



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

**Thursday, December 9, 2021**

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

**Webex Meeting Information**

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

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

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

**Access code: 146 208 1692**

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

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

**CALL TO ORDER BOARD OF DIRECTORS**

**ROLL CALL** – Nancy Contreras

**A. PUBLIC COMMENT**

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

**B. ADOPTION OF THE AGENDA**

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

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

**C. TRAINING/ADVOCACY ISSUES**

None

**D. CONSENT ITEMS**

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

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – October 14, 2021.

D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – October 12, 2021.

D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – October 13, 2021 & November 10, 2021.

D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – October 7, 2021 & November 4, 2021.

D-5 Review and consider accepting the Bank of America Credit Card Statements:

- October 2021
- November 2021

D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:

- August 2021
- September 2021

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

- Monthly Enrollment Report – September 2021 & October 2021
- In-Kind Report – September 2021 & October 2021
- CACFP Program Report – September 2021 & October 2021

D-8 Review and Consider approving the following **Madera Early Head Start** Reports:

- Monthly Enrollment Report – September 2021 & October 2021
- In-Kind Report – September 2021 & October 2021

- D-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – September 2021 & October 2021
  - In-Kind Report – September 2021 & October 2021
  - CACFP Program Report – September 2021 & October 2021
  - Program Information Report (PIR) – September 2021 & October 2021
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – September 2021 & October 2021
  - In-Kind Report – September 2021 & October 2021
  - CACFP Program Report – September 2021 & October 2021
- D-11 Review and consider approving the 2021 – 2022 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council.
- D-12 Review and consider approving the 2020 – 2021 CAPMC Madera Migrant/Seasonal Head Start Annual Public Report.
- D-13 Review and consider approving the 2020 – 2021 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Partnership Self-Assessment Results.
- D-14 Review and consider approving the 2020 – 2021 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Partnership Self-Assessment Program Plans of Action for any findings and recommendations.
- D-15 Review and consider approving the Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2020 – 2021.
- D-16 Review and consider approving the Madera Migrant/Seasonal Head Start Program Information Report for 2020 – 2021.
- D-17 Review and consider approving the 2020 – 2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment Update.
- D-18 Review and consider approving the 2021 – 2022 Madera/ Mariposa Regional and Early Head Start Annual Self-Assessment Procedure.
- D-19 Review and consider approving the results of the Weatherization Program’s monitoring visit.
- D-20 Review and consider approving the results of the 2021 Desk Review Report dated November 3, 2021 conducted by the Department of Community Services and Development.
- D-21 Review the Madera County Child Advocacy Center (CAC) Program Report for November 2021 (Informational Only).
- D-22 Review the Child Care Alternative Payment and Resource & Referral Program Report for November 2021. (Informational Only).
- D-23 Review the Community Services Report for November 2021. (Informational Only).

D-24 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for November 2021. (Informational Only).

**E. DISCUSSION ITEMS**

E-1 Review and consider approving the 2022 Holiday Schedule.

E-2 Review and consider authorizing the Executive Director to sign and submit the 2022 CSBG contract with the Department of Community Services & Development (CSD). *Budget will be distributed at meeting.*

E-3 Review and consider ratifying the carry-over funds for the 2020 – 2021 Regional Head Start Basic Grant to the 2021 – 2022 Grant Year beginning June 1, 2021.

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

F-1 Finance Committee Report – None

F-2 Personnel Committee Report – None

F-3 Executive Director Monthly Report – (November 2021)

F-4 Financial Statements (November 2021) – Will be distributed at meeting

F-5 Head Start Policy Council/Committee Reports

F-6 Work Related Injury Report – (November 2021)

F-7 CAPMC Board of Directors Attendance Report – (November 2021)

F-8 Staffing Changes Report for October 6, 2021 – November 30, 2021

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

H-1 Correspondence dated November 10, 2021 from the Office of Head Start regarding Application Submission Requirements.

H-2 Correspondence dated September 29, 2021 from the Office of Head Start regarding a Focus Area 1 (FA1) monitoring review of Madera County Board of Supervisors/CAPMC during the week of November 15, 2021.

H-3 Correspondence from Victim Services regarding to wear blue for Human Trafficking Awareness Day on January 11, 2021.

**I. ADJOURN**

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I, Nancy Contreras-Bautista, Child Advocacy Center Case Worker, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for December 9, 2021, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on December 3, 2021.

*Nancy Contreras-Bautista*  
Child Advocacy Center Case Worker

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

**Regular Board of Directors Meeting**

**October 14, 2021**

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

**Meeting Link: https:**

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

**ACTION SUMMARY MINUTES**

The Board of Directors Meeting was called to order at 5:30 p.m. by Chair Sheriff Tyson Pogue.

**Members Present In-Person**

Sheriff Tyson Pogue, Chair  
Eric LiCalsi, Vice-Chair  
David Hernandez,  
Secretary/Treasurer  
Supervisor Leticia Gonzalez  
Councilman Steve Montes  
Councilman John Chavez  
Debi Bray  
Donald Holley  
Martha Garcia  
Richard Gutierrez  
Aurora Flores

**Members Present Virtually**

Molly Hernandez

**Members Absent**

Patricia Trevino, HS PC  
Representative  
Deborah Martinez  
Vicki Bandy

**Personnel Present In-Person**

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

**Personnel Present Virtually**

Irene Yang

**Public – Other Present Virtually**

None

**A. PUBLIC COMMENT**

Elizabeth Wisener, CAPMC Community Services Program Manager, announced her resignation from CAPMC effective October 29, 2021. Elizabeth noted she will be relocating to spend more time with her family. Members of the Board thanked Elizabeth for her dedication to CAPMC, the community of Madera, and the homeless population.

Debi Bray, Board Member, shared the Madera Community Hospital would be hosting their 50<sup>th</sup> Anniversary on October 15<sup>th</sup> and encouraged all to attend.

