
05/30/2024	NA	Nothing Bundt Cakes	Treat for RHS end of the year	\$279.45	310.0-6121-3.1-000-00	Yes
05/31/2024	NA	La Puerta Negra	EHS Pre-service lunch	\$135.90	309.0-6121-3.1-012-00	Yes
06/03/2025	NA	Venngage.com	Monthly subscription for flyer software	\$24.50	311.0-6130-3.1-000-00 30% (\$7.35) 312.0-6130-3.1-000-00 5% (\$1.23) 321.0-6130-3.2-000-00 35% (\$8.56) 331.0-6130-3.3-000-00 30% (\$7.35)	Yes
<b>TOTAL</b>				<b>\$3,430.24</b>		

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

\_\_\_\_\_  
Maritza Gomez, Head Start Director

\_\_\_\_\_  
Date

Platinum Plus Business Card  
Credit Card Charges

# June Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
5/30/24	No	City of Sacramento	Parking fee for Policy Day	\$6.00	500.0-6850-5.0-000-00	Yes
				<b>Total</b>	\$6.00	

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

# June 2024 Statement (2)

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
6/24/2024	AMZN Mktp US*RG9CZ0QV2	No	Supplies for extended breakroom	\$162.35	200.0-6130-2.0-000-90	Yes
6/24/2024	AMAZON MKTPL * RG7O93812	No	Supplies for extended breakroom	\$399.92	200.0-6130-2.0-000-90	Yes
6/24/2024	AMAZON MKTPL *FK6F1GK3	No	Supplies for extended breakroom	\$85.51	200.0-6130-2.0-000-90	Yes
6/18/2024	DICICCOS ITALAIN RESTA	No	Housing Our Homeless Committee Meeting	\$100.46	200.0-6121-2.0-000-90	Yes
6/17/2024	DD DOORDASH WESTCOAST	No	Board of Directors Meeting	\$434.23	200.0-6121-2.0-000-90	Yes
6/13/2024	DD DOORDASH CHIPOTLEM	No	Finance Committee Meeting	\$203.09	200.0-6121-2.0-000-90	Yes
6/10/2024	MAILCHIMP	No	IT Mass Communication/Newsletter Software	\$60.00	200.0-6130-2.0-000-90	Yes
6/6/2024	LOEWS HOTELS	No	Lodging for Mattie Mendez 2024 CAPLAW Conference June 2024 Los Angeles, CA	\$1,137.48	200.0-6714-2.0-000-90	Yes
			<b>Total</b>	<b>\$2,583.04</b>		

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

\_\_\_\_\_  
Mattie Mendez, Executive Director

Date: June 26, 2024

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

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

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
5/2/2024	The Citizen Marriott	NO	Valet Parking	\$70.00	207.0-6714-2.0-000-00	Yes
5/21/2024	Wristbandexpress.com	NO	Wristbands for event identification	\$51.41	280-0-6130-2.0-000-00	Yes
			Total	\$121.41		

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)

June 6, 2024

Ana Ibanez, Program Manager  
Community Services

Bank of America Business Card  
Credit Card Charges

# July 2024 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
6/9/2024	Wonder Idea Technology Limited	N/A	Digital book subscription for Agency PPP	\$ 35.00	200.0-6112-2.0-000-90	Yes
6/10/2024	Flywheel	N/A	Web hosting provider for Agency website	\$ 30.00	200.0-6112-2.0-000-90	Yes
6/14/2024	iStock Getty Images(US), Inc	N/A	Stock photo subscription used for Agency website	\$ 70.00	200.0-6112-2.0-000-90	Yes
6/20/2024	Shell	N/A	Fuel for vehicle #140 for HPE conference trip	\$ 48.33	200.0-6112-2.0-000-90	Yes
6/24/2024	FastTack Madera	N/A	Car wash vehicle #140	\$ 15.00	200.0-6640-2.0-000-90	Yes
6/26/24	Amazon	N/A	Apple Air Pods for IT staff agency cell phone	\$ 215.42	200.0-6112-2.0-000-90	Yes
7/2/2024	Amazon	N/A	Apple ipad screen protectors	\$ 43.25	321.0-6112-3.2-055-00	Yes
7/2/2024	Amazon	N/A	HP USB C adapter port for HP workstation	\$ 32.46	272.0-6112-2.0-000-00	Yes
7/2/2024	Amazon	N/A	Hard Drive & RAM for HP Workstation (IT Comm Spec)	\$ 359.33	200.0-6112-2.0-000-00	Yes
			<b>Total</b>	<b>\$ 848.79</b>		

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).

\_\_\_\_\_  
Xai Vang, Information Technology Program Manager

\_\_\_\_\_  
Date

**American Express**  
**Credit Card Charges**  
**MAY 2024 Statement**  
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	60219.86	Yes
Comcast	Net service	1159.89	Yes
Community Playthings	Supplies for centers	0.00	
Discount School Supply	Supplies for centers	0.00	
Ecolab	Dishwasher rental/repairs	0.00	
Fedex	Postage	389.79	Yes
Lakeshore	Supplies for centers	4031.51	Yes
Matson Alarm	Alarm service	1430.44	Yes
Verizon	Wireless devices	6740.82	Yes
Office Depot	Supplies for office/centers	6289.27	Yes
	<b>TOTAL</b>	80261.58	05/28/24
			LA



5.28 SHUN

Run: 6/10/2024 at 11:37 AM

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 6/06/2024**  
**1-WestAmerica New AP Checking**

<u>Organization</u> <u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS ATT 088 065 5820 FRESNO DSL	331.0-6320-3.3-031-00	90.95		4/01/2024	4/01/2024	90.95	90.95
[02280] AMERICAN EXPRESS ATT 250 427 1103 VS	500.0-6320-5.0-000-00 501.0-6320-5.0-000-00 533.0-6320-5.0-000-00	27.78 27.78 27.78		4/01/2024	4/01/2024	83.34	83.34
[02280] AMERICAN EXPRESS ATT 250 427 1104 RR	401.0-6320-4.0-000-00	98.52		4/01/2024	4/01/2024	98.52	98.52
[02280] AMERICAN EXPRESS ATT 559 661 4574 SHUN	224.0-6320-2.0-000-60 224.0-6320-2.0-000-80	56.84 85.27		4/01/2024	4/01/2024	142.11	142.11

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 6/06/2024**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS	ATT 831 000 4097 IP FLEX	200.0-6320-2.0-000-90	22.25		4/01/2024	4/01/2024	1,654.46	1,654.46
	VOICE/PLAN	218.0-6320-2.0-000-00	15.84					
		224.0-6320-2.0-000-60	88.14					
		224.0-6320-2.0-000-80	1.58					
		311.0-6320-3.1-000-00	56.23					
		311.0-6320-3.1-000-50	2.38					
		311.0-6320-3.1-001-00	87.08					
		311.0-6320-3.1-002-00	87.08					
		311.0-6320-3.1-004-00	87.08					
		311.0-6320-3.1-005-00	87.08					
		311.0-6320-3.1-006-00	87.08					
		311.0-6320-3.1-009-00	87.08					
		311.0-6320-3.1-014-00	87.08					
		311.0-6320-3.1-016-00	87.08					
		312.0-6320-3.1-000-00	16.64					
		312.0-6320-3.1-000-50	0.40					
		321.0-6320-3.2-000-00	84.21					
		321.0-6320-3.2-000-50	3.28					
		321.0-6320-3.2-055-00	87.08					
		321.0-6320-3.2-057-00	87.08					
		325.0-6320-3.2-000-00	0.06					
		331.0-6320-3.3-000-00	17.95					
		331.0-6320-3.3-000-50	0.64					
		331.0-6320-3.3-024-00	87.08					
		331.0-6320-3.3-027-00	87.08					
		331.0-6320-3.3-029-00	87.08					
		331.0-6320-3.3-030-00	87.08					
		331.0-6320-3.3-031-00	87.08					
		362.0-6320-3.2-000-00	0.76					
		371.0-6320-3.1-000-00	3.52					
		380.0-6320-3.1-000-00	9.28					
		380.0-6320-3.1-000-50	0.49					
		401.0-6320-4.0-000-00	3.18					
		407.0-6320-4.0-000-00	1.04					
		424.0-6320-4.0-000-00	0.13					
		426.0-6320-4.0-000-00	3.62					

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 6/06/2024**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS	ATT 831 000 9204 10G	200.0-6320-2.0-000-90	93.76		4/01/2024	4/01/2024	5,689.28	5,689.28
		218.0-6320-2.0-000-00	27.46					
		311.0-6320-3.1-000-00	183.86					
		311.0-6320-3.1-000-50	9.05					
		311.0-6320-3.1-001-00	270.92					
		311.0-6320-3.1-002-00	270.92					
		311.0-6320-3.1-004-00	270.92					
		311.0-6320-3.1-005-00	270.92					
		311.0-6320-3.1-006-00	270.92					
		311.0-6320-3.1-009-00	270.92					
		311.0-6320-3.1-014-00	270.92					
		311.0-6320-3.1-016-00	270.92					
		312.0-6320-3.1-000-00	53.05					
		312.0-6320-3.1-000-50	1.43					
		321.0-6320-3.2-000-00	274.47					
		321.0-6320-3.2-000-50	12.08					
		321.0-6320-3.2-051-00	270.92					
		321.0-6320-3.2-053-00	270.92					
		321.0-6320-3.2-054-00	270.92					
		321.0-6320-3.2-055-00	270.92					
		321.0-6320-3.2-057-00	270.92					
		325.0-6320-3.2-000-00	0.24					
		331.0-6320-3.3-000-00	57.70					
		331.0-6320-3.3-000-50	2.82					
		331.0-6320-3.3-024-00	270.92					
		331.0-6320-3.3-027-00	270.92					
		331.0-6320-3.3-030-00	270.92					
		331.0-6320-3.3-031-00	270.92					
		362.0-6320-3.2-000-00	2.90					
		371.0-6320-3.1-000-00	270.92					
		380.0-6320-3.1-000-00	29.55					
		380.0-6320-3.1-000-50	1.52					
		401.0-6320-4.0-000-00	14.17					
		407.0-6320-4.0-000-00	4.63					
		424.0-6320-4.0-000-00	0.63					
		426.0-6320-4.0-000-00	16.14					

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 6/06/2024**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS	ATT 831 000 9751 FRESNO ASE	200.0-6320-2.0-000-90	247.86		4/01/2024	4/01/2024	18,889.72	18,889.72
		207.0-6320-2.0-000-00	12.58					
		218.0-6320-2.0-000-00	6.24					
		272.0-6320-2.0-000-00	6.34					
		311.0-6320-3.1-000-00	830.92					
		311.0-6320-3.1-000-50	12.12					
		311.0-6320-3.1-001-00	931.82					
		311.0-6320-3.1-002-00	931.82					
		311.0-6320-3.1-004-00	931.82					
		311.0-6320-3.1-005-00	931.82					
		311.0-6320-3.1-006-00	931.82					
		311.0-6320-3.1-009-00	931.82					
		311.0-6320-3.1-014-00	931.82					
		311.0-6320-3.1-016-00	931.82					
		312.0-6320-3.1-000-00	228.01					
		312.0-6320-3.1-000-50	2.79					
		321.0-6320-3.2-000-00	1106.17					
		321.0-6320-3.2-000-50	20.13					
		321.0-6320-3.2-051-00	931.82					
		321.0-6320-3.2-053-00	931.82					
		321.0-6320-3.2-054-00	931.82					
		321.0-6320-3.2-055-00	931.82					
		321.0-6320-3.2-057-00	1185.12					
		331.0-6320-3.3-000-00	194.75					
		331.0-6320-3.3-024-00	931.82					
		331.0-6320-3.3-027-00	931.82					
		331.0-6320-3.3-030-00	931.82					
		331.0-6320-3.3-031-00	931.82					
		362.0-6320-3.2-000-00	4.29					
		371.0-6320-3.1-000-00	2.80					
		380.0-6320-3.1-000-00	93.83					
		380.0-6320-3.1-000-50	5.22					
		426.0-6320-4.0-000-00	13.04					
		501.0-6320-5.0-000-00	8.39					
[02280] AMERICAN EXPRESS	ATT 5 ACCTS VS	533.0-6320-5.0-062-00	323.12		4/01/2024	4/01/2024	323.12	323.12

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 6/06/2024**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280]	AMERICAN EXPRESS	200.0-6320-2.0-000-90	41.90		4/01/2024	4/01/2024	3,101.81	3,101.81
	ATT 831 000 4083 IP FLEX EQUIP	218.0-6320-2.0-000-00	29.68					
		224.0-6320-2.0-000-60	165.23					
		224.0-6320-2.0-000-80	2.97					
		311.0-6320-3.1-000-00	105.42					
		311.0-6320-3.1-000-50	4.43					
		311.0-6320-3.1-001-00	163.25					
		311.0-6320-3.1-002-00	163.25					
		311.0-6320-3.1-004-00	163.25					
		311.0-6320-3.1-005-00	163.25					
		311.0-6320-3.1-006-00	163.25					
		311.0-6320-3.1-009-00	163.25					
		311.0-6320-3.1-014-00	163.25					
		311.0-6320-3.1-016-00	163.25					
		312.0-6320-3.1-000-00	31.22					
		312.0-6320-3.1-000-50	0.75					
		321.0-6320-3.2-000-00	157.87					
		321.0-6320-3.2-000-50	6.16					
		321.0-6320-3.2-055-00	163.25					
		321.0-6320-3.2-057-00	163.25					
		325.0-6320-3.2-000-00	0.10					
		331.0-6320-3.3-000-00	33.64					
		331.0-6320-3.3-000-50	1.20					
		331.0-6320-3.3-024-00	163.25					
		331.0-6320-3.3-027-00	163.25					
		331.0-6320-3.3-029-00	163.25					
		331.0-6320-3.3-030-00	163.25					
		331.0-6320-3.3-031-00	163.25					
		362.0-6320-3.2-000-00	1.44					
		371.0-6320-3.1-000-00	6.59					
		380.0-6320-3.1-000-00	17.40					
		380.0-6320-3.1-000-50	0.91					
		401.0-6320-4.0-000-00	5.96					
		407.0-6320-4.0-000-00	1.95					
		424.0-6320-4.0-000-00	0.26					
		426.0-6320-4.0-000-00	6.77					

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 6/06/2024**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280]	AMERICAN EXPRESS	200.0-6320-2.0-000-90	20.76		5/01/2024	5/01/2024	1,654.92	1,654.92
	ATT 831 000 4097 IP FLEX	224.0-6320-2.0-000-60	89.19					
	VOICE/PLAN	224.0-6320-2.0-000-80	1.59					
		311.0-6320-3.1-000-00	50.02					
		311.0-6320-3.1-000-50	2.05					
		311.0-6320-3.1-001-00	87.08					
		311.0-6320-3.1-002-00	87.08					
		311.0-6320-3.1-004-00	87.08					
		311.0-6320-3.1-005-00	87.08					
		311.0-6320-3.1-006-00	87.08					
		311.0-6320-3.1-009-00	87.08					
		311.0-6320-3.1-014-00	87.08					
		311.0-6320-3.1-016-00	87.08					
		312.0-6320-3.1-000-00	19.51					
		312.0-6320-3.1-000-50	0.24					
		321.0-6320-3.2-000-00	62.68					
		321.0-6320-3.2-000-50	2.76					
		321.0-6320-3.2-055-00	87.08					
		321.0-6320-3.2-057-00	87.08					
		331.0-6320-3.3-000-00	134.60					
		331.0-6320-3.3-000-50	2.18					
		331.0-6320-3.3-024-00	87.08					
		331.0-6320-3.3-027-00	87.08					
		331.0-6320-3.3-029-00	87.08					
		331.0-6320-3.3-030-00	87.08					
		362.0-6320-3.2-000-00	1.02					
		371.0-6320-3.1-000-00	3.52					
		380.0-6320-3.1-000-00	5.00					
		380.0-6320-3.1-000-50	0.23					
		401.0-6320-4.0-000-00	3.18					
		407.0-6320-4.0-000-00	1.04					
		424.0-6320-4.0-000-00	0.13					
		426.0-6320-4.0-000-00	3.62					
		427.0-6320-4.0-000-00	1.27					
		428.0-6320-4.0-000-00	1.31					
		500.0-6320-5.0-000-00	3.79					

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 6/06/2024**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS	ATT 831 000 4083 IP FLEX EQUIP	200.0-6320-2.0-000-90	38.24		5/01/2024	5/01/2024	3,101.81	3,101.81
		224.0-6320-2.0-000-60	167.21					
		224.0-6320-2.0-000-80	2.97					
		311.0-6320-3.1-000-00	93.79					
		311.0-6320-3.1-000-50	3.84					
		311.0-6320-3.1-001-00	163.25					
		311.0-6320-3.1-002-00	163.25					
		311.0-6320-3.1-004-00	163.25					
		311.0-6320-3.1-005-00	163.25					
		311.0-6320-3.1-006-00	163.25					
		311.0-6320-3.1-009-00	163.25					
		311.0-6320-3.1-014-00	163.25					
		311.0-6320-3.1-016-00	163.25					
		312.0-6320-3.1-000-00	36.56					
		312.0-6320-3.1-000-50	0.46					
		321.0-6320-3.2-000-00	117.51					
		321.0-6320-3.2-000-50	5.15					
		321.0-6320-3.2-055-00	163.25					
		321.0-6320-3.2-057-00	163.25					
		331.0-6320-3.3-000-00	252.35					
		331.0-6320-3.3-000-50	4.09					
		331.0-6320-3.3-024-00	163.25					
		331.0-6320-3.3-027-00	163.25					
		331.0-6320-3.3-029-00	163.25					
		331.0-6320-3.3-030-00	163.25					
		362.0-6320-3.2-000-00	1.91					
		371.0-6320-3.1-000-00	6.59					
		380.0-6320-3.1-000-00	9.39					
		380.0-6320-3.1-000-50	0.42					
		401.0-6320-4.0-000-00	5.96					
		407.0-6320-4.0-000-00	1.95					
		424.0-6320-4.0-000-00	0.26					
		426.0-6320-4.0-000-00	6.77					
		427.0-6320-4.0-000-00	2.39					
		428.0-6320-4.0-000-00	2.46					
		500.0-6320-5.0-000-00	7.10					
[02280] AMERICAN EXPRESS	ATT 088 065 5820 FRESNO DSL	331.0-6320-3.3-031-00	100.95		5/01/2024	5/01/2024	100.95	100.95

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 6/06/2024**  
**1-WestAmerica New AP Checking**

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[02280]	AMERICAN EXPRESS	200.0-6437-2.0-000-90	280.41		5/01/2024	5/01/2024	737.00	737.00
	MATSON	207.0-6437-2.0-000-00	0.48					
		218.0-6437-2.0-000-00	0.24					
		272.0-6437-2.0-000-00	0.24					
		311.0-6437-3.1-000-00	67.07					
		311.0-6437-3.1-005-00	45.00					
		312.0-6437-3.1-000-00	6.92					
		321.0-6437-3.2-000-00	85.39					
		331.0-6437-3.3-000-00	14.83					
		331.0-6437-3.3-031-00	85.50					
		371.0-6437-3.1-000-00	58.60					
		426.0-6437-4.0-000-00	0.50					
		500.0-6437-5.0-000-00	29.94					
		501.0-6437-5.0-000-00	20.75					
		508.0-6437-5.0-000-00	8.82					
		531.0-6437-5.0-000-00	0.87					
		533.0-6437-5.0-000-00	31.44					



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 6/06/2024**  
**1-WestAmerica New AP Checking**

<u>Organization</u>	<u>Invoice Description</u>	<u>Account Distribution</u>	<u>Amount</u>	<u>Invoice</u>	<u>Invoice Date</u>	<u>Activity Date</u>	<u>Invoice Amount</u>	<u>Pay Amount</u>
[02280] AMERICAN EXPRESS	ATT 831 000 9204 10G	200.0-6320-2.0-000-90	90.65		5/01/2024	5/01/2024	5,689.28	5,689.28
		311.0-6320-3.1-000-00	164.22					
		311.0-6320-3.1-000-50	7.89					
		311.0-6320-3.1-001-00	270.92					
		311.0-6320-3.1-002-00	270.92					
		311.0-6320-3.1-004-00	270.92					
		311.0-6320-3.1-005-00	270.92					
		311.0-6320-3.1-006-00	270.92					
		311.0-6320-3.1-009-00	270.92					
		311.0-6320-3.1-014-00	270.92					
		311.0-6320-3.1-016-00	270.92					
		312.0-6320-3.1-000-00	61.77					
		312.0-6320-3.1-000-50	0.89					
		321.0-6320-3.2-000-00	203.92					
		321.0-6320-3.2-000-50	10.26					
		321.0-6320-3.2-051-00	270.92					
		321.0-6320-3.2-053-00	270.92					
		321.0-6320-3.2-054-00	270.92					
		321.0-6320-3.2-055-00	270.92					
		321.0-6320-3.2-057-00	270.92					
		331.0-6320-3.3-000-00	424.63					
		331.0-6320-3.3-000-50	8.10					
		331.0-6320-3.3-024-00	270.92					
		331.0-6320-3.3-027-00	270.92					
		331.0-6320-3.3-030-00	270.92					
		362.0-6320-3.2-000-00	4.14					
		371.0-6320-3.1-000-00	270.92					
		380.0-6320-3.1-000-00	16.18					
		380.0-6320-3.1-000-50	0.70					
		401.0-6320-4.0-000-00	14.17					
		407.0-6320-4.0-000-00	4.63					
		424.0-6320-4.0-000-00	0.62					
		426.0-6320-4.0-000-00	16.15					
		427.0-6320-4.0-000-00	5.69					
		428.0-6320-4.0-000-00	5.85					
		535.0-6320-5.0-000-00	15.71					

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 6/06/2024**  
**1-WestAmerica New AP Checking**

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[02280] AMERICAN EXPRESS	ATT 831 000 9751 FRESNO ASE	200.0-6320-2.0-000-90	238.54		5/01/2024	5/01/2024	18,889.72	18,889.72
		207.0-6320-2.0-000-00	12.58					
		218.0-6320-2.0-000-00	6.24					
		272.0-6320-2.0-000-00	6.34					
		311.0-6320-3.1-000-00	771.10					
		311.0-6320-3.1-000-50	10.06					
		311.0-6320-3.1-001-00	931.82					
		311.0-6320-3.1-002-00	931.82					
		311.0-6320-3.1-004-00	931.82					
		311.0-6320-3.1-005-00	931.82					
		311.0-6320-3.1-006-00	931.82					
		311.0-6320-3.1-009-00	931.82					
		311.0-6320-3.1-014-00	931.82					
		311.0-6320-3.1-016-00	931.82					
		312.0-6320-3.1-000-00	259.60					
		312.0-6320-3.1-000-50	1.49					
		321.0-6320-3.2-000-00	890.93					
		321.0-6320-3.2-000-50	16.03					
		321.0-6320-3.2-051-00	931.82					
		321.0-6320-3.2-053-00	931.82					
		321.0-6320-3.2-054-00	931.82					
		321.0-6320-3.2-055-00	931.82					
		321.0-6320-3.2-057-00	1185.12					
		331.0-6320-3.3-000-00	1422.88					
		331.0-6320-3.3-000-50	12.86					
		331.0-6320-3.3-024-00	931.82					
		331.0-6320-3.3-027-00	931.82					
		331.0-6320-3.3-030-00	931.82					
		362.0-6320-3.2-000-00	3.17					
		371.0-6320-3.1-000-00	2.80					
		380.0-6320-3.1-000-00	48.83					
		380.0-6320-3.1-000-50	2.42					
		426.0-6320-4.0-000-00	13.04					
		501.0-6320-5.0-000-00	8.39					
[02280] AMERICAN EXPRESS	ATT 559 661 4574 SHUN	224.0-6320-2.0-000-60	60.74		5/01/2024	5/01/2024	151.85	151.85
		224.0-6320-2.0-000-80	91.11					
[02280] AMERICAN EXPRESS	ATT 5 ACCTS VS	533.0-6320-5.0-062-00	356.16		5/01/2024	5/01/2024	356.16	356.16
[02280] AMERICAN EXPRESS	ATT 250 427 1103 VS	500.0-6320-5.0-000-00	31.11		5/01/2024	5/01/2024	93.34	93.34
		501.0-6320-5.0-000-00	31.11					
		533.0-6320-5.0-000-00	31.12					
[02280] AMERICAN EXPRESS	ATT 250 427 1104 RR	401.0-6320-4.0-000-00	108.52		5/01/2024	5/01/2024	108.52	108.52

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
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[02280] AMERICAN EXPRESS		200.0-6320-2.0-000-90	763.64		5/04/2024	5/04/2024	6,740.82	6,740.82
VERIZON		207.0-6320-2.0-000-00	40.01					
		224.0-6320-2.0-000-60	104.00					
		224.0-6320-2.0-000-80	156.05					
		311.0-6320-3.1-000-00	637.10					
		311.0-6320-3.1-000-50	15.08					
		311.0-6320-3.1-001-00	51.30					
		311.0-6320-3.1-002-00	51.30					
		311.0-6320-3.1-004-00	51.30					
		311.0-6320-3.1-005-00	51.30					
		311.0-6320-3.1-006-00	51.30					
		311.0-6320-3.1-007-00	51.30					
		311.0-6320-3.1-008-00	51.30					
		311.0-6320-3.1-009-00	51.30					
		311.0-6320-3.1-014-00	51.30					
		311.0-6320-3.1-016-00	51.30					
		311.0-6320-3.1-351-00	51.30					
		312.0-6320-3.1-000-00	12.92					
		312.0-6320-3.1-000-50	3.12					
		312.0-6320-3.1-012-00	223.16					
		321.0-6320-3.2-000-00	712.18					
		321.0-6320-3.2-000-50	52.38					
		321.0-6320-3.2-051-00	52.01					
		321.0-6320-3.2-053-00	52.01					
		321.0-6320-3.2-054-00	52.01					
		321.0-6320-3.2-055-00	52.01					
		321.0-6320-3.2-057-00	52.01					
		325.0-6320-3.2-000-00	11.42					
		331.0-6320-3.3-000-00	670.79					
		331.0-6320-3.3-000-50	34.50					
		331.0-6320-3.3-023-00	51.30					
		331.0-6320-3.3-024-00	51.30					
		331.0-6320-3.3-026-00	51.30					
		331.0-6320-3.3-027-00	51.30					
		331.0-6320-3.3-029-00	51.30					
		331.0-6320-3.3-030-00	102.60					
[02280] AMERICAN EXPRESS		224.0-6320-2.0-000-60	60.87		6/01/2024	6/01/2024	1,159.89	1,159.89
COMCAST 5 ACCTS		224.0-6320-2.0-000-80	60.87					
		371.0-6320-3.1-000-00	365.25					
		500.0-6320-5.0-000-00	87.81					
		501.0-6320-5.0-000-00	59.93					
		508.0-6320-5.0-000-00	308.77					
		531.0-6320-5.0-000-00	2.54					
		533.0-6320-5.0-000-00	92.22					
		533.0-6320-5.0-062-00	121.63					

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
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[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26184	200.0-6110-2.0-000-90		196.47	2	4/30/2024	4/30/2024	196.47	196.47
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26229	200.0-6110-2.0-000-90 207.0-6110-2.0-000-00 272.0-6110-2.0-000-00 282.0-6110-2.0-000-00 401.0-6110-4.0-000-00 500.0-6110-5.0-000-00 535.0-6110-5.0-000-00		54.96 181.38 25.80 0.18 0.13 0.07 1.85	2	4/30/2024	4/30/2024	264.37	264.37
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26182	321.0-6110-3.2-054-00		761.91	3	4/30/2024	4/30/2024	761.91	761.91
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26183	311.0-6110-3.1-008-00		288.65	3	4/30/2024	4/30/2024	288.65	288.65
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26160	200.0-6110-2.0-000-90		306.40	358644572	4/08/2024	4/08/2024	306.40	306.40
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26185	371.0-6130-3.1-000-00		195.58	360431844	4/09/2024	4/09/2024	195.58	195.58
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26148	207.0-6110-2.0-000-00		270.67	360534983	4/02/2024	4/02/2024	270.67	270.67
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26203	200.0-6110-2.0-000-90 207.0-6110-2.0-000-00 272.0-6110-2.0-000-00 282.0-6110-2.0-000-00 311.0-6110-3.1-000-00 321.0-6110-3.2-000-00 401.0-6110-4.0-000-00 500.0-6110-5.0-000-00 535.0-6110-5.0-000-00		152.89 130.49 71.81 0.50 0.01 0.01 0.36 0.21 5.14	361825657	4/15/2024	4/15/2024	361.42	361.42
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26192	331.0-6130-3.3-023-00 331.0-6130-3.3-024-00 331.0-6130-3.3-026-00 331.0-6130-3.3-027-00 331.0-6130-3.3-029-00 331.0-6130-3.3-030-00		132.63 132.63 132.61 132.63 132.63 132.65	363340685	4/12/2024	4/12/2024	795.78	795.78
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26117	311.0-6110-3.1-002-00		144.48	365164312	4/25/2024	4/25/2024	144.48	144.48
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26237	331.0-6110-3.3-000-00		354.71	365508770	4/29/2024	4/29/2024	354.71	354.71
[02280] AMERICAN EXPRESS OFFICE DEPOT PO 26246	311.0-6110-3.1-000-00 312.0-6110-3.1-000-00 321.0-6110-3.2-000-00 331.0-6110-3.3-000-00		43.44 7.25 50.68 43.44	365511082	4/29/2024	4/29/2024	144.81	144.81

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**A/P Preliminary Register with Accounting Distribution for Check Date 6/06/2024**  
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[02280] AMERICAN EXPRESS	OFFICE DEPOT PO 26191	320.0-6110-3.2-000-00	677.04	4	4/30/2024	4/30/2024	677.04	677.04
[02280] AMERICAN EXPRESS	OFFICE DEPOT PO 26171	331.0-6130-3.3-023-00	1526.98	4	4/30/2024	4/30/2024	1,526.98	1,526.98
[02280] AMERICAN EXPRESS	LAKESHORE PO 26216	311.0-6130-3.1-016-00	4031.51	437746	4/24/2024	4/24/2024	4,031.51	4,031.51
[02280] AMERICAN EXPRESS	MATSON PO 26166	200.0-6437-2.0-000-90	693.44	4564662	4/17/2024	5/01/2024	693.44	693.44
[02280] AMERICAN EXPRESS	FEDX	200.0-6170-2.0-000-90 331.0-6170-3.3-000-00	182.27 24.84	847436100	4/19/2024	4/19/2024	207.11	207.11
[02280] AMERICAN EXPRESS	FEDX	200.0-6170-2.0-000-90 331.0-6170-3.3-000-00	82.24 25.00	848178242	4/26/2024	4/26/2024	107.24	107.24
[02280] AMERICAN EXPRESS	FEDX	200.0-6170-2.0-000-90 508.0-6170-5.0-000-00	34.17 41.27	849649370	5/10/2024	5/10/2024	75.44	75.44
<b>Total to be paid to [02280] AMERICAN EXPRESS</b>								<b>80,261.58</b>
<b>Total for this check run:</b>								<b>80,261.58</b>



REFRINT

# Invoice

## Sheet Metal & Air Conditioning

Lic.# 463756

Since 1952

232 South Schnoor

Madera, CA 93637

PHONE: (559) 674-2774 FAX: (559) 674-7015

Date: 6/10/2024

Invoice No.: 262316

Bill to: CAPMC  
1225 Gill Ave  
Attn: Accounts Payable  
Madera, CA 93637

Service at: Madera Community Action  
325 South Pine #103  
Madera, CA 93637

Customer ID: 16539

Description: Work Order 250811 Miscellaneous

Reference: Work Order 250811

Terms: APPROVED FOR BILL OUT

PO Number: 26411

Item	Description	Quantity	Unit Price	Amount
	REPLACE COMPRESSOR	1.00	4,457.52	\$4,457.52
	RECOVERED REFRIGERANT. REMOVED OLD COMPRESSOR AND DRIER. INSTALLED NEW COMPRESSOR, REVERSIBLE DRIER, COMPRESSOR POWER PLUG, CONTACTOR AND CAPACITOR. PRESSURE TESTED SYSTEM WITH NITROGEN, GOOD. TRIPLE EVACUATED THE SYSTEM. WASHED CONDENSER COIL. CHARGED SYSTEM WITH 11 POUNDS OF R422B. SET UNIT TO COOL. LP=56 HP=210 SH=18 SC=17.5 R=84 S=64 TD=20. TESTED SYSTEM AND SYSTEM IS OPERATING PROPERLY AT THIS TIME.			

**A PORTION OF EVERY DOLLAR SPENT WITH PURL'S SHEET METAL SUPPORTS YOUTH ACTIVITIES IN OUR COMMUNITY. THANK YOU!**

**TERMS:**

Seller has sold above items subject to existing warranties and guarantees as issued and currently in effect by the manufacturers of said items. Seller will not be liable for damage, direct, indirect, or consequential, arising from the uses of these materials or from any other cause. All claims must be made within 10 days of date of this invoice. This is your invoice. No other will be issued. This invoice is due at net. No discount. Net 30 days. A late payment finance charge will be charged on past due accounts at the periodic rate of 2% per month, or an annual percentage rate of 24%

Subtotal:	\$4,457.52
Sales Tax:	\$0.00
Payments:	\$0.00
<b>Total Due:</b>	<b>\$4,457.52</b>

# Credit Card Charges

## MAY 2024

Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	3781.34	
Home Depot	Supplies for centers	8943.02	
Wex Bank (Chevron)	Fuel	0.00	
Wex Bank (Valero)	Fuel	4890.75	
MAY STMT DATES			
LA			

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing w/ Invoice Listing & Account Distribution from 5/19/2024 to 6/30/2024**  
**1-WestAmerica New AP Checking**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Account</u>	<u>Dist. Amount</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Check Amount</u>
0200967	[REC]	5/24/2024 [06313]	CAPITAL ONE-WALMART - Invoices , , , , , , ,	207.0-6130-2.0-000-18	11.78	4/24/2024	3,781.34
				225.0-6130-2.0-000-00		4/26/2024	
				311.0-7112-3.1-004-00		4/26/2024	
				312.0-7112-3.1-012-00		5/08/2024	
				321.0-6122-3.2-054-39		5/08/2024	
				321.0-6130-3.2-054-00		5/17/2024	
				321.0-6130-3.2-055-00		5/17/2024	
				321.0-6130-3.2-057-00		5/17/2024	
				411.0-6130-4.0-000-00			
				501.0-6130-5.0-000-00	291.78		
<b>Total Checks</b>						<b>3,781.34</b>	<b>3,781.34</b>



## COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

### Check Listing w/ Invoice Listing & Account Distribution from 5/28/2024 to 6/30/2024

#### 1-WestAmerica New AP Checking

Check	Date	Vendor	Account	Dist. Amount	Invoice #	Invoice Date	Check Amount
0201309	6/21/2024	[03372] HOME DEPOT W, W, W	PMT - Invoices , , , , , , , , , ,	100.0-2115-0.0-000-00		4/30/2024	8,943.02
				200.0-6432-2.0-000-90		5/02/2024	
				311.0-6130-3.1-014-00		5/03/2024	
				311.0-6432-3.1-000-00		5/09/2024	
				311.0-6432-3.1-014-00		5/14/2024	
				311.0-6432-3.1-351-00		5/15/2024	
				321.0-6432-3.2-000-00		5/15/2024	
				321.0-6432-3.2-054-00		5/15/2024	
				331.0-6122-3.3-024-39		5/15/2024	
				331.0-6130-3.3-000-00		5/16/2024	
				331.0-6432-3.3-000-00		5/24/2024	
				331.0-6432-3.3-023-00		5/25/2024	
				331.0-6432-3.3-024-00		5/10/2024	
					W	5/16/2024	
					W	5/16/2024	
					W	5/21/2024	
				<b>Total Checks</b>		<b>8,943.02</b>	<b>8,943.02</b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing w/ Invoice Listing & Account Distribution from 5/06/2024 to 6/06/2024**  
**1-WestAmerica New AP Checking**

Check		Date	Vendor	Account	Dist. Amount	Invoice #	Invoice Date	Check Amount
0200924	[REC]	5/17/2024	[06067] WEX BANK Valero Box 6293 - Invoices 18080, 18080, 18080, 18080, 18080, 18080, 18080, 18080, 18080, 40664, 40664, 40664, 40664, 40664, 40664, 48976, 48976	311.0-6610-3.1-000-00 321.0-6610-3.2-000-00 331.0-6610-3.3-031-00 500.0-6610-5.0-000-00 501.0-6610-5.0-000-00 501.0-6610-5.0-062-00 508.0-6610-5.0-000-00 531.0-6610-5.0-000-00 533.0-6610-5.0-000-00 533.0-6610-5.0-062-00	1.81 2.75 91.22 45.38 124.21 35.43 1.47 13.99 161.12 25.00	18080 18080 18080 18080 18080 18080 18080 18080 18080 40664 40664 40664 40664 40664 40664 48976 48976	4/09/2024 4/11/2024 4/12/2024 4/15/2024 4/19/2024 4/23/2024 4/25/2024 4/30/2024 5/02/2024 4/12/2024 4/15/2024 4/22/2024 4/24/2024 4/25/2024 5/01/2024 4/25/2024 5/02/2024	502.38
0200925	[REC]	5/17/2024	[06067] WEX BANK Valero Box 6293 - Invoices 49107, 49107, 49354, 49529, 49529, 49529, 49669, 49669, 49669, 49784, 49784, 49784, 49909, 49909, 50006, 50006, 50212	311.0-6610-3.1-000-00 311.0-6610-3.1-000-39 321.0-6610-3.2-000-00 331.0-6610-3.3-031-00 401.0-6610-4.0-000-00	266.52 50.73 280.74 247.86 58.08	49107 49107 49354 49529 49529 49669 49669 49669 49784 49784 49784 49909 49909 50006 50006 50212	5/02/2024 5/02/2024 4/18/2024 4/23/2024 4/29/2024 5/03/2024 4/11/2024 4/24/2024 5/03/2024 4/11/2024 4/25/2024 4/29/2024 4/24/2024 4/26/2024 4/24/2024 5/02/2024 4/11/2024	903.93

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing w/ Invoice Listing & Account Distribution from 5/06/2024 to 6/06/2024**  
**1-WestAmerica New AP Checking**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Account</u>	<u>Dist Amount</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Check Amount</u>
0200926	[REC]	5/17/2024 [06067] WEX BANK Valero Box 6293 - Invoices 50212, 50329, 50329, 50329, 50329, 50329, 50329, 50329, 50329, 50410, 50527, 50527, 50527, 50527, 50600, 51053, 51194	200.0-6610-2.0-000-90 207.0-6610-2.0-000-00 216.0-6610-2.0-080-00 216.0-6610-2.0-081-00 224.0-6610-2.0-000-60 224.0-6610-2.0-000-80 231.0-6610-2.0-000-00 272.0-6610-2.0-000-00 278.0-6610-2.0-000-75 281.0-6610-2.0-000-00 311.0-6610-3.1-000-00 311.0-6610-3.1-000-39 312.0-6610-3.1-012-00 321.0-6610-3.2-000-00 331.0-6610-3.3-031-00 500.0-6610-5.0-000-00 501.0-6610-5.0-000-00 508.0-6610-5.0-000-00 533.0-6610-5.0-000-00	1.40 6.80 45.63 2.37 8.73 297.38 20.70 133.00 12.55 228.09 11.11 49.63 40.63 9.78 59.86 9.72 12.50 8.68 1.73	50212 50329 50329 50329 50329 50329 50329 50329 50329 50410 50527 50527 50527 50600 51053 51194 51194 51194	4/30/2024 4/08/2024 4/12/2024 4/16/2024 4/18/2024 4/24/2024 4/29/2024 5/02/2024 5/03/2024 4/16/2024 4/09/2024 4/18/2024 4/25/2024 5/03/2024 4/18/2024 4/25/2024 4/09/2024	960.29
0200927	[REC]	5/17/2024 [06067] WEX BANK Valero Box 6293 - Invoices 51194, 51194, 51343, 51657, 51657, 51889, 52028, 52028, 52028, 52028, 52028, 52333, 52481, 52671, 52671, 52846, 52846	207.0-6610-2.0-000-00 216.0-6610-2.0-080-00 216.0-6610-2.0-081-00 224.0-6610-2.0-000-80 231.0-6610-2.0-000-00 272.0-6610-2.0-000-00 278.0-6610-2.0-000-18 278.0-6610-2.0-000-75 278.0-6610-2.0-077-75 281.0-6610-2.0-000-00 311.0-6610-3.1-000-39 312.0-6610-3.1-012-00 331.0-6610-3.3-031-00 500.0-6610-5.0-000-00 501.0-6610-5.0-000-00 508.0-6610-5.0-000-00 533.0-6610-5.0-000-00	44.10 5.53 0.55 7.78 5.04 37.10 3.50 1.40 2.10 102.90 221.34 66.98 311.90 17.87 52.28 1.19 3.70	51194 51194 51343 51657 51657 51889 52028 52028 52028 52028 52028 52333 52481 52671 52671 52846 52846	5/02/2024 5/02/2024 4/17/2024 4/11/2024 5/02/2024 4/25/2024 4/05/2024 4/22/2024 4/24/2024 4/29/2024 5/01/2024 4/12/2024 4/08/2024 4/24/2024 4/30/2024 4/15/2024 5/03/2024	885.26

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing w/ Invoice Listing & Account Distribution from 5/06/2024 to 6/06/2024**  
**1-WestAmerica New AP Checking**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Account</u>	<u>Dist. Amount</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Check Amount</u>
0200928	[REC]	5/17/2024 [06067] WEX BANK Valero Box 6293 - Invoices 53018, 53018, 53018, 53018, 53174, 53174, 53323, 53323, 53323, 53323, 53620, 53620, 53620, 53885, 54099, 54099, 95028	200.0-6610-2.0-000-90 311.0-6610-3.1-000-00 311.0-6610-3.1-000-39 321.0-6610-3.2-000-00 331.0-6610-3.3-000-00 331.0-6610-3.3-031-00 500.0-6610-5.0-000-00 501.0-6610-5.0-000-00 508.0-6610-5.0-000-00 531.0-6610-5.0-000-00 533.0-6610-5.0-000-00	40.01 434.78 35.00 573.83 36.12 372.05 11.86 5.19 35.99 17.44 76.62	53018 53018 53018 53018 53174 53174 53323 53323 53323 53620 53620 53620 53885 54099 54099 95028	4/07/2024 4/16/2024 4/25/2024 4/27/2024 4/12/2024 4/17/2024 4/09/2024 4/18/2024 4/24/2024 5/01/2024 4/08/2024 4/19/2024 5/01/2024 4/19/2024 4/09/2024 4/26/2024 4/16/2024	1,638.89
<b>Total Checks</b>						<b>4,890.75</b>	<b>4,890.75</b>

# Card Member Service

## COSTCO Credit Card Charges

### MAY 2024 Statement

Card Holder	Description	Card Amount
Irene Yang	Wellness items	407.24
Maritza Gomez-Zaragoza	Supplies for program	125.94
Jennifer Coronado	Supplies for program	216.61
Mattie Mendez	Annual fee	99.00
		848.79

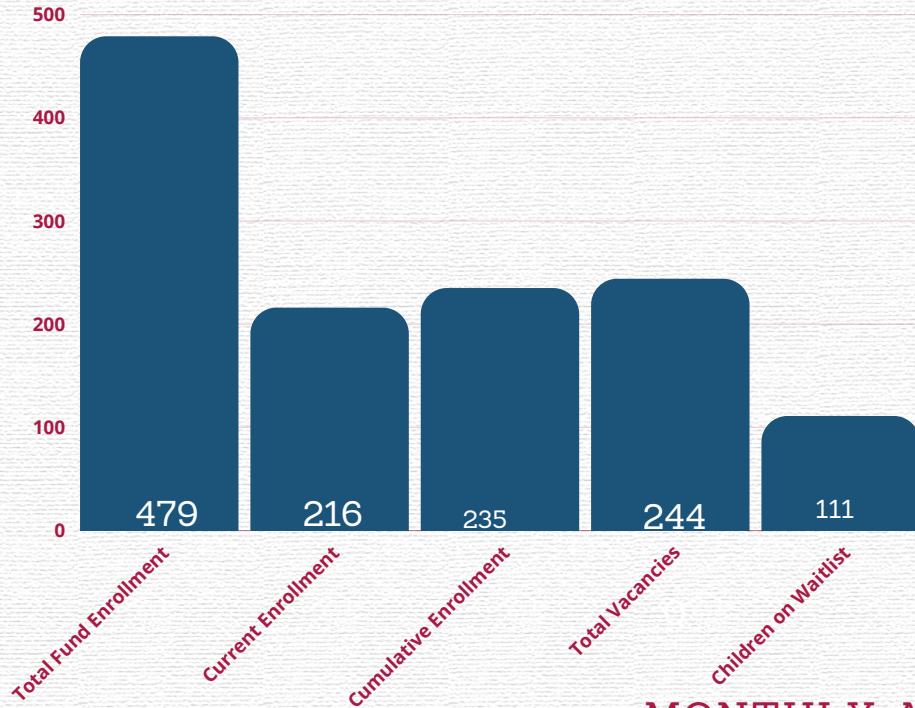
**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing w/ Invoice Listing & Account Distribution from 5/02/2024 to 6/02/2024**  
**1-WestAmerica New AP Checking**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Account</u>	<u>Dist Amount</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Check Amount</u>
0200886	[REC]	5/17/2024 [04454]	CARD MEMBER SERVICE-COSTCO - Invoices , , ,	200.0-6850-2.0-000-90	99.00	4/01/2024	848.79
				200.0-6875-2.0-000-90	23.44	4/03/2024	
				207.0-6875-2.0-000-00	8.41	4/11/2024	
				218.0-6875-2.0-000-00	11.41	4/17/2024	
				272.0-6875-2.0-000-00	7.21		
				311.0-6875-3.1-000-00	79.29		
				312.0-6875-3.1-000-00	7.21		
				321.0-6875-3.2-000-00	115.32		
				330.0-6875-3.3-000-00	115.32		
				371.0-6121-3.1-000-00	109.71		
				371.0-6122-3.1-000-00	16.23		
				371.0-6875-3.1-000-00	3.60		
				401.0-6875-4.0-000-00	5.79		
				426.0-6875-4.0-000-00	5.06		
				427.0-6875-4.0-000-00	1.75		
				428.0-6875-4.0-000-00	1.82		
				500.0-6121-5.0-000-00	216.61		
				500.0-6875-5.0-000-00	5.52		
				501.0-6875-5.0-000-00	1.92		
				508.0-6875-5.0-000-00	1.92		
				531.0-6875-5.0-000-00	1.92		
				533.0-6875-5.0-000-00	9.13		
				535.0-6875-5.0-000-00	1.20		
<b>Total Checks</b>						<b>848.79</b>	<b>848.79</b>