**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 REVISED AGENDA:** Adoption of the agenda.

Motion: APPROVE WITH ADDITIONAL ITEMS E-10, E-11, AND CORRECTION OF NUMBERING OF AGENDA ITEMS D-21 AND D-22

Moved By: David Hernandez, Seconded By: Councilman Steve Montes

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 – August 12, 2021
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – August 10, 2021
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – August 11, 2021 & September 8, 2021
- D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – September 2, 2021
- D-5 Review and consider accepting the Bank of America Credit Card Statements:
  - July 2021
  - August 2021
  - September 2021
- D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
  - July 2021

- D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start Reports**:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
  - CACFP Program Report – August 2021
- D-8 Review and Consider approving the following **Madera Early Head Start Reports**:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
- D-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start Reports**:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
  - CACFP Program Report – July 2021 & August 2021
  - Program Information Report (PIR) – July 2021 & August 2021
- D-10 Review and consider approving the following **Fresno Migrant Head Start reports**:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
  - CACFP Program Report – July 2021 & August 2021
- D-11 Review and consider approving the following **Fresno Migrant Early Head Start reports**:
- Monthly Enrollment Report – July 2021 & August 2021
  - In-Kind Report – July 2021 & August 2021
- D-12 Review and consider approving the Madera Migrant/Seasonal Head Start 2021-2022 Community Assessment Executive Summary update.
- D-13 Review and consider approving the 2021-2022 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-14 Review and consider approving the 2021-2022 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-15 Review and consider approving the Madera/Mariposa Regional and Early Head Stat No Fee Policy per Head Start Performance Standards.
- D-16 Review and consider approving the 2021-2022 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-17 Review and Consider approving the 2021-2022 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee.
- D-18 Review and consider approving the Impasse Procedure between the CAPMC Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.
- D-19 Review and consider approving CAPMC California State Preschool 2021-2022 Program Philosophy, Goals and Parent Handbook.

- D-20 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-21 Review and consider accepting the Fresno Migrant & Seasonal Head Start's 2020-2021 Program Information Report (PIR).
- D-22 Review and consider accepting the Fresno Migrant & Seasonal *Early* Head Start's 2020-2021 Program Information Report (PIR).
- D-23 Review the Madera County Child Advocacy Center (CAC) Program Report for September 2021 (Informational Only)
- D-24 Review the Child Care Alternative Payment and Resource & Referral Program Report for September 2021. (Informational Only)
- D-25 Review the Community Services Report for September 2021. (Informational Only)
- D-26 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for September 2021. (Informational Only)

Motion: APPROVED AS PRESENTED

Moved By: Debi Bray, Seconded By: Supervisor Leticia Gonzalez

Vote: Carried Unanimously

**E. DISCUSSION / ACTION ITEMS**

**E-1 Review and consider authorizing the Executive Director to sign and submit the 2021-2022 Housing and Urban Development contract for the Shunammite Place.**

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the 2021-2022 Housing and Urban Development contract for the Shunammite Place. The purpose of the grant is to provide permanent housing with supportive services designed to accommodate up to 36 chronic homeless individuals with disabilities. Due to the COVID-19 pandemic, there was no competition for funding. Programs that were funded in 2020-2021 were automatically funded for 2021-2022 based on the 2020 funding levels. The renewal grant term for this project is for one year.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-2 Review and consider authorizing the Executive Director to submit the 2022-2023 Housing and Urban Development grant application for the Shunammite Place.**

Elizabeth Wisener, Community Services Program Manager, presented regarding the



submission of the 2021-2022 Housing and Urban Development contract for the Shunammite Place. The purpose of the grant is to provide permanent housing with supportive services designed to accommodate up to 36 chronic homeless individuals with disabilities. The Notice of Funding has not been released by HUD. It is anticipated that it will be released by the end of July 2021. The 2022/2023 allocation will be a competitive process wherein CAPMC will be competing with all the other programs offered through the FMCoC for funding. The FMCoC will then compete with all the other CoCs across the nation. The renewal grant term for this project is for one year.

Motion: APPROVE AS PRESENTED

Moved By: Debi Bray, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-3 Review and consider ratifying the Executive Director to contract with the County of Madera to provide home delivered meals to seniors in Madera County.**

Elizabeth Wisener, Community Services Program Manager, presented regarding the contract with the County of Madera to provide home delivered meals to seniors in Madera County. The County of Madera has contracted with CAPMC to provide home delivered meals to seniors who live in the County of Madera such as Fairmead, Rancho Hills, North Fork, Oakhurst and Coarsegold. Meals are prepared and delivered by Café EOC out of Fresno. Mattie Mendez, Executive Director, noted that Meals will consist of 7 breakfast items, 7 entrees, 14 vegetables 7 fresh fruits. In addition, a half-gallon of 1% milk, one loaf of bread, and a 46 oz. carton of fruit juice. The meals can be microwaved or heated in the oven.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Aurora Flores

Vote: Carried Unanimously

**E-4 Review and consider authorizing the submission of the 2021-2022 Heffernan Foundation Mini Grant Application.**

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the 2021-2022 Heffernan Foundation Mini Grant Application. CAPMC will apply for funding to support the Shunammite Place to provide additional funding for clients that is not allowable with HUD dollars such as by providing supplies for the Shunammite Place Store, food supplies for socialization experiences, and supplies for life skills classes.

Motion: APPROVE AS PRESENTED

Moved By: Eric LiCalsi, Seconded By: Molly Hernandez

Vote: Carried Unanimously

**E-5 Review and consider approving the health insurance plan options and the employer contribution thresholds effective January 1, 2022.**

Mattie Mendez, Executive Director, presented regarding the health insurance plan options and the employer contribution thresholds effective January 1, 2022. Besides the three Kaiser medical plans: HMO15, HMO 20A, and HMO 20B, the Agency plans to introduce three Community Care Health Plans to employees during the open enrollment. The Agency receives rate pass from dental / vision / life insurance carriers. However, Kaiser medical plans came in at 12.6% increase and then reduced to 9.8% increase for the existing plans. Kaiser proposed new plans at renewal rates of 5% for high option and 7.2% for mid and low options. The monthly rates for employee only coverage are \$732.89 for Kaiser HMO15, \$620.96 for HMO 20A, and \$553.09 for HMO 20B. The Agency raises employer's medical contribution from \$503.73 to \$553.09 to ensure there is a no cost plan under existing Kaiser plans. The Agency will continue offering the existing Kaiser plans, while offering Community Care Health Plan as another option for employees to elect for their medical coverage. CCHP requires twenty-six enrollments to establish the service. The telemedicine plan will remain at \$8.00 for employees and their dependents. The dental insurance carrier remains under Ameritas at a reduced rate of \$36.66 per month per employee. Vision insurance remains the same at a rate of \$8.76 per month per employee. Life insurance carrier also remains with the same carrier (Unum) at the rate of \$6.50 per month per employee.

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, Seconded By: Donald Holley

Vote: Carried Unanimously

**E-6 Review and consider authorizing the Executive Director to submit the grant application to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2022 through December 31, 2022 including any extensions and/or amendments during the funding period.**

Mattie Mendez, Executive Director, presented regarding the submission of the grant application to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2022 through December 31, 2022 including any extensions and/or amendments during the funding period. The purpose of the UV Program is to increase access to the culturally appropriate victim services for unserved/underserved victims of crime. The target population for this grant is monolingual, Spanish-Speaking immigrants, those that identify as indigenous immigrants, and/or farm laborers.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

**E-7 Review and consider approving the submission of the 2021-2022 Madera Migrant/Seasonal Head Start Budget Revision #1.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2021-2022 Madera Migrant/Seasonal Head Start Budget Revision #1. Original Basic budget needs a category changes to purchase a new surveillance system for the new maintenance building. Stanislaus County Office of Education requires a budget revision to be included with request for approval.

Motion: APPROVE AS PRESENTED

Moved By: Debi Bray, Seconded By: David Hernandez

Vote: Carried Unanimously

**E-8 Review and consider approving the submission of the 2022-2023 Madera Migrant/Seasonal Head Start budgets.**

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2022-2023 Madera Migrant/Seasonal Head Start budgets. The funded enrollment totals 579 children slots for the program year and extended days of service.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez

Vote: Carried Unanimously

**E-9 Review and consider ratifying the CACFP 2021-22 Renewal Agreement.**

Mattie Mendez, Executive Director, presented regarding the CACFP 2021-22 Renewal Agreement. Mattie noted that the CACFP program provides centers with funding to provide breakfast, lunch, and snack for all children enrolled in the program.

Motion: APPROVE AS PRESENTED

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

Vote: Carried Unanimously

**E-10 Review and consider accepting the submission of CAPMC 403(b) Form 5500 tax return by the Chief Financial Officer.**

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the CAPMC 403(b) Form 5500 tax return. The agency is required to file a pension plan information return each year. Nexus Administrators, the third-party pension plan administrator, prepared the return from the financial statement information for the year ended December 31, 2020. The appropriate filing extension was obtained and granted until October 15, 2021.

Motion: APPROVE AS PRESENTED

Moved By: Martha Garcia, Seconded By: Aurora Flores

Vote: Carried Unanimously

**E-11 Review and consider approving the discretionary employer contribution amount of \$435,027.60 for the plan year ended December 31, 2020.**

Daniel Seeto, Chief Financial Officer, presented regarding the discretionary employer contribution amount of \$435,027.60 for the plan year ended December 31, 2020. The \$435,027.60 reflects the calculation of the 4% discretionary employer contribution for the period of January 1, 2020 through December 31, 2020.

Motion: APPROVE AS PRESENTED

Moved By: Aurora Flores, Seconded By: Eric LiCalsi

Vote: Carried Unanimously

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

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

**G. CLOSED SESSION**

None

**H. CORRESPONDENCE**

- H-1 Correspondence dated September 27, 2021 from the Office of Head Start regarding Supporting the Wellness of All Staff in the Head Start Workforce.

**I. ADJOURN**

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:02 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez

Vote: Carried Unanimously

Community Action Partnership of Madera County  
Madera Migrant/Seasonal Head Start Policy Council Meeting  
Tuesday, October 12, 2021

**Minutes**

The Madera Migrant/Seasonal Policy Committee called to order at 5:35 p.m. by Guadalupe de la Cruz.

**Committee Members Present**

Maria Sut-xon  
Rosa Santos  
Guadalupe de la Cruz  
Yazmin Torres  
Margarita Pablo  
Juana Zarate  
Nayeli Rodriguez  
Anel Arzola  
Macrina Lopez

**Committee Members Absent**

**Personnel Present**

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

**Others**

None

**A. Public Comment**

PIR the grey column was blurry and was reprinted. There is also a copy of the translation of executive community assessment.

**B. Training**

Class Assessment Scoring System (CLASS) - Ms. Blanco explained that CLASS is a tool that teachers use to observe children and see where the program can support staff and how teachers can support children and parents.

**C. Adoption of the Agenda**

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

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

**E. Approval of Minutes**

E-1 – Guadalupe de la Cruz requested a motion to approve the minutes of the meeting on September 7, 2021. Motion made by Juana Zarate, seconded motion by Rosa Santos to approve the minutes of the meeting. The motion approved unanimously.

**F. Discussion / Action Items –**

**F-1** Review and consider approving the submission of the Community Action Partnership of Madera County's 2022-2023 Madera Migrant/Seasonal Head Start Funding Basic, T/TA and Non-Federal Share Budgets - Ms. Gomez-Zaragoza went over the budget for 2022-2023 calendar. Staff will start training April 4<sup>th</sup>. Program would start a month earlier. Eastin Arcola will be extending their services towards the end of November.

Guadalupe de la Cruz requested a motion to approve the submission of the Community Action Partnership of Madera County's 2022-2023 Madera Migrant/Seasonal Head Start Funding Basic, T/TA and Non-Federal Share Budgets. Nayeli Rodriguez made the first motion, seconded by Juana Zarate. Motion carried unanimously.

**F-2** Review and consider approving the submission of the Community Action Partnership of Madera County's Budget Revision #1 – Ms. Gomez-Zaragoza went over the budget revision.

Guadalupe de la Cruz requested a motion to approve the submission of the Community Action Partnership of Madera County's Budget Revision #1. Yasmin Torres made the first motion, seconded by Margarita Pablo. 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: (July & September 2021) – Ms. Gomez-Zaragoza reviewed the charges for the month. There were no questions about the charges.

**G-3** Budget Report – (August 2021) The program has currently spent 47% of its budget.

**G-4** In-kind Report (August 2021) – Ms. Gomez-Zaragoza reviewed the In-kind percentage which is at 42.71%.

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

**G-6** CACFP Monthly Report (August 2021) – Mrs. Gomez-Zaragoza reviewed CACFP and noted that the reimbursement for the month of May was \$14,277.96 for 6,074 meals. There were no questions.

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

## **H. Policy Committee Members Reports**

**H-1** Center Reports – Rosa Santos (Los Ninos) – Teachers gave out pots for father activities.

Guadalupe de la Cruz (Sierra Vista) – At the center they are currently working on insect project with recyclables.

Yasmin Torres (Mis Angelitos) – The study chosen by the center is balls.

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

**H-3** Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza explained active supervision is extremely important to the program. She asked that members please remind the parents to close the gates and secure locks.

**I. Correspondence**

None

**J. Future Agenda Items**

J-1 Budget revisions if any

**K. Adjournment**

Guadalupe de la Cruz requested a motion to adjourn the session. Motion made by Rosa Santos to adjourn the meeting at 6:49 p.m., in the afternoon, seconded by Juana Zarate. Motion approved unanimously.



Community Action Partnership of Madera County  
Fresno Migrant/Seasonal Head Start  
Policy Committee Meeting  
Wednesday, October 13, 2021

**Minutes**

The Fresno Migrant/Seasonal Policy Committee called to order at 5:39 p.m. by Daniel Maravilla.