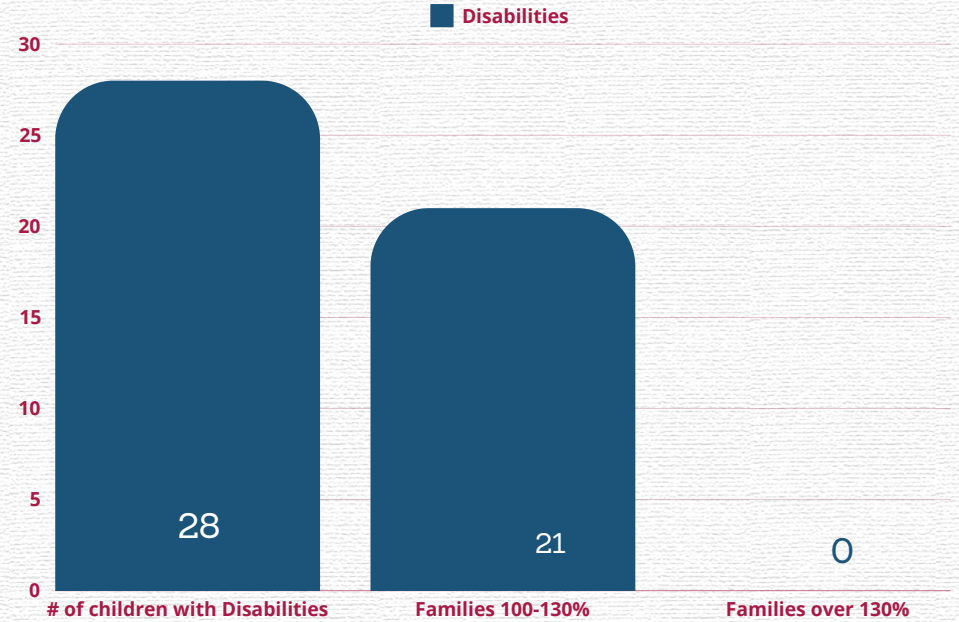


# Madera Migrant Seasonal Head Start Monthly Enrollment Report May 2024

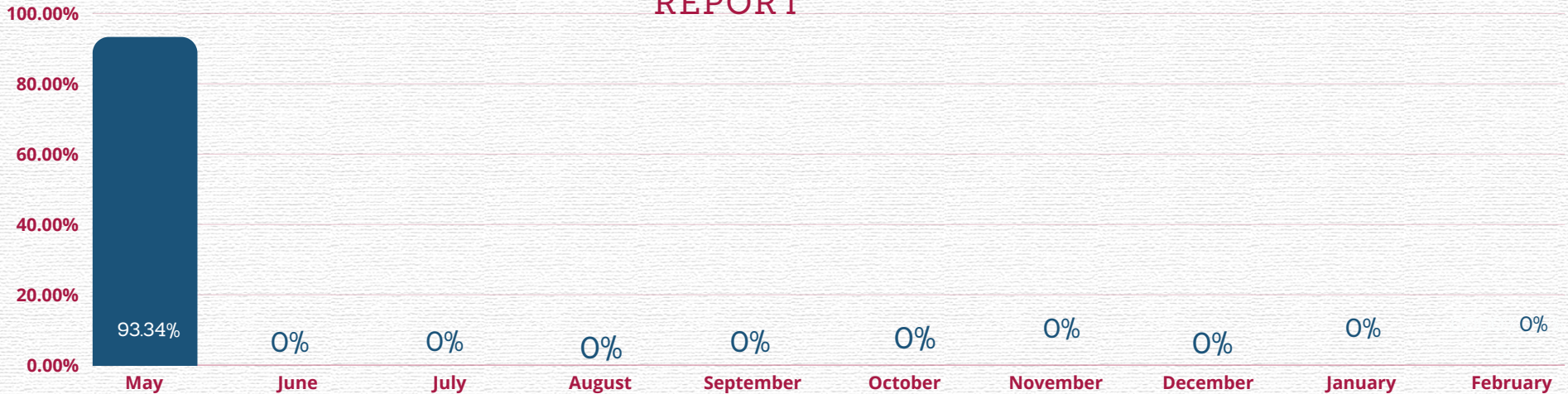
## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



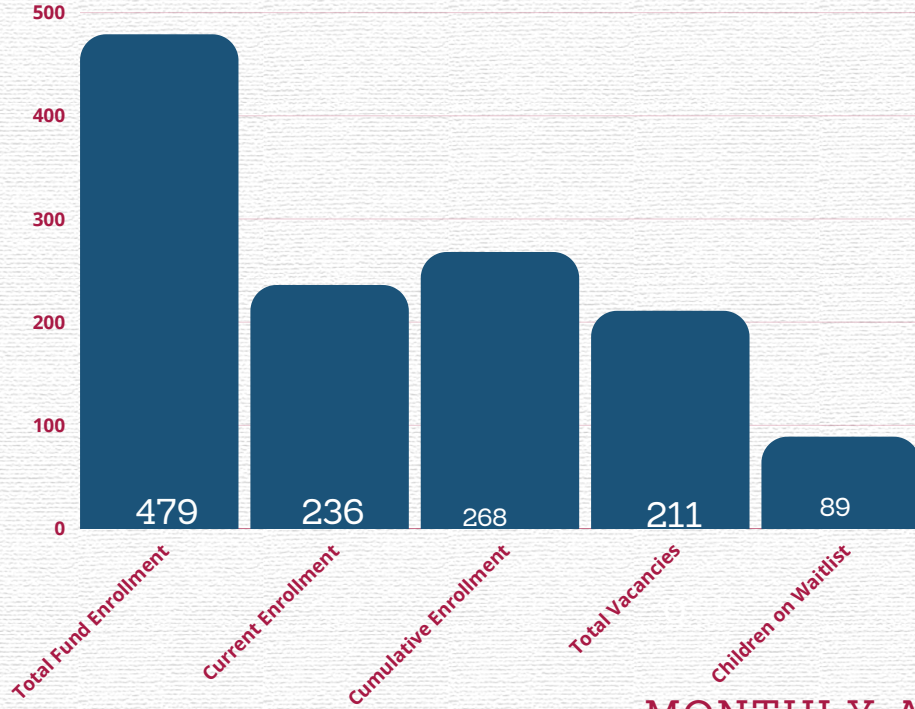
## MONTHLY ATTENDANCE REPORT



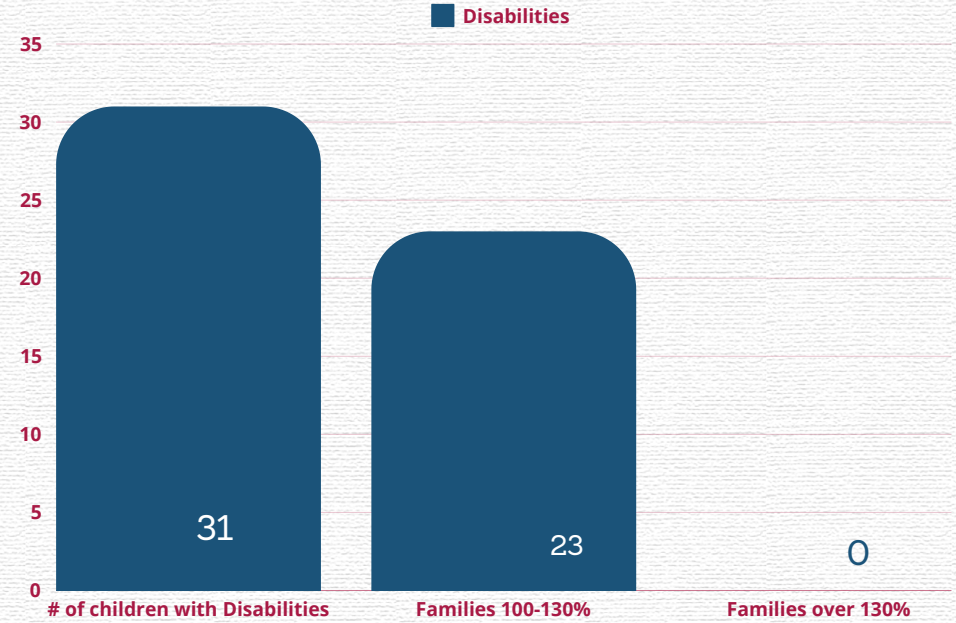


# Madera Migrant Seasonal Head Start Monthly Enrollment Report June 2024

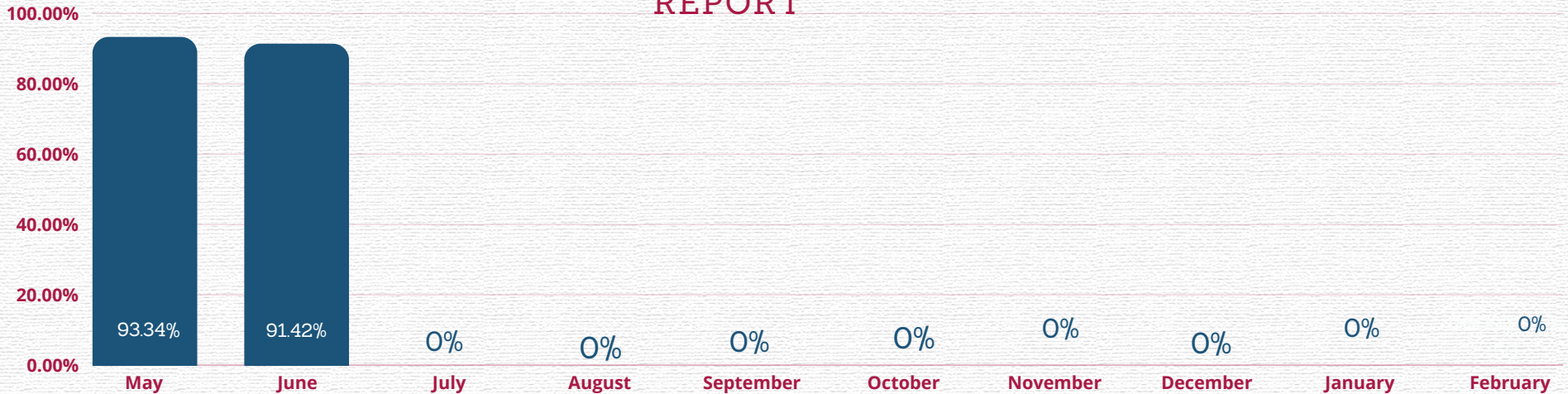
## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



## MONTHLY ATTENDANCE REPORT





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

**IN-KIND MONTHLY SUMMARY REPORT 2024-2025 / REPORTE SUMARIO MENSUAL DE IN KIND 2024-2025**

**MIGRANT AND SEASONAL HEAD START 2024-2025 MIGRANTE/TEMPORAL HEAD START 2024-2025**  
**Month-Year MAY 2024/ Mes-Año MAYO 2024**

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	420,096.00	0.00	35,989.44	35,989.44	384,106.56
A. Professional Services/Servicios Profesionales	0.00	0.00		0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	420,096.00	0.00	35,989.44	35,989.44	384,106.56
Other/Policy Council/Otro/Comité de Póliza	0.00	398.38	0.00	398.38	(398.38)
State Collaboration/Colaboracion de Estado	1,016,480.00	9,750.44	17,449.88	27,200.32	989,279.68
Donated Supplies/Materiales Donados	0.00	0.00		0.00	0.00
Donated Food/Comida Donada	0.00	0.00		0.00	0.00
Donated Space/Sitio Donado	111,010.00	18,502.00	9,251.00	27,753.00	83,257.00
Transportation/Transportacion	0.00	0.00		0.00	0.00
<b>TOTAL IN-KIND/TOTAL DE IN KIND</b>	<b>1,547,586.00</b>	<b>28,650.82</b>	<b>62,690.32</b>	<b>91,341.14</b>	<b>1,456,244.86</b>

A. Y-T-D In-Kind / In-Kind asta ahora	91,341.14
B. Contracted In-Kind/ In-kind Contratado	1,547,586.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	5.90%

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

FREE MEALS	221	85	
REDUCED	0	0	
BASE	0	0	
<b>TOTAL</b>	<b>221</b>	<b>85</b>	

**PERCENTAGES:**

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

MEAL	#		%		RATE	=	
<b>BREAKFAST:</b>	2,739	X	100.0000%	X	\$2.2800	=	\$6,244.92
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00
<b>LUNCH:</b>	1,569	X	100.0000%	X	\$4.2500	=	\$6,668.25
		X	100.0000%	X	\$4.2500	=	\$4,458.25
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00
<b>SUPPLEMENTS:</b>	1,759	X	100.0000%	X	\$1.1700	=	\$2,058.03
		X	100.0000%	X	\$1.1700	=	\$865.80
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00

7,856  
**TOTAL FEDERAL REIMBURSEMENT** \$20,295.25

**CASH IN LIEU:** LUNCHES X \$0.2950 \$772.31

**TOTAL REIMBURSEMENT** **\$21,067.56**

	Breakfast	Lunch	Snack	Total
<b>CMIG-MADERA MIGRANT PRESCHOOL</b>	-	1,049	740	1,789
<b>MMHS-MADERA MIGRANT HEAD START</b>	2,739	1,569	1,759	6,067
	2,739	2,618	2,499	7,856

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$14,971.20	\$5,324.05	\$20,295.25
CASH IN LIEU:	<u>\$462.86</u>	<u>\$309.46</u>	<u>\$772.32</u>
	<b>\$15,434.06</b>	<b>\$5,633.51</b>	<b>\$21,067.57</b>

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

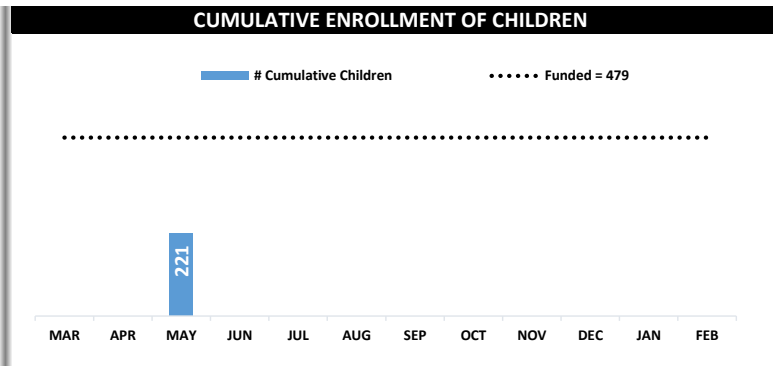
Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

May 2024

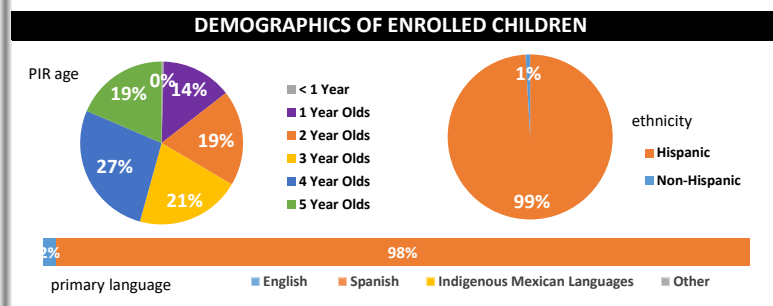
**221** cumulative children     
 **164** cumulative families     
 **39** teaching staff

PRIMARY TYPE OF ELIGIBILITY		
(#)		(%)
5	Homeless Children	2%
	Foster Children	0%
104	Receives Public Assistance	47%
91	Income Below Federal Poverty	41%
	Near Low Income (waiver required)	
21	Over Income (maximum 10%)	10%

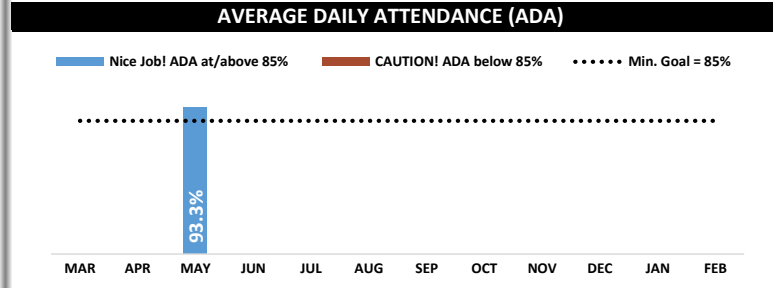


CHILDREN WITH DISABILITIES		
(#)		(%)
27	Disabilities	6%
	(% of funded; minimum 10%)	

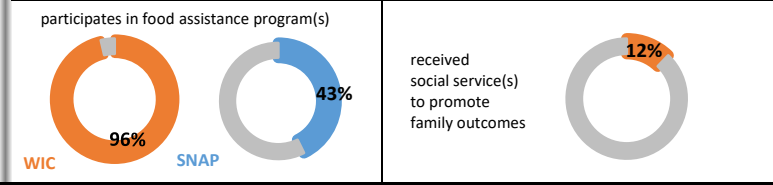
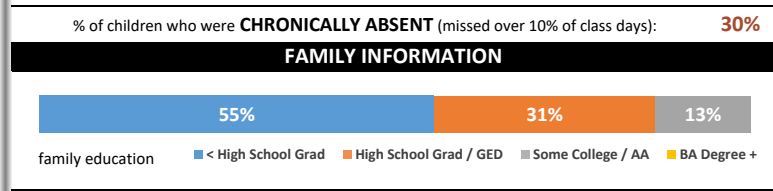
DEVELOPMENTAL SCREENING OF NEW ENROLLEES		
(#)		(%)
29	New Enrollees (cumulative)	13%
1	Received Screening <45 Days	3%
	(Of new enrollees)	



CHILDREN'S HEALTH		
(#)		(%)
221	Has Health Insurance	100%
146	EPSDT Up-to-Date	66%
11	Chronic Health Condition	5%
11	Received Medical Treatment	100%
	(Of children with diagnosed chronic health conditions)	
221	Immunizations Up-to-Date	100%
	(Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)	
221	Access to Dental Care	100%
181	Completed Dental Exam	123%
18	Received Dental Treatment	100%
	(Of children who needed dental treatment other)	
106	Healthy BMI	78%
	(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).	
10	Preschool Assistant: CDA+	100%
19	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 ingles) para el Consejo de Políticas y Mesa Directiva

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

mayo 2024

**221** Niños Acumulados
 **164** Familias Acumuladas
 **39** Maestras

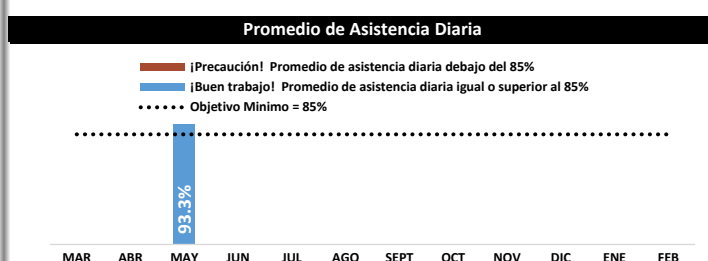
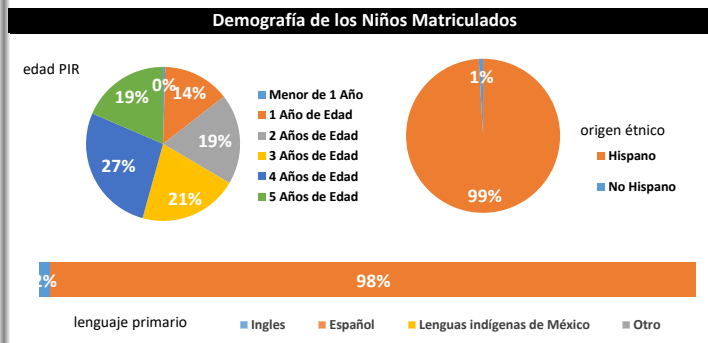
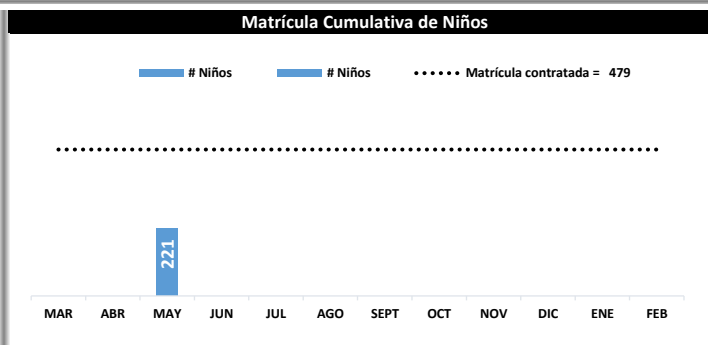
Tipo de Elegibilidad		
(#)		(%)
5	Niños Sin Hogar	2%
	Niños en Adopción Temporal	0%
104	Recibe Asistencia Pública	47%
91	Ingresos por Debajo de la Pobreza Federal	41%
	Ingresos Cerca de Bajos (requiere una exención)	
21	Ingresos Sobre las Pautas (maximo 10%)	10%

Niños con Discapacidades		
(#)		(%)
27	Discapacidades	6%
	<i>(% de la matrícula contratada; mínimo 10%)</i>	

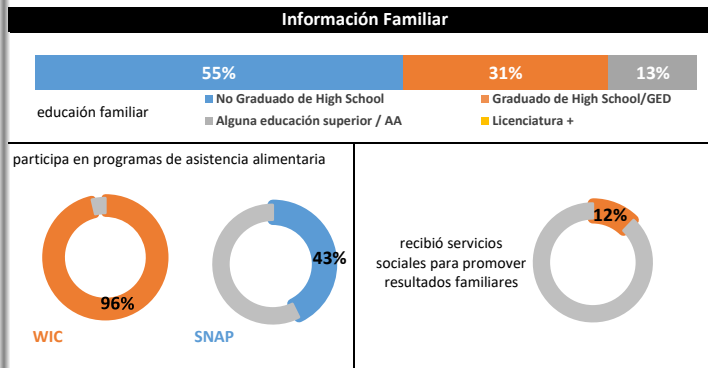
Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos		
(#)		(%)
29	Nuevos Niños(as) Inscritos (acumulados)	13%
1	Recibió Evaluación <45 días	3%
	<i>de los Nuevos Niños(as) Inscritos</i>	

Salud de los Niños		
(#)		(%)
221	Tiene Seguro Médico	100%
146	al Día Con el Cuidado de Salud Preventivo	66%
11	Condición de Salud Crónica	5%
11	Recibieron Tratamiento Médico	100%
	<i>de niños con enfermedades crónicas diagnosticadas</i>	
221	al Día con las Vecunas	100%
	<i>También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad</i>	
221	Acceso a Servicios Dentales	100%
181	Completaron Exámenes Dentales Profesional	123%
18	Recibió Tratamiento Dental	100%
	<i>(de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)</i>	
106	BMI Saludable	78%
	<i>(los niños menores de 3 años están excluidos)</i>	

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



% de niños crónicamente ausentes (ausente más del 10% de los días de clase): **30%**



simbolo clave:

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

! = ¡Precaución!  
Resultados más bajos de lo esperado

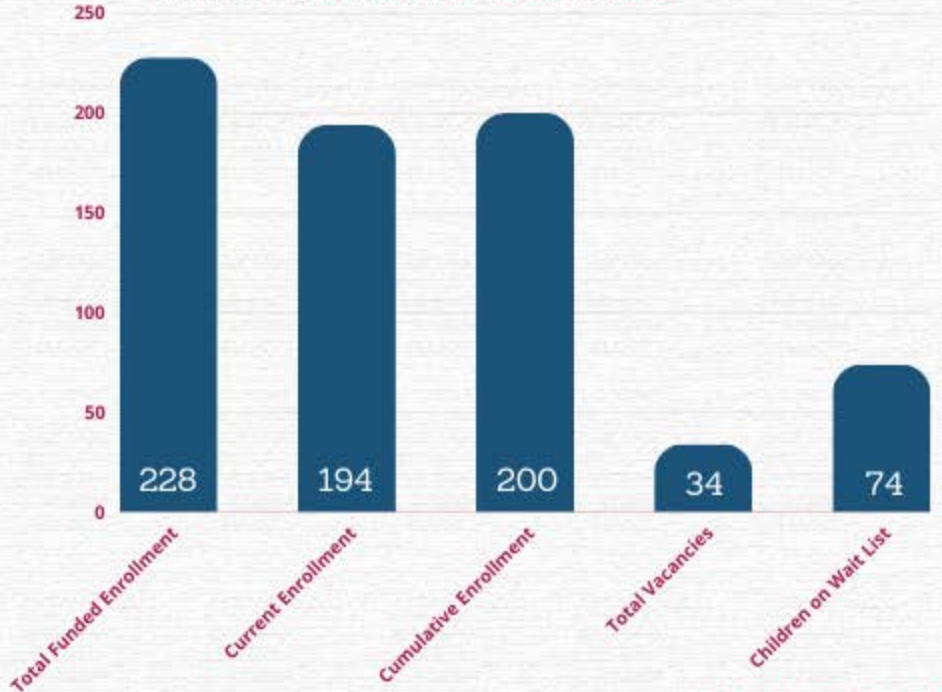
✗ = ¡Tomar acción!  
No cumple con las regulaciones de Head Start

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

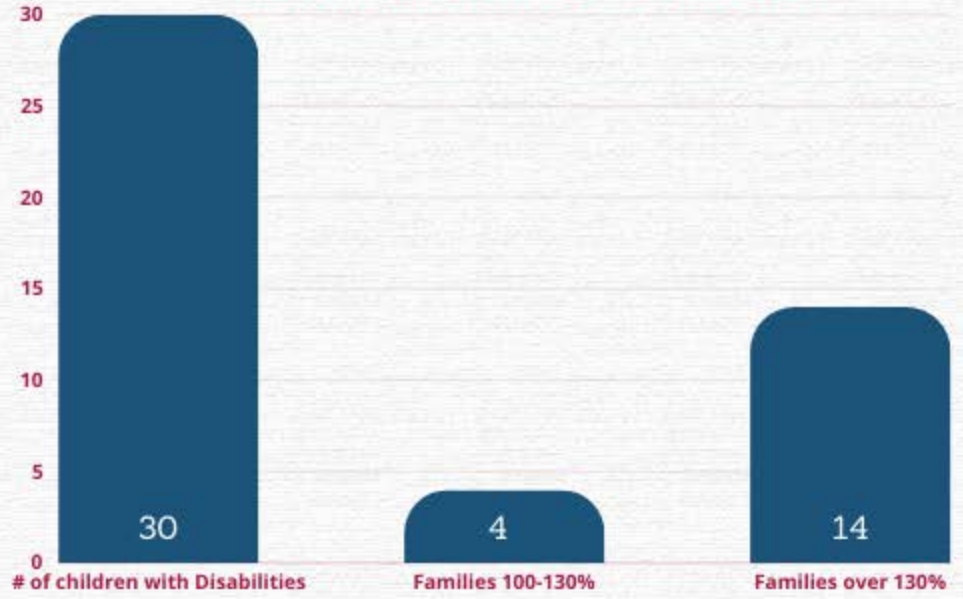


# Madera Regional Head Start Monthly Enrollment Report May 2024

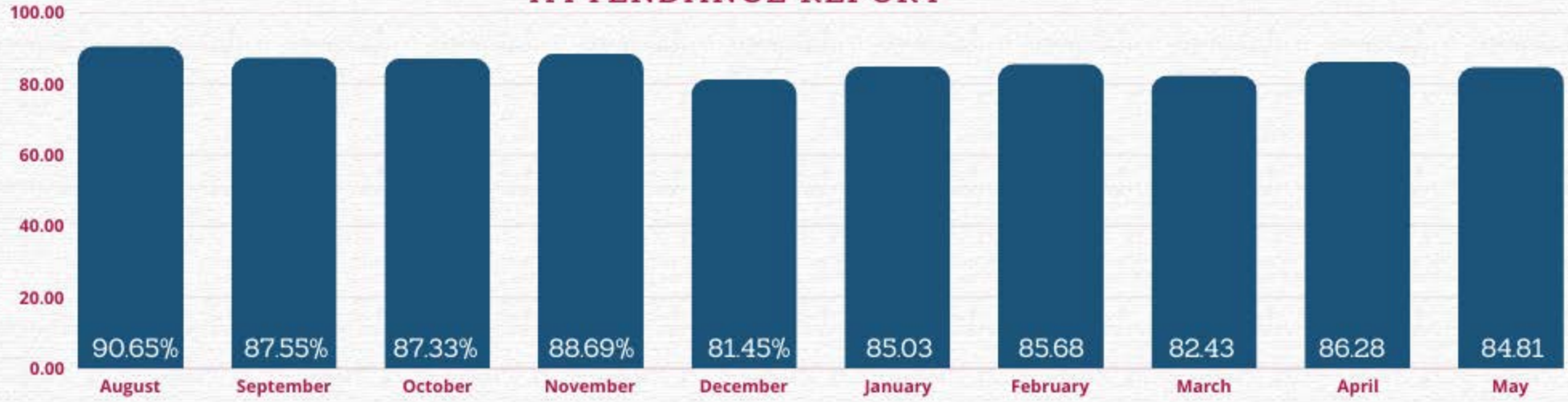
## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



## ATTENDANCE REPORT



## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**April**

**Year**

**24-25**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	60,628.00	617,405.33	67,489.31	684,894.64	(624,266.64)
A. Professional Services/Servicios Profesionales	-	10,879.80	3,145.00	14,024.80	(14,024.80)
B. Center Volunteers/Voluntarios en el Centro	58,203.00	605,686.23	64,344.31	670,030.54	(611,827.54)
C. Other/Policy Council/Otro/Comité de Póliza	2,425.00	839.30		839.30	1,585.70
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	-	0.00	347.00	347.00	(347.00)
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	318,251.00	196,765.50	19,676.55	216,442.05	101,808.95
Transportation/ Transportación	-	0.00		-	0.00
<b>TOTAL IN-KIND</b>	<b>378,879.00</b>	<b>814,170.83</b>	<b>87,512.86</b>	901,683.69	(522,804.69)
State Fund 319	\$1,091,317	846,712.00	131,709.00	978,421.00	112,896.00
<b>Grand Total</b>	<b>1,470,196.00</b>	<b>1,660,882.83</b>	<b>219,221.86</b>	<b>1,880,104.69</b>	<b>(409,908.69)</b>

B. YTD In-Kind \$ 1,880,104.69

C. Percent Y-T-D In-Kind 127.88%



## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**MAY**

**Year**

**24-25**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	60,628.00	684,894.64	198,170.89	883,065.53	(822,437.53)
A. Professional Services/Servicios Profesionales	-	14,024.80	455.00	14,479.80	(14,479.80)
B. Center Volunteers/Voluntarios en el Centro	58,203.00	670,030.54	197,715.89	867,746.43	(809,543.43)
C. Other/Policy Council/Otro/Comité de Póliza	2,425.00	839.30		839.30	1,585.70
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	-	347.00	1,170.00	1,517.00	(1,517.00)
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	318,251.00	216,442.05	19,676.55	236,118.60	82,132.40
Transportation/ Transportación	-	0.00		-	0.00
<b>TOTAL IN-KIND</b>	<b>378,879.00</b>	<b>901,683.69</b>	<b>219,017.44</b>	1,120,701.13	(741,822.13)
<b>State Fund 319</b>	<b>\$1,091,317</b>	978,421.00	112,895.00	1,091,316.00	1.00
<b>Grand Total</b>	<b>1,470,196.00</b>	<b>1,880,104.69</b>	<b>331,912.44</b>	<b>2,212,017.13</b>	<b>(741,821.13)</b>

B. YTD In-Kind	<b>\$ 2,212,017.13</b>
C. Percent Y-T-D In-Kind	150.46%
D. CONTRACT AMOUNT	<b>\$ 1,470,196.00</b>

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

FREE MEALS	200		133
REDUCED	0		0
BASE	0		0
TOTAL	200		133

**PERCENTAGES:**

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

MEAL	#		%		RATE	=	
<b>BREAKFAST:</b>	2,426	X	100.0000%	X	\$2.2800	=	\$5,531.28
	2,426	X	0.0000%	X	\$0.0000	=	\$0.00
	2,426	X	0.0000%	X	\$0.0000	=	\$0.00
<b>LUNCH:</b>	2,651	X	100.0000%	X	\$4.2500	=	\$11,266.75
	0	X	100.0000%	X	\$4.2500	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
<b>SUPPLEMENTS:</b>	177	X	100.0000%	X	\$1.1700	=	\$207.09
	0	X	100.0000%	X	\$1.1700	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00

	<b>5,254</b>		
		<b>TOTAL FEDERAL REIMBURSEMENT</b>	<b>\$17,005.12</b>

<b>CASH IN LIEU:</b>		LUNCHES X \$0.2950	<b>\$782.05</b>
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<b>TOTAL REIMBURSEMENT</b>			<b>\$17,787.17</b>
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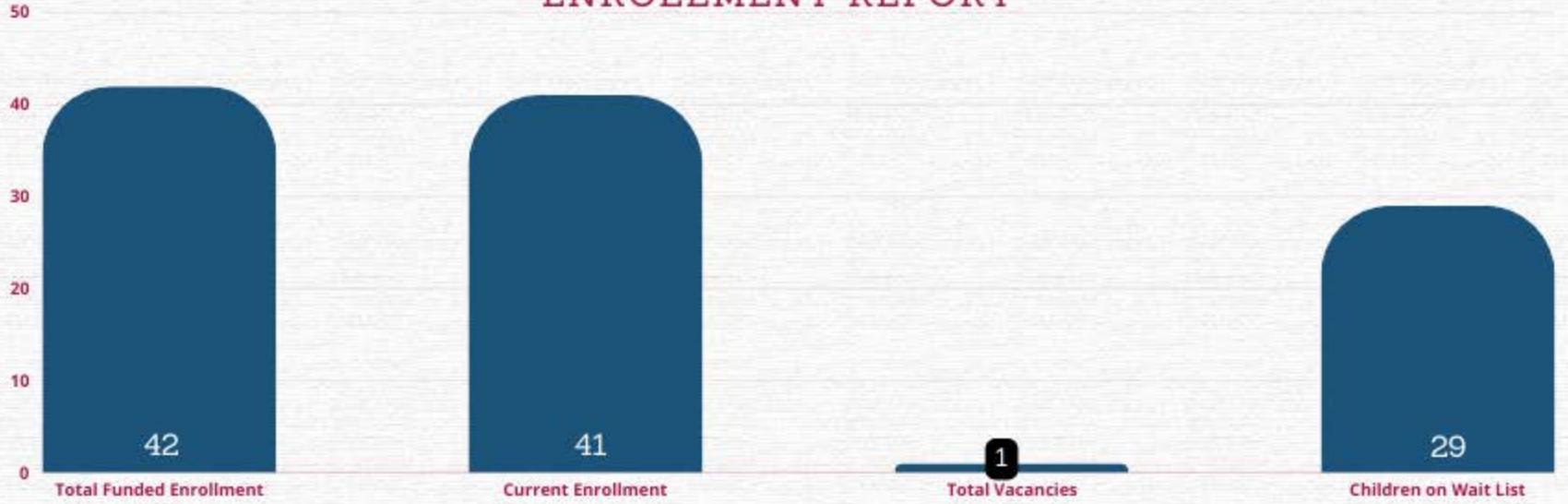
	Breakfast	Lunch	Snack	Total
RHS	448	2,651	177	3,276
CSPP	1,978	-	-	1,978
	2,426	2,651	177	5,254

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>	
TOTAL FEDERAL REIMBURSEMENT:	\$12,495.28	\$4,509.84	\$17,005.12	
CASH IN LIEU:	<u>\$782.05</u>	<u>\$0.00</u>	<u>\$782.05</u>	
	<b>\$13,277.33</b>	<b>\$4,509.84</b>	<b>\$17,787.17</b>	

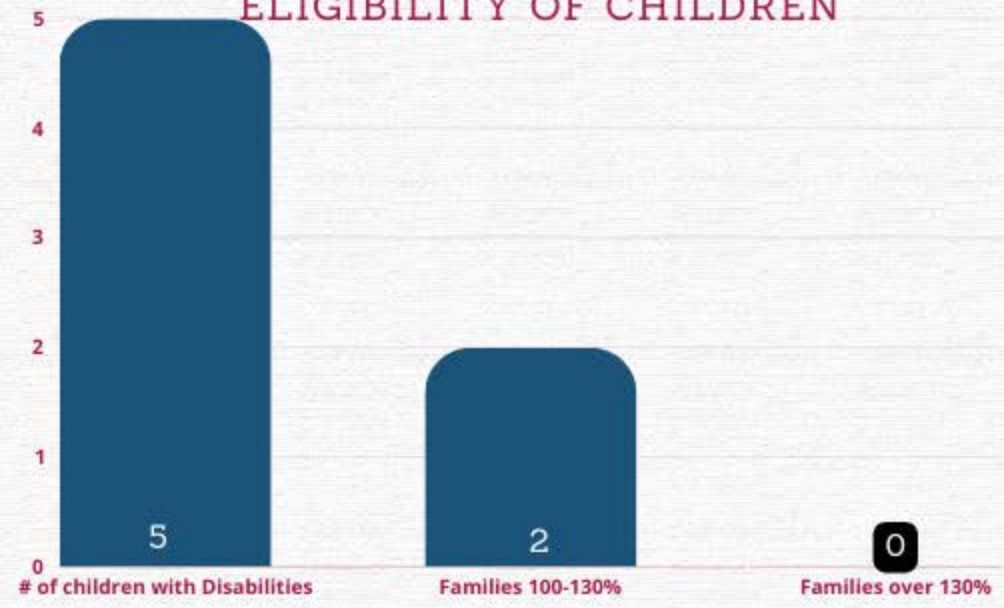


# Madera Early Head Start Monthly Enrollment Report May 2024

## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**MAY**

**Year**

**2024**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	158,104.00	251,909.29	23,686.14	275,595.43	(117,491.43)
A. Professional Services/Servicios Profesionales	-	0.00		-	0.00
B. Center Volunteers/Voluntarios en el Centro	155,652.00	251,909.29	23686.14	275,595.43	(119,943.43)
C. Other/Policy Council/Otro/Comité de Póliza	2,452.00	0.00		-	2,452.00
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	1,655.00	0.00		-	1,655.00
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	-	0.00		-	0.00
Transportation/ Transportación	-	0.00		-	0.00
<b>TOTAL IN-KIND</b>	<b>159,759.00</b>	<b>251,909.29</b>	<b>23,686.14</b>	<b>275,595.43</b>	<b>(115,836.43)</b>

		0.00			0.00
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<b>Grand Total</b>	<b>159,759.00</b>	<b>251,909.29</b>	<b>23,686.14</b>	<b>275,595.43</b>	<b>(115,836.43)</b>
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B. YTD In-Kind \$ 275,595.43

C. Percent Y-T-D In-Kind 172.51%

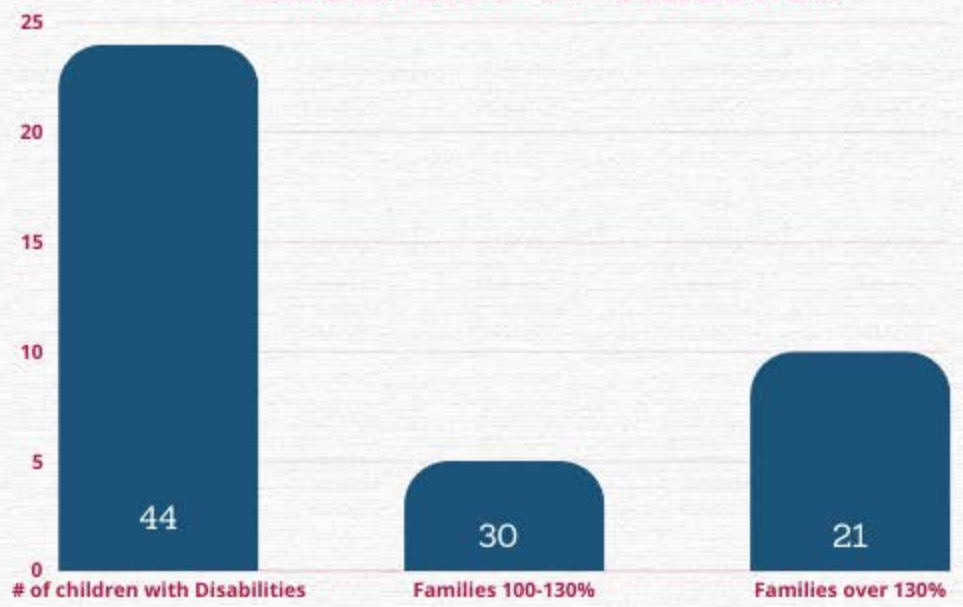


# Fresno Migrant Seasonal Head Start Monthly Enrollment Report May 2024

## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



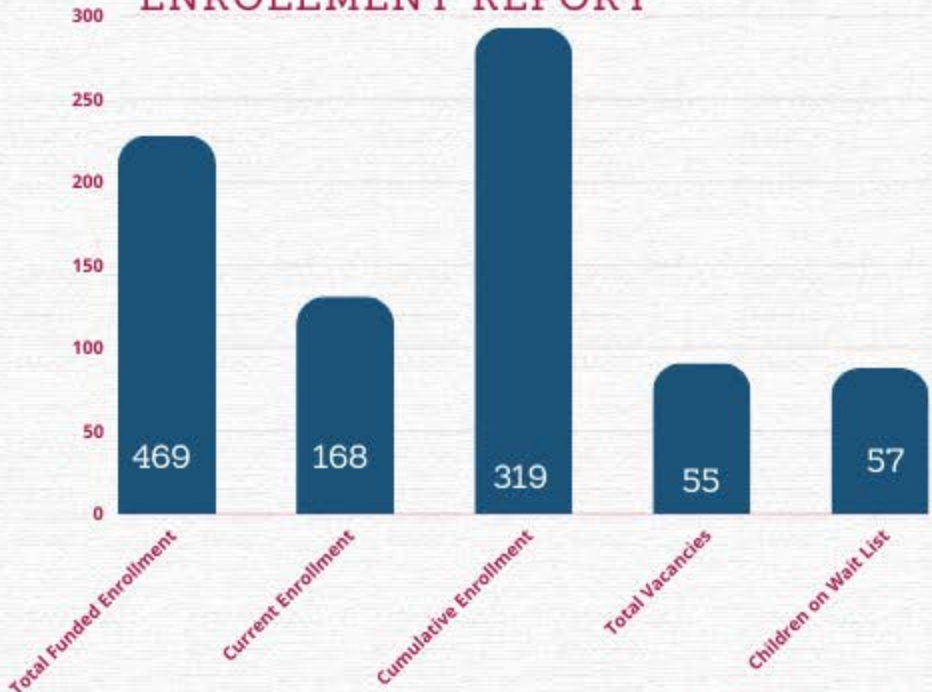
## ATTENDANCE REPORT



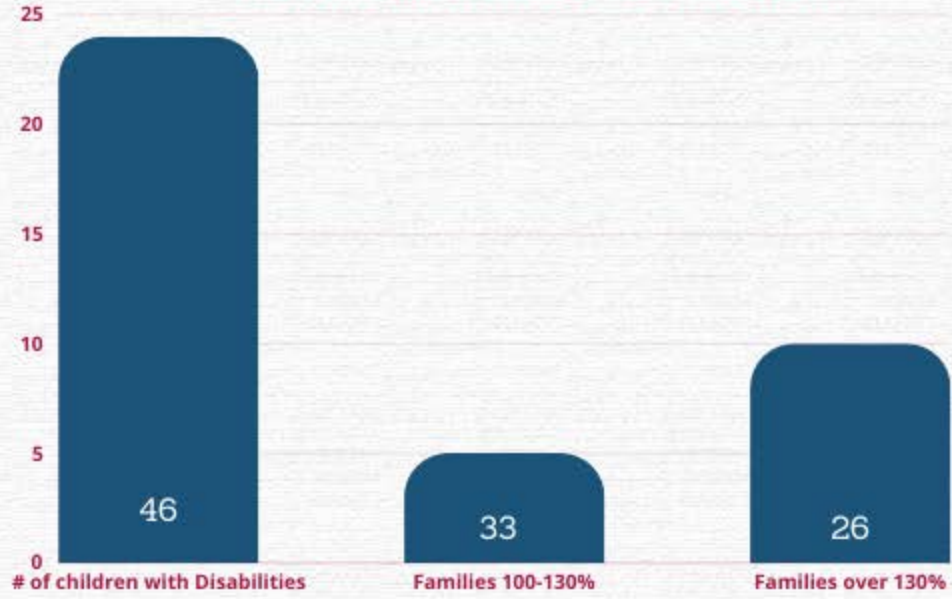


# Fresno Migrant Seasonal Head Start Monthly Enrollment Report June 2024

## ENROLLMENT REPORT



## DISABILITIES & ELIGIBILITY OF CHILDREN



## ATTENDANCE REPORT



## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**May**

**Year**

**2024**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	<b>630,885.00</b>	448,906.96	0.00	448,906.96	(181,978.04)
A. Professional Services	<b>0.00</b>	750.00		750.00	750.00
B. Center Volunteers	<b>630,885.00</b>	448,156.96		448,156.96	(182,728.04)
C. Policy Concl/Committee	<b>0.00</b>	0.00		0.00	0.00
OTHER - FOOD DONATION	<b>0.00</b>	0.00		0.00	0.00
DONATED SUPPLIES	<b>2,356.00</b>	0.00		0.00	(2,356.00)
DONATED EQUIPMENT	<b>0.00</b>	0.00		0.00	0.00
DONATED - SPACE	<b>0.00</b>	0.00		0.00	0.00
DONATED - RENT	<b>167,503.00</b>	111,668.64	<b>13,958.58</b>	125,627.22	(41,875.78)
TRANSPORTATION	<b>0.00</b>	0.00		0.00	0.00
<b>TOTAL IN-KIND</b>	<b>800,744.00</b>	560,575.60	<b>13,958.58</b>	574,534.18	<b>(226,209.82)</b>
C. State Match	<b>0.00</b>	0.00		0.00	0.00
<b>Grand Total</b>	<b>800,744.00</b>	560,575.60	13,958.58	574,534.18	<b>(226,209.82)</b>

A. Y-T-D In-Kind	574,534.18
B. Contracted In-Kind	800,744.00
C. Percent Y-T-D In-Kind	71.75%
D. Remaining	226,209.82

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

FREE MEALS	134
REDUCED	-
BASE	-
TOTAL	134

**PERCENTAGES:**

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

MEAL	#		%		RATE			
<b>BREAKFAST:</b>	105	X	100.0000%	X	\$2.2100	=	\$232.05	
<b>LUNCH:</b>	101	X	100.0000%	X	\$4.0300	=	\$407.03	
<b>SUPPLEMENTS:</b>	90	X	100.0000%	X	\$1.1800	=	\$106.20	
	<b>296</b>						<b>\$745.28</b>	
	TOTAL FEDERAL REIMBURSEMENT							\$745.28
<b>CASH IN LIEU:</b>					LUNCHES X \$0.3000		\$30.30	
<b>TOTAL REIMBURSEMENT</b>							<b>\$775.58</b>	





# Report to the Board of Directors

Agenda Item Number: D-10

Board of Directors Meeting for: July 11, 2024

Author: Jeannie Stapleton

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DATE: June 24, 2024

TO: Board of Directors

FROM: Ana Ibanez, Community Services Program Manager

SUBJECT: Monitoring visit of the Weatherization Program conducted June 17, 2024, through June 21, 2024.

**I. RECOMMENDATION:**

Review and approve the results of the Weatherization Program's monitoring visit.

**II. SUMMARY:**

A representative of ConSol Incorporated conducted an on-site monitoring visit June 17, 2024, through June 21, 2024. CSD has contracted with ConSol to perform on-site monitoring visits of homes that received the weatherization services provided by Merced County Community Action Agency (MCCAA). During each visit, client files were reviewed and then the home inspections were made to evaluate the weatherization work performed by MCCAA.

**III. DISCUSSION:**

A. During the visit 18 units were inspected, 14 standard units were selected, two enhanced units were inspected and two work in progress units. Some written comments from the ConSol inspector are below:

- Excellent knowledge, accuracy, feasibility and documentation of Combustion Appliance Safety tests performed.
- Excellent knowledge, accuracy, feasibility and documentation of Blower Door tests performed.
- Excellent knowledge, accuracy, feasibility and documentation of Duct Blast tests performed.
- Agency does an excellent job of organization, accuracy and completeness of files, including photographic documentation.

B. The inspector was pleased with the work that was inspected. All work reviewed met the standards.

**IV. FINANCING:**

None

**CSD COMPREHENSIVE INSPECTION REPORT (CIR) Ver3.29.23**

**Agency's Name**

CAP of Madera

**Agency Representative**

Ana Ibanez

**Title of Representative**

Community Services Program Manager

**Representative Phone Number**

559-675-5727

**ConSol Inspector / QCI certification #**

Geoff Cox BPI#5020580

**Primary Reason For Visit**

Regular Inspection

**CSD Representative's Name**

N/A

**CSD Representative Present**

No

**Additional Personnel Attending The Exit Interview**

Armando Valenzuela, Nicole Vulich & Maria Velazquez

**Inspection Dates**

**From**

**Thru**

06/17/24

06/19/24

**Exit Interview Date**

06/20/24

**Last Inspection Date**

**From**

**Thru**

10/17/22

10/21/22

**Inspection Results Totals**

	Standard	Enhanced	Re-Inspection	Total
<b>Total Units Inspected</b>	14	2	0	16
"Fail" Units	0	0	0	0
"Haz-Fail" Units	0	0	0	0
"Paper Fail" Units	1	0	0	1
"Remedied" Units	0	0	0	0
"File Review" Units	0			
"Fail" Measures	0	0	0	0
"Haz-Fail" Measures	0	0	0	0
"Paper Fail" Measures	1	0	0	1
"Remedied" Measures	0	0	0	0
"File Review" Measures	0			

**Single Family Units**

15

**Multi Family Units**

0

**Mobile Home Units**

1

**Total WIPS Completed**

0

**Assessment Stage WIPS**

0

**Weatherization Stage WIPS**

0

**Post Inspection Stage WIPS**

0

**Total # of Inspection During This Visit (QA + WIPS)**

16

**Training Referral**

No

**Subject of Training**

N/A

**Names of Individuals Referred for Training**

N/A

**Quality of Work Since Last Inspection**

About the Same



Agency's Name	Inspection Dates	
CAP of Madera	06/17/24	06/19/24
<b>CAS</b> - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed	Excellent knowledge, accuracy, feasibility and documentation of Combustion Appliance Safety tests performed.	
<b>Rating</b>		
Excellent (Exceeds Standards, Requires Field Note)		
<b>BLOWER DOOR</b> - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed	Excellent knowledge, accuracy, feasibility and documentation of Blower Door tests performed.	
<b>Rating</b>		
Excellent (Exceeds Standards, Requires Field Note)		
<b>DUCT BLAST</b> - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed	Excellent knowledge, accuracy, feasibility and documentation of Duct Blast tests performed.	
<b>Rating</b>		
Excellent (Exceeds Standards, Requires Field Note)		
<b>LOT FILES AND DOCUMENTATION</b> - Organization of documentation - Accuracy of documentation - Completeness of files	Equipment Calibration Logs Present and Complete?	Yes
	Agency does an excellent job of organization, accuracy & completeness of files, including photographic documentation.	
<b>Rating</b>		
Excellent (Exceeds Standards, Requires Field Note)		
<b>WORKMANSHIP</b> - General quality of work - Appropriate material selection - Customer Satisfaction	General quality of work, appropriate material selection and customer satisfaction exceeds standards.	
<b>Rating</b>		
Excellent (Exceeds Standards, Requires Field Note)		
<b>Agency's Name</b>	<b>Inspection Dates</b>	
CAP of Madera	06/17/24	06/19/24

**Subcontractors**

Vierra's A/C & Evolution Heating & Cooling

**Field Notes**

Item	Description
	DOE 2022 = 2, LIHEAP 2023 = 14 & 2 WIPS
	DOE 2022 & WIPS were inspected due to limited files for this visit.

<b>Inspector Signature</b>	<b>Date</b>	<b>Agency's Rep. Signature</b>	<b>Date</b>
	6/20/2024		6/20/24
<b>Agency's Name</b>	<b>Inspection Dates</b>		
CAP of Madera	06/17/24	06/19/24	

**Inspection Correction Transmittal**

This following pages list the units that have unresolved Fails. Fails are described on the Weatherization Inspection Reports (WIRs). After Fails are remedied, complete this form by filling in "Date Remedied" & "Authorized Signature" columns for each dwelling listed. **Note: File Review only lot files include observations only and do not require corrections. Refer to Section 4., below.**

**1. "Hazardous Fails" (HF):**


- Eliminate the immediate hazard within 18 hours of written notification, and completely resolve the Hazardous Fail within 5 working days of written notification. (Deadline for remedy is shown in the "HF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each HF, (b) complete the "Installer's Signature & Date" line, and (c) you must obtain the customer signature somewhere on the WIR to verify HFs have been remedied. This constitutes a "completed" WIR.
- Provide a photo and work order / invoice showing that the Hazardous failure has been remedied. This will constitute a completed CIR and can be submitted to CSD.



**2. "Non-Hazardous "Fails" (F) and "Paperwork Fails" (PF) for which a physical remedy is \*feasible" :**

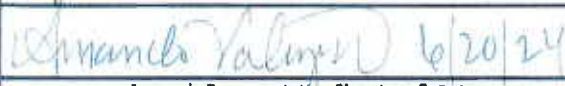

- Remedy within 20 working days of written notification. (Deadline for remedy is shown in "F/PF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each unit, and (b) complete the "Installer's/Contractor's Signature & Date" line. This constitutes a "completed" WIR (a client signature is not required for Fs and PFs.)
- Non Hazardous failures, provide photos and invoice showing that the failure was remedied. Paper failures, please identify on the WIR what measure was corrected or for "missing permit" paper failures provide the permit. Billing paper failures, please provide the corrected EARS report and or credit memos showing that the billing has been adjusted. This will constitute a completed CIR and can be submitted to CSD.

**3. When corrections to all Fails have been made:**

- Fax Or Email completed CIR, WIRs & questions to:
  - Email: anegd@consol.org
  - Attn: Phone: (925) 580-7275
  - Include only WIRs for jobs listed on this CIR

Last Name & First Initial Street Address and City	# Of Corrections By Type			Date Notified	Remedy By Date		Date Remedied		Authorized Signature
	HF	F	PF		HF	F/PF*	H	F/PF*	
J Navarrette 28928 Ave 13 1/2 Madera			1	06/17/24		07/17/24			
<b>Name of Person Receiving the CIR</b>				<b>Signature</b>			<b>Date</b>		
Armando Valenzuela							6/20/24		
<b>Continuation Page Present:</b>					No	<b>Page 1 of 1</b>			
<b>Agency's Name</b>				<b>Inspection Dates</b>					
CAP of Madera				06/17/24			06/19/24		

CSD DOE Priority List/Energy Audit Inspection Report 07.09.19			
Agency Name:	CAP of Madera	Agency Job#:	1044 & 6637
Agency Contact:	Armando Valenzuela	Climate Zone:	13
Client Name:	M Bacillo		
<b>*** "NO" answers will require a note/action item ***</b>			
	QUESTION	ANSWER	NOTES/ ACTION ITEMS
1	Was Mechanical Ventilation assessed as required?	Yes	
2	If MV was not installed, did non-feasibility comply with policy requirements?	N/A	
3	Was a Post-Weatherization Inspection conducted?	Yes	
4	Was the Post-Wx Inspection conducted properly?	Yes	
5	Name of Post Inspector:		Ber Xiong #5065375
6	Was the Post-Wx conducted by a QCI Certified Inspector?	Yes	
7	Is the Priority List (CSD Form 710) or an approved Energy Audit in the Client File or electronically available?	Yes	
8	Did Contractor utilize 1) Priority List or 2) Energy Audit or both? <b>In Notes List Type (Priority, Audit, or both)</b>		Both
9	If Energy Audit was conducted, did Audit comply with policy requirements?	Yes	
10	Does the Priority List Identify the correct Climate Zone and type of the unit weatherized?	Yes	
11	Were all DOE Priority List or Energy Audit measures with the highest SIRs installed in SIR order (highest to lowest)?	Yes	
12	If any DOE Priority List or Energy Audit measures with higher SIRs were skipped, was there adequate written justification?	N/A	
13	If client refused any Priority List or Energy Audit measure, did the agency stop installing any lower SIR measures below the initially refused measure?	N/A	
14	If any Priority List or Energy Audit measure were not feasible, is the nonfeasibility justification documented in the Client File?	Yes	
15	Did all measures installed and billed to DOE have an SIR of 1.0 or higher?	Yes	
			
Agency's Representative Signature & Date		6/17/2024 QA Inspector's Signature & Date	

CSD DOE Priority List/Energy Audit Inspection Report 07.09.19			
Agency Name:	CAP of Madera	Agency Job#:	1044 & 6637
Agency Contact:	Armando Valenzuela	Climate Zone:	13
Client Name:	M Salas		
<b>*** "NO" answers will require a note/action item ***</b>			
QUESTION	ANSWER	NOTES/ ACTION ITEMS	
1 Was Mechanical Ventilation assessed as required?	Yes		
2 If MV was not installed, did non-feasibility comply with policy requirements?	N/A		
3 Was a Post-Weatherization Inspection conducted?	Yes		
4 Was the Post-Wx Inspection conducted properly?	Yes		
5 Name of Post Inspector:		Richard Cervantes #5065376	
6 Was the Post-Wx conducted by a QCI Certified Inspector?	Yes		
7 Is the Priority List (CSD Form 710) or an approved Energy Audit in the Client File or electronically available?	Yes		
8 Did Contractor utilize 1) Priority List or 2) Energy Audit or both? <i>In Notes List Type (Priority, Audit, or both)</i>		Both	
9 If Energy Audit was conducted, did Audit comply with policy requirements?	Yes		
10 Does the Priority List identify the correct Climate Zone and type of the unit weatherized?	Yes		
11 Were all DOE Priority List or Energy Audit measures with the highest SIRs installed in SIR order (highest to lowest)?	Yes		
12 If any DOE Priority List or Energy Audit measures with higher SIRs were skipped, was there adequate written justification?	N/A		
13 If client refused any Priority List or Energy Audit measure, did the agency stop installing any lower SIR measures below the initially refused measure?	N/A		
14 If any Priority List or Energy Audit measure were not feasible, is the nonfeasibility justification documented in the Client File?	Yes		
15 Did all measures installed and billed to DOE have an SIR of 1.0 or higher?	Yes		
 Armando Valenzuela 6/20/24		 6/17/2024	
Agency's Representative Signature & Date		QA Inspector's Signature & Date	

**CSD COMPREHENSIVE INSPECTION REPORT (CIR) Ver 03.18.2024**

**Agency's Name**

CAP of Madera

**Agency Representative**

Ana Ibanez

**Title of Representative**

Community Services Program Manager

**Representative Phone Number**

559-675-5727

**ConSol Inspector / QCI certification #**

Geoff Cox BPI#5020580

**Primary Reason For Visit**

Regular Inspection

**CSD Representative's Name**

N/A

**CSD Representative Present**

No

**Additional Personnel Attending The Exit Interview**

Armando Valenzuela, Nicole Vulich & Maria Velazquez

**Inspection Dates**

**From**

**Thru**

06/17/24

06/19/24

**Exit Interview Date**

06/20/24

**Last Inspection Date**

**From**

**Thru**

10/17/22

10/21/22

**Inspection Results Totals**

	Standard	Enhanced	Re-Inspection	Total
<b>Total Units Inspected</b>	0	0	0	0
<b>"Fail" Units</b>	0	0	0	0
<b>"Haz-Fail" Units</b>	0	0	0	0
<b>"Paper Fail" Units</b>	0	0	0	0
<b>"Remedied" Units</b>	0	0	0	0
<b>"File Review" Units</b>	0			
<b>"Fail" Measures</b>	0	0	0	0
<b>"Haz-Fail" Measures</b>	0	0	0	0
<b>"Paper Fail" Measures</b>	0	0	0	0
<b>"Remedied" Measures</b>	0	0	0	0

**Single Family Units**

0

**Multi Family Units**

0

**Mobile Home Units**

0

**Total WIPS Completed**

2

**Assessment Stage WIPS**

0

**Weatherization Stage WIPS**

2

**Post Inspection Stage WIPS**

0

**Total # of Inspection During This Visit (QA + WIPS)**

2

**Training Referral**

No

**Subject of Training**

N/A

**Names of Individuals Referred for Training**

N/A

**Quality of Work Since Last Inspection**

About the Same





Agency's Name	Inspection Dates	
<b>CAS</b> - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed	Excellent knowledge, accuracy, feasibility and documentation of Combustion Appliance Safety tests performed.	
<b>Rating</b>		
Excellent (Exceeds Standards, Requires Field Note)		
<b>BLOWER DOOR</b> - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed	Excellent knowledge, accuracy, feasibility and documentation of Blower Door tests performed.	
<b>Rating</b>		
Excellent (Exceeds Standards, Requires Field Note)		
<b>DUCT BLAST</b> - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed	Excellent knowledge, accuracy, feasibility and documentation of Duct Blast tests performed.	
<b>Rating</b>		
Excellent (Exceeds Standards, Requires Field Note)		
<b>LOT FILES AND DOCUMENTATION</b> - Organization of documentation - Accuracy of documentation - Completeness of files	Equipment Calibration Logs Present and Complete?	Yes
<b>Rating</b>	Agency does an excellent job of organization, accuracy & completeness of files, including photographic documentation.	
Excellent (Exceeds Standards, Requires Field Note)		
<b>WORKMANSHIP</b> - General quality of work - Appropriate material selection - Customer Satisfaction	General quality of work, appropriate material selection and customer satisfaction exceeds standards.	
<b>Rating</b>		
Excellent (Exceeds Standards, Requires Field Note)		
<b>Agency's Name</b>	<b>Inspection Dates</b>	
CAP of Madera	06/17/24	06/19/24

**Subcontractors**

Vierra's A/C & Evolution Heating & Cooling

**Field Notes**

Item	Description
	DOE 2022 = 2, LIHEAP 2023 = 14 & 2 WIPS
	DOE 2022 & WIPS were inspected due to limited files for this visit.

Inspector Signature	Date	Agency's Rep. Signature	Date
	6/20/2024		6/20/24
<b>Agency's Name</b>	<b>Inspection Dates</b>		
CAP of Madera	06/17/24	06/19/24	

**Inspection Correction Transmittal**

This following pages list the units that have unresolved Fails. Fails are described on the Weatherization Inspection Reports (WIRs). After Fails are remedied, complete this form by filling in "Date Remedied" & "Authorized Signature" columns for each dwelling listed. **Note: File Review only lot files include observations only and do not require corrections. Refer to Section 4., below.**

**1. "Hazardous Fails" (HF):**

- Eliminate the immediate hazard within 18 hours of written notification, and completely resolve the Hazardous Fail within 5 working days of written notification. (Deadline for remedy is shown in the "HF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each HF, (b) complete the "Installer's Signature & Date" line, and (c) you must obtain the customer signature somewhere on the WIR to verify HF's have been remedied. This constitutes a "completed" WIR.
- Provide a photo and work order / invoice showing that the Hazardous failure has been remedied. This will constitute a completed CIR and can be submitted to CSD.

**2. "Non-Hazardous "Fails" (F) and "Paperwork Fails" (PF) for which a physical remedy is \*feasible\* :**

- Remedy within 20 working days of written notification. (Deadline for remedy is shown in "F/PF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each unit, and (b) complete the "Installer's/Contractor's Signature & Date" line. This constitutes a "completed" WIR (a client signature is not required for Fs and PFs.)
- Non Hazardous failures, provide photos and invoice showing that the failure was remedied. Paper failures, please identify on the WIR what measure was corrected or for "missing permit" paper failures provide the permit. Billing paper failures, please provide the corrected EARS report and or credit memos showing that the billing has been adjusted. This will constitute a completed CIR and can be submitted to CSD.

**3. When corrections to all Fails have been made:**

- Email completed CIR, WIRs, Correction Documentation and questions to:
  - Email: [Weatherization@CSD.CA.GOV](mailto:Weatherization@CSD.CA.GOV)
  - Attn: QA ICT Corrections
  - Include only WIRs and Inspection Correction Documentation for jobs listed on this ICT.

Last Name & First Initial Street Address and City	# Of Corrections By Type			Date Notified	Remedy By Date		Date Remedied		Authorized Signature
	HF	F	PF		HF	F/PF*	H	F/PF*	
<b>Name of Person Receiving the CIR</b>				<b>Signature</b>			<b>Date</b>		
Domingo Valenzuela				Domingo Valenzuela			6/20/24		
<b>Continuation Page Present:</b>					<b>No</b>	<b>Page</b>	<b>1 of</b>	<b>1</b>	
<b>Agency's Name</b>				<b>Inspection Dates</b>					
CAP of Madera				06/17/24			06/19/24		

Ver 03.18.2024 State of California Department of CSD <b>WORK IN PROGRESS REPORT (WIPR)</b>	<b>Agency Name</b>	CAP of Madera	<b>Agency Job #</b>	
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<b>Assessment Type:</b> Other	<b>1st Inspection Date:</b> 6/18/24
<b>Inspection Stage:</b> Weatherization	<b>Re-Inspection Date:</b>

Salinas	Mary	210-488-4924
<b>Client's Last Name</b>	<b>First Name</b>	<b>Phone Number</b>

RESIDENCE/UNIT INFORMATION				
800 Bloker St		Madera	CA	93638
<b>Address (# and Street)</b>	<b>Unit #</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Housing Type:</b> Single Family Home		<b>Housing Area:</b> Urban		
<b>Funding Source:</b> LIHEAP '24				

LEAD SAFE WEATHERIZATION	
<b>A. Is the home Pre-1978?</b>	Yes
<b>B. EPA Requirements Implemented Correctly?</b>	Yes

MEASURES	Assessed	Feasible	Paperwork	Workmanship	Procedures
CAS Testing					
Blower Door					
Duct Blast					
Window Replace	Yes	Yes	Correct	Acceptable	Properly Performed
Attic Ventilation (LH Only)	Yes	Yes	Correct	Acceptable	Properly Performed
Carbon Monoxide Alarm	Yes	Yes	Correct	Acceptable	Properly Performed
Smoke Alarm	Yes	Yes	Correct	Acceptable	Properly Performed

ASSESSMENT	
<b>Name of Assessor(s):</b> Tony Cervantes	
<b>Was Mechanical Ventilation Assessed As Required?:</b> Yes	
All measures were assessed for and any needed comments were noted in the file.	

DOE PRIORITY LIST/ AUDIT	

PAPERWORK	
All the required forms were included in the file and were being filled out.	

WORKMANSHIP	
<b>Post Inspector's name:</b>	
<b>Name of Crew Members:</b> Keng Xiong & Christian Basave	
The workmanship was good and the measures are being installed per program policies and procedures.	

AGENCY FOLLOW UP	

<b>Agency signature only acknowledges receipt of information</b>	<b>QA Inspector's signature required on all forms</b>
 6/20/24	 6/18/2024
<b>Agency Signature &amp; Date</b>	<b>QA Signature &amp; Date</b>

Ver 03.18.2024 State of California Department of CSD <b>WORK IN PROGRESS REPORT (WIPR)</b>	<b>Agency Name</b> CAP of Madera	<b>Agency Job #</b>
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<b>Assessment Type:</b> Other	<b>1st Inspection Date:</b> 6/18/24
<b>Inspection Stage:</b> Weatherization	<b>Re-Inspection Date:</b>

Martinez	Ramon	559-661-7570
<b>Client's Last Name</b>	<b>First Name</b>	<b>Phone Number</b>

RESIDENCE/UNIT INFORMATION					
28557 Pacific Dr		Madera	CA	93638	
<b>Address (# and Street)</b>	<b>Unit #</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Housing Type:</b> Single Family Home	<b>Housing Area:</b> Urban				
<b>Funding Source:</b> LIHEAP '24					

LEAD SAFE WEATHERIZATION	
<b>A. Is the home Pre-1978?</b>	No
<b>B. EPA Requirements Implemented Correctly?</b>	Yes

MEASURES	Assessed	Feasible	Paperwork	Workmanship	Procedures
CAS Testing	Yes	Yes	Correct	Acceptable	Properly Performed
Blower Door					
Duct Blast					
Door Repair Exterior (LH Only)	Yes	Yes	Correct	Acceptable	Properly Performed



ASSESSMENT	
<b>Name of Assessor(s):</b> Sergio Fuentes	
<b>Was Mechanical Ventilation Assessed As Required?:</b> Yes	
All measures were assessed for and any needed comments were noted in the file.	

DOE PRIORITY LIST/ AUDIT	

PAPERWORK	
All the required forms were included in the file and were being filled out.	

WORKMANSHIP	
<b>Post Inspector's name:</b>	
<b>Name of Crew Members:</b> Richard Cruz & Lukas Pierini	
The workmanship was good and the measures are being installed per program policies and procedures.	

AGENCY FOLLOW UP	

<b>Agency signature only acknowledges receipt of information</b>	<b>QA Inspector's signature required on all forms</b>
 6/20/24	 6/18/2024
<b>Agency Signature &amp; Date</b>	<b>QA Signature &amp; Date</b>

Ver 03.29.23 State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)		Agency Name CAP of Madera	Agency Job # 1044 & 6637
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Assessment Type: Priority List + Audit	1st Inspection Date: 6/17/24
Inspection Type: Enhanced	Re-Inspection Date:

Baciliso	Malagon	559-330-4435
Client's Last Name	First Name	Phone Number

RESIDENCE/UNIT INFORMATION				
29050 Ave 16		Madera	CA	93636
Address (# and Street)	Unit #	City	State	Zip Code
Housing Type: Single Family Home		Housing Area: Urban		
Funding Source: LIHEAP '24		WX Completion Date: 1/16/24		
Name of Assessor: Tony Cervantes		Date of Assessment: 6/8/23		
Is Assessment Form on File? Yes	Was the Assesment Form Completed Correctly? (If no, requires field note)			Yes
Name of Post Inspector / QCI Cert. #: Ber Xiong #5065375	Date of Post Inspection: 1/29/24			
Is Post Inspection Form on File? Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note)			Yes
Was MV Assessed As Required?: Yes	Were MV Assessment Forms Completed Correctly? (If no, requires field note)			Yes



LEAD SAFE WEATHERIZATION	
A. Is the home pre-1978? No	B. Were EPA RRP Forms Completed Correctly? (If no, requires field note) Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	Yes	1	1									LIHEAP '24
2. Blower Door	Yes	Yes	1	1									LIHEAP '24
3. Duct Blast	Yes	Yes	1	1									LIHEAP '24
53. Heating Replacement Package (Dual Pack)			1	1									ECIP '24
89. Permits			1	1									LIHEAP '24
10. Cooking Appliance Repair - Gas			1	1									LIHEAP '24
115. Water Heater Repair/ Gas			1	1									LIHEAP '24
61. Insulation Ceiling Batt R-20-30			1	1									LIHEAP '24
28. Door Repair Exterior			2	1									LIHEAP '24
4. Air Filters AC			1	1									LIHEAP '24
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '24
74. LED Hard-Wired Lights Exterior - Security Ligh			3	1									LIHEAP '24
78. LED Nightlights			6	1									LIHEAP '24
80. LEDs (Thread Based)			6	1									LIHEAP '24
81. Limited Home Repair			1	1									LIHEAP '24
8. Ceiling Fans			2	1									LIHEAP '24
106. Thermostatic Low Flower Showerhead TSV C			2	1									LIHEAP '24
86. Mechanical Ventilation - exhaust System			1	1									LIHEAP '24
35. Faucet Aerator			3	1									DOE '22
<b>TOTALS</b>				19	0	0	0	0	0	0	0		

SUBCONTRACTORS	
Vierra's Air Conditioning	

NOTES	
IR	CP gaskets & damper.
LHR	Cover plate.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
	6/17/24		6/17/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.29.23 State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)		Agency Name CAP of Madera	Agency Job # 971
Assessment Type: Other	1st Inspection Date: 5/17/24		
Inspection Type: Standard	Re-Inspection Date:		

Rios	Martha	559-718-6194
Client's Last Name	First Name	Phone Number

RESIDENCE/UNIT INFORMATION				
1203 Avila Way		Madera	CA	93638
Address (# and Street)	Unit #	City	State	Zip Code
Housing Type: Single Family Home	Housing Area: Urban			
Funding Source: LIHEAP '23	WX Completion Date: 1/11/23			
Name of Assessor: Tony Cervantes	Date of Assessment: 10/31/22			
Is Assessment Form on File? Yes	Was the Assesment Form Completed Correctly? (If no, requires field note)			Yes
Name of Post Inspector / QCI Cert. # Ber Xiong	Date of Post Inspection: 2/28/23			
Is Post Inspection Form on File? Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note)			Yes
Was MV Assessed As Required?: Yes	Were MV Assessment Forms Completed Correctly" (If no, requires field note)			Yes

LEAD SAFE WEATHERIZATION			
A. Is the home pre-1978? No	B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)		Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '23
2. Blower Door	Yes	No	1	1									LIHEAP '23
3. Duct Blast	Yes	No	1	1									LIHEAP '23
89. Permits			2	1									LIHEAP '23
7. Carbon Monoxide Alarm			2	1									LIHEAP '23
119. Water Heater Replace/ Gas			1	1									LIHEAP '23
28. Door Repair Exterior			1	1									LIHEAP '23
32. Duct Repair and Replacement			1	1									LIHEAP '23
4. Air Filters AC			1	1									LIHEAP '23
35. Faucet Aerator			1	1									LIHEAP '23
58. infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
78. LED Nightlights			5	1									LIHEAP '23
80. LEDs (Thread Based)			6	1									LIHEAP '23
91. Refrigerator Replacement 19 cu. Ft.			1	1									LIHEAP '23
34. Exterior Water Pipe Wrap			1	1									LIHEAP '23
8. Ceiling Fans			2	1									LIHEAP '23
86. Mechanical Ventilation - exhaust System			1	1									LIHEAP '23
<b>TOTALS</b>				17	0	0	0	0	0	0	0	0	

SUBCONTRACTORS	

NOTES	
IR	Glass replace.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form	QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)
<i>Armando Valero</i> Agency Signature	<i>[Signature]</i> Inspector Signature
6/20/24 Date	6/18/2024 Date

Ver 03.29.23 State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)		Agency Name CAP of Madera	Agency Job # 983
Assessment Type: Other	1st Inspection Date: 6/17/24		
Inspection Type: Standard	Re-Inspection Date:		

Client's Last Name Pulido	First Name Angelina	Phone Number 559-479-0861
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RESIDENCE/UNIT INFORMATION				
Address (# and Street) 226 E Central Ave	Unit #	City Madera	State CA	Zip Code 93638
Housing Type: SF unit (2-4plex)	Housing Area: Urban			
Funding Source: LIHEAP '23	WX Completion Date: 3/7/23			
Name of Assessor: Chongge Moua	Date of Assessment: 11/15/22			
Is Assessment Form on File? Yes	Was the Assessment Form Completed Correctly? (If no, requires field note)			Yes
Name of Post Inspector / QCI Cert. # Ber Xiong	Date of Post Inspection: 3/21/23			
Is Post Inspection Form on File? Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note)			Yes
Was MV Assessed As Required?: N/A	Were MV Assessment Forms Completed Correctly" (If no, requires field note)			N/A

LEAD SAFE WEATHERIZATION			
A. Is the home pre-1978? Yes	B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)		Yes



Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testin	Yes	No	1	1									LIHEAP '23
2. Blower Door	No	No											LIHEAP '23
3. Duct Blast	Yes	No	1	1									LIHEAP '23
7. Carbon Monoxide Alarm			1	1									LIHEAP '23
93. Smoke Alarm			2	1									LIHEAP '23
115. Water Heater Repair/ Gas			1	1									LIHEAP '23
28. Door Repair Exterior			1	1									LIHEAP '23
29. Door Replace Exterior			1	1									LIHEAP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
78. LED Nightlights			3	1									LIHEAP '23
80. LEDs (Thread Based)			3	1									LIHEAP '23
81. Limited Home Repair			1	1									LIHEAP '23
88. Microwave			1	1									LIHEAP '23
8. Ceiling Fans			1	1									LIHEAP '23
181. Clothes Dryer Replacement - Electric, ≥ 7.3 cu			1	1									LIHEAP '23
<b>TOTALS</b>				14	0	0	0	0	0	0	0	0	

**SUBCONTRACTORS**

**NOTES**

IR	Stucco patch.
LHR	Dryer venting.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form	QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)
 Agency Signature	 Inspector Signature
6/20/24 Date	6/17/2024 Date



Ver 03.29.23 State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)	Agency Name CAP of Madera	Agency Job # 994
Assessment Type: Other	1st Inspection Date:	6/17/24
Inspection Type: Standard	Re-Inspection Date:	

Tyler	Pamela	559-232-5646
Client's Last Name	First Name	Phone Number

<b>RESIDENCE/UNIT INFORMATION</b>			
816 S B St	Madera	CA	93638
Address (# and Street)	Unit #	City	State
816 S B St		Madera	CA

Address (# and Street)	Unit #	City	State	Zip Code
816 S B St		Madera	CA	93638

Housing Type: Single Family Home	Housing Area: Urban
Funding Source: LIHEAP '23	WX Completion Date: 4/27/23
Name of Assessor: Chongge Moua	Date of Assessment: 1/25/23
Is Assessment Form on File? Yes	Was the Assesment Form Completed Correctly? (If no, requires field note) Yes
Name of Post Inspector / QCI Cert. #: Ber Xiong	Date of Post Inspection: 6/20/23
Is Post Inspection Form on File? Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note) Yes
Was MV Assessed As Required?: N/A	Were MV Assessment Forms Completed Correctly" (If no, requires field note) N/A

<b>LEAD SAFE WEATHERIZATION</b>			
A. Is the home pre-1978? Yes	B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)		Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '23
2. Blower Door	No	No											LIHEAP '23
3. Duct Blast	Yes	No	1	1									LIHEAP '23
7. Carbon Monoxide Alarm			2	1									LIHEAP '23
98. Smoke Alarm			3	1									LIHEAP '23
115. Water Heater Repair/ Gas			1	1									LIHEAP '23
6. Attic Ventilation			1	1									LIHEAP '23
28. Door Repair Exterior			1	1									LIHEAP '23
29. Door Replace Exterior			1	1									LIHEAP '23
35. Faucet Aerator			1	1									LIHEAP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
78. LED Nightlights			2	1									LIHEAP '23
80. LEDs (Thread Based)			12	1									LIHEAP '23
88. Microwave			1	1									LIHEAP '23
34. Exterior Water Pipe Wrap			1	1									LIHEAP '23
<b>TOTALS</b>				14	0	0	0	0	0	0	0	0	

**SUBCONTRACTORS**

**NOTES**

IR	WS door

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form	QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)
Date: 6/20/24	Date: 6/18/2024

<b>Ver 03.29.23</b> State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)		<b>Agency Name</b> CAP of Madera	<b>Agency Job #</b> 973
<b>Assessment Type:</b> Other	<b>1st Inspection Date:</b> 6/17/24		
<b>Inspection Type:</b> Standard	<b>Re-Inspection Date:</b>		

<b>Client's Last Name</b> Fernandez	<b>First Name</b> Maria	<b>Phone Number</b> 559-645-8308
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RESIDENCE/UNIT INFORMATION				
<b>Address (# and Street)</b> 1138 Seneca Dr	<b>Unit #</b>	<b>City</b> Madera	<b>State</b> CA	<b>Zip Code</b> 93637
<b>Housing Type:</b> Single Family Home	<b>Housing Area:</b> Urban			
<b>Funding Source:</b> LIHEAP '23	<b>WX Completion Date:</b> 2/9/23			
<b>Name of Assessor:</b> Tony Cervantes	<b>Date of Assessment:</b> 9/8/22			
<b>Is Assessment Form on File?</b> Yes	<b>Was the Assesment Form Completed Correctly? (If no, requires field note)</b> Yes			
<b>Name of Post Inspector / QCI Cert. #</b> Ber Xiong	<b>Date of Post Inspection:</b> 2/23/23			
<b>Is Post Inspection Form on File?</b> Yes	<b>Was the Post Inspection Form Completed Correctly? (If no, requires field note)</b> Yes			
<b>Was MV Assessed As Required?:</b> No	<b>Were MV Assessment Forms Completed Correctly" (If no, requires field note)</b> Yes			

LEAD SAFE WEATHERIZATION				
<b>A. Is the home pre-1978?</b> No		<b>B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)</b> Yes		

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									ECIP '23
2. Blower Door	Yes	No	1	1									LIHEAP '23
3. Duct Blast	Yes	No	1	1									ECIP '23
89. Permits			2	1									ECIP '23
7. Carbon Monoxide Alarm			1	1									ECIP '23
98. Smoke Alarm			4	1									ECIP '23
53. Heating Replacement Package (Dual Pack)			1	1									ECIP '23
119. Water Heater Replace/ Gas			1	1									LIHEAP '23
28. Door Repair Exterior			1	1									LIHEAP '23
4. Air Filters AC			1	1									LIHEAP '23
79. LED Torchiere Lamp			2	1									LIHEAP '23
35. Faucet Aerator			2	1									LIHEAP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
73. LED Hard-Wired Lights Exterior - Porch Light			2	1									LIHEAP '23
74. LED Hard-Wired Lights Exterior - Security Light			1	1									LIHEAP '23
78. LED Nightlights			4	1									LIHEAP '23
80. LEDs (Thread Based)			24	1									LIHEAP '23
34. Exterior Water Pipe Wrap			1	1									LIHEAP '23
<b>TOTALS</b>				18	0	0	0	0	0	0	0		

SUBCONTRACTORS	
Vierra's A/C	

NOTES	
IR	WS door.

<b>Agency Signature is Required Only if an Observation or Failure is Recorded on this Form</b>		<b>QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)</b>	
<i>Shirlando Salazar</i>	6/20/24	<i>[Signature]</i>	6/18/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.29.23 State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)	Agency Name CAP of Madera	Agency Job # 974
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Assessment Type: Other	1st Inspection Date: 6/17/24
Inspection Type: Standard	Re-Inspection Date:

Client's Last Name: Reyes	First Name: Esmeralda	Phone Number: 559-536-5840
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RESIDENCE/UNIT INFORMATION				
Address (# and Street): 725 Austin St	Unit #:	City: Madera	State: CA	Zip Code: 93638
Housing Type: Single Family Home	Housing Area: Urban	Funding Source: LIHEAP '23	WX Completion Date: 2/23/23	
Name of Assessor: Sergio Fuentes	Date of Assessment: 1/13/23	Is Assessment Form on File? Yes	Was the Assessment Form Completed Correctly? (If no, requires field note) Yes	
Name of Post Inspector / QCI Cert. #: Ber Xiong	Date of Post Inspection: 3/7/23	Is Post Inspection Form on File? Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note) Yes	
Was MV Assessed As Required?: N/A	Were MV Assessment Forms Completed Correctly? (If no, requires field note) N/A			

LEAD SAFE WEATHERIZATION			
A. Is the home pre-1978? Yes	B. Were EPA RRP Forms Completed Correctly? (If no, requires field note) Yes		



Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '23
2. Blower Door	No	No											LIHEAP '23
3. Duct Blast	Yes	No	1	1									LIHEAP '23
7. Carbon Monoxide Alarm			1	1									LIHEAP '23
98. Smoke Alarm			4	1									LIHEAP '23
115. Water Heater Repair/ Gas			1	1									LIHEAP '23
28. Door Repair Exterior			4	1									LIHEAP '23
4. Air Filters AC			1	1									LIHEAP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
74. LED Hard-Wired Lights Exterior - Security Ligh			2	1									LIHEAP '23
78. LED Nightlights			7	1									LIHEAP '23
80. LEDs (Thread Based)			13	1									LIHEAP '23
<b>TOTALS</b>				11	0	0	0	0	0	0	0	0	

**SUBCONTRACTORS**

**NOTES**

IR	WS doors, wall patch & caulking.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form	QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)
	
Agency Signature: Sergio Fuentes	Inspector Signature: Ber Xiong
Date: 6/20/24	Date: 6/17/2024

Ver 03.29.23 State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)		Agency Name	CAP of Madera	Agency Job #	975
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Assessment Type: Other	1st Inspection Date: 6/17/24
Inspection Type: Standard	Re-Inspection Date:

Bothwell	Sharon	559-499-7811
Client's Last Name	First Name	Phone Number

RESIDENCE/UNIT INFORMATION				
8701 N Hwy 41	44	Madera	CA	93638
Address (# and Street)	Unit #	City	State	Zip Code
Housing Type: Mobile Home	Housing Area: Urban			
Funding Source: LIHEAP '23	WX Completion Date: 1/18/23			
Name of Assessor: Sergio Fuentes	Date of Assessment: 10/13/22			
Is Assessment Form on File? Yes	Was the Assesment Form Completed Correctly? (If no, requires field note)			Yes
Name of Post Inspector / QCI Cert. # Ber Xiong	Date of Post Inspection: 3/1/23			
Is Post Inspection Form on File? Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note)			Yes
Was MV Assessed As Required?: N/A	Were MV Assessment Forms Completed Correctly" (If no, requires field note)			N/A

LEAD SAFE WEATHERIZATION	
A. Is the home pre-1978?	No
B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testin g	Yes	No	1	1									LIHEAP '23
2. Blower Door	No	No											LIHEAP '23
3. Duct Blast	Yes	No	1	1									ECIP '23
89. Permits			1	1									ECIP '21
116. Water Heater Replace - Mobile Home			1	1									ECIP '21
7. Carbon Monoxide Alarm			1	1									ECIP '23
98. Smoke Alarm			3	1									ECIP '23
39. Heating Repair Forced Air Unit (Split System)			1	1									ECIP '23
32. Duct Repair and Replacement			1	1									ECIP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
78. LED Nightlights			5	1									LIHEAP '23
80. LEDs (Thread Based)			12	1									LIHEAP '23
88. Microwave			1	1									LIHEAP '23
34. Exterior Water Pipe Wrap			1	1									LIHEAP '23
<b>TOTALS</b>				13	0	0	0	0	0	0	0		

**SUBCONTRACTORS**

**NOTES**

IR	Sheet metal.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form	QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)
6/20/24	6/18/2024
Agency Signature	Inspector Signature
Date	Date

Ver 03-29-23 State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)	Agency Name CAP of Madera	Agency Job # 1003
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Assessment Type: Other	1st Inspection Date: 6/17/24
Inspection Type: Standard	Re-Inspection Date:

Garcia	Jose	559-479-0129
Client's Last Name	First Name	Phone Number

RESIDENCE/UNIT INFORMATION				
28195 Lada Ave		Madera	CA	93638
Address (# and Street)	Unit #	City	State	Zip Code

Housing Type: Single Family Home	Housing Area: Urban
Funding Source: LIHEAP '23	WX Completion Date: 4/20/23
Name of Assessor: Chongga Moua	Date of Assessment: 10/26/22
Is Assessment Form on File? Yes	Was the Assessment Form Completed Correctly? (If no, requires field note) Yes
Name of Post Inspector / QCI Cert. #: Ber Xiong	Date of Post Inspection: 7/31/23
Is Post Inspection Form on File? Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note) Yes
Was MV Assessed As Required? N/A	Were MV Assessment Forms Completed Correctly? (If no, requires field note) N/A



LEAD SAFE WEATHERIZATION	
A. Is the home pre-1978? No	B. Were EPA RRP Forms Completed Correctly? (If no, requires field note) Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testin	Yes	No	1	1									LIHEAP '23
2. Blower Door	No	No											LIHEAP '23
3. Duct Blast	Yes	No	1	1									LIHEAP '23
7. Carbon Monoxide Alarm			2	1									LIHEAP '23
93. Smoke Alarm			3	1									LIHEAP '23
44. Heating Repair Package (Dual Pack)			1	1									LIHEAP '23
53. Heating Replacement Package (Dual Pack)			1	1									LIHEAP '23
115. Water Heater Repair/ Gas			1	1									LIHEAP '23
26. CVA Venting All Other			1	1									LIHEAP '23
28. Door Repair Exterior			1	1									LIHEAP '23
93. Sliding Glass Door Repair - 72" x 80" and smal			1	1									LIHEAP '23
79. LED Torchiere Lamp			1	1									LIHEAP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
78. LED Nightlights			5	1									LIHEAP '23
80. LEDs (Thread Based)			20	1									LIHEAP '23
<b>TOTALS</b>				14	0	0	0	0	0	0	0	0	

SUBCONTRACTORS	
Vierra's A/C	

NOTES	
IR	CP gaskets, caulking, spray foam, wall patch & foam tape.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form	QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)
	
Agency Signature	Inspector Signature
Date: 6/20/24	Date: 6/18/2024

Ver 03.29.23 State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)		Agency Name CAP of Madera	Agency Job # 978
Assessment Type: Other	1st Inspection Date: 6/17/24		
Inspection Type: Standard	Re-Inspection Date:		

Client's Last Name Reyes	First Name Juana	Phone Number 559-871-9695
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RESIDENCE/UNIT INFORMATION				
Address (# and Street) 908 S B St	Unit #	City Madera	State CA	Zip Code 93638
Housing Type: Single Family Home	Housing Area: Urban			
Funding Source: LIHEAP '23	WX Completion Date: 1/25/23			
Name of Assessor: Sergio Fuentes	Date of Assessment: 11/17/22			
Is Assessment Form on File? Yes	Was the Assessment Form Completed Correctly? (If no, requires field note)			Yes
Name of Post Inspector / QCI Cert. # Ber Xiong	Date of Post Inspection: 2/7/23			
Is Post Inspection Form on File? Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note)			Yes
Was MV Assessed As Required?: N/A	Were MV Assessment Forms Completed Correctly" (If no, requires field note)			N/A

LEAD SAFE WEATHERIZATION			
A. Is the home pre-1978?	Yes	B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testin	Yes	No	1	1									LIHEAP '23
2. Blower Door	No	No											LIHEAP '23
3. Duct Blast	Yes	No	1	1									LIHEAP '23
7. Carbon Monoxide Alarm			1	1									LIHEAP '23
98. Smoke Alarm			4	1									LIHEAP '23
28. Door Repair Exterior			2	1									LIHEAP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
78. LED Nightlights			8	1									LIHEAP '23
81. Limited Home Repair			1	1									LIHEAP '23
88. Microwave			1	1									LIHEAP '23
183. Clothes Dryer Replacement - Gas, ≥ 7.3 cu. Ft			1	1									LIHEAP '23
<b>TOTALS</b>				10	0	0	0	0	0	0	0		

SUBCONTRACTORS	

NOTES	
IR	Caulking, WS door & foam tape.
LHR	Dryer venting.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form	QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)
	
Agency Signature	Inspector Signature
Date 6/20/24	Date 6/17/2024

Ver 03.29.23 State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)	Agency Name CAP of Madera	Agency Job # 976
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Assessment Type: Other	1st Inspection Date: 6/17/24
Inspection Type: Standard	Re-Inspection Date:

Gutierrez	Miguel	559-377-0615
Client's Last Name	First Name	Phone Number

RESIDENCE/UNIT INFORMATION				
1212 Colombard Dr	Madera	CA	93637	
Address (# and Street)	Unit #	City	State	Zip Code

Housing Type: Single Family Home	Housing Area: Urban
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Funding Source: LIHEAP '23	WX Completion Date: 2/28/23
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Name of Assessor: Sergio Fuentes	Date of Assessment: 11/9/22
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Is Assessment Form on File? Yes	Was the Assessment Form Completed Correctly? (If no, requires field note) Yes
Name of Post Inspector / QCI Cert. # Ber Xiong	Date of Post Inspection: 3/9/23
Is Post Inspection Form on File? Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note) Yes
Was MV Assessed As Required?: No	Were MV Assessment Forms Completed Correctly? (If no, requires field note) Yes



LEAD SAFE WEATHERIZATION	
A. Is the home pre-1978? No	B. Were EPA RRP Forms Completed Correctly? (If no, requires field note) Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '23
2. Blower Door	Yes	No	1	1									LIHEAP '23
3. Duct Blast	Yes	No	1	1									LIHEAP '23
7. Carbon Monoxide Alarm			2	1									LIHEAP '23
13. Cooking Appliance Replace - Gas			1	1									LIHEAP '23
115. Water Heater Repair/ Gas			1	1									LIHEAP '23
6. Attic Ventilation			1	1									LIHEAP '23
23. Door Repair Exterior			1	1									LIHEAP '23
93. Sliding Glass Door Repair - 72" x 80" and small			1	1									LIHEAP '23
4. Air Filters AC			1	1									LIHEAP '23
35. Faucet Aerator			2	1									LIHEAP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
78. LED Nightlights			7	1									LIHEAP '23
80. LEDs (Thread Based)			4	1									LIHEAP '23
8. Ceiling Fans			2	1									LIHEAP '23
106. Thermostatic Low Flow Showerhead TSV C			1	1									LIHEAP '23
183. Clothes Dryer Replacement - Gas, ≥ 7.3 cu. Ft			1	1									LIHEAP '23
<b>TOTALS</b>				17	0	0	0	0	0	0	0		

SUBCONTRACTORS	
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NOTES	
IR	WS door, caulking, spray foam & sheet metal.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form	QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)
	
Agency Signature: _____	Inspector Signature: _____
Date: 6/20/24	Date: 6/18/2024

Ver 03.29.23  
 State of California Department of CSD  
**WEATHERIZATION INSPECTION REPORT (WIR)**

Agency Name: CAP of Madera Agency Job #: 980

Assessment Type: Other 1st Inspection Date: 6/17/24  
 Inspection Type: Standard Re-Inspection Date:

Client's Last Name: Figueroa First Name: Christina Phone Number: 559-673-5281

**RESIDENCE/UNIT INFORMATION**

Address (# and Street): 1173 Colobard Dr Unit #: City: Madera State: CA Zip Code: 93637

Housing Type: Single Family Home Housing Area: Urban

Funding Source: LIHEAP '23 WX Completion Date: 3/2/23

Name of Assessor: Sergio Fuentes Date of Assessment: 11/21/22

Is Assessment Form on File? Yes Was the Assessment Form Completed Correctly? (If no, requires field note) Yes

Name of Post Inspector / QCI Cert. #: Ber Xiong Date of Post Inspection: 3/21/23

Is Post Inspection Form on File? Yes Was the Post Inspection Form Completed Correctly? (If no, requires field note) Yes

Was MV Assessed As Required?: No Were MV Assessment Forms Completed Correctly? (If no, requires field note) Yes