**Committee Members Present**

Maria Ibone Altimirano  
Maria G. Silva  
Daniel Maravilla  
Susana Parra (logged on at 5:45pm)  
Karla Ponce  
Cecilia Garcia  
Blanca Gonzalez (logged on at 5:45pm)  
Aurora Flores

**Committee Members Absent**

Genesis Chavez (logged off at 5:50pm)

**Personnel Present**

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

**A. Public Comment**

Ms. Marquez announced the By-Laws included in the Policy Committee packet.

**B. Training**

**B-1** Family Outcomes - Ms. Sanchez reviewed the power point presentation on Family Outcomes and gave parents an opportunity to ask questions.

**C. Adoption of the Agenda**

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

**D. Closed Session**

**D-1** – None

**E. Approval of Minutes**

**E-1** – Daniel Maravilla requested a motion to approve the minutes of the meeting on September 08, 2021. Motion made by Maria Altimirano, seconded motion by Maria Silva to approve the minutes of the meeting. Motion approved unanimously.

**F. Discussion / Action Items**

**F-1** Review and consider accepting Fresno Migrant & Seasonal Head Start's 2020-2021 Program Information Report. Ms. Gomez- Zaragoza reviewed the program information report and no motion was needed.

**F-2** Review and consider accepting Fresno Migrant & Seasonal Early Head Start's 2020-2021 Program Information Report. Ms. Gomez- Zaragoza reviewed the program information report and no motion was needed.

**G. Administrative Report**

**G-1** Staffing Changes- No staffing changes for the month of August 2021

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

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

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

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

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

**H. Policy Committee Member Reports**

**H-1** Daniel Maravilla shared that his daughter is toilet training and that his child's teachers are being supportive of her progress. He also shared that he was very thankful for the strategies that were recommended because they were followed at home and his family has had a great experience.

**I. Correspondence**

Information Memorandum from the Office of Head Start regarding Supporting *Wellness of All Staff in the Head Start Workforce: Issuance*  
Date: 09/27/2021

**J. Adjournment**

Daniel Maravilla requested a motion to adjourn the session. Motion made by Cecilia Garcia to adjourn the meeting at 6:25pm afternoon, seconded by Maria Silva. Motion approved unanimously

Community Action Partnership of Madera County  
Fresno Migrant/Seasonal Head Start  
Policy Committee Meeting  
Wednesday, November 10, 2021

**Minutes**

The Fresno Migrant/Seasonal Policy Committee called to order at 5:34 p.m. by Susana Parra.

**Committee Members Present**

Maria Ibone Altamirano  
Maria G. Silva  
Daniel Maravilla  
Susana Parra  
Karla Ponce  
Cecilia Garcia  
Blanca Gonzalez

**Committee Members Absent**

Genesis Chavez  
Aurora Flores

**Personnel Present**

Maru Gasca Sanchez, Deputy Director Direct Services  
Luisa Marquez, Administrative Analyst  
Maribel Aguirre, Program Governance Specialist

**A. Public Comment**

No Public Comment

**B. Training**

**B-1** Child Outcomes - Ms. Moreno reviewed the power point presentation on DRDP and gave explained to parents the significance of evaluating children through DRDPs. Ms. Moreno also shared the 4year old DRDP results and extended the opportunity to parents to ask questions.

**C. Adoption of the Agenda**

**C-2** Susana Parra asked for a motion to approve the agenda as presented. Motion made by Cecilia Garcia, seconded motion by Daniel Maravilla to approve the agenda as presented. Motion approved unanimously.

**D. Closed Session**

**D-1** – None

**E. Approval of Minutes**

**E-1** – Susana Parra requested a motion to approve the minutes of the meeting on October 13, 2021. Motion made by Maria Altamirano, seconded motion by Maria Silva to approve the minutes of the meeting. Motion approved unanimously.

**F. Discussion / Action Items**

**F-1** Review and consider approving the 2020-2021 Fresno Migrant & Seasonal Head Start and Early Head Start- Family Child Care Home Self-Assessment Results. Ms. Aguirre reviewed the self-assessment results and Susana Parra requested a motion to approve the results. Motion was made by Blanca Gonzales and seconded motion by Maria Silva.

**F-2** Review and consider approving Fresno Migrant & Seasonal Early Head Start and Early Head Start FCC 2020-2021 corrective action plan for findings and recommendations. Ms. Aguirre reviewed the corrective action plan. Susana Parra requested a motion to approve the corrective action plans, motion was made by Maria Altamirano and seconded motion by Blanca Gonzales.

**G. Administrative Report**

**G-1** Staffing Changes- (June 30, 2021- October 29, 2021)

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

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

**G-4** In-kind Report (September 2021) – Ms. Aguirre explained the In-kind report for FMSHS program.

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

**G-6** CACFP Monthly Report (September 2021) – Ms. Aguirre explained the CACFP meals report.

**H. Policy Committee Member Reports**

None.

**I. Correspondence**

None.

**J. Adjournment**

Susana Parra requested a motion to adjourn the session. Motion made by Maria Altamirano to adjourn the meeting at 6:23pm afternoon, seconded by Cecilia Garcia. Motion approved unanimously

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting  
Thursday, October 7, 2021  
**MINUTES**

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by at Patricia Trevino 5:32 p.m.

**Committee Members Present**

Skyla Matthews  
Marcela Esparza  
Rubi Cortez  
Alma Hernandez  
Briana Huerta-Torres  
Amanda Burton  
Patricia Trevino  
Citlali Chavez-Rosas  
Jasmin Soria  
Martha Garcia  
Eric Spencer

**Committee Members Absent**

Perla Barrita  
Otilia Vasquez

**Personnel Present**

Maritza Gomez-Zaragoza, Head Start Program Director  
Jissel Rodriguez, Executive Administrative Assistant  
Norma Blanco, Deputy Director of Education  
Maribel Aguirre, Interim Parent and Governance Specialist

**ROLL CALL**

- A. **PUBLIC COMMENT** – Ms. Gomez-Zaragoza mentioned that our program has received the 45-day notice for the Federal review. There is also the potential that parents could be asked to be interviewed.
- B. **TRAINING** – Classroom Assessment Scoring System (CLASS) – Norma Blanco presented the tool that assesses the quality of the environment of the classroom and teachers.
- C. **ADOPTION OF THE AGENDA**  
C-2 Patricia Trevino asked for the motion to approve the agenda as presented. Motion made by Martha Garcia, seconded by Alma Hernandez to approve the agenda as presented. Motion carried unanimously.
- D. **ADJOURN TO CLOSED SESSION** – None
- E. **APPROVAL OF MINUTES**  
E-1 Minutes Madera/Mariposa Regular Regional Head Start Policy Council Meeting – September 2, 2021. Motion made by Martha Garcia, seconded motion by Amanda Burton. Motion carried unanimously.
- F. **DISCUSSION / ACTION ITEMS**

**F-1** Distribute the 2021-2022 First Reading Bylaws for the Madera/Mariposa Regional & Early Head Start Policy Council - Ms. Gomez-Zaragoza mentioned how Policy members are meant to read the By-laws and during the next meeting suggestions or feedback can be presented.

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

Patricia Trevino requested a motion to approve the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council. Rubi Cortez made the first motion, seconded by Martha Garcia. Motion carried unanimously.

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

Patricia Trevino requested a motion to approve the Suspension and Expulsion procedure for the Madera/Mariposa Regional and Early Head Start Program. Rubi Cortez made the first motion, seconded by Jasmin Soria. Motion carried unanimously.

**F-4** Review and consider approving CAPMC Head Start/California State Preschool Philosophy, Goals and Parent Handbook 2021-2022 – Ms. Gomez-Zaragoza mentioned the Parent handbook refers to the centers that offer the state program.

Patricia Trevino requested a motion to approve the CAPMC Head Start/California State Preschool Philosophy, Goals and Parent Handbook 2021-2022 Martha Garcia made the first motion, seconded by Citlali Chavez. Motion carried unanimously.

**G. ADMINISTRATIVE REPORTS**

**G-1** Staffing Changes (August 2021) – None.

**G-2** Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (July - September 2021) – Ms. Gomez-Zaragoza reviewed the credit card expenses. No questions were asked.

**G-3** Budget Status Reports (August 2021) – Ms. Gomez-Zaragoza reviewed the current budget.

**G-4** In-Kind Report (August 2021) – Ms. Gomez-Zaragoza reviewed the in-kind percentages for the Regional and Early programs.

**G-5** Program Enrollment & Attendance Report (August 2021) – Ms. Gomez-Zaragoza reviewed the program enrollment and attendance.

**G-6** CACFP Monthly Report (August 2021) – The report details the amount the program is reimbursed for children’s meals. 3,277 meals were provided for a reimbursement totaling \$9,692.00.

**H. POLICY COMMITTEE MEMBER REPORTS**

**H-1-** Center Report – **Alma Hernandez** (Eastside) – Currently at her center the kids are going over the weather change and talking about the clothing study.

**Jasmin Soria** (Verdell) – At her center they are talking about feelings.

**H-2-** BOD report – Martha Garcia went over what the other departments offer at CAPMC.

**I. CORRESPONDENCE**

None.

**J. FUTURE AGENDA ITEMS**

**J-1** 2021-2022 Program Information Report

**J-2** 2021-2022 Final Bylaws

**J-3** Self-Assessment Process

**K. ADJOURNMENT**

Patricia Trevino asked for a motion to adjourn the meeting at 6:30 p.m. Motion made by Martha Garcia, seconded by Alma Hernandez. Motion carried unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting  
Thursday, November 4, 2021  
**MINUTES**

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by at Marcela Esparza 5:29 p.m.

**Committee Members Present**

Marcela Esparza  
Rubi Flores-Cortez  
Otilia Vasquez  
Cynthia Garza  
Jasmin Soria  
Citlali Chavez  
Martha Garcia  
Briana Huerta  
Perla Barrita

**Committee Members Absent**

Skyla Matthews  
Alma Hernandez  
Amanda Burton

**Personnel Present**

Maritza Gomez-Zaragoza, Head Start Program Director  
Maru Gasca Sanchez, Deputy Director of Direct Services  
Jissel Rodriguez, Executive Administrative Assistant  
Maribel Aguirre, Parent and Governance Specialist  
Julie Doll, Disability/ Mental Health Specialist

**ROLL CALL**

- A. PUBLIC COMMENT** – None
- B. TRAINING** – Conscious Discipline – Ms. Julie explained to the members that Conscious Discipline is a variety of calming techniques for parents and teachers to implement with their children. Conscious Discipline applies a variety of breathing techniques and key phrases to calm children down.
- C. ADOPTION OF THE AGENDA**  
**C-2** Marcela Esparza asked for the motion to approve the agenda as presented. Motion made by Rubi Flores, 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 – October 7, 2021. Motion made by Martha Garcia, seconded motion by Otilia Vasquez. Motion carried unanimously.
- F. DISCUSSION / ACTION ITEMS**  
**F-1** Review the Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2021-2022 – Ms. Gomez-Zaragoza reviewed the program information report and the percentages.



**F-2** Review and consider approving the Madera/Mariposa Regional and Early Head Start final bylaws 2021-2022 – Ms. Gomez-Zaragoza asked the policy council if there were changes they would like to add. No changes were made. Marcela Esparza requested a motion to approve the Madera/Mariposa Regional and Early Head Start Final bylaws 2021-2022. Martha Garcia made the motion to approve, seconded by Otilia Vasquez. Motion approved unanimously.

**F-3** Review and consider approving the 2021-2022 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure – Ms. Gomez-Zaragoza reviewed the procedure and which information will be reviewed. She also mentioned how in prior years' parent would participate however due to COVID we will not have any parents participate. Marcela Esparza requested a motion to approve the 2021-2022 Madera/Mariposa Regional and Early Head Stat Annual Self-Assessment Procedure. Rubi Flores made the motion to approve, seconded by Jasmin Soria. Motion approved unanimously.

**G. ADMINISTRATIVE REPORTS**

**G-1** Staffing Changes (September & October 2021) – In October there were two new hires and two resignations.

**G-2** Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (October 2021) – Mrs. Gomez-Zaragoza reviewed the credit card expenses. No questions were asked.

**G-3** Budget Status Reports (September 2021) – Ms. Gomez-Zaragoza reviewed the current budget.

**G-4** In-Kind Report (September 2021) – Ms. Gomez-Zaragoza reviewed the in-kind percentages for the Regional and Early programs.

**G-5** Program Enrollment & Attendance Report (September 2021) – Ms. Gomez-Zaragoza went over the enrollment and attendance report.

**G-6** CACFP Monthly Report (September 2021) – Ms. Gomez-Zaragoza reviewed CACFP and noted that the reimbursement for the month of September was \$9,111.27 for 3,066 meals. There were no questions.

**H. POLICY COMMITTEE MEMBER REPORTS**

**H-1-** Center Report – Jasmin (Verdell) –Teachers are sending out paper where the child traces their name and colors it in. Her son gets excited and says it is time for homework.

Rubi (EHS) – Rocio sends out activities from Ready Rosie where she watches the videos with her daughter. Which she enjoys.