**LEAD SAFE WEATHERIZATION**

A. Is the home pre-1978? No B. Were EPA RRP Forms Completed Correctly? (If no, requires field note) Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '23
2. Blower Door	Yes	No	1	1									LIHEAP '23
3. Duct Blast	Yes	No	1	1									LIHEAP '23
7. Carbon Monoxide Alarm			2	1									LIHEAP '23
8. Smoke Alarm			5	1									LIHEAP '23
15. Water Heater Repair/ Gas			1	1									LIHEAP '23
23. Door Repair Exterior			2	1									LIHEAP '23
4. Air Filters AC			1	1									LIHEAP '23
35. Faucet Aerator			2	1									LIHEAP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
75. LED Hard-Wired Lights Interior - Ceiling			1	1									LIHEAP '23
78. LED Nightlights			6	1									LIHEAP '23
80. LEDs (Thread Based)			24	1									LIHEAP '23
81. Limited Home Repair			1	1									LIHEAP '23
34. Exterior Water Pipe Wrap			1	1									LIHEAP '23
<b>TOTALS</b>				15	0	0	0	0	0	0	0		

**SUBCONTRACTORS**

**NOTES**

IR WS door & damper.  
 LHR Cover plate.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form

Agency Signature: *[Signature]* Date: 6/20/24

QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)

Inspector Signature: *[Signature]* Date: 6/18/2024



Ver 03.29.23 State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)		Agency Name CAP of Madera	Agency Job # 995
Assessment Type: Other	1st Inspection Date:		6/17/24
Inspection Type: Standard	Re-Inspection Date:		

Client's Last Name Calderon	First Name Juan	Phone Number 559-252-0661
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RESIDENCE/UNIT INFORMATION				
Address (# and Street) 27199 Ave 17	Unit #	City Madera	State CA	Zip Code 93638
Housing Type: Single Family Home	Housing Area: Urban			
Funding Source: LIHEAP '23	WX Completion Date: 7/7/23			
Name of Assessor: Sergio Fuentes	Date of Assessment: 12/2/22			
Is Assessment Form on File? Yes	Was the Assesment Form Completed Correctly? (If no, requires field note)		Yes	
Name of Post Inspector / QCI Cert. # Ber Xiong	Date of Post Inspection: 7/14/23			
Is Post Inspection Form on File? Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note)		Yes	
Was MV Assessed As Required?: N/A	Were MV Assessment Forms Completed Correctly? (If no, requires field note)		N/A	

LEAD SAFE WEATHERIZATION	
A. Is the home pre-1978?	No <input type="checkbox"/> Yes <input type="checkbox"/>
B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)	Yes <input type="checkbox"/>

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '23
2. Blower Door	No	No											LIHEAP '23
3. Duct Blast	Yes	No	1	1									LIHEAP '23
94. Permits			2	1									LIHEAP '23
7. Carbon Monoxide Alarm			2	1									LIHEAP '23
98. Smoke Alarm			7	1									LIHEAP '23
13. Cooking Appliance Replace - Gas			1	1									LIHEAP '23
53. Heating Replacement Package (Dual Pack)			1	1									LIHEAP '23
119. Water Heater Replace/ Gas			1	1									LIHEAP '23
26. CVA Venting All Other			1	1									LIHEAP '23
28. Door Repair Exterior			3	1									LIHEAP '23
93. Sliding Glass Door Repair - 72" x 80" and sma			1	1									LIHEAP '23
4. Air Filters AC			1	1									LIHEAP '23
79. LED Torchiere Lamp			2	1									LIHEAP '23
35. Faucet Aerator			4	1									LIHEAP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
73. LED Hard-Wired Lights Exterior - Porch Light			4	1									LIHEAP '23
75. LED Hard-Wired Lights Interior - Ceiling			4	1									LIHEAP '23
78. LED Nightlights			6	1									LIHEAP '23
81. Limited Home Repair			1	1									LIHEAP '23
34. Exterior Water Pipe Wrap			1	1									LIHEAP '23
8. Ceiling Fans			1	1									LIHEAP '23
106. Thermostatic Low Flower Showerhead TSV C			3	1									LIHEAP '23
<b>TOTALS</b>				22	0	0	0	0	0	0	0	0	

SUBCONTRACTORS	
Evolution Heating & Cooling	

NOTES	
IR	WS door, caulking & foam tape.
LHR	Dryer venting

Addl items	Dishwasher <24
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Agency Signature is Required Only if an Observation or Failure is Recorded on this Form	QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)
 6/20/24	
Agency Signature	Inspector Signature
Date	Date

6/17/2024

Ver 03.29.23 State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)		Agency Name CAP of Madera	Agency Job # 1000
Assessment Type: Other	1st Inspection Date: 6/17/24		
Inspection Type: Standard	Re-Inspection Date:		
Client's Last Name Ruiz	First Name Vera	Phone Number 559-676-6883	

RESIDENCE/UNIT INFORMATION				
Address (# and Street) 1857 University Ave	Unit #	City Madera	State CA	Zip Code 93637
Housing Type: Single Family Home	Housing Area: Urban			
Funding Source: LIHEAP '23	WX Completion Date: 7/11/23			
Name of Assessor: Chongge Moua	Date of Assessment: 11/18/22			
Is Assessment Form on File? Yes	Was the Assessment Form Completed Correctly? (If no, requires field note)			Yes
Name of Post Inspector / QCI Cert. # Ber Xiong	Date of Post Inspection: 7/12/23			
Is Post Inspection Form on File? Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note)			Yes
Was MV Assessed As Required?: N/A	Were MV Assessment Forms Completed Correctly" (If no, requires field note)			N/A

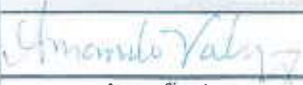

LEAD SAFE WEATHERIZATION			
A. Is the home pre-1978?	No	B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '23
2. Blower Door	No	No											LIHEAP '23
3. Duct Blast	Yes	No	1	1									LIHEAP '23
89. Permits			2	1									LIHEAP '23
7. Carbon Monoxide Alarm			1	1									LIHEAP '23
17. Cooling Repair FAU (Split System)			1	1									LIHEAP '23
23. Cooling Replacement Forced Air Unit (Split Sy			1	1									LIHEAP '23
28. Heating Replacement Forced Air Unit (Split Sy			1	1									LIHEAP '23
119. Water Heater Replace/ Gas			1	1									LIHEAP '23
4. Air Filters AC			1	1									LIHEAP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
72. LED Downlight Retrofit Kits			1	1									LIHEAP '23
78. LED Nightlights			4	1									LIHEAP '23
34. Exterior Water Pipe Wrap			1	1									LIHEAP '23
125. Window Repair			1	1									LIHEAP '23
<b>TOTALS</b>				14	0	0	0	0	0	0	0		

SUBCONTRACTORS	
Evolution Heating & Cooling	

NOTES	
IR	CP gaskets, WS door & caulking.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form	QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)
 6/20/24	
Agency Signature	Inspector Signature
Date	Date 6/18/2024

Ver 03.29.23	Agency Name	CAP of Madera	Agency Job #	991 & 6284
State of California Department of CSD WEATHERIZATION INSPECTION REPORT (WIR)				

Assessment Type:	Priority List + Audit	1st Inspection Date:	6/17/24
Inspection Type:	Enhanced	Re-Inspection Date:	

Client's Last Name	Salas	First Name	Maria	Phone Number	559-660-9026
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RESIDENCE/UNIT INFORMATION				
Address (# and Street)	Unit #	City	State	Zip Code
317 Kenney Ct		Madera	CA	93638

Housing Type:	Single Family Home	Housing Area:	Urban
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Funding Source:	LIHEAP '23	WX Completion Date:	3/22/23
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Name of Assessor:	Sergio Fuentes	Date of Assessment:	3/15/23
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Is Assessment Form on File?	Yes	Was the Assessment Form Completed Correctly? (If no, requires field note)	Yes
Name of Post Inspector / QCI Cert. #	Richard Cervantes #5065376	Date of Post Inspection:	4/18/23
Is Post Inspection Form on File?	Yes	Was the Post Inspection Form Completed Correctly? (If no, requires field note)	Yes
Was MV Assessed As Required?:	Yes	Were MV Assessment Forms Completed Correctly" (If no, requires field note)	Yes


LEAD SAFE WEATHERIZATION			
A. Is the home pre-1978?	No	B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testin	Yes	Yes	1	1									LIHEAP '23
2. Blower Door	Yes	Yes	1	1									LIHEAP '23
3. Duct Blast	Yes	Yes	1	1									LIHEAP '23
98. Smoke Alarm			6	1									LIHEAP '23
119. Water Heater Replace/ Gas			1	1									LIHEAP '23
6. Attic Ventilation			1	1									LIHEAP '23
28. Door Repair Exterior			3	1									LIHEAP '23
32. Duct Repair and Replacement			1	1									LIHEAP '23
35. Faucet Aerator			2	1									LIHEAP '23
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '23
67. Kitchen Exhaust Replace			1	1									LIHEAP '23
75. LED Hard-Wired Lights Interior - Ceiling			1	1									LIHEAP '23
80. LEDs (Thread Based)			8	1									LIHEAP '23
81. Limited Home Repair			1	1									LIHEAP '23
88. Microwave			1	1									LIHEAP '23
34. Exterior Water Pipe Wrap			1	1									LIHEAP '23
8. Ceiling Fans			2	1									LIHEAP '23
179. Clothes Washer Replacement - Top Loading (			1	1									LIHEAP '23
180. Clothes Dryer Replacement - Electric, < 7.3 cu			1	1									LIHEAP '23
89. Permits			1	1									DOE '22
7. Carbon Monoxide Alarm			3	1									DOE '22
86. Mechanical Ventilation - exhaust System			1	1									DOE '22
78. LED Nightlights			7	1									DOE '22
<b>TOTALS</b>				23	0	0	0	0	0	0	0		

SUBCONTRACTORS	

NOTES	
IR	WS door, fom tape, spray foam, R-30 & wall patch.
LHR	Utility panel.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form	QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)
 6/20/24	
Agency Signature	Inspector Signature
Date	Date
	6/17/2024



# Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: July 11, 2024

Author: Maritza Gomez-Zaragoza

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DATE: June 21, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Madera Migrant/Seasonal Head Start Planning Process

**I. RECOMMENDATION:**

Review and consider approving the 2024-2025 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar.

**II. SUMMARY:**

The policy/procedure determines and guides staff and Policy Committee in program planning and goal setting.

**III. DISCUSSION:**

The planning process includes a review/analysis of:

- The planning process assists in the completion of the annual funding application.
- Update on the five-year goals developed with short term objectives. The program reviews/revises goals on an annual basis.
- Review the monitoring system of the program.
- The Madera Migrant/Seasonal Head Start Planning Process will be presented to the Policy Committee for approval on July 9, 2024.

**IV. FINANCING: - Significant**

The entire Head Start budget serves to support the accomplishment of program goals/objectives.



## *PROGRAM GOVERNANCE POLICIES AND PROCEDURES*

Policy Number:	HSPPS: N/A  Head Start Act of 2007: Sec. 642(c)(1)(i)-(iv)(II)	Page: 1 of 1
Approved by Policy Committee Date:	Approved by Policy Council Date:	Approved by Board of Directors: Date:

**Subject:** Planning Process

**Performance Objective:** Planning calendar is developed to guide the process to focus on the development of program goals, collecting outcome data, analysis of results, and continuous improvement.

### **Operational Procedure:**

1. Head Start Director along with management staff will identify information and action items that will need to be presented to the Policy Council/Policy Committee as part of the refunding application process. The Program Planning elements include, but are not limited to;
  - a. Community Assessment
  - b. Program Goals & Objectives (long/short term)
  - c. Program Self-Assessment
  - d. On-going monitoring & reporting
  - e. Budget Planning, including service areas.
  - f. School Readiness & Outcome Data
  - g. Program Data – Program Information Report, Enrollment, Recruitment, Attendance, Finances, etc.
2. All of the elements are presented to the Policy Council/Policy Committee for review, input, and approval.
3. Once approved by the Committee/Council, the items are submitted to the Board of Directors to give members the opportunity for input and give final approval for each element presented.
4. The planning calendar is reviewed and updated as necessary on an annual basis and taken to the Policy Council/Policy Committee and Board of Directors for approval annually.



## Planning Calendar for Madera Migrant/Seasonal Head Start Program Activities Governing Bodies June 2024 – May 2025

	June 11, 2024	July 9, 2024	August 6, 2024	September 10, 2024	October 8, 2024
Policy Committee	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>*Seating of 2024-2025 Committee</li> <li>– Election of Officers</li> <li>– Election of Executive Policy Committee Representative</li> <li>– Election of Reps to serve on CCMHS Policy Council</li> <li>– 24-25 COLA Funding</li> <li>– 24-25 CMIG Budget</li> <li>– 23-24 CAPMC Audit</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li><b>*Training- Family data report</b></li> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training - June 4, 2024</b></p> <ul style="list-style-type: none"> <li>– Purpose</li> <li>– Brown Act</li> <li>– Structure of Governance</li> <li>– Shared Governance</li> <li>– Proposed Governance</li> <li>– Roberts Rule</li> <li>– Head Start Overview</li> <li>– Regulations/Ethics</li> <li>– PC Code of Conduct</li> <li>– ERSEA - Eligibility, Recruitment, Selection, Enrollment and Attendance</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– First Reading of the 2024-2025 Bylaws</li> <li>– Internal Dispute Resolution</li> <li>– 2024-2025 Reimbursement Policy</li> <li>– Planning Process Policy with Planning Calendar</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve the 2024-2025 Bylaws</li> <li>– Approve No Fee Policy</li> <li>– Approve Self-Assessment Procedure (Distribute Health &amp; Safety Checklist)</li> <li>– State Parent Handbook/Goals and Objectives - CMIG</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– <b>Classroom Assessment Scoring System (CLASS)</b></li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve 2024-2025 Community Assessment Update</li> <li>– Suspension and Expulsion Policy</li> <li>– Approve 2025-2026 Application/ Budget for Madera Migrant/Seasonal Head Start</li> <li>– Budgets: <ul style="list-style-type: none"> <li>▪ Training Plan</li> <li>▪ Basic Budget</li> <li>▪ Administrative Budget</li> <li>▪ Non Federal Share Budget</li> <li>▪ Service Area Plan</li> </ul> </li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– <b>Conscious Discipline</b></li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> <li>– Monitoring Review Summary of Results and Corrective Plan of Action</li> <li>– Program Annual Report</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>
	June 13, 2024	July 11, 2024	August 8, 2024	September 12, 2024	October 10, 2024
Board of Directors	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– 24-25 COLA Funding</li> <li>– 24-25 CMIG Budget</li> <li>– 23-24 CAPMC Audit</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– First Reading of the 2024-2025 Bylaws</li> <li>– Internal Dispute Resolution</li> <li>– 2024-2025 Reimbursement Policy</li> <li>– Planning Process Policy with Planning Calendar</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve the 2024-2025 Bylaws</li> <li>– Approve Self-Assessment Procedure (Distribute Health &amp; Safety Checklist)</li> <li>– State Parent Handbook/Goals and Objectives</li> <li>– Approve No Fee Policy</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Approve 2024-2025 Community Assessment Update</li> <li>– Suspension and Expulsion Policy</li> <li>– Approve 2025-2026 Application/ Budget for Madera Migrant/Seasonal Head Start</li> <li>– Budgets: <ul style="list-style-type: none"> <li>▪ Training Plan</li> <li>▪ Basic Budget</li> <li>▪ Administrative Budget</li> <li>▪ Non Federal Share Budget</li> <li>▪ Service Area Plan</li> </ul> </li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> <li>– Correspondence from the Office of Head Start</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> <li>– Monitoring Review Summary of Results and Corrective Plan of Action</li> <li>– Program Annual Report</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>

	November 12, 2024	December 10, 2024	January 7, 2025	February 11, 2025	March 11, 2025	April 8, 2025	May 6, 2025
<b>Policy Committee</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Program Information Report (PIR) 2023-2024</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul> <p><b>*Training</b></p> <ul style="list-style-type: none"> <li>– Child Outcomes</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– CCMHS Self-Assessment Quarterly Report and Goals Updates</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– 2025-2026 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA)</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– CAPMC Audit Reports</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>
	November 14, 2024	December 12, 2024	January 9, 2025	February 13, 2025	March 13, 2025	April 10, 2025	May 8, 2025
<b>Board of Directors</b>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Program Information Report (PIR) 2023-2024</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– CCMHS Self-Assessment Quarterly Report and Goals Updates</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– 2025-2026 Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA)</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– CAPMC Audit Reports</li> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>	<p><b>*Action</b></p> <ul style="list-style-type: none"> <li>– Budget Revision (if applicable)</li> </ul> <p><b>*Monthly Reports</b></p> <ul style="list-style-type: none"> <li>– Staffing Changes</li> <li>– Budget Report</li> <li>– In-Kind</li> <li>– Program Enrollment &amp; Attendance Report</li> <li>– CACFP</li> <li>– Program Information Report (PIR)</li> </ul>



# Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: July 11, 2024

Author: Maritza Gomez-Zaragoza

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DATE: June 25, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Internal Dispute Resolution

## I. **RECOMMENDATIONS**

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

## II. **SUMMARY**

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

## III. **DISCUSSION**

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

- The Internal Dispute Resolution will be presented to the Policy Committee for approval on July 9, 2024.

## IV **FINANCING**: None



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

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

**SUBJECT:** Internal Dispute Resolution

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

**OPERATIONAL PROCEDURE:**

Section 642 (d) Program Governance Administration-

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

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

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

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

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

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

Related Regulations: Head Start Performance Standards1301.6

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

Between Community Action Partnership of Madera County Board of Directors

And

Madera Migrant/Seasonal Head Start Policy Committee

**I. Clarification of Responsibilities**

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

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

## **II. Definition of Impasse**

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

## **III. Impasse Procedures**

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

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

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

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

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

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

C. Failure to Name a Third Arbitrator

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

D. Scheduling Arbitration

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

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

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

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

#### F. Compromise

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

#### G. Standard of Conduct

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

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

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

## I. Post hearing Procedures and Decisions

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





# Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: July 11, 2024

Author: Maritza Gomez-Zaragoza

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DATE: June 25, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Madera Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2024-2025

**I. RECOMMENDATIONS:**

Review and consider approving the 2024-2025 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start program.

**II. SUMMARY:**

The Policy Committee Members representing Madera Migrant/Seasonal Head Start receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

**III. DISCUSSION:**

The Policy Committee will decide whether or not to approve the policy at their regular Meeting on July 9, 2024, which includes a reimbursement for childcare from 3 to 4 hours for a maximum of \$30.00 for Local members 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 Migrant/Seasonal Head Start Policy Committee Members Meeting Reimbursement Policy for 2024-2025 will be presented for approval to the Policy Committee on July 9, 2024.

**IV. FINANCING:**

Funds are an allowable cost under the Federal Regulations



# 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**

### EXPENSES

### AMOUNT

Mileage @ \_\_\_\_\_ Miles x Current IRS Rate 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: \_\_\_\_\_



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

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

**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.

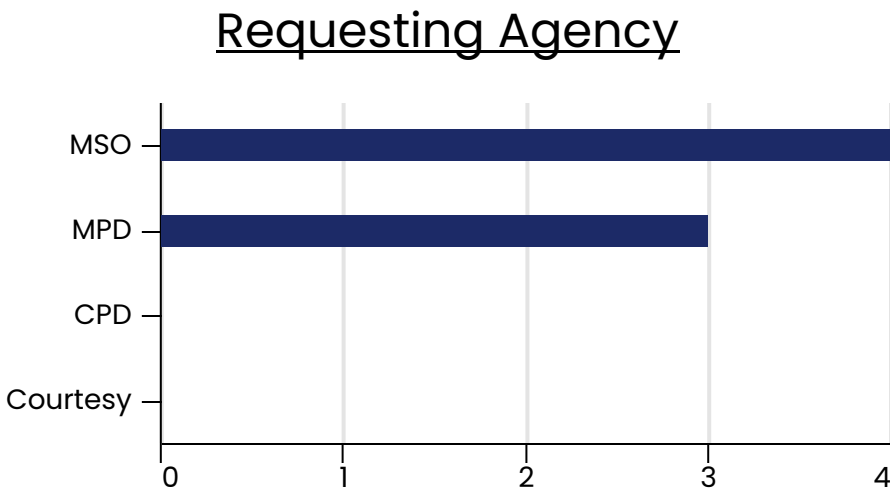
The Parent Activity Payment Voucher is to be completed in the following manner:

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.



# Madera County Child Advocacy Center (CAC)

June 2024



## Counseling Services

Referrals Made: 2  
Onsite Counseling Sessions: 2

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

## Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2024	7	14	27	41	52	59						
2023	8	17	27	37	44	53	64	69	75	79	94	97



## Community Services Monthly Report to the Board of Directors

June 2024

### LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-2021 to June 30, 2024 Fiscal YTD Total
ESLIHEAP 2023 – Non- Emergency	12	187
ESLIHEAP 2023 – FAST TRACK	8	277
ESLIHEAP 2023 WOOD/PROPANE/OIL	0	15
HEAP 2024 – Non-Emergency	10	285
FAST TRACK 2024 – Emergency	6	314
WPO 2024 – WOOD/PROPANE/OIL	0	19

### LOW INCOME HOME WATER ASSISTANCE PROGRAM

PROGRAM	Monthly Households Served	Fiscal YTD Totals
LIHWAP Past Due Water Bills	0	624

## HOMELESS PROGRAMS

PROGRAM	Residents	Vacancies
Shunammite Place	43	1
Madera Mental Health Services Act	9	3

### Kaiser Permanente Housing for Health Grant Opportunity

#### Spending Period July 1, 2023 through June 30, 2024

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

### Kaiser Permanente Housing for Health Grant Opportunity

#### Spending Period July 1, 2024 through June 30, 2025

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$25,000 pending			
Objective	Goal	YTD Achieved	Balance	% Achieved

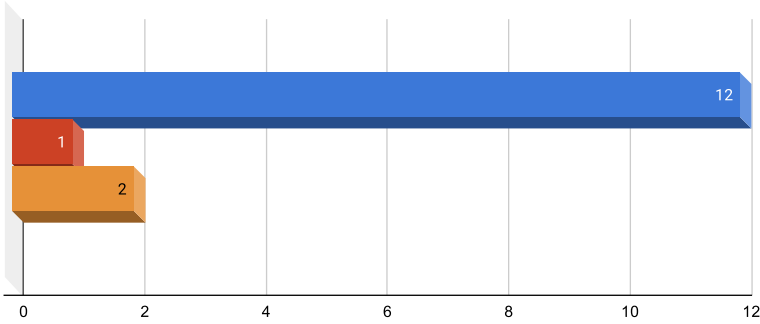




# Homeless Engagement for Living Program (HELP Center) - June 2024 Services Report

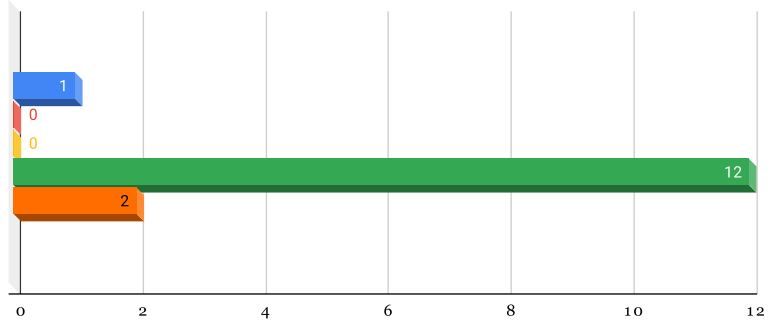
## LOCATIONS

MADERA CITY CHOWCHILLA CITY EASTERN MADERA



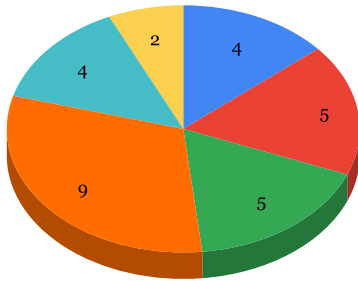
## SUBGROUPS

DV TAY VETERAN INDIVIDUALS FAMILIES



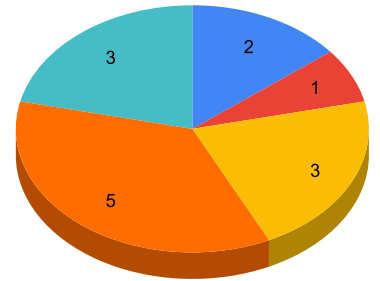
## HOUSING SERVICES

SHELTER TRIAGE HOUSING HOUSING RESOURCE GUIDE SUBMITTED RENTAL APPLICATIONS PERMANENT HOUSING RECEIVED EMERGENCY HOUSING VOUCHER



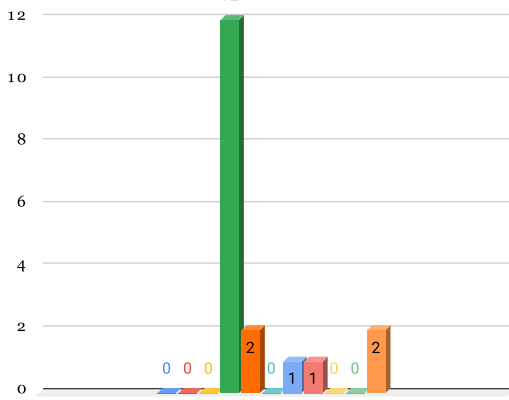
## DOCUMENT COLLECTION

DMV VOUCHER FOR ID SOCIAL SECURITY CARD BIRTH CERTIFICATE DISABILITY CERTIFICATION PSH SUPPORT LETTERS



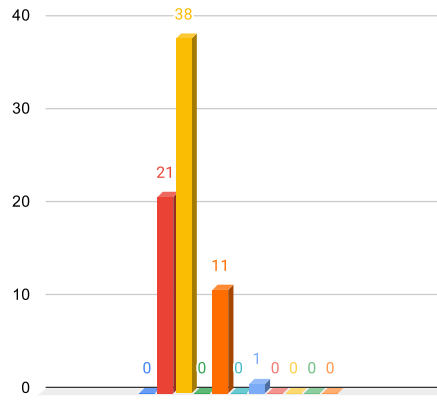
## REFERRALS

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



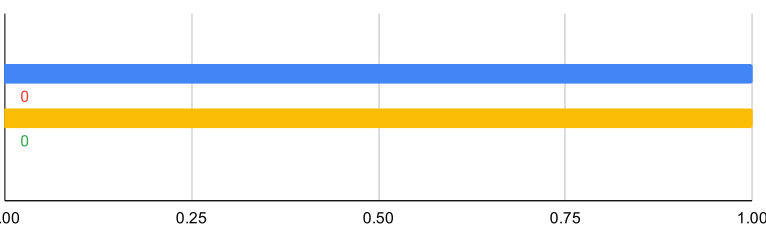
## OTHER SERVICES

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



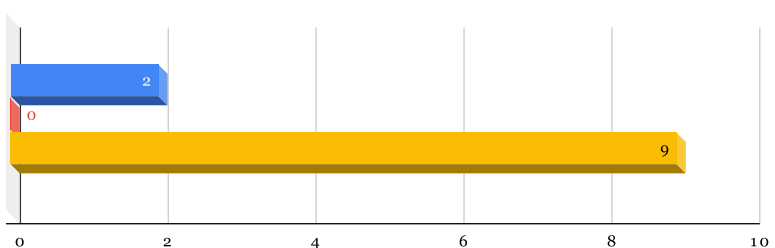
## OTHER NON-CASH BENEFITS

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



## COORDINATED ENTRY

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





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

Below are the number of services provided and contacts made in Madera County for the period of 06/01/2024 - 06/30/2024.

	Individuals	Families	DV	TAY	Veterans
Madera City	366	41	12	11	1
Chowchilla City	47	2	0	0	0
Eastern Madera	37	0	0	0	0
Total:	450	43	12	11	1

<b>Outcomes-Services Offered</b>		
<b>HOUSING SERVICES</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
SHELTER	4	34
TRIAGE HOUSING	5	24
REUNIFICATION WITH FAMILY	0	6
HOUSING RESOURCE GUIDE	5	67
SUBMITTED RENTAL APPLICATIONS	9	150
PERMANENT HOUSING	4	65
PERMANENT SUPPORTIVE HOUSING	0	18
PROVIDED MOVE-IN COSTS	0	20
RECEIVED EMERGENCY HOUSING VOUCHER	2	6
<b>DOCUMENT COLLECTION</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
DMV VOUCHER FOR ID	2	42
SOCIAL SECURITY CARD	1	20
BIRTH CERTIFICATE	3	11
INCOME VERIFICATION	0	33
DISABILITY CERTIFICATION	5	23
PSH SUPPORT LETTERS	3	37
EMOTIONAL SUPPORT ANIMAL LETTER	0	3
<b>REFERRALS</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
WORKFORCE	0	32
VICTIM SERVICES	0	10
VETERAN AFFAIRS	0	5
BEHAVIORAL HEALTH	12	177
IMMIGRATION SERVICES	2	8
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	1	49
SUBSTANCE ABUSE PROGRAM	1	7
DEPARTMENT OF SOCIAL SERVICES - APS	0	7
DEPARTMENT OF SOCIAL SERVICES - CPS	0	0
DEPARTMENT OF SOCIAL SERVICES - HOUSING	2	22
<b>OTHER NON-CASH BENEFITS</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
ASSISTED IN OBTAINING MEDICAL APPTS	1	8
ASSISTED IN OBTAINING CASH AID / TANF	0	3
ASSISTED IN OBTAINING CALFRESH BENEFITS	1	7
ASSISTED IN OBTAINING HEALTH INSURANCE	0	7
<b>OTHER SERVICES</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
SUICIDE PREVENTION	0	7
PROVIDED HYGIENE KITS	21	215
DELIVERED COMMODITIES	38	404
ASSISTED WITH SSI BENEFITS	0	1
ARRANGED TRANSPORTATION	11	135
ADVOCACY WITH LEGAL MATTER	0	6
ASSISTED IN OBTAINING A GOVT. PHONE	1	4
PROVIDED SHOES OR CLOTHES TO CLIENT	0	33
PROVIDED BICYCLE FOR TRANSPORTATION	0	0
ASSISTED WITH JOB INTERVIEW	0	4
ASSISTED IN OBTAINING INCOME	0	3
<b>OTHER COORDINATED ENTRY</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>
PLACED ON PSH PRIORITY LIST	2	18
PLACED ON RRH PRIORITY LIST	0	10
PLACED ON BY-NAME LIST	9	71



# Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: July 11, 2024

Author: Jeannie Stapleton

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DATE: June 25, 2024

TO: Board of Directors

FROM: Ana Ibanez, Community Services Program Manager

SUBJECT: 2024 Community Services Block Grant (CSBG) Discretionary Grant

**I. RECOMMENDATION:**

Review and consider authorizing the Executive Director to submit the 2024 Community Services Block Grant Discretionary Grant application.

**II. SUMMARY:**

The CSBG is funded under the U.S. Department of Health and Human Services, Administration for Children and Families. CSBG is designed to provide a range of services to assist low-income families and individuals attain the skills, knowledge, and motivation necessary to achieve self-sufficiency. CSBG funds services and activities that have a measurable impact on the causes and conditions of poverty in local communities across the state. Discretionary funds may be used to target needs within the community and/or to increase agency capacity. CAPMC plans to support domestic violence victims with the funding.

**III. DISCUSSION:**

A. Due to budget cuts and a reduction in Federal funding from the Office of Victims of Crime, (VOCA), the Office of Emergency Services is reducing funds to Crime Victim Services by 45%.

B. Funds will be used to pay for wages of the Shelter Aide to continue providing coverage 7 days a week.

C. The contract period is from June 15, 2024, through December 31, 2024.

**IV. FINANCING:**

\$19,000



# Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors' Meeting for: July 11, 2024

Author: Tina Gomez

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DATE: June 17, 2024

TO: Board of Directors

FROM: Tina Gomez, Accounting Supervisor

SUBJECT: Compensation Schedules and Salary Schedules

**I. RECOMMENDATION:**

Review and approve the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC).

**II. SUMMARY:**

The updated compensation and salary schedules for Head Start programs reflect changes to the starting range for a variety of positions, as approved from various Board of Director's meetings when a corresponding budget or revision for each program was presented.

**III. DISCUSSION:**

- A. The Board of Directors has previously approved the range adjustments for all of the Head Start programs, including Fresno which is not represented by the bargaining unit (SEIU Local 521). The Office of Head Start provided additional funding or approved budget line item revisions for these salary adjustments.
- B. The schedules were last updated October 13, 2023 to reflect a 7.5% COLA increase and was approved by the Board of Directors on August 10, 2023.
- C. Any new positions and job descriptions that have been approved by the Board of Directors have been included in the appropriate compensation schedules at the approved rate of pay.
- D. The attached Compensation Schedules and Salary Schedule reflects the range adjustments effective as follows: June 1, 2024 for all Head Start programs.

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

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

REVISED 06/17/2024

P

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<b><u>Administration</u></b>					
Accountant - Program Manager	32.0	37.29	45.43	6,463	7,874
Chief Financial Officer	40.5	56.74	69.13	9,834	11,982
Child Care Alternative Payment and Resource & Referral Program Manager	33.0	39.17	47.73	6,790	8,273
Community Services Program Manager	33.0	39.17	47.73	6,790	8,273
Grant Management and Compliance Administrator/Executive Director Support	31.0	35.49	43.24	6,151	7,495
Human Resources Director	37.5	48.92	59.61	8,480	10,332
Information Technology Manager	33.0	39.17	47.73	6,790	8,273
Victim Services Program Manager	33.0	39.17	47.73	6,790	8,273
<b><u>Mid-Management Series</u></b>					
Accounting Supervisor	24.5	25.74	31.37	4,462	5,437
Community Services Coordinator	24.5	25.74	31.37	4,462	5,437
Housing Coordinator	24.5	25.74	31.37	4,462	5,437
Human Resources Generalist	24.5	25.74	31.37	4,462	5,437
IT Communication Specialist	26.5	28.42	34.62	4,926	6,001
IT Network Specialist	26.5	28.42	34.62	4,926	6,001
Program Accountant	24.0	25.12	30.60	4,354	5,304
R&R Child Care Initiative Project (CCIP) Coordinator	25.5	27.05	32.96	4,688	5,712
Strategic Plan Coordinator/Assistant to Executive Director	25.0	26.39	32.15	4,574	5,573
Victim Services Coordinator	24.5	25.74	31.37	4,462	5,437

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

**Clerical & Technical Series**

Accounting Technician	21.0	21.66	26.39	3,754	4,574
Administrative Aide	18.5	19.14	23.32	3,318	4,043
Advocate II/Victim Services	20.0	20.61	25.12	3,573	4,354
Advocate III/Victim Services	21.0	21.66	26.39	3,754	4,574
Child Advocacy Center (CAC) Case Worker	23.0	23.91	29.13	4,144	5,049
Child Care Navigator	23.5	24.50	29.86	4,247	5,175
Customer Assistance Technician	18.5	19.14	23.32	3,318	4,043
Data Entry Technician	16.5	17.34	21.13	3,006	3,663
Executive Administrative Aide	20.0	20.61	25.12	3,573	4,354

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

**REVISED 06/17/2024**

P

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
Family Services Associate I (APP)	19.5	20.11	24.50	3,486	4,247
Family Services Associate II (APP)	20.5	21.13	25.74	3,663	4,462
Family Service Associate III (R&R/APP)	22.0	22.75	27.72	3,944	4,806
Quality Assurance Associate I	21.0	21.66	26.39	3,754	4,574
Quality Assurance Associate II	22.5	23.32	28.42	4,043	4,926
Quality Assurance Associate III	24.0	25.12	30.60	4,354	5,304
Human Resources Assistant I	20.5	21.13	25.74	3,663	4,462
Human Resources Assistant II	21.5	22.20	27.05	3,848	4,688
Homeless Outreach Worker	18.5	19.14	23.32	3,318	4,043
Housing Case Worker	23.0	23.91	29.13	4,144	5,049
Internet Technology (IT)/Help Desk Support Technician	21.0	21.66	26.39	3,754	4,574
Maintenance Worker I	18.5	19.14	23.32	3,318	4,043
Homeless Outreach Worker	18.5	19.14	23.32	3,318	4,043
Prevention Advocate	21.0	21.66	26.39	3,754	4,574
Program Assistant/Clerk Typist II	16.5	17.34	21.13	3,006	3,663
Program Assistant/Clerk Typist II-(R&R/APP)	17.5	18.22	22.20	3,158	3,848
Provider Services Associate	19.5	20.11	24.50	3,486	4,247
Receptionist	16.0	16.92	20.61	2,933	3,573
Shelter/Resident Support Aide	15.5	16.51	20.11	2,861	3,486
Shunammite Place Resident Manager	23.5	24.50	29.86	4,247	5,175
Specialty Advocate (VS)	23.0	23.91	29.13	4,144	5,049
Transitional Housing Case Worker	23.0	23.91	29.13	4,144	5,049

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

**Community Action Partnership of Madera County, Inc.**  
**Non-Represented Head Start Employee Compensation Schedule**  
**Includes 5% Retention**

**For Madera Migrant/Seasonal/CMIG effective 06/01/2024, Regional/Early/CSPP  
effective 06/01/2024 and Fresno Migrant/Seasonal/Early effective 06/01/2024**

**REVISED 06/17/2024**

B

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<b><u>Administration</u></b>					
Head Start Director	37.0	47.73	58.15	8,273	10,080
Head Start Deputy Director - Child Development Services	32.5	38.22	46.57	6,624	8,071
Head Start Deputy Director - Child & Family Services	32.5	38.22	46.57	6,624	8,071
<b><u>Mid-Management Series</u></b>					
Administrative Analyst	26.0	27.72	33.78	4,806	5,855
Area Manager	29.5	32.96	40.15	5,712	6,960
Center Director I	26.0	27.72	33.78	4,806	5,855
Center Director II	27.5	29.86	36.38	5,175	6,305
Center Director/Teacher	24.0	25.12	30.60	4,354	5,304
Disabilities/Mental Health Services Content Specialist	28.0	30.60	37.29	5,304	6,463
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Services Content Specialist	28.0	30.60	37.29	5,304	6,463
Facilities Supervisor	25.5	27.05	32.96	4,688	5,712
Family Child Care Development/Quality Assurance Specialist	25.5	27.05	32.96	4,688	5,712
Head Start Professional Development Coach	28.0	30.60	37.29	5,304	6,463
Health Services Content Specialist	28.0	30.60	37.29	5,304	6,463
Human Resources Specialist	28.0	30.60	37.29	5,304	6,463
Nutrition Services Content Specialist	28.0	30.60	37.29	5,304	6,463
Parent and Governance Specialist	28.0	30.60	37.29	5,304	6,463
Site Supervisor/Teacher I	25.5	27.05	32.96	4,688	5,712
Site Supervisor/Teacher II	27.5	29.86	36.38	5,175	6,305

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

**Community Action Partnership of Madera County, Inc.**  
**Non-Represented Head Start Employee Compensation Schedule**  
**Includes 5% Retention**

**For Madera Migrant/Seasonal/CMIG effective 06/01/2024, Regional/Early/CSPP  
effective 06/01/2024 and Fresno Migrant/Seasonal/Early effective 06/01/2024**

**REVISED 06/17/2024**

B

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<b><u>Clerical &amp; Technical Series</u></b>					
Administrative Aide	19.5	20.11	24.50	3,486	4,247
Advocate II	21.5	22.20	27.05	3,848	4,688
Advocate III	23.0	23.91	29.13	4,144	5,049
Associate Teacher	20.5	21.13	25.74	3,663	4,462
Child Care Assistant (SFP)	17.0	17.78	21.66	3,081	3,754
Data Technician	19.5	20.11	24.50	3,486	4,247
Executive Administrative Aide	21.5	22.20	27.05	3,848	4,688
Family Skills Instructor (SFP)	23.5	24.50	29.86	4,247	5,175
Food Service Worker/Instructional Aide I	17.0	17.78	21.66	3,081	3,754
Food Service/Cook (40 meals or less)	18.0	18.68	22.75	3,237	3,944
Food Service/Head Cook (40+ meals)	18.5	19.14	23.32	3,318	4,043
Instructional Aide I/Janitor	17.0	17.78	21.66	3,081	3,754
Instructional Aide II/Janitor	17.5	18.22	22.20	3,158	3,848
Instructional Aide III	18.0	18.68	22.75	3,237	3,944
Janitor **FRESNO ONLY**	17.0	17.78	21.66	3,081	3,754
Maintenance Worker I	19.5	20.11	24.50	3,486	4,247
Maintenance Worker II	22.5	23.32	28.42	4,043	4,926
Program Technician	19.5	20.11	24.50	3,486	4,247
Teacher I	22.0	22.75	27.72	3,944	4,806
Teacher II	23.5	24.50	29.86	4,247	5,175
Teacher III	25.0	26.39	32.15	4,574	5,573

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



**Community Action Partnership of Madera County, Inc.  
Union (SEIU Local 521) Employee Compensation Schedule**

**Includes 5% Retention**

**For Madera Migrant/Seasonal effective 06/01/2024 and  
Regional/Early Head Start effective 06/01/2024**

**REVISED 06/17/2024**

Y

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<b><u>Clerical &amp; Technical Series</u></b>					
Advocate II	21.5	22.20	27.05	3,848	4,688
Associate Teacher	20.5	21.13	25.74	3,663	4,462
Data Technician	19.5	20.11	24.50	3,486	4,247
Early Head Start Family Facilitator	22.5	23.32	28.42	4,043	4,926
Food Service Worker/Instructional Aide I	17.0	17.78	21.66	3,081	3,754
Food Service/Cook (40 meals or less)	18.0	18.68	22.75	3,237	3,944
Food Service/Head Cook (40+ meals)	18.5	19.14	23.32	3,318	4,043
Health Services Technician	18.5	19.14	23.32	3,318	4,043
Instructional Aide I/Janitor	17.0	17.78	21.66	3,081	3,754
Instructional Aide II/Janitor	17.5	18.22	22.20	3,158	3,848
Instructional Aide III	18.0	18.68	22.75	3,237	3,944
Maintenance Worker I	19.5	20.11	24.50	3,486	4,247
Master Teacher	22.0	22.75	27.72	3,944	4,806
Program Technician	19.5	20.11	24.50	3,486	4,247
Program Technician-CSPP and CMIG	19.5	20.11	24.50	3,486	4,247
Program Technician-Human Resources	19.5	20.11	24.50	3,486	4,247
Program Technician-In-kind and White Fleet	19.5	20.11	24.50	3,486	4,247
Program Technician-Purchase	19.5	20.11	24.50	3,486	4,247
Teacher I	22.0	22.75	27.72	3,944	4,806
Teacher II	23.5	24.50	29.86	4,247	5,175
Teacher III	25.0	26.39	32.15	4,574	5,573

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

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
SALARY SCHEDULE FOR ALL PROGRAMS, INCLUDING HEAD START AND NON-HEAD START**

**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START  
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS  
REVISED 06/17/2024**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
9.0 HOURLY	2076 11.97	2127 12.27	2181 12.58	2235 12.89	2291 13.22	2348 13.55	2407 13.89	2467 14.23	2529 14.59	2657 15.33	2791 16.10	2933 16.92
9.5 HOURLY	2127 12.27	2181 12.58	2235 12.89	2291 13.22	2348 13.55	2407 13.89	2467 14.23	2529 14.59	2592 14.95	2723 15.71	2861 16.51	3006 17.34
10.0 HOURLY	2181 12.58	2235 12.89	2291 13.22	2348 13.55	2407 13.89	2467 14.23	2529 14.59	2592 14.95	2657 15.33	2791 16.10	2933 16.92	3081 17.78
10.5 HOURLY	2235 12.89	2291 13.22	2348 13.55	2407 13.89	2467 14.23	2529 14.59	2592 14.95	2657 15.33	2723 15.71	2861 16.51	3006 17.34	3158 18.22
11.0 HOURLY	2291 13.22	2348 13.55	2407 13.89	2467 14.23	2529 14.59	2592 14.95	2657 15.33	2723 15.71	2791 16.10	2933 16.92	3081 17.78	3237 18.68
11.5 HOURLY	2348 13.55	2407 13.89	2467 14.23	2529 14.59	2592 14.95	2657 15.33	2723 15.71	2791 16.10	2861 16.51	3006 17.34	3158 18.22	3318 19.14
12.0 HOURLY	2407 13.89	2467 14.23	2529 14.59	2592 14.95	2657 15.33	2723 15.71	2791 16.10	2861 16.51	2933 16.92	3081 17.78	3237 18.68	3401 19.62
12.5 HOURLY	2467 14.23	2529 14.59	2592 14.95	2657 15.33	2723 15.71	2791 16.10	2861 16.51	2933 16.92	3006 17.34	3158 18.22	3318 19.14	3486 20.11
13.0 HOURLY	2529 14.59	2592 14.95	2657 15.33	2723 15.71	2791 16.10	2861 16.51	2933 16.92	3006 17.34	3081 17.78	3237 18.68	3401 19.62	3573 20.61

**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START  
 FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS  
 REVISED 06/17/2024**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
13.5 HOURLY	2592 14.95	2657 15.33	2723 15.71	2791 16.10	2861 16.51	2933 16.92	3006 17.34	3081 17.78	3158 18.22	3318 19.14	3486 20.11	3663 21.13
14.0 HOURLY	2657 15.33	2723 15.71	2791 16.10	2861 16.51	2933 16.92	3006 17.34	3081 17.78	3158 18.22	3237 18.68	3401 19.62	3573 20.61	3754 21.66
14.5 HOURLY	2723 15.71	2791 16.10	2861 16.51	2933 16.92	3006 17.34	3081 17.78	3158 18.22	3237 18.68	3318 19.14	3486 20.11	3663 21.13	3848 22.20
15.0 HOURLY	2791 16.10	2861 16.51	2933 16.92	3006 17.34	3081 17.78	3158 18.22	3237 18.68	3318 19.14	3401 19.62	3573 20.61	3754 21.66	3944 22.75
15.5 HOURLY	2861 16.51	2933 16.92	3006 17.34	3081 17.78	3158 18.22	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3663 21.13	3848 22.20	4043 23.32
16.0 HOURLY	2933 16.92	3006 17.34	3081 17.78	3158 18.22	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3573 20.61	3754 21.66	3944 22.75	4144 23.91
16.5 HOURLY	3006 17.34	3081 17.78	3158 18.22	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3573 20.61	3663 21.13	3848 22.20	4043 23.32	4247 24.50
17.0 HOURLY	3081 17.78	3158 18.22	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3573 20.61	3663 21.13	3754 21.66	3944 22.75	4144 23.91	4354 25.12
17.5 HOURLY	3158 18.22	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3573 20.61	3663 21.13	3754 21.66	3848 22.20	4043 23.32	4247 24.50	4462 25.74
18.0 HOURLY	3237 18.68	3318 19.14	3401 19.62	3486 20.11	3573 20.61	3663 21.13	3754 21.66	3848 22.20	3944 22.75	4144 23.91	4354 25.12	4574 26.39