**H-2-** BOD report – Martha Garcia went over the different programs CAPMC offers.

**I. CORRESPONDENCE**

**I-1** Information Memorandum from the Office of Head Start regarding *Supporting the Wellness of All Staff in the Head Start Workforce; Issuance Date: 09/27/21*

**I-2** Office of Head Start *Focus Area 1 Review* notification letter

**J. FUTURE AGENDA ITEMS**

J-1 Training – Child Outcomes

J-2 2021-2022 Community Assessment Update

J-3 2021-2022 Goals & Objective Update

**K. ADJOURNMENT**

Marcela Esparza asked for a motion to adjourn the meeting at 6:11 p.m. Motion made by Martha Garcia, Otilia Vasquez seconded by. Motion carried unanimously.

Bank of America Business Card  
Credit Card Charges

# October 2021 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
9/10/2021	Biometrics4all, Inc.	No	Livescan relay fee	2.25	311.0-6852-3.1-000-00	Yes
9/23/2021	Walmart.com AA	No	Wellness Event materials	136.38	Combined in the attached allocations	Yes
9/24/2021	Walmart.com AA	No	Wellness Event materials	15.14	Combined in the attached allocations	Yes
10/1/2021	Walmart.com AA	No	Credit	-28.68	Combined in the attached allocations	No
9/30/2021	Hobby Lobby #909	No	Wellness Event materials	89.56	Combined in the attached allocations	Yes
<b>TOTAL:</b>				<b>214.65</b>		

MBNA America Business Card  
 Credit Card Charges  
**October / Octobre 2021 Statement**  
**Maritza Gomez / Regional Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
09/03/2021	NA	Venngage.com	Monthly subscription for flyer software	\$12.36	311.0-6130-3.1-000-00 <b>43%</b> (\$10.85) 312.0-6130-3.1-000-00 <b>6%</b> (\$1.51)	No
09/03/2021	NA	Smart & Final	Food/Supplies for RHS Kitchen	\$702.26	390.1-6121-3.9-001-00 (\$392.35) 390.1-6121-3.9-002-00 (\$266.07) 390.1-6121-3.9-002-00 (\$43.84)	Yes
9/19/2021	NA	Zoom	Video Conferencing system	\$7.35	311.0-6130-3.1-000-00 <b>49%</b>	Yes
09/21/2021	NA	CACFP	Registration for CACFP annual conference	\$159.25	310.0-6742-3.1-000-39 <b>49%</b>	Yes
10/03/2021	NA	Venngage.com	Monthly subscription for flyer software	\$12.36	311.0-6130-3.1-000-00 <b>43%</b> 312.0-6130-3.1-000-00 <b>6%</b>	No
<b>TOTAL</b>				<b>\$893.58</b>		

MBNA America Business Card  
 Credit Card Charges  
**October / octobre 2021 Statement**  
**Maritza Gomez / Regional & Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
09/13/2021	NA	ServSafe	Food Handler Certificate	\$36.00	331.0-6742-3.3-031-39	Yes
09/13/2021	NA	ServSafe	Food Handler Certificate	\$36.00	331.0-6742-3.3-031-39	Yes
09/24/2021	22663	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-031-00	Yes
<b>TOTAL</b>				<b>\$86.00</b>		

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

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

\_\_\_\_\_  
 Date

MBNA America Business Card  
 Credit Card Charges  
**October / octobre 2021 Statement**  
**Maritza Gomez / Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
09/03/2021	NA	Venngage.com	Monthly subscription for flyer software	\$12.87	321.0-6130-3.2-000-00 <b>51%</b>	No
09/03/2021	NA	Smart & Final	Supplies for MHS/RHS Kitchen	\$337.70	390.2-6121-3.9-053-00 (\$26.86) 390.2-6121-3.9-053-00 (\$310.84)	Yes
9/19/2021	NA	Zoom	Video Conferencing system	\$7.64	321.0-6130-3.2-000-00 <b>51%</b>	Yes
09/21/2021	NA	CACFP	Registration for CACFP annual conference	\$165.75	320.0-6742-3.2-000-39 <b>51%</b>	Yes
10/03/2021	NA	Venngage.com	Monthly subscription for flyer software	\$12.87	321.0-6130-3.2-000-00 <b>51%</b>	No
<b>TOTAL</b>				<b>\$536.83</b>		

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

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

\_\_\_\_\_  
 Date

MBNA America Business Card  
 Credit Card Charges  
**October / octobre 2021 Statement**  
**Maritza Gomez / Regional Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
09/03/2021	NA	Vennage.com	Monthly subscription for flyer software	\$12.36	311.0-6130-3.1-000-00 <b>43%</b> (\$10.85) 312.0-6130-3.1-000-00 <b>6%</b> (\$1.51)	No
09/03/2021	NA	Smart & Final	Food/Supplies for RHS Kitchen	\$702.26	390.1-6121-3.9-001-00 (\$392.35) 390.1-6121-3.9-002-00 (\$266.07) 390.1-6121-3.9-002-00 (\$43.84)	Yes
9/19/2021	NA	Zoom	Video Conferencing system	\$7.35	311.0-6130-3.1-000-00 <b>49%</b>	Yes
09/21/2021	NA	CACFP	Registration for CACFP annual conference	\$159.25	310.0-6742-3.1-000-39 <b>49%</b>	Yes
10/03/2021	NA	Vennage.com	Monthly subscription for flyer software	\$12.36	311.0-6130-3.1-000-00 <b>43%</b> 312.0-6130-3.1-000-00 <b>6%</b>	No
<b>TOTAL</b>				<b>\$893.58</b>		

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

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

\_\_\_\_\_  
 Date

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

**E-4**

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

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
9/20/2021	Clear Bags	No	6 x 9 Door Knob Bags	40.28	207.0-6130-2.0-000-18	Yes
9/22/2021	Amazon.com	No	Wire baskets for HELP Center (3)	67.20	272.0-6110-2.0-000-00	Yes
9/22/2021	Amazon.com	No	Wire baskets for HELP Center (2)	44.80	219.0-6110-2.0-000-00	Yes
9/22/2021	Amazon.com	No	Wire baskets for HELP Center (2)	44.80	268.0-6110-2.0-000-00	Yes
9/22/2021	Amazon.com	No	Wire baskets for HELP Center (1)	22.40	251.0-6110-2.0-000-00	Yes
10/2/2021	Amazon.com	No	iPhone Chargers (2) for HELP Center	17.23	272.0-6112-2.0-000-00	Yes
Total				\$236.71		

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)

October 6, 2021

Elizabeth Wisener, Program Manager  
Community Services



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

**E-4**

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

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
10/1/2021	Amazon.com	No	Mouse pads and wrist rest for HELP Center staff	65.70	272.0-6110-2.0-000-00	Yes
10/6/2021	Amazon.com	No	iPhone charger cable and plug for HELP Center staff	17.23	272.0-6110-2.0-000-00	Yes
10/8/2021	Amazon.com	No	Mouse pads for LIHEAP staff	43.08	207.0-6110-2.0-000-00	Yes
Total				\$126.01		

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)

November 10, 2021

Mattie Mendez, Executive Director  
Community Services

**Platinum Plus Business Card  
Credit Card Charges**

**November Statement**

**Jennifer Coronado / Victim Services Center**

Date of Transaction	PO Number	Name of Vendor	Description	Amount	Account Charged	Receipt
10/07/21		EB Fresno County Dome	FCDVA-Mini Conference	\$6.94	533.0-6742-5.0-000-00	Yes
10/06/21		Camarena Health	Medical care for victim	\$75.00	500.0-6562-5.0-000-00	Yes
10/17/21		Pilot	Fuel for vehicle #169	\$2.77	500.0-6610-5.0-000-00	Yes
				\$15.86	501.0-6610-5.0-000-00	
				\$6.30	508.0-6610-5.0-000-00	
				\$1.26	531.0-6610-5.0-000-00	
				\$17.62	533.0-6610-5.0-000-00	
10/19/21		Chevron	Fuel for vehicle #169	\$45.15	501.0-6610-5.0-000-00	Yes
10/19/21		Costa Pacific Tapestry	Lodging for CA Crime Victims Assistance Ass. Training J.C.	\$412.64	501.0-6742-5.0-000-00	Yes
10/21/21		Marriott Burbank Airport	Lodging for Child Abduction Training M.M.	\$404.74	501.0-6742-5.0-000-00	Yes
10/25/21		O'Reilly Auto Parts	Wiper blades for vehicle #165	\$77.92	501.0-6640-5.0-000-00	Yes
10/26/21		EB Native American CR	Native American Crime Victims Training Melissa DT, Rebecca Janzen, Mary Ariz	\$48.30	500.0-6742-5.0-000-00	Yes
				\$48.30	501.0-6742-5.0-000-00	
				\$48.30	533.0-6742-5.0-000-00	

10/27/21		O'Reilly Auto Parts	Glass repair kit for vehicle #169 windshield	\$16.23	501.0-6640-5.0-000-00	Yes
10/27/21		Zoom.US	Yearly program subscription	\$37.48	500.0-6130-5.0-000-00	Yes
				\$37.48	501.0-6130-5.0-000-00	
				\$37.47	508.0-6130-5.0-000-00	
				\$37.47	533.0-6130-5.0-000-00	
10/29/21		California Partnership	Shifting the Lens Conference	\$199.00	533.0-6742-5.0-000-00	Yes
10/29/21		California Partnership	Shifting the Lens Conference	\$199.00	533.0-6742-5.0-000-00	Yes
					Total	\$1,775.23

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

# November 2021 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
10/7/2021	Crave Cookie	No	Food for Wellness Event on 10/15/2021	436.50	100.0-2115-0.0-000-00	Yes
10/10/2021	Biometrics4all, Inc.	No	Livescan relay fee	1.50	272.0-6852-2.7-000-00	Yes
10/15/2021	SQ Teppanyaki	No	Food for Wellness Event on 10/15/2021	1350.00	Combined in the attached allocations	Yes
10/29/2021	Walmart.com	No	Credit	-7.10	Combined in the attached allocations	Yes
11/2/2021	Indeed	No	October 2021 advertising for job openings	100.00 5.00 60.00 62.00 62.00 61.00	203.0-6312-2.0-000-00 207.0-6312-2.0-000-00 272.0-6312-2.0-000-00 311.0-6312-3.1-000-00 312.0-6312-3.1-000-00 321.0-6312-3.2-000-00	Yes
<b>TOTAL:</b>				<b>2130.90</b>		

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

Date: November 9, 2021

\_\_\_\_\_  
Irene Yang, Human Resources Director

MBNA America Business Card  
 Credit Card Charges  
**November / noviembre 2021 Statement**  
**Maritza Gomez / Migrant Head Start**

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
10/5/2021	NA	Smart & Final	Food & supplies for MHS/RHS Kitchen	\$446.26	390.2-6121-3.9-053-00 (\$268.18) 390.2-6121-3.9-053-00 (\$178.08)	Yes
10/14/2021	NA	Smart & Final	Food & supplies for MHS/RHS Kitchen	\$319.23	390.2-6122-3.2-053-00	Yes
10/16/2021	NA	Panda Express	Rebates from MHS PC meal	- \$4.37	321.0-7116-3.2-000-00	No
10/19/2021	NA	Zoom	Video Conferencing system	\$7.64	321.0-6130-3.2-000-00 <b>51%</b>	Yes
10/22/2021	NA	Smart & Final	Food & supplies for MHS/RHS Kitchen	\$277.85	390.2-6121-3.9-053-00 (\$183.36) 390.2-6121-3.9-053-00 (\$94.49)	Yes
11/03/2021	NA	Vennngage.com	Monthly subscription for flyer software	\$12.87	321.0-6130-3.2-000-00 <b>51%</b>	No
<b>TOTAL</b>				<b>\$1,059.48</b>		

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

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

\_\_\_\_\_  
 Date

Bank of America Business Card  
Credit Card Charges

# November 2021 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
10/11/2021	Microsoft	N/A	Microsoft Support Online Support	499.99	200.0-6112-2.0-000-90	Yes
11/1/2021	Best Buy	N/A	Sony Camera Lens for IT Communication Specialist	269.92	200.6112-2.0-000-90	Yes
10/13/2021	Microsoft	N/A	Refund for Microsoft Support Online Support	-499.99	200.0-6112-2.0-000-90	No
			<b>Total</b>	<b>\$ 769.91</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: \_\_\_\_\_

Bank of America Business Card  
Credit Card Charges

# November 2021 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
10/09/21	MAILCHIMP	NO	Mass Text Subscription (IT)	\$51.99	200.0-6130-2.0-000.90	YES
10/13/21	Cal CAPA Registration	No	Conference registration	\$75.00	200.0-6742-2.0.000.90	Yes
10/14/21	Door Dash	No	Board of Directors Meeting October 2021	\$277.59	200.0-6121-2.0-000.90	YES
10/19/21	Springhill Suites Sacramento	No	Hotel room for MM to attend the CCAP Orientation	\$165.48	200.0-6742-2.0-000.90	YES
10/23/21	GOPRINT.COM	No	Printing – Employee Climate	\$84.25	200.0-6130-2.0-000.90	YES
10/24/21	Amazon	No	Gimbal - Camera	\$540.17	200.0-6130-2.0-000.90	YES
			<b>Total</b>	<b>\$ 1194.48</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: November 10, 2021