**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START  
 FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS  
 REVISED 06/17/2024**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
18.5	3318	3401	3486	3573	3663	3754	3848	3944	4043	4247	4462	4688
HOURLY	19.14	19.62	20.11	20.61	21.13	21.66	22.20	22.75	23.32	24.50	25.74	27.05

**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START  
 FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS  
 REVISED 06/17/2024**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
19.0 HOURLY	3401 19.62	3486 20.11	3573 20.61	3663 21.13	3754 21.66	3848 22.20	3944 22.75	4043 23.32	4144 23.91	4354 25.12	4574 26.39	4806 27.72
19.5 HOURLY	3486 20.11	3573 20.61	3663 21.13	3754 21.66	3848 22.20	3944 22.75	4043 23.32	4144 23.91	4247 24.50	4462 25.74	4688 27.05	4926 28.42
20.0 HOURLY	3573 20.61	3663 21.13	3754 21.66	3848 22.20	3944 22.75	4043 23.32	4144 23.91	4247 24.50	4354 25.12	4574 26.39	4806 27.72	5049 29.13
20.5 HOURLY	3663 21.13	3754 21.66	3848 22.20	3944 22.75	4043 23.32	4144 23.91	4247 24.50	4354 25.12	4462 25.74	4688 27.05	4926 28.42	5175 29.86
21.0 HOURLY	3754 21.66	3848 22.20	3944 22.75	4043 23.32	4144 23.91	4247 24.50	4354 25.12	4462 25.74	4574 26.39	4806 27.72	5049 29.13	5304 30.60
21.5 HOURLY	3848 22.20	3944 22.75	4043 23.32	4144 23.91	4247 24.50	4354 25.12	4462 25.74	4574 26.39	4688 27.05	4926 28.42	5175 29.86	5437 31.37
22.0 HOURLY	3944 22.75	4043 23.32	4144 23.91	4247 24.50	4354 25.12	4462 25.74	4574 26.39	4688 27.05	4806 27.72	5049 29.13	5304 30.60	5573 32.15
22.5 HOURLY	4043 23.32	4144 23.91	4247 24.50	4354 25.12	4462 25.74	4574 26.39	4688 27.05	4806 27.72	4926 28.42	5175 29.86	5437 31.37	5712 32.96
23.0 HOURLY	4144 23.91	4247 24.50	4354 25.12	4462 25.74	4574 26.39	4688 27.05	4806 27.72	4926 28.42	5049 29.13	5304 30.60	5573 32.15	5855 33.78

**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START  
 FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS  
 REVISED 06/17/2024**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
23.5 HOURLY	4247 24.50	4354 25.12	4462 25.74	4574 26.39	4688 27.05	4806 27.72	4926 28.42	5049 29.13	5175 29.86	5437 31.37	5712 32.96	6001 34.62
24.0 HOURLY	4354 25.12	4462 25.74	4574 26.39	4688 27.05	4806 27.72	4926 28.42	5049 29.13	5175 29.86	5304 30.60	5573 32.15	5855 33.78	6151 35.49
24.5 HOURLY	4462 25.74	4574 26.39	4688 27.05	4806 27.72	4926 28.42	5049 29.13	5175 29.86	5304 30.60	5437 31.37	5712 32.96	6001 34.62	6305 36.38
25.0 HOURLY	4574 26.39	4688 27.05	4806 27.72	4926 28.42	5049 29.13	5175 29.86	5304 30.60	5437 31.37	5573 32.15	5855 33.78	6151 35.49	6463 37.29
25.5 HOURLY	4688 27.05	4806 27.72	4926 28.42	5049 29.13	5175 29.86	5304 30.60	5437 31.37	5573 32.15	5712 32.96	6001 34.62	6305 36.38	6624 38.22
26.0 HOURLY	4806 27.72	4926 28.42	5049 29.13	5175 29.86	5304 30.60	5437 31.37	5573 32.15	5712 32.96	5855 33.78	6151 35.49	6463 37.29	6790 39.17
26.5 HOURLY	4926 28.42	5049 29.13	5175 29.86	5304 30.60	5437 31.37	5573 32.15	5712 32.96	5855 33.78	6001 34.62	6305 36.38	6624 38.22	6960 40.15
27.0 HOURLY	5049 29.13	5175 29.86	5304 30.60	5437 31.37	5573 32.15	5712 32.96	5855 33.78	6001 34.62	6151 35.49	6463 37.29	6790 39.17	7134 41.16
27.5 HOURLY	5175 29.86	5304 30.60	5437 31.37	5573 32.15	5712 32.96	5855 33.78	6001 34.62	6151 35.49	6305 36.38	6624 38.22	6960 40.15	7312 42.19

**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START  
 FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS  
 REVISED 06/17/2024**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
28.0 HOURLY	5304 30.60	5437 31.37	5573 32.15	5712 32.96	5855 33.78	6001 34.62	6151 35.49	6305 36.38	6463 37.29	6790 39.17	7134 41.16	7495 43.24
28.5 HOURLY	5437 31.37	5573 32.15	5712 32.96	5855 33.78	6001 34.62	6151 35.49	6305 36.38	6463 37.29	6624 38.22	6960 40.15	7312 42.19	7682 44.32
29.0 HOURLY	5573 32.15	5712 32.96	5855 33.78	6001 34.62	6151 35.49	6305 36.38	6463 37.29	6624 38.22	6790 39.17	7134 41.16	7495 43.24	7874 45.43
29.5 HOURLY	5712 32.96	5855 33.78	6001 34.62	6151 35.49	6305 36.38	6463 37.29	6624 38.22	6790 39.17	6960 40.15	7312 42.19	7682 44.32	8071 46.57
30.0 HOURLY	5855 33.78	6001 34.62	6151 35.49	6305 36.38	6463 37.29	6624 38.22	6790 39.17	6960 40.15	7134 41.16	7495 43.24	7874 45.43	8273 47.73
30.5 HOURLY	6001 34.62	6151 35.49	6305 36.38	6463 37.29	6624 38.22	6790 39.17	6960 40.15	7134 41.16	7312 42.19	7682 44.32	8071 46.57	8480 48.92
31.0 HOURLY	6151 35.49	6305 36.38	6463 37.29	6624 38.22	6790 39.17	6960 40.15	7134 41.16	7312 42.19	7495 43.24	7874 45.43	8273 47.73	8692 50.15
31.5 HOURLY	6305 36.38	6463 37.29	6624 38.22	6790 39.17	6960 40.15	7134 41.16	7312 42.19	7495 43.24	7682 44.32	8071 46.57	8480 48.92	8909 51.40
32.0 HOURLY	6463 37.29	6624 38.22	6790 39.17	6960 40.15	7134 41.16	7312 42.19	7495 43.24	7682 44.32	7874 45.43	8273 47.73	8692 50.15	9132 52.68

**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START  
 FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS  
 REVISED 06/17/2024**

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
32.5 HOURLY	6624 38.22	6790 39.17	6960 40.15	7134 41.16	7312 42.19	7495 43.24	7682 44.32	7874 45.43	8071 46.57	8480 48.92	8909 51.40	9360 54.00
33.0 HOURLY	6790 39.17	6960 40.15	7134 41.16	7312 42.19	7495 43.24	7682 44.32	7874 45.43	8071 46.57	8273 47.73	8692 50.15	9132 52.68	9594 55.35
33.5 HOURLY	6960 40.15	7134 41.16	7312 42.19	7495 43.24	7682 44.32	7874 45.43	8071 46.57	8273 47.73	8480 48.92	8909 51.40	9360 54.00	9834 56.74
34.0 HOURLY	7134 41.16	7312 42.19	7495 43.24	7682 44.32	7874 45.43	8071 46.57	8273 47.73	8480 48.92	8692 50.15	9132 52.68	9594 55.35	10080 58.15
34.5 HOURLY	7312 42.19	7495 43.24	7682 44.32	7874 45.43	8071 46.57	8273 47.73	8480 48.92	8692 50.15	8909 51.40	9360 54.00	9834 56.74	10332 59.61
35.0 HOURLY	7495 43.24	7682 44.32	7874 45.43	8071 46.57	8273 47.73	8480 48.92	8692 50.15	8909 51.40	9132 52.68	9594 55.35	10080 58.15	10590 61.10
35.5 HOURLY	7682 44.32	7874 45.43	8071 46.57	8273 47.73	8480 48.92	8692 50.15	8909 51.40	9132 52.68	9360 54.00	9834 56.74	10332 59.61	10855 62.62
36.0 HOURLY	7874 45.43	8071 46.57	8273 47.73	8480 48.92	8692 50.15	8909 51.40	9132 52.68	9360 54.00	9594 55.35	10080 58.15	10590 61.10	11126 64.19
36.5 HOURLY	8071 46.57	8273 47.73	8480 48.92	8692 50.15	8909 51.40	9132 52.68	9360 54.00	9594 55.35	9834 56.74	10332 59.61	10855 62.62	11405 65.80



**FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START  
 FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS  
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RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
37.0 HOURLY	8273 47.73	8480 48.92	8692 50.15	8909 51.40	9132 52.68	9360 54.00	9594 55.35	9834 56.74	10080 58.15	10590 61.10	11126 64.19	11690 67.44
37.5 HOURLY	8480 48.92	8692 50.15	8909 51.40	9132 52.68	9360 54.00	9594 55.35	9834 56.74	10080 58.15	10332 59.61	10855 62.62	11405 65.80	11982 69.13
38.0 HOURLY	8692 50.15	8909 51.40	9132 52.68	9360 54.00	9594 55.35	9834 56.74	10080 58.15	10332 59.61	10590 61.10	11126 64.19	11690 67.44	12281 70.85
38.5 HOURLY	8909 51.40	9132 52.68	9360 54.00	9594 55.35	9834 56.74	10080 58.15	10332 59.61	10590 61.10	10855 62.62	11405 65.80	11982 69.13	12588 72.63
39.0 HOURLY	9132 52.68	9360 54.00	9594 55.35	9834 56.74	10080 58.15	10332 59.61	10590 61.10	10855 62.62	11126 64.19	11690 67.44	12281 70.85	12903 74.44
39.5 HOURLY	9360 54.00	9594 55.35	9834 56.74	10080 58.15	10332 59.61	10590 61.10	10855 62.62	11126 64.19	11405 65.80	11982 69.13	12588 72.63	13226 76.30
40.0 HOURLY	9594 55.35	9834 56.74	10080 58.15	10332 59.61	10590 61.10	10855 62.62	11126 64.19	11405 65.80	11690 67.44	12281 70.85	12903 74.44	13556 78.21
40.5 HOURLY	9834 56.74	10080 58.15	10332 59.61	10590 61.10	10855 62.62	11126 64.19	11405 65.80	11690 67.44	11982 69.13	12588 72.63	13226 76.30	13895 80.17



# Report to the Board of Directors

Agenda Item Number: E-

Board of Directors Meeting for: July 11, 2024

Author: Donna Tooley, Consultant

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DATE: July 2, 2024

TO: Board of Directors

FROM: Daniel Seeto, Chief Financial Officer

SUBJECT: Accept and Approve the Submission of the CAPMC Welfare Benefit 2023 Form 5500 Tax Return

**I. RECOMMENDATION:**

Accept and approve the submission of the CAPMC Welfare Benefit 2023 Form 5500 tax return by the Chief Financial Officer.

**II. SUMMARY:**

CAPMC must file an annual return for its Health and Welfare Benefit plan each calendar year. Heffernan Insurance Brokers have prepared the Form 5500 for the CAPMC Health and Welfare Benefit Plan.

**III. DISCUSSION:**

- A. A copy of the draft Form 5500 will be distributed at the meeting for your review and consideration. The CFO will review the tax return prior to the submission to the Board of Directors.
- B. The information for the Welfare Benefit Plan Form 5500 was prepared from records from the health insurance providers and CAPMC's vendor payment records.
- C. CAPMC is subject to the filing requirement because its plan has more than 100 participants.
- D. The due date for the return is July 31, 2024 and is filed electronically.
- E. The Welfare Benefit Plan Form 5500 does not require an outside audit like the CAPMC 403(b) Retirement Plan.

**IV. FINANCING:**

The Welfare Benefit Plan is less complicated than the audit 403(b) Form 5500 and was completed by Heffernan Insurance Brokers for no additional fee.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JUNE 30, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2024 - 12/31/2024 218	318,202.00	57,930.27	50.00%	18.21%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY 06/15/2024 - 12/31/2024 217	19,000.00	0.89	50.00%	0.00%	Provide social service programs and administrative expenses
<b>HEAD START &amp; CHILD DEVELOPMENT</b>					
HEAD START REGIONAL 06/1/24 - 05/31/25 311/380	4,499,507.00	109,944.44	8.33%	2.44%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/24 - 05/31/25 310	46,025.00	0.00	8.33%	0.00%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/24 - 05/31/25 312	823,578.00	54,860.85	8.33%	6.66%	Provide early HS services to 50 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/1/24 - 05/31/25 309	13,373.00	9,211.62	8.33%	68.88%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/23 - 06/30/24 319	1,091,317.00	1,098,116.00	100.00%	100.62%	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	328,652.82	75.00%	55.72%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/24 - 02/28/25 321/362	6,158,497.00	1,387,571.94	33.33%	22.53%	Provide HS services to 479 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/24 - 02/28/25 320	31,845.00	12,881.62	33.33%	40.45%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/23 - 06/30/24 322/324	970,788.00	872,894.95	100.00%	89.92%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/23 - 06/30/24 325	137,096.00	134,429.50	100.00%	98.06%	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	150,862.00	0.00	100.00%	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 JUNE 30, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/23 - 08/31/24 331	5,789,431.00	4,174,290.34	83.33%	72.10%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/23 - 08/31/24 330	82,690.00	47,703.37	83.33%	57.69%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2020 - 06/30/2024 351	425,811.00	27,192.07	100.00%	6.39%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2023 - 06/30/2024 371	277,136.00	260,099.20	100.00%	93.85%	Provides training and education to parentx to strengthen family relationships

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JUNE 30, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>RESOURCE &amp; REFERRAL:</b>					
CCDF-HEALTH & SAFETY 07/01/23 - 06/30/24 411	7,997.00	7,675.32	100.00%	95.98%	Training and supplies for child care providers
R & R GENERAL 07/01/23 - 06/30/24 401	294,215.00	272,736.24	100.00%	92.70%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/23 - 06/30/24 407	307,121.00	233,170.35	100.00%	75.92%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/23 - 06/30/24 424	55,064.00	52,101.28	100.00%	94.62%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/22 - 06/30/24 426/432	7,810,104.00	5,872,272.53	100.00%	75.19%	Provide subsidized child care for eligible families
**Note: This will start being used once the rollover is fully expended					
ALTERNATIVE PAYMENT 07/01/23 - 06/30/25 429	8,144,824.00	0.00	100.00%	0.00%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/23 - 06/30/24 427	1,207,695.00	1,290,656.20	100.00%	106.87%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/23 - 06/30/24 428	1,335,628.00	1,185,471.49	100.00%	88.76%	Provide subsidized child care for eligible families

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JUNE 30, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>VICTIM SERVICES:</b>					
RSVP/CALOES (10/01/23 - 09/30/24) 500	358,165.00	237,480.38	75.00%	66.30%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/23 - 09/30/24) 501	418,989.00	266,791.05	75.00%	63.67%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/23 - 09/30/24) 533	537,587.00	409,726.42	75.00%	76.22%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/23 - 06/30/24) 502	22,000.00	0.00	100.00%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/23 - 06/30/24) 504	4,000.00	0.00	100.00%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/23 - 06/30/24) DONATIONS ONLY 507/525	2,000.00	132.08	100.00%	6.60%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/23 - 06/30/24) DONATIONS ONLY 510	5,000.00	857.59	100.00%	17.15%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/24 - 12/31/24) 508	163,177.00	89,755.78	50.00%	55.01%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/24 - 12/31/24) 531	126,807.00	59,766.29	50.00%	47.13%	Provide long-term shelter services for domestic violence and human trafficking victims
<b>YOUTH AND SPECIALIZED SERVICES:</b>					
CHILD ADVOCACY CENTER (07/01/23 - 06/30/24) 516	2,500.00	3,552.39	100.00%	142.10%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES (04/01/2024 - 03/31/2025) 535	200,000.00	36,433.71	25.00%	18.22%	Provide funding to operate child advocacy center and provide child sexual assault interviews
CHILD ADVOCACY CENTER PROGRAM IMPROVEMENT NATIONAL CHILDREN'S ALLIANCE (01/01/23 - 06/30/2024) 536	50,000.00	44,155.01	100.00%	88.31%	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 JUNE 30, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - EMERGENCY &amp; OTHER SERVICES:</b>					
E.C.I.P./LIHEAP (11/01/22 - 06/30/24) 203	1,045,256.00	946,677.11	100.00%	90.57%	Assistance for low income clients for energy bills and weatherization services
FEMA 10/01/23 - 12/31/24 205	2,000.00	839.38	60.00%	41.97%	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/23 - 06/30/25) 207	560,963.00	389,735.04	40.00%	69.48%	Assistance for low income clients for energy bills and weatherization services
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/23 - 06/30/24) 216	50,000.00	37,214.43	100.00%	74.43%	Provides property management services for the County of Madera Behavioral Health
EMERGENCY SUPPLEMENTAL LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (ESLIHEAP) (04/15/23 - 05/31/25) 282	797,174.00	211,228.35	56.00%	26.50%	Assistance for low income clients for energy bills and weatherization services

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED JUNE 30, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
<b>COMMUNITY SERVICES - HOMELESS PROGRAMS:</b>					
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 221	2,946.88	2,481.54	100.00%	84.21%	Provides funding for homeless support and emergency services
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 223	560.12	560.12	100.00%	100.00%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/23 - 10/31/24) 224	604,468.00	395,944.70	66.67%	65.50%	Provides permanent supportive housing for homeless people with disabilities
ONE-TIME FUNDING HOMELESSNESS (07/01/23 - 06/30/24) 226	10,423.00	5,305.15	100.00%	50.90%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/23 - 06/30/24) 231	20,000.00	19,007.98	100.00%	95.04%	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	411,434.26	411,434.26	80.33%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP IV) BEHAVIORAL HEALTH (01/01/24 - 6/30/27) 246	346,709.12	18,335.90	14.29%	5.29%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-III) BEHAVIORAL HEALTH (07/01/23 - 06/30/26) 278	421,308.69	330,320.76	33.33%	78.40%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOUSING & HOMELESSNESS INCENTIVE PROGRAM (HHIP) (04/01/23 - 06/30/24) 281	250,000.00	165,185.21	100.00%	66.07%	Improves health outcomes and access to whole person care services by addressing housing insecurity and instability
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER (11/01/23 - 10/31/24) 284	208,820.00	108,276.63	66.67%	51.85%	Provides coordinated entry supportive housing for homeless people within the FMCoC area



**Community Action Partnership of Madera County, Inc.**  
**Consolidated Revenue and Expense**  
**May 31, 2024**

	<u>Year-To-Date</u> <u>Actual</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	23,873,826.10
4120- GRANT INCOME-STATE	7,963,445.29
4130- GRANT INCOME-AREA	367,416.10
4210- DONATIONS	22,205.40
4220- IN KIND CONTRIBUTIONS	2,641,764.93
4315- CHILD CRE REVENUE-STATE	5,326.75
4320- INTEREST INCOME	3,905.48
4330- SALE OF ASSETS	8,000.00
4350- RENTAL INCOME	61,039.07
4360- MEMBERSHIP	23.60
4390- MISCELLANEOUS INCOME	3,481.28
4900- INDIRECT COST REIMBURSEMENT	2,519,709.86
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Total Revenues	37,470,143.86
	<hr/>
<u>Expenses</u>	
5010- SALARIES & WAGES	13,055,494.83
5012- DIRECTOR'S SALARY	156,768.09
5020- ACCRUED VACATION PAY	834,056.31
5112- HEALTH INSURANCE	1,197,264.26
5114- WORKER'S COMPENSATION	375,712.04
5116- PENSION	689,683.83
5122- FICA	1,048,672.07
5124- SUI	142,466.56
5125- DIRECTOR'S FRINGE	81,874.42
5130- ACCRUED VACATION FICA	52,619.52
6110- OFFICE SUPPLIES	96,197.81
6112- DATA PROCESSING SUPPLIES	560,560.56
6121- FOOD	463,697.63
6122- KITCHEN SUPPLIES	68,675.07
6130- PROGRAM SUPPLIES	2,048,721.18
6132- MEDICAL & DENTAL SUPPLIES	31,364.66
6134- INSTRUCTIONAL SUPPLIES	65,876.70
6140- CUSTODIAL SUPPLIES	112,797.55
6142- LINEN/LAUNDRY	18.50
6143- FURNISHINGS	145,586.77
6150- UNIFORM RENTAL/PURCHASE	600.00
6160- RESALE ITEMS	427.76

6170- POSTAGE & SHIPPING	26,904.25
6180- EQUIPMENT RENTAL	154,558.30
6181- EQUIPMENT MAINTENANCE	74,442.04
6221- EQUIPMENT OVER > \$5000	384,830.32
6310- PRINTING & PUBLICATIONS	40,357.69
6312- ADVERTISING & PROMOTION	4,689.79
6320- TELEPHONE	27,203.35
6410- RENT	1,384,358.59
6420- UTILITIES/ DISPOSAL	464,570.52
6432- BUILDING REPAIRS/ MAINTENANCE	581,364.04
6433- GROUNDS MAINTENANCE	266,946.75
6436- PEST CONTROL	28,313.51
6437- BURGLAR & FIRE ALARM	23,404.52
6440- PROPERTY INSURANCE	98,744.75
6510- AUDIT	83,000.00
6520- CONSULTANTS	153,723.66
6522- CONSULTANT EXPENSES	6,144.99
6524- CONTRACTS	229,709.82
6530- LEGAL	66,691.95
6540- CUSTODIAL SERVICES	116,632.00
6555- MEDICAL SCREENING/DEAT/STAFF	14,215.00
6610- GAS & OIL	53,236.69
6620- VEHICLE INSURANCE	105,161.62
6640- VEHICLE REPAIR & MAINTENANCE	53,016.70
6712- STAFF TRAVEL-LOCAL	21,759.98
6714- STAFF TRAVEL-OUT OF AREA	83,797.15
6722- PER DIEM - STAFF	4,851.00
6730- VOLUNTEER TRAVEL	15,417.08
6742- TRAINING - STAFF	98,392.42
6744- TRAINING - VOLUNTEER	7,227.00
6750- FIELD TRIPS	630.00
6810- BANK CHARGES	5,819.42
6832- LIABILITY INSURANCE	6,947.97
6834- STUDENT ACTIVITY INSURANCE	5,693.88
6840- PROPERTY TAXES	9,517.91
6850- FEES & LICENSES	112,401.10
6851- CPR FEES	6,308.00
6852- FINGERPRINT	4,031.25
6875- EMPLOYEE HEALTH & WELFARE	34,806.77
6890- MISCELLANEOUS EXPENSE	79.80
7110- PARENT ACTIVITIES	326.80
7111- PARENT MILEAGE	421.61
7112- PARENT INVOLVEMENT	8,057.19
7114- PC ALLOWANCE	3,405.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,080.49
7210- TRANSPORTATION VOUCHERS	1,225.67
7224- CLIENT RENT	113,491.74

7226- CLIENT LODGING/SHELTER	139,279.00
7230- CLIENT FOOD	2,403.44
7240- DIRECT BENEFITS	6,344,357.25
7245- DIRECT BENEFITS - STATE	5,326.75
7250- FURNACE REPAIRS/REPLACEMENT	10,164.03
8110- IN KIND SALARIES	2,157,240.71
8120- IN KIND RENT	458,432.22
8130- IN KIND - OTHER	26,092.00
9010- INDIRECT COST ALLOCATION	<u>2,519,709.86</u>
Total Expenses	<u>37,880,051.46</u>
Excess Revenue Over (Under) Expenditures	<u><u>(409,907.60)</u></u>

**Community Action Partnership of Madera County, Inc.**  
**Consolidated Statement of Financial Position by Object**  
**May 31, 2024**

F-4A

	<u><b>This Year</b></u>
<b>Assets</b>	
1113- CASH IN WESTAMERICA PAYROLL CK	6,439.27
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,516.63
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	337,468.15
1122- SAVINGS - WESTAMERICA	9,122,807.99
1130- PETTY CASH	710.00
1310- GRANTS RECEIVABLE	1,851,695.13
1320- ACCOUNTS RECEIVABLE	250.00
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	0.00
1323- A/R IGNITE MY CITY CHURCH	241.25
1328- EMPLOYEE & TRAVEL ADVANCES	0.00
1329- ADVANCE CLEARING	8,225.29
1410- PREPAID EXPENSES	123,115.26
1420- SECURITY DEPOSITS	48,616.04
1421- WORKERS' COMP DEPOSIT	135,404.25
1450- INVENTORY	15,306.10
1512- EQUIPMENT	1,789,438.11
1513- VEHICLES	1,456,116.88
1514- BUILDINGS	4,021,500.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	427,857.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,261,781.01)
1523- ACC DEPR - VEHICLES	(979,676.53)
1524- ACC DEPR - BUILDINGS	(3,453,889.91)
1525- ACC DEPR - LAND IMPROVE.	(171,194.44)
1526- ACC DEPR - BUILDING IMPROVE.	(158,846.74)
1590- ROU ASSETS - OPERATING LEASES	4,265,259.00
	4,265,259.00
<b>Total Assets</b>	<b>17,837,418.42</b>
<b>Liabilities and Net Assets</b>	
2101- ACCOUNTS PAYABLE	1,181,979.29
2111- ACCOUNTS PAYABLE - MANUAL	50,634.05
2112- ACCOUNTS PAY-FUNDING SOURCE	841,894.91
2115- A/P OTHERS	4,049.62
2121- ACCRUED PAYROLL	355,861.34
2122- ACCRUED VACATION	1,087,917.87
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	85,582.03
2212- FICA-MED PAYABLE	20,015.30
2213- FIT PAYABLE	49,158.00
2215- SIT PAYABLE	23,562.77
2216- SDI PAYABLE	7,592.41
2217- SUI PAYABLE	5,686.94
2220- WORKER'S COMP PAYABLE	63,749.40

2231- RETIREMENT PAYABLE-ER CONTRIB	841,158.70
2232- W/H RETIREMENT	(50.00)
2244- KAISER MID20	3,716.24
2245- KAISER HIGH15	21,460.61
2248- KAISER LOW30	3,513.85
2249- KAISER DHMO40	520.55
2252- SELF INSURANCE - LIFE & ADD	548.34
2253- VISION INSURANCE PAYABLE	337.26
2254- SELF INSURANCE - DENTAL	63,533.12
2255- UNION DUES & FEE PAYMENTS	(3,527.10)
2258- TELEMEDICINE	28.00
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	3,487.17
2410- DEFERRED GRANT REVENUE	6,298,252.01
2415- RESERVE ACCOUNT	61,415.00
2420- OTHER DEFERRED REVENUE	(11,868.49)
2600- INVESTMENT IN FIXED ASSETS	0.00
2690- OPERATING LEASE LIABILITY	4,265,259.00
	<hr/>
Total Liabilities	15,330,918.41
3000- NET ASSETS W/O DONOR RESTRICTIONS	549,731.79
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,806,675.82
Change in Net Assets	(409,907.60)
	<hr/>
Total Net Assets	2,506,500.01
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Total Liabilities and Net Assets	17,837,418.42
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6530- LEGAL	4,000.00	0.00	3,046.88	0.00	0.76	0.00	3,046.88	953.12
6555- MEDICAL	1,690.00	0.00	522.75	0.00	0.31	0.00	522.75	1,167.25
6610- GAS & OIL	400.00	0.00	59.44	0.00	0.15	0.00	59.44	340.56
6620- VEHICLE INSURANCE	400.00	22.61	503.09	0.00	1.26	0.00	503.09	(103.09)
6640- VEHICLE REPAIR &	400.00	0.00	336.65	0.00	0.84	0.00	336.65	63.35
6712- STAFF TRAVEL-LOCAL	800.00	0.00	12.45	0.00	0.02	0.00	12.45	787.55
6722- PER DIEM - STAFF	2,000.00	0.00	73.44	0.00	0.04	0.00	73.44	1,926.56
6742- TRAINING - STAFF	5,000.00	0.00	4,443.29	0.00	0.89	0.00	4,443.29	556.71
6840- PROPERTY TAXES	500.00	0.00	19.72	0.00	0.04	0.00	19.72	480.28
6850- FEES & LICENSES	4,480.00	5.00	7,469.25	0.00	1.67	0.00	7,469.25	(2,989.25)
6852- FINGERPRINT	500.00	0.00	625.75	0.00	1.25	0.00	625.75	(125.75)
6875- EMPLOYEE HEALTH & WELFARE	947.00	25.81	1,162.62	0.00	1.23	18.02	1,180.64	(233.64)
Total Other & Services	97,236.00	6,967.13	139,744.50	0.00	1.44	18.02	139,762.52	(42,526.52)
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	1,200.00	0.00	525.20	0.00	0.44	0.00	525.20	674.80
Travel-Out of Area	1,200.00	0.00	525.20	0.00	0.44	0.00	525.20	674.80
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	6,443,336.00	327,327.01	6,842,483.68	0.00	1.06	0.00	6,842,483.68	(399,147.68)
7245- DIRECT BENEFITS - STATE	0.00	461.80	4,046.85	0.00	0.00	0.00	4,046.85	(4,046.85)
Total Direct Benefits	6,443,336.00	327,788.81	6,846,530.53	0.00	1.06	0.00	6,846,530.53	(403,194.53)
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST ALLOCATION	651,439.00	33,368.21	688,858.77	0.00	1.06	0.00	688,858.77	(37,419.77)
<b>Total Expenses</b>	<b>7,810,104.00</b>	<b>399,976.60</b>	<b>8,262,782.25</b>	<b>0.00</b>	<b>1.06</b>	<b>3,830.07</b>	<b>8,266,612.32</b>	<b>(456,508.32)</b>
Excess Revenue Over (Under)	0.00	537.10	0.00	0.00	0.00	(3,830.07)	(3,830.07)	3,830.07

Fiscal Year July 23 - June 24

May 31, 2024

<u>427 0 ALT. PYMT. PROG. C2AP</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2024</u>	<u>YTD Budget May 31, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	330,867.00	117,923.60	406,223.52	0.00	(1.23)	0.00	406,223.52	(75,356.52)
4120- GRANT INCOME-STATE	876,828.00	0.00	876,828.00	0.00	(1.00)	0.00	876,828.00	0.00
4315- CHILD CRE REVENUE-STATE	0.00	0.00	111.00	0.00	0.00	0.00	111.00	(111.00)
Total Revenues	1,207,695.00	117,923.60	1,283,162.52	0.00	(1.06)	0.00	1,283,162.52	(75,467.52)
<b>Expenses</b>								
<b>5010- SALARIES &amp; WAGES</b>	62,950.00	5,837.12	65,050.87	0.00	1.03	0.00	65,050.87	(2,100.87)
5020- ACCRUED VACATION PAY	4,800.00	307.44	3,464.26	0.00	0.72	0.00	3,464.26	1,335.74
Total Salaries	67,750.00	6,144.56	68,515.13	0.00	1.01	0.00	68,515.13	(765.13)
5112- HEALTH INSURANCE	2,603.00	53.27	1,730.74	0.00	0.66	0.00	1,730.74	872.26
5114- WORKER'S COMPENSATION	601.00	32.25	363.31	0.00	0.60	0.00	363.31	237.69
5116- PENSION	3,141.00	513.13	4,159.46	0.00	1.32	0.00	4,159.46	(1,018.46)
5122- FICA	5,550.00	514.55	5,483.96	0.00	0.99	0.00	5,483.96	66.04
5124- SUI	1,134.00	0.00	796.18	0.00	0.70	0.00	796.18	337.82
5130- ACCRUED VACATION FICA	160.00	(32.22)	26.26	0.00	0.16	0.00	26.26	133.74
Total Fringe Benefits	13,189.00	1,080.98	12,559.91	0.00	0.95	0.00	12,559.91	629.09
6110- OFFICE SUPPLIES	520.00	3.64	377.18	0.00	0.73	87.18	464.36	55.64
6112- DATA PROCESSING SUPPLIES	8,500.00	159.96	9,244.39	0.00	1.09	0.00	9,244.39	(744.39)
6130- PROGRAM SUPPLIES	300.00	0.00	154.11	0.00	0.51	0.00	154.11	145.89
6143- FURNISHINGS	600.00	0.00	1,089.33	0.00	1.82	0.00	1,089.33	(489.33)
6170- POSTAGE & SHIPPING	1,920.00	335.87	2,416.91	0.00	1.26	0.00	2,416.91	(496.91)
Total Supplies	11,840.00	499.47	13,281.92	0.00	1.12	87.18	13,369.10	(1,529.10)
6180- EQUIPMENT RENTAL	831.00	67.88	740.66	0.00	0.89	0.00	740.66	90.34
6181- EQUIPMENT MAINTENANCE	580.00	58.93	410.17	0.00	0.71	0.00	410.17	169.83
6310- PRINTING & PUBLICATIONS	102.00	0.00	115.77	0.00	1.14	0.00	115.77	(13.77)
6312- ADVERTISING & PROMOTION	10.00	0.00	9.51	0.00	0.95	0.00	9.51	0.49
6320- TELEPHONE	875.00	54.53	713.26	0.00	0.82	0.00	713.26	161.74
6410- RENT	10,876.00	1,022.13	10,150.75	0.00	0.93	0.00	10,150.75	725.25
6420- UTILITIES/ DISPOSAL	2,200.00	183.24	2,045.94	0.00	0.93	0.00	2,045.94	154.06
6432- BUILDING REPAIRS/	770.00	0.00	733.09	0.00	0.95	0.00	733.09	36.91
6440- PROPERTY INSURANCE	388.00	34.15	326.98	0.00	0.84	0.00	326.98	61.02
6610- GAS & OIL	15.00	0.00	4.55	0.00	0.30	0.00	4.55	10.45
6620- VEHICLE INSURANCE	222.00	22.61	198.89	0.00	0.90	0.00	198.89	23.11
6640- VEHICLE REPAIR &	36.00	0.00	23.45	0.00	0.65	0.00	23.45	12.55



6712- STAFF TRAVEL-LOCAL	5.00	0.00	3.48	0.00	0.70	0.00	3.48	1.52
6722- PER DIEM - STAFF	15.00	0.00	14.96	0.00	1.00	0.00	14.96	0.04
6742- TRAINING - STAFF	435.00	0.00	527.94	0.00	1.21	0.00	527.94	(92.94)
6840- PROPERTY TAXES	9.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00
6850- FEES & LICENSES	95.00	0.00	809.57	0.00	8.52	0.00	809.57	(714.57)
6875- EMPLOYEE HEALTH & WELFARE	219.00	8.95	128.59	0.00	0.59	6.25	134.84	84.16
Total Other & Services	17,683.00	1,452.42	16,957.56	0.00	0.96	6.25	16,963.81	719.19
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	150.00	0.00	102.06	0.00	0.68	0.00	102.06	47.94
Travel-Out of Area	150.00	0.00	102.06	0.00	0.68	0.00	102.06	47.94
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	996,348.00	98,397.75	1,064,615.98	0.00	1.07	0.00	1,064,615.98	(68,267.98)
7245- DIRECT BENEFITS - STATE	0.00	0.00	111.00	0.00	0.00	0.00	111.00	(111.00)
Total Direct Benefits	996,348.00	98,397.75	1,064,726.98	0.00	1.07	0.00	1,064,726.98	(68,378.98)
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST ALLOCATION	100,735.00	9,835.97	107,018.96	0.00	1.06	0.00	107,018.96	(6,283.96)
<b>Total Expenses</b>	<b>1,207,695.00</b>	<b>117,411.15</b>	<b>1,283,162.52</b>	<b>0.00</b>	<b>1.06</b>	<b>93.43</b>	<b>1,283,255.95</b>	<b>(75,560.95)</b>
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>512.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(93.43)</b>	<b>(93.43)</b>	<b>93.43</b>

**Fiscal Year July 23 - June 24  
May 31, 2024**

<b>428 0 ALT. PYMT. PROG. C3AP</b>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2024</u>	<u>YTD Budget May 31, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	627,232.00	53,940.82	590,036.44	0.00	(0.94)	0.00	590,036.44	37,195.56
4120- GRANT INCOME-STATE	708,396.00	60,826.88	586,779.87	0.00	(0.83)	0.00	586,779.87	121,616.13
4315- CHILD CRE REVENUE-STATE	0.00	167.45	1,168.90	0.00	0.00	0.00	1,168.90	(1,168.90)
<b>Total Revenues</b>	<b>1,335,628.00</b>	<b>114,935.15</b>	<b>1,177,985.21</b>	<b>0.00</b>	<b>(0.88)</b>	<b>0.00</b>	<b>1,177,985.21</b>	<b>157,642.79</b>
<b>Expenses</b>								
<b>5010- SALARIES &amp; WAGES</b>	<b>70,749.00</b>	<b>9,217.71</b>	<b>58,238.22</b>	<b>0.00</b>	<b>0.82</b>	<b>0.00</b>	<b>58,238.22</b>	<b>12,510.78</b>
5020- ACCRUED VACATION PAY	4,700.00	607.54	3,283.10	0.00	0.70	0.00	3,283.10	1,416.90
<b>Total Salaries</b>	<b>75,449.00</b>	<b>9,825.25</b>	<b>61,521.32</b>	<b>0.00</b>	<b>0.82</b>	<b>0.00</b>	<b>61,521.32</b>	<b>13,927.68</b>
5112- HEALTH INSURANCE	3,685.00	444.00	2,556.76	0.00	0.69	0.00	2,556.76	1,128.24
5114- WORKER'S COMPENSATION	304.00	46.08	319.66	0.00	1.05	0.00	319.66	(15.66)
5116- PENSION	3,967.00	649.14	3,748.49	0.00	0.94	0.00	3,748.49	218.51
5122- FICA	5,852.00	728.52	4,833.24	0.00	0.83	0.00	4,833.24	1,018.76
5124- SUI	1,305.00	0.00	515.71	0.00	0.40	0.00	515.71	789.29
5130- ACCRUED VACATION FICA	250.00	(19.10)	90.66	0.00	0.36	0.00	90.66	159.34
<b>Total Fringe Benefits</b>	<b>15,363.00</b>	<b>1,848.64</b>	<b>12,064.52</b>	<b>0.00</b>	<b>0.79</b>	<b>0.00</b>	<b>12,064.52</b>	<b>3,298.48</b>
6110- OFFICE SUPPLIES	690.00	3.89	377.78	0.00	0.55	87.17	464.95	225.05
6112- DATA PROCESSING SUPPLIES	9,100.00	11.32	8,901.19	0.00	0.98	0.00	8,901.19	198.81
6130- PROGRAM SUPPLIES	300.00	0.00	166.11	0.00	0.55	0.00	166.11	133.89
6143- FURNISHINGS	1,000.00	0.00	1,189.11	0.00	1.19	0.00	1,189.11	(189.11)
6170- POSTAGE & SHIPPING	1,615.00	103.96	1,177.86	0.00	0.73	0.00	1,177.86	437.14
<b>Total Supplies</b>	<b>12,705.00</b>	<b>119.17</b>	<b>11,812.05</b>	<b>0.00</b>	<b>0.93</b>	<b>87.17</b>	<b>11,899.22</b>	<b>805.78</b>
6180- EQUIPMENT RENTAL	900.00	72.74	793.62	0.00	0.88	0.00	793.62	106.38
6181- EQUIPMENT MAINTENANCE	650.00	63.14	396.08	0.00	0.61	0.00	396.08	253.92
6310- PRINTING & PUBLICATIONS	130.00	0.00	115.76	0.00	0.89	0.00	115.76	14.24
6312- ADVERTISING & PROMOTION	20.00	0.00	10.96	0.00	0.55	0.00	10.96	9.04
6320- TELEPHONE	775.00	44.83	485.10	0.00	0.63	0.00	485.10	289.90
6410- RENT	11,458.00	1,022.13	10,516.55	0.00	0.92	0.00	10,516.55	941.45
6420- UTILITIES/ DISPOSAL	2,300.00	183.25	2,127.45	0.00	0.92	0.00	2,127.45	172.55
6432- BUILDING REPAIRS/	805.00	0.00	733.08	0.00	0.91	0.00	733.08	71.92
6440- PROPERTY INSURANCE	415.00	34.15	330.83	0.00	0.80	0.00	330.83	84.17
6555- MEDICAL	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6610- GAS & OIL	13.00	0.00	4.55	0.00	0.35	0.00	4.55	8.45

6620- VEHICLE INSURANCE	105.00	0.00	19.30	0.00	0.18	0.00	19.30	85.70
6640- VEHICLE REPAIR &	42.00	0.00	23.21	0.00	0.55	0.00	23.21	18.79
6712- STAFF TRAVEL-LOCAL	5.00	0.00	2.74	0.00	0.55	0.00	2.74	2.26
6722- PER DIEM - STAFF	35.00	0.00	14.96	0.00	0.43	0.00	14.96	20.04
6742- TRAINING - STAFF	690.00	0.00	453.00	0.00	0.66	0.00	453.00	237.00
6840- PROPERTY TAXES	11.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00
6850- FEES & LICENSES	128.00	0.00	803.32	0.00	6.28	0.00	803.32	(675.32)
6875- EMPLOYEE HEALTH & WELFARE	139.00	9.27	131.83	0.00	0.95	6.46	138.29	0.71
<b>Total Other &amp; Services</b>	<b>18,663.00</b>	<b>1,429.51</b>	<b>16,962.34</b>	<b>0.00</b>	<b>0.91</b>	<b>6.46</b>	<b>16,968.80</b>	<b>1,694.20</b>
<b>Equipment &amp; Bldg Improvements</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6714- STAFF TRAVEL-OUT OF AREA	150.00	0.00	80.67	0.00	0.54	0.00	80.67	69.33
<b>Travel-Out of Area</b>	<b>150.00</b>	<b>0.00</b>	<b>80.67</b>	<b>0.00</b>	<b>0.54</b>	<b>0.00</b>	<b>80.67</b>	<b>69.33</b>
<b>Depreciation</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
7240- DIRECT BENEFITS	1,101,893.00	91,865.46	976,217.50	0.00	0.89	0.00	976,217.50	125,675.50
7245- DIRECT BENEFITS - STATE	0.00	167.45	1,168.90	0.00	0.00	0.00	1,168.90	(1,168.90)
<b>Total Direct Benefits</b>	<b>1,101,893.00</b>	<b>92,032.91</b>	<b>977,386.40</b>	<b>0.00</b>	<b>0.89</b>	<b>0.00</b>	<b>977,386.40</b>	<b>124,506.60</b>
<b>Total In-kind</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
9010- INDIRECT COST ALLOCATION	111,405.00	9,572.74	98,157.91	0.00	0.88	0.00	98,157.91	13,247.09
<b>Total Expenses</b>	<b>1,335,628.00</b>	<b>114,828.22</b>	<b>1,177,985.21</b>	<b>0.00</b>	<b>0.88</b>	<b>93.63</b>	<b>1,178,078.84</b>	<b>157,549.16</b>
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>106.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(93.63)</b>	<b>(93.63)</b>	<b>93.63</b>

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

<u>278 0 HHAP 3</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2024</u>	<u>YTD Budget May 31, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4120- GRANT INCOME-STATE	\$526,635.86	\$10,619.93	\$309,208.40	\$0.00	(0.59)	\$0.00	\$309,208.40	\$217,427.46
Total Revenues	<u>\$526,635.86</u>	<u>\$10,619.93</u>	<u>\$309,208.40</u>	<u>\$0.00</u>	<u>(0.59)</u>	<u>\$0.00</u>	<u>\$309,208.40</u>	<u>\$217,427.46</u>
<u>Expenses</u>								
5010- SALARIES & WAGES	\$234,809.27	\$1,039.50	\$136,651.73	\$0.00	0.58	\$0.00	\$136,651.73	\$98,157.54
5020- ACCRUED VACATION PAY	0.00	49.56	7,559.59	0.00	0.00	0.00	7,559.59	(7,559.59)
5112- HEALTH INSURANCE	41,061.00	40.41	14,391.68	0.00	0.35	0.00	14,391.68	26,669.32
5114- WORKER'S COMPENSATION	10,760.00	43.73	6,588.37	0.00	0.61	0.00	6,588.37	4,171.63
5116- PENSION	11,852.00	52.79	4,236.18	0.00	0.36	0.00	4,236.18	7,615.82
5122- FICA	20,725.00	82.52	10,825.01	0.00	0.52	0.00	10,825.01	9,899.99
5124- SUI	5,822.00	0.00	2,499.87	0.00	0.43	0.00	2,499.87	3,322.13
5130- ACCRUED VACATION FICA	0.00	(0.46)	110.14	0.00	0.00	0.00	110.14	(110.14)
6110- OFFICE SUPPLIES	325.00	0.00	320.70	0.00	0.99	0.00	320.70	4.30
6112- DATA PROCESSING SUPPLIES	377.32	552.81	552.81	0.00	1.47	0.00	552.81	(175.49)
6130- PROGRAM SUPPLIES	2,330.00	0.00	482.95	0.00	0.21	0.00	482.95	1,847.05
6143- FURNISHINGS	0.00	0.00	772.88	0.00	0.00	0.00	772.88	(772.88)
6180- EQUIPMENT RENTAL	275.00	0.00	0.00	0.00	0.00	0.00	0.00	275.00
6181- EQUIPMENT MAINTENANCE	380.00	0.00	0.00	0.00	0.00	0.00	0.00	380.00
6310- PRINTING & PUBLICATIONS	0.00	0.00	63.87	0.00	0.00	0.00	63.87	(63.87)
6320- TELEPHONE	4,268.00	13.02	2,648.38	0.00	0.62	0.00	2,648.38	1,619.62
6410- RENT	13,835.00	42.47	8,921.88	0.00	0.64	0.00	8,921.88	4,913.12
6420- UTILITIES/ DISPOSAL	2,902.00	7.61	1,778.43	0.00	0.61	0.00	1,778.43	1,123.57
6440- PROPERTY INSURANCE	0.00	1.42	127.08	0.00	0.00	0.00	127.08	(127.08)
6530- LEGAL	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6610- GAS & OIL	1,379.51	16.30	667.01	0.00	0.48	0.00	667.01	712.50
6640- VEHICLE REPAIR & MAINTENANCE	250.00	0.00	21.00	0.00	0.08	0.00	21.00	229.00
6712- STAFF TRAVEL-LOCAL	1,309.00	0.00	733.75	0.00	0.56	0.00	733.75	575.25
6850- FEES & LICENSES	961.74	0.00	574.95	0.00	0.60	0.00	574.95	386.79
6875- EMPLOYEE HEALTH & WELFARE	93.80	0.00	0.00	0.00	0.00	0.00	0.00	93.80
7210- TRANSPORTATION VOUCHERS	770.00	0.00	0.00	0.00	0.00	0.00	0.00	770.00
7224- CLIENT RENT	42,500.00	0.00	42,952.37	0.00	1.01	0.00	42,952.37	(452.37)
7226- CLIENT LODGING/SHELTER	84,720.00	7,792.45	39,936.79	0.00	0.47	3,192.00	43,128.79	41,591.21
7230- CLIENT FOOD	606.63	0.00	0.00	0.00	0.00	0.00	0.00	606.63
7240- DIRECT BENEFITS	247.04	0.00	0.00	0.00	0.00	0.00	0.00	247.04
9010- INDIRECT COST ALLOCATION	43,926.55	885.80	25,790.98	0.00	0.59	0.00	25,790.98	18,135.57

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

	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>May 31,</u> <u>2024</u>	<u>YTD</u> <u>Budget</u> <u>May 31,</u> <u>2024</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
<b>278 0 HHAP 3</b>								
Total Expenses	\$526,635.86	\$10,619.93	\$309,208.40	\$0.00	0.59	\$3,192.00	\$312,400.40	\$214,235.46
Excess Revenue Over (Under) Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$3,192.00	\$3,192.00	\$3,192.00
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	\$0.00	\$0.00	\$0.00	0.00	\$3,192.00	\$3,192.00	\$3,192.00

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

<b><u>224 0 HUD SHUNAMMITE PLACE</u></b>	<b><u>Grant Budget</u></b>	<b><u>Current Month Actual</u></b>	<b><u>YTD Actual May 31, 2024</u></b>	<b><u>YTD Budget May 31, 2024</u></b>	<b><u>% Spent</u></b>	<b><u>YTD Encumbran ce</u></b>	<b><u>Actual Plus Encumbran ce</u></b>	<b><u>Budget Balance</u></b>
<b>Revenues</b>								
4220- IN KIND CONTRIBUTIONS	\$0.00	\$2,683.75	\$2,683.75	\$0.00	0.00	\$0.00	\$2,683.75	\$2,683.75
Total Revenues	<u>\$0.00</u>	<u>\$2,683.75</u>	<u>\$2,683.75</u>	<u>\$0.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>\$2,683.75</u>	<u>\$2,683.75</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	\$13,607.00	\$1,214.21	\$8,370.70	\$0.00	0.62	\$0.00	\$8,370.70	\$5,236.30
5020- ACCRUED VACATION PAY	0.00	77.56	496.55	0.00	0.00	0.00	496.55	(496.55)
5112- HEALTH INSURANCE	1,340.00	68.59	805.30	0.00	0.60	0.00	805.30	534.70
5114- WORKER'S COMPENSATION	198.00	6.28	41.64	0.00	0.21	0.00	41.64	156.36
5116- PENSION	544.00	65.01	414.54	0.00	0.76	0.00	414.54	129.46
5122- FICA	1,041.00	99.46	634.25	0.00	0.61	0.00	634.25	406.75
5124- SUI	88.00	0.00	59.45	0.00	0.68	0.00	59.45	28.55
5130- ACCRUED VACATION FICA	0.00	0.20	14.63	0.00	0.00	0.00	14.63	(14.63)
6110- OFFICE SUPPLIES	12.00	0.00	41.04	0.00	3.42	0.00	41.04	(29.04)
6112- DATA PROCESSING SUPPLIES	250.00	0.00	83.49	0.00	0.33	0.00	83.49	166.51
6180- EQUIPMENT RENTAL	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6181- EQUIPMENT MAINTENANCE	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
6320- TELEPHONE	50.00	13.76	102.35	0.00	2.05	0.00	102.35	(52.35)
6410- RENT	125.00	80.94	579.24	0.00	4.63	0.00	579.24	(454.24)
6420- UTILITIES/ DISPOSAL	50.00	14.49	103.96	0.00	2.08	0.00	103.96	(53.96)
6440- PROPERTY INSURANCE	0.00	2.70	16.33	0.00	0.00	0.00	16.33	(16.33)
6530- LEGAL	7,000.00	1,625.00	8,046.88	0.00	1.15	0.00	8,046.88	(1,046.88)
6610- GAS & OIL	235.00	0.00	0.00	0.00	0.00	0.00	0.00	235.00
6620- VEHICLE INSURANCE	150.00	51.49	360.43	0.00	2.40	0.00	360.43	(210.43)
6712- STAFF TRAVEL-LOCAL	220.00	0.00	0.00	0.00	0.00	0.00	0.00	220.00
6742- TRAINING - STAFF	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6850- FEES & LICENSES	0.00	0.00	42.61	0.00	0.00	0.00	42.61	(42.61)
6875- EMPLOYEE HEALTH & WELFARE	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
8130- IN KIND - OTHER	0.00	2,683.75	2,683.75	0.00	0.00	0.00	2,683.75	(2,683.75)
9010- INDIRECT COST ALLOCATION	2,543.00	309.69	1,839.42	0.00	0.72	0.00	1,839.42	703.58
Total Expenses	<u>\$30,493.00</u>	<u>\$6,313.13</u>	<u>\$24,736.56</u>	<u>\$0.00</u>	<u>0.81</u>	<u>\$0.00</u>	<u>\$24,736.56</u>	<u>\$5,756.44</u>
Excess Revenue Over (Under) Expenditures	<u>\$30,493.00</u>	<u>\$3,629.38</u>	<u>\$22,052.81</u>	<u>\$0.00</u>	<u>(0.72)</u>	<u>\$0.00</u>	<u>\$22,052.81</u>	<u>\$8,440.19</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>\$30,493.00</u>	<u>\$3,629.38</u>	<u>\$22,052.81</u>	<u>\$0.00</u>	<u>(0.72)</u>	<u>\$0.00</u>	<u>\$22,052.81</u>	<u>\$8,440.19</u>

Madera Migrant Head Start  
Budget to Actual

For the Period Ending 5/31/2024

Start Date 3/1/2024  
Current Mnth 3.00  
18%

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-	6,158,497	533,685.97	915,407.16	381,721.19	3,325,590	15%	34,088.13	949,495.29	5,209,001.71
4220	IN KIND CONTRIBUTIONS	531,106	9,251.00	27,753.00	18,502.00	286,797	5%	-	27,753.00	503,353.00
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>6,689,603</b>	<b>542,936.97</b>	<b>943,160.16</b>	<b>400,223.19</b>	<b>3,612,387</b>	<b>14%</b>	<b>34,088.13</b>	<b>977,248.29</b>	<b>5,712,354.71</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	3,376,929	312,932.06	462,470.89	149,538.83	1,823,542	14%	-	462,470.89	2,914,458.11
5020	Accrued Vacation Pay	211,500	18,910.34	28,279.58	9,369.24	114,210	13%	-	28,279.58	183,220.42
5112	Health Insurance	361,391	33,195.18	51,710.37	18,515.19	195,151	14%	-	51,710.37	309,680.63
5114	Worker's Compensation	102,976	10,188.90	13,113.17	2,924.27	55,607	13%	-	13,113.17	89,862.83
5116	Pension	176,786	15,630.51	23,419.78	7,789.27	95,464	13%	-	23,419.78	153,366.22
5122	FICA	270,714	23,629.85	35,605.59	11,975.74	146,186	13%	-	35,605.59	235,108.41
5124	SUI	34,693	642.63	717.87	75.24	18,734	2%	-	717.87	33,975.13
5130	Accrued Vacation Fringe	16,300	1,446.78	2,155.00	708.22	8,802	13%	-	2,155.00	14,145.00
6110	Office supplies	16,838	1,063.81	2,136.19	1,072.38	9,093	13%	4,193.18	6,329.37	10,508.63
6112	Data Processing Supplies	86,400	7,294.78	24,882.69	17,587.91	46,656	29%	1,833.35	26,716.04	59,683.96
6121	Food	5,500	-	-	-	2,970	0%	-	-	5,500.00
6122	Kitchen Supplies	2,751	620.83	620.83	-	1,486	23%	-	620.83	2,130.17
6130	Program Supplies	84,695	4,211.71	8,085.80	3,874.09	45,735	10%	2,791.76	10,877.56	73,817.44
6132	Medical & Dental Supplies	23,500	2,400.83	2,400.83	-	12,690	10%	5,291.24	7,692.07	15,807.93
6134	Instructional Supplies	21,992	190.00	190.00	-	11,876	1%	-	190.00	21,802.00
6140	Custodial Supplies	32,073	-	-	-	17,319	0%	-	-	32,073.00
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	10,500	212.16	212.16	-	5,670	2%	3,525.68	3,737.84	6,762.16
6150	Uniform Rental / Purchases	387	-	-	-	209	0%	-	-	387.00
6170	Postage & Shipping	950	81.28	130.86	49.58	513	14%	-	130.86	819.14
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	23,800	861.92	3,421.62	2,559.70	12,852	14%	-	3,421.62	20,378.38
6181	Equipment Maintenance	13,080	1,332.12	2,615.60	1,283.48	7,063	20%	2,871.06	5,486.66	7,593.34
6310	Printing & Publications	3,651	2,993.82	5,004.79	2,010.97	1,972	137%	-	5,004.79	(1,353.79)
6312	Advertising & Promotion	-	-	161.65	161.65	-	-	-	161.65	(161.65)
6320	Telephone	114,000	(3,203.21)	20,107.16	23,310.37	61,560	18%	-	20,107.16	93,892.84
6410	Rent	207,312	17,882.79	55,576.19	37,693.40	111,948	27%	-	55,576.19	151,735.81
6420	Utilities / Disposal	144,216	4,430.52	18,651.37	14,220.85	77,877	13%	-	18,651.37	125,564.63
6432	Building Repairs / Maintenan	40,675	2,365.56	6,509.14	4,143.58	21,965	16%	3,519.59	10,028.73	30,646.27
6433	Grounds Maintenance	20,400	4,024.56	9,489.88	5,465.32	11,016	47%	-	9,489.88	10,910.12
6436	Pest Control	4,764	440.86	1,322.58	881.72	2,573	28%	-	1,322.58	3,441.42
6437	Burglar & Fire Alarm	7,380	85.39	256.17	170.78	3,985	3%	2,120.92	2,377.09	5,002.91
6440	Property Insurance	22,716	2,977.91	8,933.73	5,955.82	12,267	39%	-	8,933.73	13,782.27
6520	Consultants	18,511	86.58	120.25	33.67	9,996	1%	4,687.16	4,807.41	13,703.59
6522	Consultants Expense	251	-	-	-	136	0%	-	-	251.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	3,332	93.75	93.75	-	1,799	3%	-	93.75	3,238.25
6540	Custodial Services	92,591	8,430.50	10,301.00	1,870.50	49,999	11%	-	10,301.00	82,290.00
6555	Medical Screening / DEAT / Staff	2,850	2,465.00	2,465.00	-	1,539	86%	-	2,465.00	385.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-
6610	Gas & Oil	12,200	1,431.83	2,983.37	1,551.54	6,588	24%	-	2,983.37	9,216.63
6620	Vehicle Insurance	29,100	3,507.59	7,979.25	4,471.66	15,714	27%	-	7,979.25	21,120.75
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	6,000	911.02	2,057.75	1,146.73	3,240	34%	-	2,057.75	3,942.25
6712	Staff Travel-Local	983	-	-	-	531	0%	-	-	983.00
6714	Staff Travel-Out of Area	-	410.76	11,433.97	11,023.21	-	-	-	11,433.97	(11,433.97)
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	3,135	3,850.56	11,221.15	7,370.59	1,693	358%	-	11,221.15	(8,086.15)
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	775	40.69	122.07	81.38	419	16%	-	122.07	652.93
6834	Student Activity Insurance	2,508	223.57	223.57	-	1,354	9%	-	223.57	2,284.43
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	11,000	5.00	91.50	86.50	5,940	1%	-	91.50	10,908.50
6852	Finger Printing	2,600	-	-	-	1,404	0%	-	-	2,600.00
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	10,024	588.70	1,330.23	741.53	5,413	13%	410.91	1,741.14	8,282.86
7110	Parent Activities	850	-	-	-	459	0%	-	-	850.00
7111	Parent Mileage	491	-	17.02	17.02	265	3%	-	17.02	473.98
7112	Parent Involvement	3,750	198.00	198.00	-	2,025	5%	-	198.00	3,552.00
7114	PPC Allowance	2,900	-	150.00	150.00	1,566	5%	-	150.00	2,750.00
7116	PPC Food Allowance	2,099	83.94	83.94	-	1,133	4%	-	83.94	2,015.06
8110	In-Kind Salaries	420,096	-	-	-	226,852	0%	-	-	420,096.00
8120	In-Kind Rent	111,010	9,251.00	27,753.00	18,502.00	59,945	25%	-	27,753.00	83,257.00
8130	In-Kind Other	-	-	-	-	-	-	-	-	-
9010	In-Direct Cost Allocation	513,678	44,514.59	76,353.85	31,839.26	277,386	15%	2,843.28	79,197.13	434,480.87
<b>Total Expenses</b>		<b>6,689,603</b>	<b>542,936.97</b>	<b>943,160.16</b>	<b>400,223.19</b>	<b>3,612,387</b>	<b>14%</b>	<b>34,088.13</b>	<b>977,248.29</b>	<b>5,712,354.71</b>
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Expenses		6,689,603	542,936.97	943,160.16						
In-Kind		(531,106)	(9,251.00)	(27,753.00)						
<b>Total Expenses w/o In Kind</b>		<b>6,158,497</b>	<b>533,685.97</b>	<b>915,407.16</b>	<b>381,721.19</b>				<b>949,495.29</b>	<b>5,209,001.71</b>

15.42%

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$735,103</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$129,302</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>1.67%</b>
<b>ADMINISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	
76,353.85	
<b>76,353.85</b>	



State Migrant Full-Day Program - 322 CMIG Program  
Budget to Actual

		For the Period Ending			5/31/2024			Start Date	7/1/2023	
		Current			Previous			Current Mnth	11	91.67%
Account	Description	Budget	MTD	Actual YTD	Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4120	GRANT INCOME-STATE	838,279	120,977.80	740,385.95	619,408.15	768,423	88.32%	-	740,385.95	97,893.05
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>838,279</b>	<b>120,977.80</b>	<b>740,385.95</b>	<b>619,408.15</b>	<b>768,423</b>	<b>88.32%</b>	<b>-</b>	<b>740,385.95</b>	<b>97,893.05</b>
<b>EXPENDITURES</b>										
5010	SALARIES & WAGES	540,977	84,338.48	479,456.43	395,117.95	495,896	88.63%	-	479,456.43	61,520.57
5020	ACCRUED VACATION PAY	34,000	4,947.58	28,882.30	23,934.72	31,167	84.95%	-	28,882.30	5,117.70
5112	HEALTH INSURANCE	66,955	7,817.62	56,019.78	48,202.16	61,375	83.67%	-	56,019.78	10,935.22
5114	WORKER'S COMPENSATION	21,705	3,135.13	18,613.04	15,477.91	19,896	85.75%	-	18,613.04	3,091.96
5116	PENSION	26,949	3,604.95	23,029.08	19,424.13	24,703	85.45%	-	23,029.08	3,919.92
5122	FICA	42,986	6,366.65	37,587.12	31,220.47	39,404	87.44%	-	37,587.12	5,398.88
5124	SUI	6,251	298.23	5,569.37	5,271.14	5,730	89.10%	-	5,569.37	681.63
5130	ACCRUED VACATION FRINGE	3,000	378.44	2,218.60	1,840.16	2,750	73.95%	-	2,218.60	781.40
6110	OFFICE SUPPLIES	-	-	339.75	339.75	-	-	-	339.75	(339.75)
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	370.43	370.43	-	-	-	370.43	(370.43)
6130	PROGRAM SUPPLIES	3,737	-	4,208.11	4,208.11	3,426	112.61%	-	4,208.11	(471.11)
6132	MEDICAL & DENTAL SUPPLIES	-	-	222.15	222.15	-	-	-	222.15	(222.15)
6134	INSTRUCTIONAL SUPPLIES	7,625	-	7,900.03	7,900.03	6,990	103.61%	-	7,900.03	(275.03)
6140	CUSTODIAL SUPPLIES	6,188	-	6,262.78	6,262.78	5,672	101.21%	-	6,262.78	(74.78)
6142	LINEN/LAUNDRY	-	-	-	-	-	-	-	-	-
6143	FURNISHINGS	-	-	-	-	-	-	-	-	-
6150	UNIFORM RENTAL/PURCHASE	-	-	-	-	-	-	-	-	-
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6410	RENT	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-
6433	GROUNDS MAINTENANCE	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	7,985	-	7,951.60	7,951.60	7,320	99.58%	-	7,951.60	33.40
6610	GAS & OIL	-	-	-	-	-	-	-	-	-
6620	VEHICLE INSURANCE	-	-	-	-	-	-	-	-	-
6630	VEHICLE LICENSE & FEES	-	-	-	-	-	-	-	-	-
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	69,921	10,090.72	61,755.38	51,664.66	64,094	88.32%	-	61,755.38	8,165.62
	Total Expenses	838,279	120,977.80	740,385.95	619,408.15	768,423	88.32%	-	740,385.95	97,893.05
									88.32%	

In Direct Calc. @ 9.1%
61,755.38
61,755.38 Total

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Revenue & Expense with Encumbrances**

**From 6/01/2023 to 5/31/2024**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2024	YTD Budget May 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
309 0 EARLY HEAD START T&TA								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	13,373.00	1,579.80	13,073.44	13,373.00	(0.98)	0.00	13,073.44	299.56
Total Revenues	<u>13,373.00</u>	<u>1,579.80</u>	<u>13,073.44</u>	<u>13,373.00</u>	<u>(0.98)</u>	<u>0.00</u>	<u>13,073.44</u>	<u>299.56</u>
<b>Expenses</b>								
6110- OFFICE SUPPLIES	478.00	0.00	0.00	478.00	0.00	0.00	0.00	478.00
6121- FOOD	0.00	135.90	135.90	0.00	0.00	0.00	135.90	(135.90)
6130- PROGRAM SUPPLIES	0.00	649.98	649.98	0.00	0.00	152.96	802.94	(802.94)
6520- CONSULTANTS	3,650.00	0.00	0.00	3,650.00	0.00	0.00	0.00	3,650.00
6714- STAFF TRAVEL-OUT OF AREA	7,050.00	0.00	3,207.09	7,050.00	0.45	0.00	3,207.09	3,842.91
6722- PER DIEM - STAFF	1,020.00	0.00	0.00	1,020.00	0.00	0.00	0.00	1,020.00
6742- TRAINING - STAFF	60.00	662.00	7,989.87	60.00	133.16	0.00	7,989.87	(7,929.87)
9010- INDIRECT COST ALLOCATION	1,115.00	131.92	1,090.60	1,115.00	0.98	0.00	1,090.60	24.40
Total Expenses	<u>13,373.00</u>	<u>1,579.80</u>	<u>13,073.44</u>	<u>13,373.00</u>	<u>0.98</u>	<u>152.96</u>	<u>13,226.40</u>	<u>146.60</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(152.96)</u>	<u>(152.96)</u>	<u>152.96</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(152.96)</u>	<u>(152.96)</u>	<u>152.96</u>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2023 to 5/31/2024

310 0 HEAD START-MADERA REG. T&TA	Grant Budget	Current Month Actual	YTD Actual May 31, 2024	YTD Budget May 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	46,025.00	4,967.34	42,794.68	46,025.00	(0.93)	0.00	42,794.68	3,230.32
Total Revenues	<u>46,025.00</u>	<u>4,967.34</u>	<u>42,794.68</u>	<u>46,025.00</u>	<u>(0.93)</u>	<u>0.00</u>	<u>42,794.68</u>	<u>3,230.32</u>
<b>Expenses</b>								
6110- OFFICE SUPPLIES	1,500.00	0.00	1,822.49	1,500.00	1.21	0.00	1,822.49	(322.49)
6121- FOOD	0.00	1,803.76	6,369.57	0.00	0.00	0.00	6,369.57	(6,369.57)
6130- PROGRAM SUPPLIES	1,500.00	268.94	1,074.98	1,500.00	0.72	0.00	1,074.98	425.02
6310- PRINTING & PUBLICATIONS	3,014.00	0.00	0.00	3,014.00	0.00	0.00	0.00	3,014.00
6714- STAFF TRAVEL-OUT OF AREA	11,375.00	71.00	6,484.92	11,375.00	0.57	0.00	6,484.92	4,890.08
6722- PER DIEM - STAFF	2,202.00	0.00	0.00	2,202.00	0.00	0.00	0.00	2,202.00
6742- TRAINING - STAFF	22,595.00	265.05	21,994.24	22,595.00	0.97	0.00	21,994.24	600.76
6875- EMPLOYEE HEALTH & WELFARE	0.00	1,478.99	1,478.99	0.00	0.00	0.00	1,478.99	(1,478.99)
9010- INDIRECT COST ALLOCATION	3,839.00	414.32	3,569.49	3,839.00	0.93	0.00	3,569.49	269.51
Total Expenses	<u>46,025.00</u>	<u>4,302.06</u>	<u>42,794.68</u>	<u>46,025.00</u>	<u>0.93</u>	<u>0.00</u>	<u>42,794.68</u>	<u>3,230.32</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u><b>0.00</b></u>	<u><b>665.28</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u><u><b>0.00</b></u></u>	<u><u><b>665.28</b></u></u>	<u><u><b>0.00</b></u></u>	<u><u><b>0.00</b></u></u>	<u><u><b>0.00</b></u></u>	<u><u><b>0.00</b></u></u>	<u><u><b>0.00</b></u></u>	<u><u><b>0.00</b></u></u>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2023 to 5/31/2024

312 0 EARLY HEAD START - MADERA	Grant Budget	Current Month Actual	YTD Actual May 31, 2024	YTD Budget May 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	678,411.00	73,851.52	635,098.93	678,411.00	(0.94)	0.00	635,098.93	43,312.07
4220- IN KIND CONTRIBUTIONS	172,946.00	0.00	229,930.47	172,946.00	(1.33)	0.00	229,930.47	(56,984.47)
<b>Total Revenues</b>	<b>851,357.00</b>	<b>73,851.52</b>	<b>865,029.40</b>	<b>851,357.00</b>	<b>(1.02)</b>	<b>0.00</b>	<b>865,029.40</b>	<b>(13,672.40)</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	379,858.00	34,210.49	329,979.73	379,858.00	0.87	0.00	329,979.73	49,878.27
5020- ACCRUED VACATION PAY	18,820.00	2,319.92	23,951.36	18,820.00	1.27	0.00	23,951.36	(5,131.36)
5112- HEALTH INSURANCE	27,614.00	2,845.71	30,483.89	27,614.00	1.10	0.00	30,483.89	(2,869.89)
5114- WORKER'S COMPENSATION	3,311.00	371.59	3,170.82	3,311.00	0.96	0.00	3,170.82	140.18
5116- PENSION	22,350.00	1,946.69	20,432.29	22,350.00	0.91	0.00	20,432.29	1,917.71
5122- FICA	28,365.00	2,632.32	26,890.84	28,365.00	0.95	0.00	26,890.84	1,474.16
5124- SUI	2,496.00	0.00	2,058.40	2,496.00	0.82	0.00	2,058.40	437.60
5130- ACCRUED VACATION FRINGE	1,406.00	177.43	1,825.47	1,406.00	1.30	0.00	1,825.47	(419.47)
6110- OFFICE SUPPLIES	2,530.00	55.47	2,584.34	2,530.00	1.02	1,595.98	4,180.32	(1,650.32)
6112- DATA PROCESSING SUPPLIES	5,000.00	2,377.39	6,487.92	5,000.00	1.30	54.51	6,542.43	(1,542.43)
6121- FOOD	0.00	0.00	733.26	0.00	0.00	0.00	733.26	(733.26)
6122- KITCHEN SUPPLIES	0.00	0.00	34.61	0.00	0.00	0.00	34.61	(34.61)
6130- PROGRAM SUPPLIES	12,000.00	2,420.66	9,744.42	12,000.00	0.81	1,422.77	11,167.19	832.81
6132- MEDICAL & DENTAL SUPPLIES	1,500.00	(29.03)	3,425.63	1,500.00	2.28	0.00	3,425.63	(1,925.63)
6134- INSTRUCTIONAL SUPPLIES	4,000.00	3,869.89	6,116.51	4,000.00	1.53	0.00	6,116.51	(2,116.51)
6140- CUSTODIAL SUPPLIES	1,000.00	5.22	273.02	1,000.00	0.27	0.00	273.02	726.98
6143- FURNISHINGS	0.00	0.00	498.83	0.00	0.00	377.66	876.49	(876.49)
6170- POSTAGE & SHIPPING	0.00	0.00	108.73	0.00	0.00	0.00	108.73	(108.73)
6180- EQUIPMENT RENTAL	4,000.00	967.03	8,627.13	4,000.00	2.16	0.00	8,627.13	(4,627.13)
6181- EQUIPMENT MAINTENANCE	200.00	21.10	131.48	200.00	0.66	0.00	131.48	68.52
6310- PRINTING & PUBLICATIONS	200.00	861.93	877.44	200.00	4.39	0.00	877.44	(677.44)
6312- ADVERTISING & PROMOTION	50.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00
6320- TELEPHONE	22,000.00	(298.42)	14,097.86	22,000.00	0.64	0.00	14,097.86	7,902.14
6410- RENT	54,000.00	9,388.59	64,881.32	54,000.00	1.20	0.00	64,881.32	(10,881.32)
6420- UTILITIES/ DISPOSAL	14,000.00	738.34	7,452.23	14,000.00	0.53	0.00	7,452.23	6,547.77
6432- BUILDING REPAIRS/ MAINTENANCE	4,000.00	233.89	457.65	4,000.00	0.11	0.00	457.65	3,542.35
6436- PEST CONTROL	950.00	53.19	595.77	950.00	0.63	0.00	595.77	354.23
6437- BURGLAR & FIRE ALARM	175.00	70.80	159.12	175.00	0.91	0.00	159.12	15.88
6440- PROPERTY INSURANCE	2,600.00	238.69	2,907.78	2,600.00	1.12	0.00	2,907.78	(307.78)
6520- CONSULTANTS	0.00	295.75	765.73	0.00	0.00	0.00	765.73	(765.73)
6522- CONSULTANT EXPENSES	0.00	29.47	29.47	0.00	0.00	0.00	29.47	(29.47)
6540- CUSTODIAL SERVICES	0.00	107.50	1,426.00	0.00	0.00	0.00	1,426.00	(1,426.00)
6610- GAS & OIL	400.00	0.00	777.18	400.00	1.94	0.00	777.18	(377.18)
6620- VEHICLE INSURANCE	2,200.00	226.14	2,667.31	2,200.00	1.21	0.00	2,667.31	(467.31)
6640- VEHICLE REPAIR & MAINTENANCE	2,500.00	0.00	1,242.21	2,500.00	0.50	0.00	1,242.21	1,257.79
6742- TRAINING - STAFF	3,200.00	1,000.00	1,805.02	3,200.00	0.56	0.00	1,805.02	1,394.98
6834- STUDENT ACTIVITY INSURANCE	450.00	40.48	480.81	450.00	1.07	0.00	480.81	(30.81)
6850- FEES & LICENSES	250.00	0.00	2,693.45	250.00	10.77	0.00	2,693.45	(2,443.45)
6875- EMPLOYEE HEALTH & WELFARE	250.00	62.23	417.11	250.00	1.67	0.00	417.11	(167.11)

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Revenue & Expense with Encumbrances**

**From 6/01/2023 to 5/31/2024**

	Grant Budget	Current Month Actual	YTD Actual May 31, 2024	YTD Budget May 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 EARLY HEAD START - MADERA								
7111- PARENT MILEAGE	0.00	0.00	37.40	0.00	0.00	0.00	37.40	(37.40)
7112- PARENT INVOLVEMENT	0.00	253.91	555.97	0.00	0.00	0.00	555.97	(555.97)
7114- PC ALLOWANCE	150.00	0.00	240.00	150.00	1.60	0.00	240.00	(90.00)
8110- IN KIND SALARIES	171,192.00	0.00	229,930.47	171,192.00	1.34	0.00	229,930.47	(58,738.47)
8130- IN KIND - OTHER	1,754.00	0.00	0.00	1,754.00	0.00	0.00	0.00	1,754.00
9010- INDIRECT COST ALLOCATION	<u>56,586.00</u>	<u>6,159.93</u>	<u>52,973.42</u>	<u>56,586.00</u>	<u>0.94</u>	<u>0.00</u>	<u>52,973.42</u>	<u>3,612.58</u>
Total Expenses	<u>851,357.00</u>	<u>73,654.30</u>	<u>865,029.40</u>	<u>851,357.00</u>	<u>1.02</u>	<u>3,450.92</u>	<u>868,480.32</u>	<u>(17,123.32)</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>197.22</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(3,450.92)</u></b>	<b><u>(3,450.92)</u></b>	<b><u>3,450.92</u></b>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>197.22</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(3,450.92)</u></b>	<b><u>(3,450.92)</u></b>	<b><u>3,450.92</u></b>

Fresno Migrant Head Start  
Budget to Actual (331 Basic)  
Period Ending May-24

Account Description	Current	Current Mth	Prior Mth	Current vs Budget	YTD	YTD Actual +			
	Period	YTD	YTD	YTD	Budget	% Spent	Encumbered	Encumbered	Budget Balance
<b>REVENUES</b>									
4110 GRANT INCOME-FEDERAL	561,037.79	3,681,241.09	3,120,203.30	<b>689,081.59</b>	2,992,159.50	63.59%	68,708.43	3,749,949.52	2,039,481.48
4130 GRANT INCOME-AREA	0.00			-		0.00%	0.00	0.00	0.00
4210 DONATIONS	0.00			-		0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS	80,673.82	574,534.18	493,860.36	<b>160,684.18</b>	413,850.00	71.75%	0.00	574,534.18	226,209.82
4330- SALE OF ASSETS	0.00			-		0.00%	0.00	0.00	0.00
4390 MISC INCOME	0.00			-		0.00%	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>641,711.61</b>	<b>4,255,775.27</b>	<b>3,614,063.66</b>	<b>849,765.77</b>	<b>3,406,009.50</b>	<b>64.58%</b>	<b>68,708.43</b>	<b>4,324,483.70</b>	<b>2,265,691.30</b>
5010 SALARIES & WAGES	323,679.36	2,096,184.19	1,772,504.83	<b>530,936.69</b>	1,565,247.50	64.41%	0.00	2,096,184.19	1,158,413.81
5012- DIRECTOR'S SALARY	0.00			-		0.00%	0.00	0.00	0.00
5019- SALARIES & WAGES C19	0.00			-		0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	20,138.66	134,085.49	113,946.83	<b>35,742.49</b>	98,343.00	65.39%	0.00	134,085.49	70,963.51
5112 HEALTH INSURANCE	11,358.67	128,093.78	116,735.11	<b>(3,967.22)</b>	132,061.00	52.99%	0.00	128,093.78	113,620.22
5114 WORKER'S COMPENSATION	9,921.74	75,033.62	65,111.88	<b>33,458.62</b>	41,575.00	86.77%	0.00	75,033.62	11,438.38
5115- Worker's Compensation C19	0.00			-		0.00%	0.00	0.00	0.00
5116 PENSION	15,421.92	137,675.62	122,253.70	<b>41,347.62</b>	96,328.00	67.74%	0.00	137,675.62	65,559.38
5117- Pension C19	0.00			-		0.00%	0.00	0.00	0.00
5121- FICA C19	0.00			-		0.00%	0.00	0.00	0.00
5122 FICA	24,803.46	175,978.97	151,175.51	<b>76,980.97</b>	98,998.00	85.49%	0.00	175,978.97	29,862.03
5124 SUI	8,991.68	27,606.16	18,614.48	<b>8,610.16</b>	18,996.00	66.38%	0.00	27,606.16	13,983.84
5125- DIRECTOR'S FRINGE	0.00			-		0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	1,540.56	10,213.84	8,673.28	<b>3,913.84</b>	6,300.00	77.74%	0.00	10,213.84	2,925.16
6714 STAFF TRAVEL-OUT OF AREA	2.10	1,893.01	1,890.91	<b>1,893.01</b>	0.00	0.00%	0.00	1,893.01	(1,893.01)
6722 PER DIEM - STAFF	0.00			-		0.00%	0.00	0.00	0.00
6221 EQUIPMENT OVER > \$5000	0.00	34,407.80	34,407.80	<b>(13,592.20)</b>	48,000.00	71.68%	0.00	34,407.80	13,592.20
6110 OFFICE SUPPLIES	623.41	6,883.45	6,260.04	<b>(1,870.55)</b>	8,754.00	47.47%	1,459.19	8,342.64	6,157.36
6112 DATA PROCESSING SUPPLIES	9,386.08	86,847.31	77,461.23	<b>41,177.31</b>	45,670.00	124.07%	3,205.86	90,053.17	(20,053.17)
6121 FOOD	312.51	7,402.40	7,089.89	<b>2,155.40</b>	5,247.00	70.50%	0.00	7,402.40	3,097.60
6122 KITCHEN SUPPLIES	2,755.81	5,667.55	2,911.74	<b>5,667.55</b>	0.00	566.76%	0.00	5,667.55	(4,667.55)
6130 PROGRAM SUPPLIES	21,440.74	60,463.66	39,022.92	<b>16,341.66</b>	44,122.00	82.04%	30,095.44	90,559.10	(16,863.10)
6134 INSTRUCTIONAL SUPPLIES	0.00	0.00	0.00	<b>(2,498.00)</b>	2,498.00	0.00%	3,662.46	3,662.46	1,337.54
6140 CUSTODIAL SUPPLIES	1,199.78	7,932.77	6,732.99	<b>182.77</b>	7,750.00	52.89%	0.00	7,932.77	7,067.23
6142 LINEN/LAUNDRY	0.00			-		0.00%	0.00	0.00	0.00
6143 FURNISHINGS	175.80	175.80		<b>175.80</b>	0.00	0.00%	2,234.41	2,410.21	(2,410.21)
6170 POSTAGE & SHIPPING	66.72	507.27	440.55	<b>9.27</b>	498.00	67.64%	0.00	507.27	242.73
6132 MEDICAL & DENTAL SUPPLIES	0.00	4,821.07	4,821.07	<b>4,821.07</b>	0.00	38.57%	0.00	4,821.07	7,678.93
6150 UNIFORM RENTAL/PURCHASE	0.00	300.00	300.00	<b>300.00</b>	0.00	0.00%	0.00	300.00	(300.00)
6180 EQUIPMENT RENTAL	7,037.90	32,701.25	25,663.35	<b>8,713.25</b>	23,988.00	90.84%	0.00	32,701.25	3,298.75
6181 EQUIPMENT MAINTENANCE	5,954.97	22,947.47	16,992.50	<b>6,279.47</b>	16,668.00	91.79%	876.28	23,823.75	1,176.25
6212 EQUIPMENT PURCHASES < \$500	0.00			-		0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	0.00			-		0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	0.00			-		0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	0.00			-		0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	0.00			-		0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	2,513.14	12,628.31	10,115.17	<b>11,082.31</b>	1,546.00	252.57%	4,108.56	16,736.87	(11,736.87)
6312 ADVERTISING & PROMOTION	0.00	161.64	161.64	<b>161.64</b>	0.00	0.00%	0.00	161.64	(161.64)
6320 TELEPHONE	(10,057.60)	<b>(36,856.65)</b>	<b>(26,799.05)</b>	<b>(136,864.65)</b>	100,008.00	-24.57%	0.00	(36,856.65)	186,856.65
6410 RENT	17,889.49	95,020.11	77,130.62	<b>39,551.11</b>	55,469.00	114.20%	0.00	95,020.11	(11,818.11)
6420 UTILITIES/ DISPOSAL	9,798.81	49,789.05	39,990.24	<b>(210.95)</b>	50,000.00	66.39%	0.00	49,789.05	25,210.95
6432 BUILDING REPAIRS/ MAINT	1,539.81	39,720.78	38,180.97	<b>(93,623.22)</b>	133,344.00	19.86%	1,407.07	41,127.85	158,872.15
6433 GROUNDS MAINTENANCE	5,656.74	24,692.31	19,035.57	<b>(3,307.69)</b>	28,000.00	58.79%	1,450.00	26,142.31	15,857.69
6436 PEST CONTROL	734.97	6,232.83	5,497.86	<b>1,232.83</b>	5,000.00	83.10%	0.00	6,232.83	1,267.17
6437 BURGLAR & FIRE ALARM	566.68	2,970.71	2,404.03	<b>(1,696.29)</b>	4,667.00	45.70%	1,817.93	4,788.64	1,711.36
6440 PROPERTY INSURANCE	2,180.38	18,597.24	16,416.86	<b>9,357.24</b>	9,240.00	134.81%	0.00	18,597.24	(4,802.24)
6520 CONSULTANTS	2,375.14	11,774.57	9,399.43	<b>6,776.57</b>	4,998.00	117.75%	12,660.28	24,434.85	(14,434.85)
6522 CONSULTANT EXPENSES	0.00	97.82	97.82	<b>(645.18)</b>	743.00	6.52%	0.00	97.82	1,402.18
6524 CONTRACTS	0.00	0.00	0.00	<b>(7,500.00)</b>	7,500.00	0.00%	0.00	0.00	15,000.00

**Fresno Migrant Head Start  
Budget to Actual (331 Basic)  
Period Ending May-24**

Account Description	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +	
	Period	YTD	YTD	YTD	Budget			Encumbered	Budget Balance
6530 LEGAL	500.00	4,656.25	4,156.25	3,556.25	1,100.00	310.42%	0.00	4,656.25	(3,156.25)
6540 CUSTODIAL SERVICES	1,688.00	4,872.00	3,184.00	1,688.00	3,184.00	102.01%	0.00	4,872.00	(96.00)
6555 MEDICAL SCREENING/DEAT/S	225.00	965.00	740.00	765.00	200.00	96.50%	0.00	965.00	35.00
6562 MEDICAL EXAM	0.00	-	-	-	-	0.00%	-	0.00	0.00
6564 MEDICAL FOLLOW-UP	0.00	-	-	-	-	0.00%	-	0.00	0.00
6566 DENTAL EXAM	0.00	-	-	-	-	0.00%	-	0.00	0.00
6568 DENTAL FOLLOW-UP	0.00	-	-	-	-	0.00%	-	0.00	0.00
6610 GAS & OIL	2,639.70	8,375.58	5,735.88	(224.42)	8,600.00	55.84%	0.00	8,375.58	6,624.42
6620 VEHICLE INSURANCE	2,878.29	20,368.96	17,490.67	5,368.96	15,000.00	101.84%	0.00	20,368.96	(368.96)
6630 VEHICLE LICENSE AND FEES	0.00	-	-	-	-	0.00%	-	0.00	2,500.00
6640 VEHICLE REPAIR & MAINTENANCE	1,653.10	9,375.28	7,722.18	(5,624.72)	15,000.00	37.50%	0.00	9,375.28	15,624.72
6712 STAFF TRAVEL-LOCAL	3,870.39	10,041.18	6,170.79	2,547.18	7,494.00	66.94%	0.00	10,041.18	4,958.82
6724 PER DIEM - PARENT	0.00	-	-	-	-	0.00%	-	0.00	0.00
6730 VOLUNTEER TRAVEL	0.00	-	-	-	-	0.00%	-	0.00	0.00
6742 TRAINING - STAFF	2,382.18	3,140.57	758.39	3,140.57	0.00	0.00%	0.00	3,140.57	(3,140.57)
6744 TRAINING - VOLUNTEER	0.00	-	-	-	-	0.00%	-	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	0.00	-	-	-	-	0.00%	-	0.00	0.00
6746 TRAINING - PARENT	0.00	-	-	-	-	0.00%	-	0.00	0.00
6748 EDUCATION REIMBURSEMENT	0.00	0.00	0.00	(5,000.00)	5,000.00	0.00%	0.00	0.00	10,000.00
6750 FIELD TRIPS	0.00	-	-	-	-	0.00%	-	0.00	0.00
6820 INTEREST EXPENSE	0.00	-	-	-	-	0.00%	-	0.00	0.00
6832 LIABILITY INSURANCE	39.28	353.52	314.24	17.52	336.00	70.14%	0.00	353.52	150.48
6834 STUDENT ACTIVITY INSURAN	179.25	851.92	672.67	314.92	537.00	79.32%	0.00	851.92	222.08
6840 PROPERTY TAXES	0.00	2,034.46	2,034.46	(3,765.54)	5,800.00	35.08%	0.00	2,034.46	3,765.54
6850 FEES & LICENSES	144.34	23,223.14	23,078.80	8,959.14	14,264.00	105.56%	0.00	23,223.14	(1,223.14)
6851 CPR FEES	0.00	-	-	-	-	0.00%	-	0.00	0.00
6852 FINGER PRINTING	0.00	151.00	151.00	(849.00)	1,000.00	3.97%	0.00	151.00	3,649.00
6860 DEPRECIATION EXPENSE	0.00	-	-	-	-	0.00%	-	0.00	0.00
6870 EMPLOYEE RECOGNITION	0.00	-	-	-	-	0.00%	-	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	5,079.24	5,079.24	(1,295.76)	6,375.00	79.67%	0.00	5,079.24	1,295.76
6892 CASH SHORT/OVER	0.00	-	-	-	-	0.00%	-	0.00	0.00
7110 PARENT ACTIVITIES	0.00	164.85	164.85	(415.15)	580.00	11.37%	0.00	164.85	1,285.15
7111- PARENT MILEAGE	0.00	-	-	-	-	0.00%	-	0.00	0.00
7112 PARENT INVOLVEMENT	(27.17)	335.61	362.78	335.61	0.00	0.00%	0.00	335.61	(335.61)
7114 PC ALLOWANCE	60.00	420.00	360.00	(140.00)	560.00	25.00%	0.00	420.00	1,260.00
7116 PC FOOD	0.00	-	-	-	-	0.00%	-	0.00	0.00
8110 INKIND SALARIES	52,756.66	448,906.96	396,150.30	122,847.96	326,059.00	77.25%	0.00	448,906.96	132,215.04
8120 INKIND RENT	27,917.16	125,627.22	97,710.06	39,055.22	86,572.00	57.82%	0.00	125,627.22	91,638.78
8130 INKIND OTHER	0.00	-	-	(1,219.00)	1,219.00	0.00%	0.00	0.00	2,356.00
9010 INDIRECT EXPENSE	46,796.00	304,181.33	257,385.33	58,610.33	245,571.00	63.52%	5,730.95	309,912.28	168,978.72
<b>TOTAL EXPENSES</b>	<b>641,711.61</b>	<b>4,255,775.27</b>	<b>3,614,063.66</b>	<b>849,765.77</b>	<b>3,406,009.50</b>	<b>64.58%</b>	<b>68,708.43</b>	<b>4,324,483.70</b>	<b>2,265,691.30</b>

**CHANGE IN NET ASSETS**

	TOTAL YTD	9.1%
Prior Mth	INDIRECT EXP 2,828,410.17	INDIRECT EXP 257,385.33
Curr Mth	3,342,651.96	304,181.33

Administrative	
YTD Expense	3,728,161.91
YTD Inkind	574,534.18
	<u>4,302,696.09</u>
YTD Admin	373,305.00
YTD %	8.68%

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2023 to 5/31/2024

311 0 HEAD START-MADERA REGIONAL	Grant Budget	Current Month Actual	YTD Actual May 31, 2024	YTD Budget May 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	4,522,453.00	527,221.72	4,058,078.86	4,522,453.00	(0.90)	0.00	4,058,078.86	464,374.14
4220- IN KIND CONTRIBUTIONS	<u>1,065,680.00</u>	<u>1,105.00</u>	<u>902,788.69</u>	<u>1,065,680.00</u>	<u>(0.85)</u>	<u>0.00</u>	<u>902,788.69</u>	<u>162,891.31</u>
Total Revenues	<u>5,588,133.00</u>	<u>528,326.72</u>	<u>4,960,867.55</u>	<u>5,588,133.00</u>	<u>(0.89)</u>	<u>0.00</u>	<u>4,960,867.55</u>	<u>627,265.45</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	1,881,821.38	216,112.25	2,102,651.08	1,881,821.38	1.12	0.00	2,102,651.08	(220,829.70)
5020- ACCRUED VACATION PAY	165,044.28	12,528.46	127,054.67	165,044.28	0.77	0.00	127,054.67	37,989.61
5112- HEALTH INSURANCE	243,589.90	20,492.30	198,246.29	243,589.90	0.81	0.00	198,246.29	45,343.61
5114- WORKER'S COMPENSATION	60,743.00	7,673.02	60,208.57	60,743.00	0.99	0.00	60,208.57	534.43
5116- PENSION	116,609.00	10,552.45	96,829.39	116,609.00	0.83	0.00	96,829.39	19,779.61
5122- FICA	145,245.00	18,041.06	168,411.62	145,245.00	1.16	0.00	168,411.62	(23,166.62)
5124- SUI	30,608.00	68.28	23,502.78	30,608.00	0.77	0.00	23,502.78	7,105.22
5130- ACCRUED VACATION FICA	12,802.00	955.73	9,700.60	12,802.00	0.76	0.00	9,700.60	3,101.40
6110- OFFICE SUPPLIES	32,172.00	1,249.86	10,987.25	32,172.00	0.34	(3.91)	10,983.34	21,188.66
6112- DATA PROCESSING SUPPLIES	85,000.00	10,091.96	65,723.20	85,000.00	0.77	255.78	65,978.98	19,021.02
6121- FOOD	15,000.00	433.60	10,633.20	15,000.00	0.71	0.00	10,633.20	4,366.80
6122- KITCHEN SUPPLIES	5,000.00	0.00	432.40	5,000.00	0.09	0.00	432.40	4,567.60
6130- PROGRAM SUPPLIES	100,000.00	17,844.34	59,335.32	100,000.00	0.59	11,628.97	70,964.29	29,035.71
6132- MEDICAL & DENTAL SUPPLIES	11,349.00	205.23	3,612.86	11,349.00	0.32	0.00	3,612.86	7,736.14
6134- INSTRUCTIONAL SUPPLIES	22,000.00	3,516.81	16,349.71	22,000.00	0.74	0.00	16,349.71	5,650.29
6140- CUSTODIAL SUPPLIES	30,000.00	1,484.54	29,302.76	30,000.00	0.98	0.00	29,302.76	697.24
6143- FURNISHINGS	0.00	218.22	218.22	0.00	0.00	2,011.49	2,229.71	(2,229.71)
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	300.00	300.00	1.00	0.00	300.00	0.00
6170- POSTAGE & SHIPPING	900.00	47.08	717.67	900.00	0.80	0.00	717.67	182.33
6180- EQUIPMENT RENTAL	25,000.00	2,047.48	20,652.51	25,000.00	0.83	0.00	20,652.51	4,347.49
6181- EQUIPMENT MAINTENANCE	18,000.00	4,743.71	19,850.37	18,000.00	1.10	0.00	19,850.37	(1,850.37)
6221- EQUIPMENT OVER > \$5000	164,000.00	0.00	138,814.21	164,000.00	0.85	0.00	138,814.21	25,185.79
6310- PRINTING & PUBLICATIONS	5,000.00	134.07	11,116.04	5,000.00	2.22	0.00	11,116.04	(6,116.04)
6312- ADVERTISING & PROMOTION	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
6320- TELEPHONE	150,000.00	(14,700.78)	(27,540.35)	150,000.00	(0.18)	0.00	(27,540.35)	177,540.35
6410- RENT	250,000.00	17,987.23	191,488.74	250,000.00	0.77	0.00	191,488.74	58,511.26
6420- UTILITIES/ DISPOSAL	120,000.00	10,327.89	79,273.20	120,000.00	0.66	0.00	79,273.20	40,726.80
6432- BUILDING REPAIRS/ MAINTENANCE	156,000.00	33,292.93	117,288.00	156,000.00	0.75	19,772.30	137,060.30	18,939.70
6433- GROUNDS MAINTENANCE	30,000.00	1,816.53	39,717.95	30,000.00	1.32	59,960.20	99,678.15	(69,678.15)
6436- PEST CONTROL	7,700.00	786.71	6,663.10	7,700.00	0.87	0.00	6,663.10	1,036.90
6437- BURGLAR & FIRE ALARM	4,000.00	592.36	4,994.85	4,000.00	1.25	1,599.10	6,593.95	(2,593.95)
6440- PROPERTY INSURANCE	10,020.00	1,192.84	11,757.06	10,020.00	1.17	0.00	11,757.06	(1,737.06)
6520- CONSULTANTS	0.00	152.88	11,890.78	0.00	0.00	0.00	11,890.78	(11,890.78)
6522- CONSULTANT EXPENSES	0.00	0.00	1,069.03	0.00	0.00	0.00	1,069.03	(1,069.03)
6524- CONTRACTS	63,400.00	0.00	2,075.04	63,400.00	0.03	0.00	2,075.04	61,324.96
6530- LEGAL	10,000.00	0.00	5,003.75	10,000.00	0.50	0.00	5,003.75	4,996.25
6540- CUSTODIAL SERVICES	22,000.00	645.00	9,607.00	22,000.00	0.44	0.00	9,607.00	12,393.00
6555- MEDICAL SCREENING/DEAT/STAFF	4,000.00	205.00	3,350.00	4,000.00	0.84	0.00	3,350.00	650.00
6610- GAS & OIL	10,000.00	1,399.69	14,271.52	10,000.00	1.43	0.00	14,271.52	(4,271.52)



# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2023 to 5/31/2024

	Grant Budget	Current Month Actual	YTD Actual May 31, 2024	YTD Budget May 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
311 0 HEAD START-MADERA REGIONAL								
6620- VEHICLE INSURANCE	17,000.00	1,782.35	21,414.20	17,000.00	1.26	0.00	21,414.20	(4,414.20)
6640- VEHICLE REPAIR & MAINTENANCE	18,000.00	848.13	9,220.43	18,000.00	0.51	0.00	9,220.43	8,779.57
6712- STAFF TRAVEL-LOCAL	7,500.00	721.52	4,093.20	7,500.00	0.55	0.00	4,093.20	3,406.80
6714- STAFF TRAVEL-OUT OF AREA	16,580.00	0.00	754.35	16,580.00	0.05	0.00	754.35	15,825.65
6722- PER DIEM - STAFF	1,680.00	0.00	0.00	1,680.00	0.00	0.00	0.00	1,680.00
6742- TRAINING - STAFF	12,000.00	19.98	4,599.76	12,000.00	0.38	0.00	4,599.76	7,400.24
6748- EDUCATION REIMBURSEMENT	30,000.00	0.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00
6750- FIELD TRIPS	2,800.00	370.00	370.00	2,800.00	0.13	0.00	370.00	2,430.00
6832- LIABILITY INSURANCE	360.00	28.06	335.46	360.00	0.93	0.00	335.46	24.54
6834- STUDENT ACTIVITY INSURANCE	2,230.00	237.05	1,635.46	2,230.00	0.73	0.00	1,635.46	594.54
6840- PROPERTY TAXES	42.00	0.00	0.00	42.00	0.00	0.00	0.00	42.00
6850- FEES & LICENSES	10,000.00	2,150.33	33,612.45	10,000.00	3.36	0.00	33,612.45	(23,612.45)
6852- FINGERPRINT	2,000.00	74.75	1,066.50	2,000.00	0.53	0.00	1,066.50	933.50
6875- EMPLOYEE HEALTH & WELFARE COSTS	15,000.00	684.50	4,800.90	15,000.00	0.32	0.00	4,800.90	10,199.10
7111- PARENT MILEAGE	550.00	0.00	99.28	550.00	0.18	0.00	99.28	450.72
7112- PARENT INVOLVEMENT	9,120.00	2,189.74	2,703.85	9,120.00	0.30	0.00	2,703.85	6,416.15
7114- PC ALLOWANCE	3,750.00	0.00	705.79	3,750.00	0.19	0.00	705.79	3,044.21
7116- POLICY COUNCIL FOOD ALLOWANCE	0.00	0.00	202.09	0.00	0.00	0.00	202.09	(202.09)
8110- IN KIND SALARIES	60,628.00	0.00	684,894.64	60,628.00	11.30	0.00	684,894.64	(624,266.64)
8120- IN KIND RENT	318,252.00	0.00	216,442.05	318,252.00	0.68	0.00	216,442.05	101,809.95
8130- IN KIND - OTHER	686,800.00	1,105.00	1,452.00	686,800.00	0.00	0.00	1,452.00	685,348.00
9010- INDIRECT COST ALLOCATION	363,537.44	37,967.51	326,904.75	363,537.44	0.90	0.00	326,904.75	36,632.69
Total Expenses	<u>5,588,133.00</u>	<u>430,317.65</u>	<u>4,960,867.55</u>	<u>5,588,133.00</u>	<u>0.89</u>	<u>95,223.93</u>	<u>5,056,091.48</u>	<u>532,041.52</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u><b>0.00</b></u>	<u><b>98,009.07</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(95,223.93)</b></u>	<u><b>(95,223.93)</b></u>	<u><b>95,223.93</b></u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u><u><b>0.00</b></u></u>	<u><u><b>98,009.07</b></u></u>	<u><u><b>0.00</b></u></u>	<u><u><b>0.00</b></u></u>	<u><u><b>0.00</b></u></u>	<u><u><b>(95,223.93)</b></u></u>	<u><u><b>(95,223.93)</b></u></u>	<u><u><b>95,223.93</b></u></u>



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

**Revenue & Expense with Encumbrances**

**From 6/01/2023 to 5/31/2024**

380 0 MADERA REGIONAL HS BLENDED	Grant Budget	Current Month Actual	YTD Actual May 31, 2024	YTD Budget May 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(911.37)</b>	<b>(911.37)</b>	<b>911.37</b>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2023 to 5/31/2024

Report Recap	Grant Budget	Current Month Actual	YTD Actual May 31, 2024	YTD Budget May 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	4,522,453.00	549,878.21	4,388,007.32	4,522,453.00	(0.97)	0.00	4,388,007.32	134,445.68
4220- IN KIND CONTRIBUTIONS	1,065,680.00	1,105.00	902,788.69	1,065,680.00	(0.85)	0.00	902,788.69	162,891.31
<b>Total Revenues</b>	<b>5,588,133.00</b>	<b>550,983.21</b>	<b>5,290,796.01</b>	<b>5,588,133.00</b>	<b>(0.95)</b>	<b>0.00</b>	<b>5,290,796.01</b>	<b>297,336.99</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	1,881,821.38	229,559.51	2,190,973.46	1,881,821.38	1.16	0.00	2,190,973.46	(309,152.08)
5020- ACCRUED VACATION PAY	165,044.28	13,085.59	132,869.58	165,044.28	0.81	0.00	132,869.58	32,174.70
5112- HEALTH INSURANCE	243,589.90	21,888.16	208,621.08	243,589.90	0.86	0.00	208,621.08	34,968.82
5114- WORKER'S COMPENSATION	60,743.00	8,685.69	64,466.14	60,743.00	1.06	0.00	64,466.14	(3,723.14)
5116- PENSION	116,609.00	11,726.61	102,112.73	116,609.00	0.88	0.00	102,112.73	14,496.27
5122- FICA	145,245.00	19,751.42	176,586.29	145,245.00	1.22	0.00	176,586.29	(31,341.29)
5124- SUI	30,608.00	(1,116.60)	21,285.22	30,608.00	0.70	0.00	21,285.22	9,322.78
5130- ACCRUED VACATION FICA	12,802.00	998.34	10,147.15	12,802.00	0.79	0.00	10,147.15	2,654.85
6110- OFFICE SUPPLIES	32,172.00	1,249.86	13,273.74	32,172.00	0.41	(3.91)	13,269.83	18,902.17
6112- DATA PROCESSING SUPPLIES	85,000.00	10,091.96	65,733.56	85,000.00	0.77	255.78	65,989.34	19,010.66
6121- FOOD	15,000.00	433.60	13,823.98	15,000.00	0.92	0.00	13,823.98	1,176.02
6122- KITCHEN SUPPLIES	5,000.00	0.00	545.15	5,000.00	0.11	0.00	545.15	4,454.85
6130- PROGRAM SUPPLIES	100,000.00	17,844.34	59,335.32	100,000.00	0.59	11,628.97	70,964.29	29,035.71
6132- MEDICAL & DENTAL SUPPLIES	11,349.00	205.23	3,770.29	11,349.00	0.33	0.00	3,770.29	7,578.71
6134- INSTRUCTIONAL SUPPLIES	22,000.00	3,516.81	24,809.44	22,000.00	1.13	0.00	24,809.44	(2,809.44)
6140- CUSTODIAL SUPPLIES	30,000.00	1,484.54	35,668.75	30,000.00	1.19	0.00	35,668.75	(5,668.75)
6143- FURNISHINGS	0.00	218.22	218.22	0.00	0.00	2,922.86	3,141.08	(3,141.08)
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	300.00	300.00	1.00	0.00	300.00	0.00
6170- POSTAGE & SHIPPING	900.00	47.08	717.67	900.00	0.80	0.00	717.67	182.33
6180- EQUIPMENT RENTAL	25,000.00	2,047.48	26,515.29	25,000.00	1.06	0.00	26,515.29	(1,515.29)
6181- EQUIPMENT MAINTENANCE	18,000.00	4,743.71	24,060.09	18,000.00	1.34	0.00	24,060.09	(6,060.09)
6221- EQUIPMENT OVER > \$5000	164,000.00	0.00	138,814.21	164,000.00	0.85	0.00	138,814.21	25,185.79
6310- PRINTING & PUBLICATIONS	5,000.00	134.07	12,673.60	5,000.00	2.53	0.00	12,673.60	(7,673.60)
6312- ADVERTISING & PROMOTION	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
6320- TELEPHONE	150,000.00	(14,601.78)	(27,890.50)	150,000.00	(0.19)	0.00	(27,890.50)	177,890.50
6410- RENT	250,000.00	20,317.01	227,385.60	250,000.00	0.91	0.00	227,385.60	22,614.40
6420- UTILITIES/ DISPOSAL	120,000.00	10,509.91	116,654.00	120,000.00	0.97	0.00	116,654.00	3,346.00
6432- BUILDING REPAIRS/ MAINTENANCE	156,000.00	33,292.93	142,724.54	156,000.00	0.91	19,772.30	162,496.84	(6,496.84)
6433- GROUNDS MAINTENANCE	30,000.00	1,816.53	76,796.45	30,000.00	2.56	59,960.20	136,756.65	(106,756.65)
6436- PEST CONTROL	7,700.00	786.71	8,445.48	7,700.00	1.10	0.00	8,445.48	(745.48)
6437- BURGLAR & FIRE ALARM	4,000.00	593.11	6,479.94	4,000.00	1.62	1,599.10	8,079.04	(4,079.04)
6440- PROPERTY INSURANCE	10,020.00	1,192.84	14,230.60	10,020.00	1.42	0.00	14,230.60	(4,210.60)
6520- CONSULTANTS	0.00	152.88	14,052.00	0.00	0.00	0.00	14,052.00	(14,052.00)
6522- CONSULTANT EXPENSES	0.00	0.00	1,423.25	0.00	0.00	0.00	1,423.25	(1,423.25)
6524- CONTRACTS	63,400.00	0.00	2,075.04	63,400.00	0.03	0.00	2,075.04	61,324.96
6530- LEGAL	10,000.00	0.00	5,003.75	10,000.00	0.50	0.00	5,003.75	4,996.25
6540- CUSTODIAL SERVICES	22,000.00	645.00	9,607.00	22,000.00	0.44	0.00	9,607.00	12,393.00
6555- MEDICAL SCREENING/DEAT/STAFF	4,000.00	205.00	3,350.00	4,000.00	0.84	0.00	3,350.00	650.00
6610- GAS & OIL	10,000.00	1,399.69	14,271.52	10,000.00	1.43	0.00	14,271.52	(4,271.52)

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 6/01/2023 to 5/31/2024

Report Recap	Grant Budget	Current Month Actual	YTD Actual May 31, 2024	YTD Budget May 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6620- VEHICLE INSURANCE	17,000.00	1,782.35	21,414.20	17,000.00	1.26	0.00	21,414.20	(4,414.20)
6640- VEHICLE REPAIR & MAINTENANCE	18,000.00	848.13	9,220.43	18,000.00	0.51	0.00	9,220.43	8,779.57
6712- STAFF TRAVEL-LOCAL	7,500.00	721.52	4,512.58	7,500.00	0.60	0.00	4,512.58	2,987.42
6714- STAFF TRAVEL-OUT OF AREA	16,580.00	0.00	754.35	16,580.00	0.05	0.00	754.35	15,825.65
6722- PER DIEM - STAFF	1,680.00	0.00	0.00	1,680.00	0.00	0.00	0.00	1,680.00
6742- TRAINING - STAFF	12,000.00	19.98	4,599.76	12,000.00	0.38	0.00	4,599.76	7,400.24
6748- EDUCATION REIMBURSEMENT	30,000.00	0.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00
6750- FIELD TRIPS	2,800.00	370.00	370.00	2,800.00	0.13	0.00	370.00	2,430.00
6832- LIABILITY INSURANCE	360.00	28.06	335.46	360.00	0.93	0.00	335.46	24.54
6834- STUDENT ACTIVITY INSURANCE	2,230.00	237.05	2,341.70	2,230.00	1.05	0.00	2,341.70	(111.70)
6840- PROPERTY TAXES	42.00	0.00	0.00	42.00	0.00	0.00	0.00	42.00
6850- FEES & LICENSES	10,000.00	2,150.33	37,885.52	10,000.00	3.79	0.00	37,885.52	(27,885.52)
6852- FINGERPRINT	2,000.00	74.75	1,066.50	2,000.00	0.53	0.00	1,066.50	933.50
6875- EMPLOYEE HEALTH & WELFARE COSTS	15,000.00	684.50	4,800.90	15,000.00	0.32	0.00	4,800.90	10,199.10
7111- PARENT MILEAGE	550.00	0.00	160.34	550.00	0.29	0.00	160.34	389.66
7112- PARENT INVOLVEMENT	9,120.00	2,189.74	2,849.87	9,120.00	0.31	0.00	2,849.87	6,270.13
7114- PC ALLOWANCE	3,750.00	0.00	1,140.00	3,750.00	0.30	0.00	1,140.00	2,610.00
7116- POLICY COUNCIL FOOD ALLOWANCE	0.00	0.00	202.09	0.00	0.00	0.00	202.09	(202.09)
8110- IN KIND SALARIES	60,628.00	0.00	684,894.64	60,628.00	11.30	0.00	684,894.64	(624,266.64)
8120- IN KIND RENT	318,252.00	0.00	216,442.05	318,252.00	0.68	0.00	216,442.05	101,809.95
8130- IN KIND - OTHER	686,800.00	1,105.00	1,452.00	686,800.00	0.00	0.00	1,452.00	685,348.00
9010- INDIRECT COST ALLOCATION	363,537.44	39,857.28	354,423.99	363,537.44	0.97	0.00	354,423.99	9,113.45
Total Expenses	<u>5,588,133.00</u>	<u>452,974.14</u>	<u>5,290,796.01</u>	<u>5,588,133.00</u>	<u>0.95</u>	<u>96,135.30</u>	<u>5,386,931.31</u>	<u>201,201.69</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>98,009.07</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(96,135.30)</u></b>	<b><u>(96,135.30)</u></b>	<b><u>96,135.30</u></b>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>98,009.07</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(96,135.30)</u></b>	<b><u>(96,135.30)</u></b>	<b><u>96,135.30</u></b>



**Fresno Migrant Head Start  
Budget to Actual (Combined)  
Period Ending May-24**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
6520 CONSULTANTS	6H	10,000.00	2,375.14	11,774.57	9,399.43	4,998.00	117.75%	12,660.28	24,434.85	(14,434.85)
6522 CONSULTANT EXPENSES	6H	1,500.00	0.00	97.82	97.82	743.00	6.52%	0.00	97.82	1,402.18
6524 CONTRACTS	6H	15,000.00	0.00	0.00	0.00	7,500.00	0.00%	0.00	0.00	15,000.00
6530 LEGAL	6H	1,500.00	500.00	4,656.25	4,156.25	1,100.00	310.42%	0.00	4,656.25	(3,156.25)
6540 CUSTODIAL SERVICES	6H	4,776.00	1,688.00	4,872.00	3,184.00	3,184.00	102.01%	0.00	4,872.00	(96.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	225.00	965.00	740.00	200.00	96.50%	0.00	965.00	35.00
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	15,000.00	2,639.70	8,375.58	5,735.88	8,600.00	55.84%	0.00	8,375.58	6,624.42
6620 VEHICLE INSURANCE	6H	20,000.00	2,878.29	20,368.96	17,490.67	15,000.00	101.84%	0.00	20,368.96	(368.96)
6630 VEHICLE LICENSE AND FEES	6H	2,500.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	2,500.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	25,000.00	1,653.10	9,375.28	7,722.18	15,000.00	37.50%	0.00	9,375.28	15,624.72
6712 STAFF TRAVEL-LOCAL	6H	15,000.00	3,870.39	10,139.18	6,268.79	7,494.00	67.59%	0.00	10,139.18	4,860.82
6724 PER DIEM - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	57,955.00	9,411.85	22,472.69	13,060.84	0.00	38.78%	698.04	23,170.73	34,784.27
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	10,000.00	0.00	0.00	0.00	5,000.00	0.00%	0.00	0.00	10,000.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	504.00	39.28	353.52	314.24	336.00	70.14%	0.00	353.52	150.48
6834 STUDENT ACTIVITY INSURAN	6H	1,074.00	179.25	851.92	672.67	537.00	79.32%	0.00	851.92	222.08
6840 PROPERTY TAXES	6H	5,800.00	0.00	2,034.46	2,034.46	5,800.00	35.08%	0.00	2,034.46	3,765.54
6850 FEES & LICENSES	6H	22,000.00	144.34	23,223.14	23,078.80	14,264.00	105.56%	0.00	23,223.14	(1,223.14)
6851 CPR FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	6H	3,800.00	0.00	151.00	151.00	1,000.00	3.97%	0.00	151.00	3,649.00
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	6,375.00	588.70	9,969.28	9,380.58	6,375.00	156.38%	410.91	10,380.19	(4,005.19)
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	1,450.00	0.00	164.85	164.85	580.00	11.37%	0.00	164.85	1,285.15
7111- PARENT MILEAGE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7112 PARENT INVOLVEMENT	6H	0.00	(27.17)	335.61	362.78	0.00	0.00%	0.00	335.61	(335.61)
7114 PC ALLOWANCE	6H	1,680.00	60.00	420.00	360.00	560.00	25.00%	0.00	420.00	1,260.00
7116 PC FOOD	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
<b>8110 INKIND SALARIES</b>		<b>581,122.00</b>	<b>52,756.66</b>	<b>448,906.96</b>	<b>396,150.30</b>	<b>326,059.00</b>	<b>77.25%</b>	<b>0.00</b>	<b>448,906.96</b>	<b>132,215.04</b>
<b>8120 INKIND RENT</b>		<b>217,266.00</b>	<b>27,917.16</b>	<b>125,627.22</b>	<b>97,710.06</b>	<b>86,572.00</b>	<b>57.82%</b>	<b>0.00</b>	<b>125,627.22</b>	<b>91,638.78</b>
<b>8130 INKIND OTHER</b>		<b>2,356.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,219.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>2,356.00</b>
9010 INDIRECT EXPENSE	6J	485,788.00	50,482.32	308,109.65	257,627.33	245,571.00	63.42%	5,877.59	313,987.24	171,800.76
<b>TOTAL EXPENSES</b>		<b>6,672,865.00</b>	<b>660,023.27</b>	<b>4,302,871.89</b>	<b>3,642,848.62</b>	<b>3,406,009.50</b>	<b>64.48%</b>	<b>70,466.46</b>	<b>4,373,338.35</b>	<b>2,299,526.65</b>
<b>CHANGE IN NET ASSETS</b>		<b>0.00</b>	<b>(1,895.50)</b>	<b>0.00</b>	<b>1,895.50</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Contract 66%**





**Fresno Migrant Head Start  
Budget to Actual (331 Basic)  
Period Ending May-24**

Account Description	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +	
	Period	YTD	YTD	YTD	Budget			Encumbered	Budget Balance
6524 CONTRACTS	0.00	0.00	0.00	(7,500.00)	7,500.00	0.00%	0.00	0.00	15,000.00
6530 LEGAL	500.00	4,656.25	4,156.25	3,556.25	1,100.00	310.42%	0.00	4,656.25	(3,156.25)
6540 CUSTODIAL SERVICES	1,688.00	4,872.00	3,184.00	1,688.00	3,184.00	102.01%	0.00	4,872.00	(96.00)
6555 MEDICAL SCREENING/DEAT/S	225.00	965.00	740.00	765.00	200.00	96.50%	0.00	965.00	35.00
6562 MEDICAL EXAM	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6610 GAS & OIL	2,639.70	8,375.58	5,735.88	(224.42)	8,600.00	55.84%	0.00	8,375.58	6,624.42
6620 VEHICLE INSURANCE	2,878.29	20,368.96	17,490.67	5,368.96	15,000.00	101.84%	0.00	20,368.96	(368.96)
6630 VEHICLE LICENSE AND FEES	0.00	-	-	-	-	0.00%	0.00	0.00	2,500.00
6640 VEHICLE REPAIR & MAINTENANCE	1,653.10	9,375.28	7,722.18	(5,624.72)	15,000.00	37.50%	0.00	9,375.28	15,624.72
6712 STAFF TRAVEL-LOCAL	3,870.39	10,041.18	6,170.79	2,547.18	7,494.00	66.94%	0.00	10,041.18	4,958.82
6724 PER DIEM - PARENT	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	2,382.18	3,140.57	758.39	3,140.57	0.00	0.00%	0.00	3,140.57	(3,140.57)
6744 TRAINING - VOLUNTEER	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	0.00	0.00	0.00	(5,000.00)	5,000.00	0.00%	0.00	0.00	10,000.00
6750 FIELD TRIPS	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	39.28	353.52	314.24	17.52	336.00	70.14%	0.00	353.52	150.48
6834 STUDENT ACTIVITY INSURAN	179.25	851.92	672.67	314.92	537.00	79.32%	0.00	851.92	222.08
6840 PROPERTY TAXES	0.00	2,034.46	2,034.46	(3,765.54)	5,800.00	35.08%	0.00	2,034.46	3,765.54
6850 FEES & LICENSES	144.34	23,223.14	23,078.80	8,959.14	14,264.00	105.56%	0.00	23,223.14	(1,223.14)
6851 CPR FEES	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	0.00	151.00	151.00	(849.00)	1,000.00	3.97%	0.00	151.00	3,649.00
6860 DEPRECIATION EXPENSE	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	5,079.24	5,079.24	(1,295.76)	6,375.00	79.67%	0.00	5,079.24	1,295.76
6892 CASH SHORT/OVER	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	0.00	164.85	164.85	(415.15)	580.00	11.37%	0.00	164.85	1,285.15
7111- PARENT MILEAGE	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
7112 PARENT INVOLVEMENT	(27.17)	335.61	362.78	335.61	0.00	0.00%	0.00	335.61	(335.61)
7114 PC ALLOWANCE	60.00	420.00	360.00	(140.00)	560.00	25.00%	0.00	420.00	1,260.00
7116 PC FOOD	0.00	-	-	-	-	0.00%	0.00	0.00	0.00
8110 INKIND SALARIES	52,756.66	448,906.96	396,150.30	122,847.96	326,059.00	77.25%	0.00	448,906.96	132,215.04
8120 INKIND RENT	27,917.16	125,627.22	97,710.06	39,055.22	86,572.00	57.82%	0.00	125,627.22	91,638.78
8130 INKIND OTHER	0.00	-	-	(1,219.00)	1,219.00	0.00%	0.00	0.00	2,356.00
9010 INDIRECT EXPENSE	46,796.00	304,181.33	257,385.33	58,610.33	245,571.00	63.52%	5,730.95	309,912.28	168,978.72
<b>TOTAL EXPENSES</b>	<b>641,711.61</b>	<b>4,255,775.27</b>	<b>3,614,063.66</b>	<b>849,765.77</b>	<b>3,406,009.50</b>	<b>64.58%</b>	<b>68,708.43</b>	<b>4,324,483.70</b>	<b>2,265,691.30</b>
<b>CHANGE IN NET ASSETS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

	TOTAL YTD	9.1%
	INDIRECT EXP	INDIRECT EXP
Prior Mth	2,828,410.17	257,385.33
Curr Mth	3,342,651.96	304,181.33

Administrative	
YTD Expense	3,728,161.91
YTD Inkind	574,534.18
	<u>4,302,696.09</u>
YTD Admin	373,305.00
YTD %	8.68%

**Fresno Migrant Head Start  
Budget to Actual (330 T&TA)  
Period Ending May-24**

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance	
<b>REVENUES</b>										
4110 GRANT INCOME-FEDERAL	82,690.00	16,416.16	47,096.62	30,680.46	0.00	56.96%	1,758.03	48,854.65	33,835.35	
4130 GRANT INCOME-AREA	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
4210 DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
4220 IN KIND CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
4390 MISC INCOME	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
<b>TOTAL REVENUES</b>	<b>82,690.00</b>	<b>16,416.16</b>	<b>47,096.62</b>	<b>30,680.46</b>	<b>0.00</b>	<b>56.96%</b>	<b>1,758.03</b>	<b>48,854.65</b>	<b>33,835.35</b>	
5010 SALARIES & WAGES	6A	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5020 ACCRUED VACATION PAY	6A	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5112 HEALTH INSURANCE	6B	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5114 WORKER'S COMPENSATION	6B	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5116 PENSION	6B	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5122 FICA	6B	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5124 SUI	6B	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
5130 ACCRUED VACATION FRINGE	6B	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6714 STAFF TRAVEL-OUT OF AREA	6C	9,540.00	(1,163.73)	9,690.22	10,853.95	0.00	101.57%	0.00	9,690.22	(150.22)
6722 PER DIEM - STAFF	6C	3,492.00	484.00	726.00	242.00	0.00	20.79%	0.00	726.00	2,766.00
6221 EQUIPMENT OVER > \$5000	6D	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6110 OFFICE SUPPLIES	6E	4,806.00	0.00	0.00	0.00	0.00%	0.00	0.00	4,806.00	
6112 DATA PROCESSING SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6121 FOOD	6E	0.00	7,686.70	8,431.92	745.22	0.00	0.00%	0.00	8,431.92	(8,431.92)
6122 KITCHEN SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6130 PROGRAM SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6134 INSTRUCTIONAL SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6140 CUSTODIAL SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6142 LINEN/LAUNDRY	6E	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6143 FURNISHINGS	6E	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6170 POSTAGE & SHIPPING	6E	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6132 MEDICAL & DENTAL SUPPLIES	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6150 UNIFORM RENTAL/PURCHASE	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6180 EQUIPMENT RENTAL	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6181 EQUIPMENT MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6212 EQUIPMENT PURCHASES < \$500	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6214 EQUIPMENT OVER > 500	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6216 EQUIPMENT OVER > \$1000	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6231 BUILDING RENOVATION	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6232 BUILDING IMPROVEMENTS	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6310 PRINTING & PUBLICATIONS	6H	0.00	0.00	0.00	0.00	0.00%	502.44	502.44	(502.44)	
6312 ADVERTISING & PROMOTION	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6320 TELEPHONE	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6410 RENT	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6420 UTILITIES/ DISPOSAL	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6432 BUILDING REPAIRS/ MAINTE	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6433 GROUNDS MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6436 PEST CONTROL	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6437 BURGLAR & FIRE ALARM	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6440 PROPERTY INSURANCE	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6520 CONSULTANTS	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6522 CONSULTANT EXPENSES	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6524 CONTRACTS	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6530 LEGAL	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	

**Fresno Migrant Head Start**  
**Budget to Actual (330 T&TA)**  
**Period Ending May-24**

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance	
6540 CUSTODIAL SERVICES	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6555 MEDICAL SCREENING/DEAT/S	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6610 GAS & OIL	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6620 VEHICLE INSURANCE	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6640 VEHICLE REPAIR & MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6712 STAFF TRAVEL-LOCAL	6H	0.00	0.00	98.00	98.00	0.00%	0.00	98.00	(98.00)	
6724 PER DIEM - PARENT	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	
6742 TRAINING - STAFF	6H	57,955.00	7,029.67	19,332.12	12,302.45	0.00	33.36%	698.04	20,030.16	37,924.84
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6834 STUDENT ACTIVITY INSURAN	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6840 PROPERTY TAXES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6850 FEES & LICENSES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6851 CPR FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	0.00	588.70	4,890.04	4,301.34	0.00	0.00%	410.91	5,300.95	(5,300.95)
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7111- PARENT MILEAGE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7112 PARENT INVOLVEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7114 PC ALLOWANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7116 PC FOOD	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8110 INKIND SALARIES		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8120 INKIND RENT		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8130 INKIND OTHER		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
9010 INDIRECT EXPENSE	6J	6,897.00	3,686.32	3,928.32	242.00	0.00	56.96%	146.64	4,074.96	2,822.04
<b>TOTAL EXPENSES</b>		<b>82,690.00</b>	<b>18,311.66</b>	<b>47,096.62</b>	<b>28,784.96</b>	<b>0.00</b>	<b>56.96%</b>	<b>1,758.03</b>	<b>48,854.65</b>	<b>33,835.35</b>
<b>CHANGE IN NET ASSETS</b>		<b>0.00</b>	<b>(1,895.50)</b>	<b>0.00</b>	<b>1,895.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Contract 59.08%**



# BOARD OF DIRECTORS 2024 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
<b>Public Officials</b>													
Deborah Martinez	Department of Social Services	X	P	-	X	A	A						
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	P	-	P	P	P						
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	-	P	P	P						
Steve Montes A: Anita Evans	Madera City Council	P	P	-	X	P	P						
Jeff Troost	Chowchilla City Council	P	X	-	X	P	P						
<b>Private Sector Officials</b>													
Debi Bray	Madera Chamber of Commerce	P	P	-	P	P	P						
Otilia Vasquez	Head Start Policy Council	P	P	-	X	X	P						
Donald Holley	Community Affairs	P	P	-	P	P	X						
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	P	-	X	P	P						
Molly Hernandez	Early Childhood Education & Development	P	X	-	P	P	P						
<b>Low-Income Target Area Officials</b>													
Martha Garcia	Central Madera/Alpha	X	X	-	P	P	P						
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P	P	-	X	P	X						
Richard Gutierrez	Eastside/Parksdale	P	P	-	P	P	P						
Diana Plamer <i>(Seated on 1/11/2024)</i>	Fairmead/Chowchilla	P	P	-	P	X	P						
Aurora Flores	Monroe/Washington	X	X	-	X	X	X						
<i>Total Directors</i>		11/14	11/15	-	8/15	12/15	12/15						

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	<b>1. Log No:</b> ACF-OHS-IM-24-01	<b>2. Issuance Date:</b> 05/09/2024
	<b>3. Originating Office:</b> Office of Head Start	
	<b>4. Key Words:</b> Head Start, Early Head Start, Mental Health, Behavioral Health, Social and Emotional Development	

**INFORMATION MEMORANDUM**

**TO:** All Head Start Grant Recipients

**SUBJECT:** Strategies and Recommendations for Supporting Mental Health

**PURPOSE:** This Information Memorandum (IM) highlights the Head Start Program Performance Standards and related strategies for integrating mental health supports across all Head Start programs.

**BACKGROUND:** Head Start programs, including preschool programs, Early Head Start programs, Migrant and Seasonal programs, and American Indian and Alaska Native programs, have a long history of providing comprehensive services alongside early education services. They support a program-wide culture that promotes children’s mental health and social and emotional well-being. Children’s mental health is foundational for family well-being, children’s overall healthy development, and long-term success.<sup>1</sup> In recent years, Head Start programs have called for guidance on how to be more intentional in integrating [mental health supports](#) into programs. These calls stem from a reported rise in behavioral and developmental concerns, higher rates of staff turnover, and limited availability of specialized mental health services. This IM provides evidence-informed mental health strategies and associated resources that can help address these challenges as part of a renewed effort across federal early childhood funding agencies to integrate mental health supports into programs.

To integrate mental health supports effectively into Head Start programs, it is important to first understand and destigmatize what is meant by “mental health.” Young children’s mental health, often referred to as early childhood mental health (ECMH), is not mental illness. Rather, it is the same as [social](#)

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<sup>1</sup> <https://www.acf.hhs.gov/ecd/policy-guidance/dear-colleague-social-emotional-development-and-mental-health>

[and emotional development](#) and well-being. It is a child’s capacity to express and regulate emotions, form trusting relationships, explore, and learn — all in the cultural context of family and community. ECMH approaches should support every child’s development of social and emotional skills, in addition to providing specialized supports for the up to 20 percent of children under the age of 5 who experience social and emotional difficulties.<sup>2</sup>

Strengthening the focus on mental health is particularly appropriate given the Head Start program's mission to serve the most vulnerable children and families and break the cycle of poverty. Individuals living in high-poverty neighborhoods often have less access to high-quality resources and supports compared to individuals living in low-poverty neighborhoods, and are more likely to have worse mental health outcomes as a result.<sup>3</sup> Furthermore, Black, Indigenous, and People of Color (BIPOC) families<sup>4</sup> and families in remote or rural areas have less access to mental health and substance use services.<sup>5</sup> BIPOC families, including families in tribal communities, are disproportionately affected by chronic stress resulting from structural racism and historical trauma, which further narrows access to services they can trust.<sup>6</sup>

Head Start programs play a vital role in addressing ECMH and reducing disparities in ECMH, because they focus on the whole child as well as partner with families and communities. Family-focused efforts in particular ensure children’s mental health continues to be supported in the long-term, after children transition to kindergarten. Many Head Start programs have already adopted [diverse strategies](#) to address ECMH. Programs support family well-being and staff-wellness, which ensures caregivers are well equipped to support ECMH. They directly support the child by strengthening relationships with responsive caregivers, such as [parents](#) and [early childhood staff](#), which is the foundation of ECMH. They provide stable, nurturing environments in

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<sup>2</sup> National Research Council and Institute of Medicine Committee. Preventing mental, emotional, and behavioral disorders among young people: progress and possibilities. Washington, DC: National Academies Press; 2009. Brauner, C. B., & Stephens, C. B. (2006). Estimating the prevalence of early childhood serious emotional/behavioral disorders: Challenges and recommendations. *Public health reports*, 121(3), 303-310.

<sup>3</sup> <https://www.acf.hhs.gov/ecd/policy-guidance/dear-colleague-social-emotional-development-and-mental-health>

<sup>4</sup> Rafla-Yuan, E., Moore, S., Carvente-Martinez, H., Yang, P. Balasuriya, L., Jackson, K., McMickens, C., & Ropbles-Ramamurthy, B. (2022). Striving for equity in community mental health: Opportunities and challenges for integrating care for BIPOC youth. *Child and Adolescent Psychiatric Clinics of North America*, 31(2), 295-312.

<sup>5</sup> Morales, D. A., Barksdale, C. L., & Beckel-Mitchener, A. C. (2020). A call to action to address rural mental health disparities. *Journal of clinical and translational science*, 4(5), 463-467.

<sup>6</sup> Winters M-F. Black Fatigue: How Racism Erodes the Mind, Body, and Spirit. 1st ed. Berrett-Koehler Publishers; 2020. [Mental-Health-Facts-for-American-Indian-Alaska-Natives.pdf \(psychiatry.org\)](#)

Gone, J. P., & Trimble, J. E. (2012). American Indian and Alaska Native mental health: Diverse perspectives on enduring disparities. *Annual review of clinical psychology*, 8, 131-160.

**GUIDANCE:** which children can safely learn and practice social and emotional skills, and partner with families to do the same at home. Head Start staff build trusting relationships with families and partner within the community to identify and leverage resources. These steps make it more likely that mental health supports will meet the needs of families and make a difference.

Although there are many ways mental health can be supported in Head Start programs, it is important for programs to develop a comprehensive, integrated early childhood mental health approach that promotes child and adult mental health, prevents concerns from developing, and supports early identification and referrals for treatment when needed. Using a continuum<sup>7</sup> of mental health supports ensures every child and family receives the appropriate level of care. This continuum includes:

- I. **Mental health promotion** – An approach aimed at strengthening positive aspects of mental health and well-being and is focused on setting children and families up for success.
- II. **Prevention services and supports** – An approach aimed at reducing the likelihood of future disorders in the general population or for people who are identified as at risk of a disorder.
- III. **Access to mental health treatment** – Interventions are delivered to people who continue to be at risk after engaging in prevention services or have been diagnosed with a mental disorder.

The Office of Head Start (OHS) continues to strongly encourage grant recipients to use quality improvement funds available to all Head Start, Early Head Start, American Indian and Alaska Native Head Start, Migrant and Seasonal Head Start, and Early Head Start-Child Care Partnership grant recipients to support these strategies and invest in mental health supports across roles and program service areas. Suggestions of allowable uses for quality improvement funds as specified in the Head Start Act can be found in the [FY 2023 Head Start Funding Increase Program Instruction](#).

For Head Start State Collaboration Offices and recipients closely working with states, it may be of interest to review [related program guidance](#).

### **Strategies and Recommendations to Support Mental Health**

These strategies support program quality and describe resources that can help programs comply with applicable Head Start Program Performance Standards.

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<sup>7</sup> Purgato M, Uphoff E, Singh R, Thapa Pachya A, Abdulmalik J, van Ginneken N (2020). Promotion, prevention and treatment interventions for mental health in low- and middle-income countries through a task-shifting approach. *Epidemiology and Psychiatric Sciences* 29, e150, 1–8. <https://doi.org/10.1017/S204579602000061X>

## INCREASE MENTAL HEALTH PROMOTION

1. A focus on social determinants of health, or the conditions in which individuals are born, grow, live, work, and age, can lead to better mental health outcomes and prevent future mental illness. To promote social conditions that support family well-being, such as family safety, health, and economic stability, programs are encouraged to develop innovative two-generation approaches that leverage community partnerships and address prevalent needs of children and families ([45 CFR §1302.50\(a-b\)](#)). To achieve this, programs can:
  - Create authentic partnerships with families using the [Building Partnerships with Families Series](#) as a guide. Programs can support family mental health and well-being by using the family assessment and partnership process to help families with their biggest life stressors.
  - Update the program’s intake process with families to include targeted discussions on mental health, such as the families’ perceptions about mental health and addressing potential stigma. Include information on mental health supports in the program, such as mental health consultation services and resources and supports available in the community.
  - Establish formal and informal [check-ins with families](#) with the intent to support family mental health. For example, build in time during parent-teacher conferences to discuss how families are doing, create a drop-box for parents to discreetly communicate their needs to staff, and devote time in every parent meeting to wellness activities.
  - Invite the mental health consultant to introduce themselves at program events, such as an “Open House” to explain the Head Start program’s commitment to supporting mental health. This is an opportunity to familiarize parents with the mental health services available to them, including the role of the mental health consultant and how consultation is used throughout the program.
  
2. To promote family well-being, programs must collaborate with parents by providing mental health education support services. These services include opportunities for parents to learn about healthy pregnancy and postpartum care that encompasses mental health and substance use treatment options ([45 CFR §1302.46\(a\)](#)). To achieve this, programs can:
  - Offer opportunities for families to connect to [talk about their child’s development](#), how they are coping with potential stressors, and what resources they are using. Create a parent group, either virtually or in person, that serves as a space for parents to express their emotions, thoughts, and feelings. For guidance on facilitating this activity, refer to [Leading Online Parent Meetings and Groups](#).
  - Provide training and opportunities for parents to learn about children’s health, well-being, and mental health (i.e., in person trainings, virtual trainings, resources/handouts, etc.), as well as developing safe, stable, and nurturing relationships and environments. For example:
    - i. Use the mental health consultant to provide group wellness sessions with parents. In these sessions include information on resources in the community and how to access these resources.



- ii. Invite speakers from mental health and substance use agencies to give talks about mental health and substance use.
  - Regularly check in with families about providing supports for their own mental health and well-being, such as education materials on [reducing stress](#) and [understanding depression](#).
  - For pregnant women and expectant families enrolled in Early Head Start services, include a mental wellness check during the [newborn visit](#) that a program must provide to each mother and baby within two weeks after the infant's birth ([45 CFR §1302.80\(d\)](#)). These mental wellness checks are geared towards the parent or family members caring for the child and can be incorporated into a daily health check. Consider incorporating screenings for adult mental health, including [depression](#), and [substance use](#), with appropriate guidance from a mental health professional.
3. To promote staff well-being, programs must make mental health and wellness information available to staff regarding issues that may affect their job performance and must provide staff with regularly scheduled opportunities to learn about mental health, wellness, and health education ([45 CFR §1302.93\(b\)](#)). To achieve this, programs can:
- Implement identified policies, procedures, and strategies to support staff wellness that are informed by program data, such as those described in [ACF-IM-HS-21-05 Supporting the Wellness of All Staff in the Head Start Workforce](#). It is important to gather feedback from staff on their [well-being](#) and [job satisfaction](#), as well as wellness strategies, to determine if refinements or improvements are needed.
  - Provide program leaders with foundational training in supporting workforce mental health such as through the [National Child Traumatic Stress Network \(NCTCSN\)](#). The NCTCSN offers resources and trainings on a wide range of topics, including strategies to prevent, recognize and address secondary traumatic stress, which may be experienced by Head Start staff caring for children affected by trauma.
  - Consider establishing communities of practice or [reflective supervision](#) groups that help directors and managers focus on creating safe environments and communications that convey to staff that it is safe to disclose and receive support if and when they experience mental health challenges.
  - Promote employee assistance services and build a culture to address the stigma of seeking help for mental health reasons. Raise employee awareness around free or low-cost mental health supports available, such as benefits included in health insurance plans.
4. To promote child well-being, a program must ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being ([45 CFR §1302.90\(c\)\(i\)](#)). To facilitate implementation of positive strategies, programs can:
- Train staff, consultants, contractors, and volunteers to have basic knowledge of developmentally appropriate strategies to support positive behaviors. Since developmental expectations and appropriate strategies may differ depending on a child's age and developmental skills, staff working with [preschool-age children](#), may still benefit from a basic understanding of how to support [infants and toddlers](#).

- Ensure staff understand that [following children’s lead](#) in structured play activities is an impactful way to understand children’s developmental skills, identify and offer positive attention to their strengths, and practice self-regulation skills in a controlled environment.
- Make sure learning environments are designed to support children’s self-regulation. This could include creating “[cozy spaces](#)” that are clearly visible to adult supervision where children can go if they are feeling overwhelmed. Similarly, spaces can be created with activities or sensory materials as places to express energy. These types of spaces are designed so that teachers can still observe the child or children who are in them, while also providing them the needed supports to self-regulate.
- Partner with families to understand the development, communication style, strengths, and [temperament](#) of each child in order to establish predictable routines, transition strategies, and developmentally appropriate behavioral expectations for children in the program.

## **INCREASE PREVENTION SERVICES AND SUPPORTS**

5. To support children’s ongoing social and emotional development, programs must provide supports for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns ([45 CFR §1302.45\(a\)](#)). To achieve this, programs can:
  - Implement an [all-hands-on deck](#) approach by creating a multidisciplinary team that works together in your program to support children’s mental health. This team can be comprised of individuals that already work with the child or family across disciplines. The benefit of having a team of professionals with multiple perspectives (i.e., mental health, early childhood, special education, family service, health, nutrition, etc.) is that it ensures the most comprehensive approach to support the needs of a child and family.
    - i. For example, consider ways to integrate prevention-focused approaches such as the [Pyramid Model](#) with mental health supports such as mental health consultation.
  - Seek direct guidance from a mental health or child development professional to ensure that findings from developmental screening and assessment required in [45 CFR §1302.33](#), including social and emotional screenings, are used when making a referral to determine if the child is eligible for services through [IDEA](#) or [section 504 of the Rehabilitation Act](#). While programs wait for an eligibility evaluation and possible services, programs can consider an [individualized approach](#) to support positive behaviors and teach new skills.
  - Review your program’s educational curriculum to ensure it offers appropriate [social and emotional learning](#) opportunities, including intentionally planned learning experiences to help practice self-regulation skills. If you notice that many children in the group need social and emotional development support, spend some time intentionally embedding more of the experiences and activities from your curriculum that support these skills. Work these activities and supports into your daily routines and revisit them as needed to ensure children are developing skills in this area.

- Implement a systems-level approach for adult regulation such as the “Tap-In/Tap-Out” system<sup>8</sup> when an education staff member is feeling frustrated, overwhelmed, or otherwise dysregulated. This strategy allows for education staff to engage another staff member from a predetermined list to “tap-in” and cover the class. The education staff member can then “tap-out” and engage in strategies for accessing a calm state before returning to the learning environment.
6. Infant and early childhood mental health consultation (IECMHC) is a prevention-based approach. Mental health consultants work with Head Start leaders, staff, and families to support children’s healthy social and emotional development. Grant recipients have shared that it can be challenging to obtain mental health consultants, particularly in rural areas. A few strategies for building mental health consultation access include:
- Encourage existing staff to use educational benefits, such as tuition and fee support, to work towards mental health consultant qualifications. These and other strategies are described in [ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce](#).
  - Reach out to mental health organizations and other early childhood programs to identify potential partners for mental health consultation services. For example, ask other local Head Start or early childhood programs, home visiting programs, and state or tribal [early care and education offices](#) how they find mental health consultants. Ask local pediatricians, community health clinics, and hospitals where they refer children and adults for mental health services. After identifying possible partners, reach out to orient them to the role of mental health consultation in Head Start programs and explore potential collaborations.
  - Prioritize finding a mental health professional who is familiar with the families in your program or community. Your Head Start program can help them learn about child development, group care, the culture of your program, relevant HSPPS, and IECMHC.
  - Consider implementing approaches such as [telehealth or remote consultation](#), especially in rural areas, while efforts to build capacity for in-person mental health consultation are underway.<sup>9</sup>
  - Consult IECMHC.org’s [interactive map of consultants](#).
7. To ensure mental health consultants engage in prevention-focused activities, programs must ensure the mental health consultant assists, at a minimum, with the requirements listed in 45 CFR §1302.45(b). To achieve this, programs can:
- Provide professional development opportunities for staff during onboarding and periodically after. For example, the [Foundations of Infant and Early Childhood](#)

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<sup>8</sup> Venet, A. S. (2019, September 13). *The evolution of a trauma-informed school*. Edutopia.

<sup>9</sup> [Mental Health Services for Children Policy Brief | CSELS | Rural Health | CDC](#)

Terry-Leonard et al (2022). Early childhood mental health consultation: Brief report of adaptations in the virtual learning environment. [ECMHCvirtualAdaptations\\_v6.pdf \(iecmhc.org\)](#)

- [Mental Health Consultation iPD Course](#) can ensure that all staff understand that IECMHC is a way to grow the capacity of adults to support the child’s social and emotional well-being, rather than a direct intervention or treatment approach.
- Use the expertise of the mental health consultant at a programmatic level, in addition to consulting at the level of specific children, families and classrooms. For example, the mental health consultant can help program leaders and staff explore strategies for enhancing systems that support staff well-being. They can also help design program-wide policies and procedures related to mental health supports, such as positive discipline or screening and assessment practices.

## ACCESS TO MENTAL HEALTH TREATMENT

8. Programs must build community partnerships to facilitate access to additional mental health services as needed (45 CFR §§1302.45(a)(4), [1302.53\(a\)\(2\)](#), 1302.80(c)). To achieve this, programs can:
  - Consult with your Health Services Advisory Committee on local opportunities and potential partnerships. Identify grant funds available in your local community that are designated to support early childhood mental health. For example:
    - i. Partner with local [Certified Community Behavioral Health Clinics](#) (CCBHCs). CCBHCs are designed to ensure access to coordinated comprehensive behavioral health care. CCBHCs are required to serve anyone who requests care for mental health or substance use, including developmentally appropriate care for children and youth, regardless of their ability to pay, place of residence, or age.
    - ii. Leverage community health workers, family navigators, [promotores](#), and peer specialists to reduce mental health stigma and provide support to families navigating mental health systems and other systems that address social determinants of health.
  - Use resources that offer expertise in culturally grounded mental health practices, such as partnering with tribal healers to connect families to traditional ways of healing.
  - Build partnerships with local colleges and universities that may provide sliding scale mental health services through their mental health training clinics. A sliding scale is a flexible fee structure or payment system that asks a client to pay based on their ability to do so.
  - [Facilitate access to community](#) enrichment activities that can both protect and promote child and family mental health (i.e., sporting activities, cultural events, religious organizations, farmers’ markets, and play groups).
  - Assess [barriers to obtaining mental health services](#) and provide supports based on this assessment to facilitate access. Examples could include providing transportation from the program to clinics or providing families with private spaces equipped with appropriate technology to access tele-mental health services.

These evidence-informed mental health strategies can support Head Start programs in intentionally integrating mental health supports across their program. They can address challenges programs face such as behavioral and developmental concerns, staff burnout, and the

limited availability of specialized mental health services. The accompanying [appendix](#) includes more specific resources to support these recommendations.

OHS will continue to work with programs to support the mental health of children, families, and staff in Head Start programs. Please direct any questions about the content of this IM to your OHS regional office.

Thank you for all you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin/

Khari M. Garvin  
Director  
Office of Head Start

## APPENDIX: RESOURCES TO SUPPORT RECOMMENDATIONS

The Appendix includes a variety of resources that support the promotion of mental health and well-being of children, families, and the child care workforce. Examples include different funding streams and supports from initiatives, programs, and agencies that support early childhood development and family well-being.

The Appendix is by no means exhaustive but includes examples of best and promising practices that are research- and/or evidence-based. Specific mention of organizations does not imply endorsement by ACF, HHS, or the U.S. government.

### MENTAL HEALTH PROMOTION

STRATEGY 1. A focus on social determinants of health, or the conditions in which individuals are born, grow, live, work and age, can lead to better mental health outcomes and prevent future mental illness. To promote social conditions that support family well-being, such as family safety, health, and economic stability, programs are encouraged to develop innovative two-generation approaches that leverage community partnerships and address prevalent needs of children and families (45 CFR §1302.50(a–b)).

- Resources on the ECLKC to support programs in understanding and addressing broader social conditions and events that impact mental health include:
  - The [Mental Health and Wellness chapter](#) of the Health Manager Orientation Guide describes the importance of social determinants of health and equity as it relates to mental health.
  - The [Head Start Heals Campaign](#) is a collection of resources on the ECLKC describing how to support the mental health of children and families, particularly when children and families are exposed to traumatic events or situations that overwhelm their ability to cope.
  - [Family Support and Well-being](#) is a collection of resources on the ECLKC for ensuring family members are safe, healthy, and have chances for educational advancement and economic mobility.
  - [Building Partnerships with Families](#) is a four-module learning series to enhance knowledge and practice about engaging families using strengths-based attitudes, relationship-based practices, and reflective practice. This professional development course accessible for free on the Individualized Professional Development Portfolio with continuing education units awarded for completion.
  - [Family Engagement and Cultural Perspectives: Applying Strengths-based Attitudes tool](#), can be used as part of training and reflective practice and supervision.
  - [Check In and Partner with Families](#) offers relationship-based competencies to support family engagement, recognizing that partnering with families supports child and family well-being.
  - [Challenges and Benefits of Making Parent Connections](#) provides strategies for connecting with parents.
- Resources on the ECLKC to support partnerships with families around mental health include:

- [Family Connections: A Mental Health Consultation Model](#) provides preventative, systemwide mental health consultation and training approach for staff. These resources and training modules support staff to work with families dealing with parental depression and related adversities, with children in classrooms and in the home, and to engage and support parents struggling with adversities.
- [Infant and Early Childhood Mental Health Consultation: Information for Families](#) provides an overview of mental health consultation for families.
- [Leveraging Sources of Resilience to Support Mental Health](#) webinar discusses the importance of finding, understanding, and elevating sources of resilience to support mental health, with a focus on racially and ethnically diverse and under-resourced communities.
- Other resources to support family relationships and partnerships include:
  - [Information for Caregivers on Infant and Early Childhood Mental Health Consultation](#) is a one-page resource to help caregivers learn about the benefits of infant & early childhood mental health consultation.
  - [ACF Video Series on Early Childhood Social Emotional Development and Mental Health and Caregiver Well-being](#) is a series of short videos spotlighting the importance of robust social emotional development and mental health support strategies within programs serving young children and their families.
- Potential partnership opportunities for Head Start programs include:
  - [Healthy Start programs](#) are Health Services and Resources Administration (HRSA) grant recipients situated in many communities and can work as partners with Head Start programs. Healthy Start programs seek to improve health outcomes before, during, and after pregnancy. Local Healthy Start programs match families with a care coordinator, who then develops personalized plans that can include prenatal and post-partum care, mental health and substance use screening, intimate partner violence screening, and linkages to other services such as assistance with transportation and housing. Every Healthy Start project also has a Healthy Start Community Action Network to increase awareness of and partnerships with a wide range of programs offering health, behavioral health, and social supports. As of 2023, there were [111 Healthy Start projects](#); some Healthy Start grant recipients already collaborate with Head Start programs.

STRATEGY 2. To promote family well-being, programs must collaborate with parents by providing mental health education support services, including opportunities for parents to learn about healthy pregnancy and postpartum care that encompasses mental health and substance use treatment options (45 CFR §1302.46(a)).

- Resources on the ECLKC that support families during pregnancy, infancy, and the transition to parenthood can be found in the [Pregnancy](#) collection, including:
  - [The Newborn Visit: Information for Early Head Start Staff](#) describes and provides tips for the newborn visit.
  - [Head Start Services as a Maternal Health Intervention](#) webinar includes information on maternal depression and conversations on health equity in maternal health.
  - [Connecting All Parents with Perinatal Mental Health Services](#) webinar addresses the unique needs of specific birthing people — such as LGBTQI+ people,

- indigenous people, immigrants, and refugees — who may benefit from specialized or tailored mental health resources during and after pregnancy.
  - These resources support screenings for [depression](#) and [substance use](#).
- Other resources to promote healthy pregnancy and postpartum care and support families experiencing perinatal mental health challenges include:
  - The [Perinatal Mental Health](#) page provides basic information on perinatal mental health and links to a wide range of resources, webinars, and free trainings. It is developed by the Substance Abuse and Mental Health Services Administration (SAMHSA)'s [Mental Health Technology Transfer Center Network](#). SAMHSA also has a webpage with [Resources for Parents and Caregivers](#).
  - The [Mom's Mental Health Matters Initiative](#) provides extensive information about depression and anxiety during pregnancy and postpartum, including signs and symptoms, risk factors, and treatment options. It is developed by the National Institute of Child Health and Human Development (NICHD) at the National Institutes of Health (NIH). They have [materials \(such as posters and postcards\)](#) that can be ordered and disseminated by Head Start programs.
  - The [Action Plan for Depression and Anxiety Around Pregnancy](#) serves as a checklist to help identify and seek help for anxiety and depression from the NIH.
  - [Depression During and After Pregnancy](#) provides information about perinatal depression and links to find effective treatment and community resources such as Postpartum Support International, the National Suicide Prevention Lifeline, and the National Alliance on Mental Illness. It is developed by the Centers for Disease Control and Prevention (CDC).
- Resources on the ECLKC that support family engagement activities include:
  - [Talking with Families about Their Child's Development](#) provides strategies to partner with families in ongoing conversations about growth and development.
  - [Leading Online Parent Meetings and Groups](#) resource offers examples to consider before, during, or after leading online parent activities.
  - [Family Engagement in Early Care and Education Learning Series](#) modules guide early childhood professionals to consider how the relationships they build with families can support positive parent-child relationships, learn how to use reflective practice as one strategy to enhance work with families, and explore how larger systems and cultural contexts influence family engagement. This resource includes modules on understanding children's behavior as communication and responding with families to developmental concerns.
  - [Partnering with Families to Support Inclusion: Part 1](#) webinar offer strategies that program staff can use to support families to learn about and act on developmental concerns.
  - [Supporting Social and Emotional Well-being](#) is a collection of resources that can inform professional and parental development.
- Other resources to help families understand their child's development and mental health include:
  - [Essentials for Parenting Toddlers and Preschoolers](#) is an online resource for parents of 2- to 4-year-olds which provides information on positive parenting strategies. The website includes articles and FAQs answered by parenting experts, videos, and free print resources developed by the CDC.



- [“Learn the Signs. Act Early.”](#) is a CDC initiative that provides [free materials](#) and resources to help families and early childhood professionals promote developmental monitoring and screening activities, track developmental milestones, and recognize signs of developmental concerns. With family-friendly resources available in print, online, and via CDC’s Milestone Tracker App, information can help families and professionals learn the signs of social-emotional development and encourage them to act early to access screening and additional services when they have any questions or concerns.
- The [aRPy Ambassador Program](#) identifies individuals who can help Head Start programs and families implement the [Division of Early Childhood \(DEC\) Recommended Practices](#): a set of research-based best practices for working with young children with disabilities or delays, their families, and the personnel who serve them. The program is co-led by the Early Childhood Technical Assistance Center (ECTA) through a Department of Education Office of Special Education Programs cooperative agreement.
- [Healthy Steps: Healthy Steps Should I be concerned? Understanding and talking about mental health with your child](#) is a video about parenting and signs of mental health concerns in children. It features parents and caregivers from around the country who talk about how they noticed and responded to their child’s mental health concerns. This video highlights federal resources about mental health and where to get help.
- [Talking about mental health: Tips for parents and caregivers from young people](#) is a tip sheet created by young people who have experienced mental health challenges. Youth share what has helped and what they wish parents and caregivers would say and do when talking about mental health. The tip sheet also includes links to additional resources. ACF also has a webpage dedicated to [Mental Health Resources for Parents and Caregivers](#).
- Potential partnership opportunities for Head Start programs to promote healthy child development and mental health include:
  - [Healthy Steps](#) Specialists in pediatric primary care practices offer developmental, social-emotional, and behavioral screening for all young children (birth to 3), screening for family needs, care coordination, parenting support, and consultation for children and families. Where applicable, Head Start programs can partner with [Healthy Steps sites](#) in their communities to coordinate care for families. There are currently Healthy Steps sites in 24 states and the District of Columbia, and more than 200 primary care practices.
- Resources on the ECLKC to support a family’s own mental health include:
  - Several materials designed for use with families, including materials on [reducing stress](#), [understanding depression](#), [taking care of yourself](#), and [coping with grief and loss](#).
  - [Fathers, Families, and Mental Health](#) is a webinar that explores how to best support the family system by learning about the unique experiences of fathers, appropriate screening tools and interventions, and the impact of the father on the family.

- [Understanding Addiction and Substance Use Stigma: What You can Do to Help](#) provides information on substance use disorders and how to support those impacted by substance use.
- [Strategies to Support Families Who May Be Experiencing Domestic Violence](#) provides resources for staff working with families who may be experiencing intimate partner violence.
- [Should I be concerned? Understanding and talking about mental health with your child](#)
- [Talking about mental health: Tips for parents and caregivers from young people](#)
- [Mental Health Resources for Parents and Caregivers](#).
- Various helplines have been developed to provide free and direct mental health support to individuals, including staff and families:
  - HRSA funds the [National Maternal Mental Health Hotline](#) which provides free and confidential support (in English and Spanish) before, during, and after pregnancy.
  - SAMHSA has a number of national helplines and free resources to help individuals access behavioral health treatment that can be made available to families. These include:
    - [Findtreatment.gov](#) offers a confidential and anonymous resource for persons seeking treatment for mental and substance use disorders in the United States and its territories.
    - [988 Suicide and Crisis Lifeline](#) offers free and confidential support for people in distress, 24/7.
    - [National Helpline](#) offers treatment referral and information
    - [Disaster Distress Helpline](#) offers immediate crisis counseling related to disasters, 24/7.
    - Programs can order free printed posters and other materials from [SAMHSA's store](#).
  - [Stronghearts Native Helpline](#) 1-844-7NATIVE (762-8483) is a safe, anonymous, and confidential domestic and sexual violence helpline for Native Americans and Alaska Natives, offering culturally appropriate support and advocacy.
  - [The Native Crisis Text Line](#) connects those seeking crisis support with a trained counselor by texting the word “NATIVE” to 741741.

STRATEGY 3. To promote staff well-being, programs must make mental health and wellness information available to staff regarding issues that may affect their job performance and must provide staff with regularly scheduled opportunities to learn about mental health, wellness, and health education ([45 CFR §1302.93\(b\)](#)).

- [Promoting Staff Well-being](#) is a collection of resources on the ECLKC website to support staff wellness and mental health, including:
  - [Cultivating Wellness: 8 Dimensions of Staff Well-being](#) offers early childhood program staff strategies to cultivate their health and well-being. This professional development course accessible for free on the Individualized Professional Development Portfolio with continuing education units awarded for completion.
  - [Managing Stress with Mindful Moments](#) offers resources such as breathing and movement exercises.

- [You Make the Difference Posters](#) can be displayed to help staff find inspiration and practical strategies to reduce stress.
- [Promoting Organizational Staff Wellness](#) webinar explores how to build an organizational and program-wide culture of wellness.
- [Practical Strategies for Improving Staff Wellness](#) webinar discusses practical strategies for nurturing staff's well-being and hear about ideas and resources to build wellness into their everyday routines.
- [Tips to Support Family Services Staff Wellness](#) is a resource that offers program strategies for leaders and supervisors and self-care tips for family services professionals and home visitors.
- [Staff Wellness for Home Visitors](#) webinar explores the importance of staff wellness and professional boundaries in home-based settings.
- [Strengthening Trauma-Informed Staff Practices](#) brief outlines different strategies to strengthen trauma-informed practices for staff.
- [Promoting Healing and Resilience with Staff and Families](#) webinar offers ideas and strategies for creating trauma-informed and healing-centered interactions before, during, and after traumatic events.
- Resources on the ECLKC that focus on ensuring workforce job satisfaction and engagement include:
  - [Improving Head Start Workforce Compensation, Wellness, and Career Advancement](#), Office of Head Start staff discussed strategies related to compensation, benefits, and well-being.
  - [Improving Staff Wellness and Job Satisfaction](#) webinar explores meaningful self-care strategies that improve wellness and job satisfaction and help staff perform their job with resilience.
  - [Using Brain Science to Inspire and Motivate Education Staff](#) webinar explores how to create and sustain motivation and commitment to high-quality service, even when the work is challenging and at times stressful.
  - [Tips on Becoming a Reflective Supervisor and a Reflective Supervisee](#) includes information sheets to support the workforce in using reflective supervision practices.
  - [Using Reflective Supervision to Build Capacity](#) webinar outlines information for supervisors and staff on how reflective supervision can be used to build reflective capacity for education staff and improve program quality and practice.
- Other resources to support Head Start workforce well-being and mental health include:
  - [Psychological First Aid](#) resources are designed to reduce the initial distress caused by traumatic events and to foster short- and long-term adaptive functioning and coping. Psychological First Aid is developed by The National Child Traumatic Stress Network and National Center for PTSD.
  - [Infant/Toddler Workforce Wellness: Focusing on Wellness is Critical for Early Childhood Professionals](#) offers resources for child care providers looking to reduce stress and prioritize their own wellness, curated by Office of Child Care.
  - [Mental Health and Wellness Resources](#) contains resources for child care providers to support both their own mental health and the mental health of the children they serve curated by the Office of Child Care.

- SAMHSA’s [National Child Traumatic Stress Initiative \(NCTSI\)](#) raises awareness about the impact of trauma on children and adolescents. Through this initiative, the [National Child Traumatic Stress Network \(NCTSN\)](#) offers [resources](#) and [trainings](#) on a wide range of topics, including strategies to prevent, recognize and address secondary traumatic stress, which may be experienced by early childhood providers caring for children affected by trauma.
  - [Secondary Traumatic Stress: A Fact Sheet for Child-Serving Professionals](#), from NCTSN For example, [Secondary Traumatic Stress: A Fact Sheet for Child-Serving Professionals](#), describes how individuals experience secondary traumatic stress (STS), how to identify STS, and strategies for prevention and intervention. NCTSN was created through SAMHSA’s National Child Traumatic Stress Initiative.
  - [Trauma-Informed Care for Schools Before, During, and After Possible Emergency Events](#) resources are created by the Department of Education’s Readiness and Emergency Management for Schools (REMS) Technical Assistance Center.
  - [Understanding Educator Resilience and Developing a Self-Care Plan](#) is a webinar which provides educators with information on the concepts of resilience and compassion fatigue, and the impact of stress and burnout on the education environment, as well as ways to identify signs and symptoms of compassion fatigue and concrete steps for developing a professional self-care plan. It was developed by the Department of Education’s Readiness and Emergency Management for Schools Technical Assistance Center.
  - [Total Worker Health®: A Guide to Worksite Wellness and Safety in the Child Care Setting](#) is a comprehensive toolkit based on CDC evidence for child care center leaders and staff to learn safe and healthy skills for themselves and learn how to be healthy role models for the children they see every day.
  - [Supporting Mental Health in the Workplace](#) is a CDC/NIOSH Science blog that discusses workplace strategies to support worker mental health and well-being and organizational success.

STRATEGY 4. A program must ensure staff, consultants, contractors, and volunteers implement positive strategies to support children’s well-being and prevent and address challenging behavior (45 CFR §1302.90(c)(i)).

- Resources on the ECLKC on positive strategies to support children’s behaviors include:
  - [Infant/Toddler Positive Behavior Support](#) and [Preschool Positive Behavior Support](#) from the Pyramid Model Framework are webinars from the Teacher Time series focused on building relationships, emotional literacy, problem-solving and relationship skills, responding to persistent challenging behavior, and more.
  - [Engaging Interactions and Learning Environments](#) in-service suites are a professional development resource that include several resources for social and emotional support, well-organized classrooms, and instructional interactions. Several suites have additional materials that have been specifically designed for programs with American Indian and Alaska Native populations.

- [Following Children’s Lead](#) is a webinar on social and emotionally intelligent ways in which teachers can engage children in learning.
- [Understanding and Managing Children’s Behavior](#) Tip sheet offers information on supporting children who need more help managing strong emotions by developing and using an Individual Support Plan (ISP).
- [Mindfulness Practices with Children](#) provides audio recordings of mindfulness practices with the Sesame Street Muppets.
- Resources on the ECLKC to help families understand child development include:
  - [Introduction to Temperament](#) is an ECLKC resource providing an overview of what temperament is, including the nine common traits that can help to describe a child’s temperament and how they react to and experience the world. This form can be used by families to help understand where their child falls on the [Temperament Continuum](#).
  - [Positive Solution for Families: Routine Guide](#) is a resource for families of children 2-5 years old. It offers suggestions and strategies to prevent, teach, and respond, to the challenging behavior a child may be having.
- The National Center on Pyramid Model Innovation’s resource library includes several resources on positive behavior supports, such as:
  - [Pyramid Model Practices Implementation Checklist for Preschool \(2-5 years\) Classrooms](#) this checklist highlights high quality practices to support nurturing and responsive relationships; high quality, supportive environments; teaching social-emotional skills; and addressing challenging behavior.
  - [Taking a Break: Using a Calm Down Area at Home](#) resource to support families in creating environments that support a child’s self-regulation at home.
  - [Help Us Calm Down: Strategies for Children](#) visual support that can be used in learning settings.
- Other programs that offer resources to support parenting and help families understand and promote their child’s development include:
  - [Introduction to Temperament](#) is an ECLKC resource providing an overview of what temperament is, including the nine common traits that can help to describe a child’s temperament and how they react to and experience the world. This form can be used by families to help understand where their child falls on the [Temperament Continuum](#).
  - [Positive Solution for Families: Routine Guide](#) is a resource for families of children 2-5 years old. [Parent Training and Information Centers \(PTIs\)](#) serve families of children (birth to 26) and inclusive of all disabilities. These [centers](#) provide training and information that meets the needs of families of children with disabilities.
  - [Community Parent Resource Centers \(CPRCs\)](#) are parent training and information centers operated by local parent organizations that help ensure underserved families of children with disabilities (including low-income families, parents of children who are English learners, and parents with disabilities) have the training and information they need to participate effectively in helping their children. [CPRCs](#) are required to establish cooperative partnerships with the parent training and information centers in their states.

- [Parent Cafes](#): Many communities have implemented parent cafes with funding and other supports from state or local health and mental health departments, grants from SAMHSA (Project LAUNCH), or family resource centers and other community organizations. Learn more in the [March 2020 Children’s Bureau brief](#) on approaches to strengthening [protective factors](#) in child welfare.
- [The Grandfamilies & Kinship Support Network](#) offers free technical assistance and resources to government agencies and nonprofit organizations in states, tribes, and territories to improve supports and services for grandfamilies and kinship families. For example, this [tip sheet discusses starting grandfamily support groups](#). The network is funded through the Administration for Community Living (ACL).
- [Thriving and Healthy Kids: We All Have a Role to Play in Promoting Positive Childhood Experiences](#) is a resource website created by ACF and CDC in partnership with parent leaders and the American Academy of Pediatrics and Prevent Child Abuse America. The resources were developed to help individuals learn more about how they can use existing strategies and resources to play a role in preventing adversity and promoting positive experiences so children can thrive.

## PREVENTION SERVICES AND SUPPORTS

STRATEGY 5. To support children’s ongoing social and emotional development, programs must provide supports for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns (45 CFR §1302.45(a)).

- Resources on the ECLKC to support multidisciplinary team approaches include:
  - [All Hands-on Deck: Partnering with Infant and Early Childhood Mental Health \(IECMH\) Consultants to Implement the Pyramid Model](#) is a resource from the National Center for Pyramid Model Innovations and highlights different ways an IECMH consultant can directly support Pyramid Model implementation.
  - The [Crosswalk of Infant Early Childhood Mental Health Consultation and Pyramid Model Coaching: Building Capacity in Early Childhood for the Promotion of Social and Emotional Health](#) supports visualization of the unique and complimentary aspects of IECMH consultation and the Pyramid Model.
- Resources on the ECLKC on individualizing approaches for children, include:
  - [IDEA](#) resource collection offers information related to the federal law that guarantees early intervention and early childhood special education services for children with disabilities from birth to age 5.
  - [Section 504 of the Rehabilitation Act](#) is a federal statute that prohibits discrimination based on disability in certain programs, including those that receive Federal financial assistance. Section 504 requires these programs to provide qualified individuals with disabilities, including preschool-aged children, equal opportunity to participate in the program. Programs that provide preschool education must also take into account the needs of qualified preschool-aged children with disabilities in determining the aids, benefits, or services to be provided.

- [Highly Individualized Practices Series](#) is a webinar series that offers effective strategies for teachers, home visitors, and coaches to use when supporting children with disabilities or suspected delays.
- [The Inclusion Lab App](#) is a mobile application designed to help disability service coordinators, education managers, and coaches support education staff to provide highly individualized instruction for young children with disabilities or suspected delays.
- [Understanding and Managing Children’s Behaviors: Individual Support Plans \(ISP\)](#) this ECLKC resource offers strategies, resources, and a process for developing an ISP.
- [Developing a Neutralizing Routine](#) is a resource that supports a plan for how to address challenging behavior when it occurs to ensure responses to the behavior does not escalate it and aims to neutralize the effects of implicit bias on decision making.
- [Social Emotional Learning](#) is a collection of resources on the ECLKC such as webinars and 15-minute in service suites. Social and emotional learning begins with positive relationships, supportive learning environments, actively teaching social emotional skills, and understanding behavior including challenging behavior.

STRATEGY 6. Infant and early childhood mental health consultation (IECMHC) is a prevention-based approach. Mental health consultants work with Head Start leaders, staff, and families to support children’s healthy social and emotional development. Grant recipients have shared that it can be challenging to obtain mental health consultants, particularly in rural areas.

- Resources on the ECLKC to support programs to access mental health consultants include:
  - [Infant and Early Childhood Mental Health Consultation and Your Program](#) is a resource collection that includes information about how to choose and use an IECMH consultant, how to deliver effective IECMH consultation services.
  - The ECLKC offers [Tips for Offering Effective Mental Health Consultation in Ever-changing Contexts](#). This resource explores strategies and tips Head Start programs can use to build strong IECMH consultation services, including using technology as a substitute or supplement to in-person services.
- [Early care and education offices](#) are state or local entities that oversee early care and education programs and services. Programs can reach out to offices to identify potential partners for mental health consultation services.
- Resources to help identify mental health consultants developed by the Center of Excellence (CoE) for IECMHC include:
  - [Infant and Early Childhood Mental Health Consultation Hiring Guidance](#)
  - Infant and [Early Childhood Mental Health Consultation Workforce Development Plan Overview](#)
  - Virtual Community [interactive map of consultants](#) who self-identify as infant and early childhood mental health consultants

STRATEGY 7. To ensure mental health consultants engage in prevention-focused activities, programs must ensure the mental health consultant assists, at a minimum, with the requirements listed in 45 CFR §1302.45(b).

- Resources on the ECLKC on mental health consultation activities include:

- [Foundations of Infant and Early Childhood Mental Health Consultation](#) offers a detailed learning experience for mental health consultants and anyone who currently uses or wants to learn more about Infant and Early Childhood Mental Health Consultation. This professional development course accessible for free on the Individualized Professional Development Portfolio with continuing education units awarded for completion.
- The [Infant and Early Childhood Mental Health Consultation](#) section of the Health Managers Orientation Guide describes the role, services, and supports of a mental health consultant.
- The CoE for IECMHC has several resources to support mental health consultants to engage in prevention-focused activities, tailored to specific needs or early childhood populations, including:
  - [Racial Equity Toolkit](#) is a collection of videos, tools, and resources that can help consultation systems, leaders, and practitioners in building capacity for understanding race and systemic racism, bias, and culturally responsive practices.
  - [Equity in IECMHC: Looking back, looking forward](#) is a webinar that features a panelist of practitioners who are meaningfully advancing the work of equity in IECMHC, including an example how a community developed their own IECMH consultants
  - [Making a Difference: Maternal Depression](#): This video describes how maternal depression affects infants and toddlers, and how IECMH consultants can build the capacity of home visitors and early care and education staff to address maternal depression. This video includes highlights from a webinar presented on 3/27/18.
  - [Considerations for Providing Infant and Early Childhood Mental Health Consultation in Early Care and Education Settings to Support Children in Foster Care](#) is a brief that explains how infant and early childhood mental health consultation can mitigate the challenges children in foster care face, as well as the challenges that early childhood education teachers and other program staff face in providing the best possible care for them.
  - [Family Engagement: Explore IECMHC Strategies for Enhancing Family Engagement](#) webinar highlights the family engagement framework developed by the National Center on Parent, Family and Community Engagement. The webinar features examples of how IECMH consultants can support enhanced family engagement in early care and education programs.
  - [Beyond the 101: Providing IECMHC to Infant Toddler Caregivers](#) is an e-learning module that explores the needed shifts in thinking and perspective when providing IECMHC in settings serving primarily infants and toddlers.

## **ACCESS TO MENTAL HEALTH TREATMENT**

STRATEGY 8. Programs must build community partnerships to facilitate access to additional mental health services as needed (45 CFR §§1302.45(a)(4), 1302.53(a)(2), 1302.80(c))

- Resources on the ECLKC to support community engagement include:



- The [Engaging Community Partners to Support Mental Health](#) section of the Health Manager Orientation Guide describes mental health specific considerations for community engagement to support mental health.
- [Strategies and Examples for Community Partnerships](#) is a resource that outlines how Head Start programs can work with community partners to support positive outcomes for children and families.
- Resources on the ECLKC relevant to culturally grounded mental health approaches include:
  - [Mental Health and Equity](#) webinars highlight the importance of understanding, affirming, and supporting nondominant ways of responding to mental health challenges and raise awareness about the effect of historical trauma on mental health and how to reduce barriers of bias.
  - [Head Start Programs, Indigenous Families, and Addiction](#) links to a video series that discusses the most important concepts and facts regarding addiction, explores the experience of many Indigenous people, and uncovers how to make substance use recovery support more responsive.
- Resources on the ECLKC that support access to mental health treatment information and referrals:
  - [Finding a Mental Health Provider for Children and Families in Your Early Head Start/Head Start Program](#) offers guidance in identifying mental health providers who best meet a family's needs, culture, and personality and ideas to overcome barriers.
  - [Facilitating a Referral for Mental Health Services for Children and their Families](#) is a brief that offers Head Start program staff guidance on special considerations for [making and supporting successful referrals](#).
- Other resources to support engagement with community mental health partners include:
  - [Certified Community Behavioral Health Clinics \(CCBHCs\)](#) are designed to ensure access to coordinated comprehensive behavioral health care. This SAMHSA resource outlines the history and background of CCBHCs, offers information about expansion grants and certification criteria, as well as technical assistance and resources. Visit the [CCBHC locator page](#) to view an interactive map and downloadable PDF list of CCBHCs by state.
  - Visión y Compromiso offers information on the roles of [promotores](#) and community health workers.
  - The [Find a HRSA Health Center](#) tool provides information about where HRSA-supported health centers are located in each community. These centers provide comprehensive primary care services through permanent, fixed service delivery sites, temporary locations, mobile units, and service delivery sites located in or proximate to schools. Health center school-based service sites help to facilitate access to essential services for students, family members and other members of the community. [Find a Health Center](#) provides information about where health centers are located in each community. The [Children's Health and Education Mapping Tool](#) from the School Based Health Alliance enables health, education, and other partners to identify each other at a local level and develop new partnerships.

- The [HHS School-Based Health Services resource list \(March 2022\)](#) is an expansive compendium of resources for educators grouped topically and including early care and education, emergency response, behavioral health and trauma, social determinants of health, and health care coverage.
- [Regional Partnership Grants \(RPG\)](#) are administered by the Administration for Children, Youth, and Families Children’s Bureau (CB) to improve the well-being of children affected by parental substance use disorders. The projects support interagency collaborations and integration of programs, services, and activities designed to increase the well-being, improve the permanency, and enhance the safety of children who are in, or at risk of, out-of-home placements as the result of a parent or caregiver’s substance use disorder.
- [National Center on Substance Abuse and Child Welfare \(NCSACW\)](#) provides technical assistance to RPG grantees and community partners on cross-systems collaborative capacity; program sustainability; trauma-informed and culturally responsive evidence-based and evidence-informed services for children, parents, and family members; family-centered substance use and mental health disorder treatment and recovery support services; and lasting systems change.
- The [Child Welfare Capacity Building Center for States](#) is part of a collaborative funded by the CB at ACF to provide support to state and territorial child welfare agencies and their partners. The Center for States helps agencies to deliver services that are grounded in racial equity, follow evidence-based processes and practices, and keep children, youth, and families safe and thriving. There are 10 [Child Welfare Capacity Building Collaborative Liaisons](#) who serve as single points of contact for all Center activities within their regions.
- [Infant-Toddler Court Program – National Resource Center](#) grants change child welfare practices and improve the early developmental health and well-being of infants, toddlers, and their families by expanding research-based infant toddler court teams.
- Resources relevant to providing culturally grounded and responsive mental health services from SAMHSA include:
  - The [Improving Cultural Competence Treatment Intervention Protocol](#) guide helps professional care providers and administrators understand the role of culture in the delivery of mental health and substance use services. It describes cultural competence and discusses racial, ethnic, and cultural considerations.
  - [Racial Equity and Cultural Diversity Resource Collection](#) webpage includes a compilation of products and resources on cultural responsiveness, racial equity, and cultural diversity for the mental health workforce.
  - [Information on IECMHC and Tribal Nations](#) is a web page created to support programs, local governments, and tribal nations in creating better services and systems for their infants, toddlers and young children and their families through Infant and Early Childhood Mental Health Consultation program.

<b>ACF</b>  Administration for Children and Families	<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>	
	1. Log Number: ACF-OHS- PI-24-04	2. Issuance Date: 05/13/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Eligibility; MSHS; Migrant and Seasonal Head Start; Consolidated Appropriations Act; Fiscal Year 2024	

**PROGRAM INSTRUCTION**

**TO:** All Head Start recipients, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

**SUBJECT:** New Eligibility Provisions for Migrant and Seasonal Head Start programs

**INSTRUCTION:**

On March 23, 2024, President Biden signed the [Further Consolidated Appropriations Act, 2024 \(Public Law 118-47\)](#), which provides fiscal year (FY) 2024 appropriations for several federal departments and agencies. This spending bill funds Head Start programs through the remainder of the fiscal year. The Office of Head Start (OHS) funding changes for FY 2024 are detailed in a separate Program Instruction (PI), [ACF-OHS-PI-24-02](#). This PI describes changes to eligibility requirements for Region XII, Migrant and Seasonal Head Start (MSHS) recipients in Section 239 of the Further Consolidated Appropriations Act, 2024.

The new provision expands opportunities for MSHS programs to more effectively serve the families they were designed to serve. Our nation’s rich agricultural history has always featured the incredible resilience of farmworkers and their families. MSHS programs take great pride in supporting the legacy of these families and offering new opportunities for future generations.

**Implementation of the New Eligibility Provision**

This provision specifies that in FY 2024, and every year after, MSHS programs can serve any age-eligible child who has one family member whose income comes primarily from agricultural employment as defined in Section 3 of the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. 1802), regardless of total family income.

In accordance with the Head Start regulations at 45 CFR §§[1302.14](#) and [1302.11\(b\)](#), programs are required to annually establish selection criteria that weigh the prioritization of participants based on needs identified in the community needs assessment. MSHS programs must still follow these requirements and use selection criteria to enroll children who would benefit most from their services, prioritizing the children of migrant farmworker families. Programs do not need to

update their selection criteria at this time. However, if a program opts to change its selection criteria in response to the new provision in Section 239, it must engage in consultation with and obtain approval from its governing body and policy council. The program can then begin using the updated criteria. Additionally, all programs must include their selection criteria in their annual refunding application.

One unique characteristic of MSHS eligibility is a family connection to agricultural employment. To be eligible for a MSHS program before the passage of this provision, a family had to show that their income came primarily from agricultural labor, in addition to meeting income eligibility or other criteria for Head Start services. However, it has become increasingly less common for agricultural work to be the primary source of a family's income. Agricultural work has become less available or stable due to unpredictable weather events and higher pay in other industries.

This new law addresses such barriers while maintaining the MSHS connection to agricultural work. Now, a child is eligible if at least one family member's income comes primarily from agricultural work. To make this determination, a program must verify that more than 50% of the individual's income comes from agricultural work. The new provision also reiterates the requirement that MSHS programs prioritize farmworker families who would benefit most from their programs — especially migrant farmworker families who have relocated frequently within the past two years to pursue agricultural work.

Per Section 239, for the purposes of eligibility, MSHS programs are now required to collect income information from only one family member to determine whether the individual's income comes primarily from agricultural work. However, if a MSHS program decides to use income as part of its selection criteria to support making determinations regarding families most in need, it should collect income information from the entire family accordingly.

This new law is effective immediately. It applies this fiscal year and for all future years. However, no child who is currently served in a MSHS program should have their enrollment disrupted to accommodate new enrollees who may qualify based on this change.

### **Additional Details on Eligibility, Recruitment, Selection, Enrollment, and Attendance Requirements**

Due to this statutory change, the Head Start Program Performance Standards (HSPPS) on eligibility now reflect some outdated requirements. To update the HSPPS, OHS must engage in a rulemaking process.

In the interim, where there is misalignment between the Further Consolidated Appropriations Act, 2024, and existing HSPPS eligibility requirements, MSHS programs should follow the new statutory provision in Section 239. For example, MSHS programs are no longer required to adhere to income eligibility requirements under [45 CFR §1302.12\(c\)](#). However, these programs are still required to verify eligibility under 45 CFR §1302.12(f) based on the income of one family member coming primarily from agricultural employment.

While this new law changes income eligibility requirements, other HSPPS for eligibility, recruitment, selection, enrollment, and attendance remain. For example, programs must still adhere to age eligibility requirements (45 CFR §1302.12(b)). Per [45 CFR §1302.13](#), programs also must develop and implement a recruitment process designed to actively inform all families within the recruitment area of the availability of program services and encourage and assist them in applying for admission to the program.

Please note, as emphasized in Section 239, a MSHS program is still required to prioritize migrant families who move multiple times within a two-year period for enrollment. Existing enrollment ([45 CFR §1302.15](#)) and attendance ([45 CFR §1302.16](#)) regulations also remain.

## **Definitions**

This new statutory language does not change the definition of *family* in the existing HSPPS. The definition of *migrant family* is now outdated, in part — a migrant family no longer needs to have a family income that comes primarily from agricultural employment. Rather, the family must have one family member whose income comes primarily from agricultural employment, which is operationalized as more than 50% of one family member's income is derived from agricultural employment.

The term *agricultural employment* (29 U.S.C. § 1802 (3)) means employment in any service or activity included within the provisions of Section 3(f) of the Fair Labor Standards Act of 1938 ([29 U.S.C. 203\(f\)](#)) or section [3121\(g\) of title 26](#), such as the handling, planting, drying, packing, packaging, processing, freezing, or grading prior to delivery for storage of any agricultural or horticultural commodity in its unmanufactured state. In accordance with current practice, programs should apply this definition consistent with their community needs assessment and selection criteria.

## **Data and Reporting**

The OHS [Program Information Report \(PIR\)](#) provides comprehensive data on the services provided and staff, children, and families served by Head Start and Early Head Start programs nationwide. All grant recipients and delegates are required to submit a PIR annually. The 2024–2025 PIR will be updated to reflect these changes to MSHS eligibility policy. OHS issued guidance to grant recipients on May 9 on how to submit the 2023–2024 PIR for those MSHS programs that deem families eligible per the new language in Section 239 during this program year.

## **Monitoring**

The Head Start Act requires periodic federal review of all Head Start programs. Recipients with upcoming FY 2024 monitoring reviews will be monitored according to these changes to MSHS eligibility policy. FY 2025 monitoring protocols will reflect these changes.

## **Full Enrollment Initiative**

Additional guidance will be forthcoming from OHS about how this new provision will impact the Full Enrollment Initiative.

### **Change in Scope Process**

This new eligibility provision will not impact Change in Scope applications that have already been approved and implemented. If you have questions about a change in scope request, please reach out to your regional office.

### **Training and Technical Assistance (TTA) and Ongoing Support**

With this new law, many resources and materials available to programs on the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) will need to be updated. It will take time to align the website with the new provision.

OHS encourages recipients to continue to use the TTA system, inclusive of the [four National Centers](#) and the Region XI TTA network, for support. The OHS TTA system supports program staff in delivering quality services to children and families at the national, regional, and recipient levels. While each level has distinct and unique functions, they are designed to complement each other.

OHS anticipates that programs will have questions about these changes. We welcome your feedback and communication throughout the implementation process. Specific opportunities to provide feedback will be shared soon. Please send your questions about these changes to [MSHeadStart@acf.hhs.gov](mailto:MSHeadStart@acf.hhs.gov).

OHS is grateful for your partnership in implementing this new change so that more families are eligible for Migrant and Seasonal Head Start services. Thank you for the work you do on behalf of children and their families. I look forward to our continued partnership.

/ Khari M. Garvin /

Khari M. Garvin  
Director  
Office of Head Start

<b>ACF</b>  Administration for Children and Families	<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>	
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	3. Originating Office: Office of Head Start	
	4. Key Words: Eligibility; AIAN; American Indian and Alaska Native; Consolidated Appropriations Act; Fiscal Year 2024	

**PROGRAM INSTRUCTION**

**TO:** All Head Start recipients, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

**SUBJECT:** New Eligibility Provisions for American Indian and Alaska Native programs

**INSTRUCTION:**

On March 23, 2024, President Biden signed the [Further Consolidated Appropriations Act, 2024 \(Public Law 118-47\)](#), which provides fiscal year (FY) 2024 appropriations for several federal departments and agencies. This spending bill funds Head Start programs through the remainder of the fiscal year. The Office of Head Start (OHS) funding changes for FY 2024 are detailed in a separate Program Instruction (PI), [ACF-OHS-PI-24-02](#). This PI describes changes to eligibility criteria for Region XI, American Indian and Alaska Native (AIAN) Head Start recipients in Section 238 of the Further Consolidated Appropriations Act, 2024.

OHS regularly engages with tribes to understand the special circumstances of AIAN Head Start programs. Through regular consultation, tribal leaders and Tribal Head Start administrators have indicated that tribes should be able to exercise appropriate discretion in determining which children should be eligible and prioritized for Head Start services. Following this historic statutory change, OHS affirms that tribes — to the maximum extent possible — should determine which children in their communities would most benefit from Head Start services.

**Implementation of the New Eligibility Provision**

This provision specifies that in FY 2024, and every year after, AIAN programs have the discretion to consider eligibility for Head Start services regardless of income. This provision applies to programs operated by an Indian tribe as defined in the Head Start Act, 42 U.S.C. 9801, or designated by an Indian tribe to operate on its behalf. The new language applies to both tribal and non-tribal children in an AIAN program’s service area. This law will increase the number of children in tribal communities who are eligible to participate in Head Start services, including opportunities to participate in activities that engage their Native language and culture.

In accordance with the Head Start regulations at 45 CFR §§[1302.14](#) and [1302.11\(b\)](#), AIAN programs are still required to annually establish selection criteria to enroll children in their service area who would benefit most from Head Start services. These selection criteria must weigh the prioritization of participants based on needs identified in the community needs assessment. The criteria may, at the program's discretion, include prioritizing children in families where a child, a family member, or a member of the same household is a member of an Indian tribe. Programs do not need to update their selection criteria at this time. However, if a program opts to change its selection criteria in response to the new provision in Section 238, it must engage in consultation with and obtain approval from its governing body and policy council. The program can then begin using the updated criteria. Additionally, all programs must include their selection criteria in their annual refunding application.

Per Section 238, AIAN Head Start programs no longer have income requirements for eligibility. This means that AIAN programs do not need to collect income information from families for the purposes of eligibility. However, if an AIAN program decides to use income as part of its selection criteria to support making determinations regarding families most in need, it should collect family income information accordingly.

This new law is effective immediately. It applies this fiscal year and for all future years. However, no child who is currently served in a Tribal Head Start program should have their enrollment disrupted to accommodate new enrollees who may qualify based on this change.

### **Additional Details on Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Requirements**

Due to this statutory change, the Head Start Program Performance Standards (HSPPS) on eligibility now reflect some outdated requirements. To update the HSPPS, OHS must engage in a rulemaking process.

In the interim, where there is misalignment between the Further Consolidated Appropriations Act, 2024, and existing HSPPS eligibility requirements, AIAN programs should follow the new statutory provision in Section 238. For example, tribal programs are no longer required to verify eligibility based on income or maintain income eligibility records ([45 CFR §1302.12\(i\),\(k\)](#)).

While this new law changes income eligibility requirements, other HSPPS for eligibility, recruitment, selection, enrollment, and attendance remain. For example, programs must still adhere to age eligibility requirements (45 CFR §1302.12(b)). Per [45 CFR §1302.13](#), programs must develop and implement a recruitment process designed to actively inform all families within the recruitment area of the availability of program services, and to encourage and assist them in applying for admission. Existing enrollment ([45 CFR §1302.15](#)) and attendance ([45 CFR §1302.16](#)) regulations also remain.

As emphasized in Section 238, a tribal program may, at its discretion, use selection criteria to give priority to children in families where a child, a family member, or a member of the same household is a member of an Indian tribe and would benefit from the Head Start program. Tribal membership enrollment criteria are outlined in tribal constitutions, articles of incorporation, or



ordinances. The criteria vary from tribe to tribe, so [uniform membership requirements do not exist](#). Tribes have the authority to define their tribal membership requirements and how they will use those requirements for Head Start selection criteria.

Please note that guidance under ACF-IM-HS-23-02 American Indian and Alaska Native (AIAN) Eligibility Through Tribal TANF is no longer relevant. AIAN programs no longer must adhere to income eligibility requirements, inclusive of Head Start program eligibility due to receipt of public assistance.

## **Data and Reporting**

The OHS [Program Information Report \(PIR\)](#) provides comprehensive data on the services provided and staff, children, and families served by Head Start and Early Head Start programs nationwide. All grant recipients and delegates are required to submit a PIR annually. The 2024–2025 PIR will be updated to reflect these changes to AIAN eligibility policy. OHS issued guidance to grant recipients on May 9 on how to submit the 2023–2024 PIR for those AIAN programs that deem families eligible per the new language in Section 238 during this program year.

## **Monitoring**

The Head Start Act requires periodic federal review of all Head Start programs. Recipients with upcoming FY 2024 [monitoring reviews](#) will be monitored according to these changes to AIAN eligibility policy. FY 2025 monitoring protocols will reflect these changes.

## **Full Enrollment Initiative**

Additional guidance will be forthcoming from OHS about how this new provision will impact the Full Enrollment Initiative (FEI). OHS plans to extend flexibility to AIAN grant recipients in the FEI to allow time to implement this new law.

## **Change in Scope Process**

This new eligibility provision will not impact Change in Scope applications that have already been approved and implemented. If you have questions about a change in scope request, please reach out to your regional office.

## **Training and Technical Assistance (TTA) and Ongoing Support**

With this new law, many resources and materials available to programs on the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) need to be updated. It will take time to align the website with the new provision.

OHS encourages recipients to continue to use the TTA system, inclusive of the [four National Centers](#) and the Region XI TTA network, for support. The OHS TTA system supports program staff in delivering quality services to children and families. The TTA system offers support at the

national, regional, and recipient levels. While each level has distinct and unique functions, they are designed to complement each other.

OHS anticipates that programs will have questions about these changes. We welcome your feedback and communication throughout the implementation process. Specific opportunities to provide feedback through the Tribal consultation process will be shared soon. Please send your questions about these changes to [AIANHeadStart@acf.hhs.gov](mailto:AIANHeadStart@acf.hhs.gov).

OHS is grateful for your partnership in implementing this important change so that more families in tribal communities are eligible for Head Start services. Thank you for the work you do on behalf of children and their families. I look forward to our continued partnership.

/ Khari M. Garvin /

Khari M. Garvin  
Director  
Office of Head Start