**American Express  
Credit Card Charges**

# AUGUST 2021 Statement

Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	39406.87	Yes
Comcast	Net service	946.32	Yes
Community Playthings	Supplies for centers	8337.20	Yes
Discount School Supply	Supplies for centers	871.45	Yes
DS Water	Water/rental	1846.97	Yes
Ecolab	Dishwasher rental/repairs	104.32	Yes
Fedex	Postage	1894.15	Yes
HD Pro / Supply Works	Supplies for office/centers	12031.47	Yes
Lakeshore	Supplies for centers	18295.61	Yes
Matson Alarm	Alarm service	494.00	Yes
Shred it	Shredding service	0.00	Yes
Smart Care	Kitchen equipment repairs	2481.74	Yes
Verizon	Wireless devices	6075.50	Yes
Office Depot	Supplies for office/center	16767.70	Yes
	<b>TOTAL</b>	109553.30	08/28/20 LA



# Credit Card Charges AUGUST 2021

Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	868.23	
Home Depot	Supplies for centers	7727.58	
Wex Bank (Chevron)	Fuel	0.00	
Wex Bank (Valero)	Fuel	3374.58	
AUG STMT DATES			
LA			

11/21  
JDC

# Card Member Service

## Credit Card Charges

### COSTCO

#### August 03, 2021 Statement

Card Holder	Description	Amount	Card Amount
Mattie Mendez	Supplies for program	975.09	975.09
Maritza Gomez-Zaragoza	Food for centers	709.74	709.74
			0
		Total	1684.83

**American Express  
Credit Card Charges**

# SEPTEMBER 2021 Statement

Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	36445.62	Yes
Comcast	Net service	1066.19	Yes
Community Playthings	Supplies for centers	11092.27	Yes
Discount School Supply	Supplies for centers	0.00	Yes
DS Water	Water/rental	0.00	Yes
Ecolab	Dishwasher rental/repairs	208.64	Yes
Fedex	Postage	417.66	Yes
HD Pro / Supply Works	Supplies for office/centers	0.00	Yes
Lakeshore	Supplies for centers	0.00	Yes
Matson Alarm	Alarm service	0.00	Yes
Shred it	Shredding service	0.00	Yes
Smart Care	Kitchen equipment repairs	0.00	Yes
Verizon	Wireless devices	0.00	Yes
Office Depot	Supplies for office/center	0.00	Yes
	<b>TOTAL</b>	49230.38	09/28/20 LA

# Credit Card Charges SEPTEMBER 2021

Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	5221.18	
Home Depot	Supplies for centers	12471.16	
Wex Bank (Chevron)	Fuel	0.00	
Wex Bank (Valero)	Fuel	3099.63	
SEP STMT DATES			
LA			

11/21  
JDC

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing with Accounting Distribution from 8/01/2021 to 10/15/2021**  
**1-WestAmerica New AP Checking**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Account</u>	<u>Account Description</u>	<u>Distribution Amount</u>	<u>Check Amount</u>
0168991	9/03/2021	[06313] CAPITAL ONE-WALMART - Invoices , , ,	224.0-6140-2.0-000-60	CUSTODIAL SUPPLIES	677.64	868.23
			224.0-6143-2.0-000-60	FURNISHINGS	81.19	
			331.0-6130-3.3-031-00	PROGRAM SUPPLIES	77.03	
			331.0-6134-3.3-024-00	INSTRUCTIONAL SUPPLIES	32.37	
0169321	10/08/2021	[06313] CAPITAL ONE-WALMART - Invoices , , , , ,	224.0-6130-2.0-000-60	PROGRAM SUPPLIES	929.64	5,221.18
			321.0-6130-3.2-057-00	PROGRAM SUPPLIES	261.25	
			331.0-6122-3.3-028-39	KITCHEN SUPPLIES	188.53	
			331.0-6134-3.3-023-00	INSTRUCTIONAL SUPPLIES	130.89	
			831.0-6130-3.3-021-00	PROGRAM SUPPLIES	169.16	
			831.0-6130-3.3-023-00	PROGRAM SUPPLIES	538.86	
			831.0-6130-3.3-024-00	PROGRAM SUPPLIES	391.90	
			831.0-6130-3.3-026-00	PROGRAM SUPPLIES	342.91	
			831.0-6130-3.3-027-00	PROGRAM SUPPLIES	538.86	
			831.0-6130-3.3-028-00	PROGRAM SUPPLIES	798.43	
			831.0-6130-3.3-029-00	PROGRAM SUPPLIES	538.86	
			831.0-6130-3.3-030-00	PROGRAM SUPPLIES	391.89	
<b>Total Checks</b>					<b>6,089.41</b>	<b>6,089.41</b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing with Accounting Distribution from 8/01/2021 to 10/15/2021**  
**1-WestAmerica New AP Checking**

Check	Date	Vendor	Account	Account Description	Distribution Amount	Check Amount
0168877	8/20/2021	[06067] WEX BANK Valero Box 6293 - Invoices 49107, 49107, 49107, 49222, 49222, 49222, 49222, 49222, 49222, 49354, 49354, 49354, 49529, 50006, 50410, 50527, 50527	272.0-6610-2.0-000-00 311.0-6610-3.1-000-00 321.0-6610-3.2-000-00 331.0-6610-3.3-028-00 331.0-6610-3.3-031-00 337.0-6610-3.3-000-00 337.0-6610-3.3-031-00	GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL	39.01 340.68 122.34 40.00 447.48 49.76 81.07	1,120.34
0168878	8/20/2021	[06067] WEX BANK Valero Box 6293 - Invoices 50527, 50527, 50709, 50709, 50709, 51194, 51194, 51194, 51194, 51194, 51194, 51194, 51194, 51194, 51509, 51772, 52028	249.0-7210-2.0-000-00 272.0-6610-2.0-000-00 321.0-6610-3.2-000-39 331.0-6610-3.3-030-00 331.0-6610-3.3-031-00 500.0-6610-5.0-000-00 501.0-6610-5.0-000-00 501.0-7240-5.0-000-00 533.0-6610-5.0-000-00	TRANSPORTATION VOUCHERS GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL DIRECT BENEFITS GAS & OIL	27.40 40.00 126.00 26.64 95.05 0.38 205.43 70.00 104.62	695.52
0168879	8/20/2021	[06067] WEX BANK Valero Box 6293 - Invoices 52333, 52671, 52846, 53018, 53018, 53018, 53018, 53018, 53018, 53018, 53323, 53323, 53323, 53323, 53323, 53497	311.0-6610-3.1-000-00 311.0-6610-3.1-000-39 321.0-6610-3.2-000-00 331.0-6610-3.3-031-00 500.0-6610-5.0-000-00 501.0-6610-5.0-000-00 508.0-6610-5.0-000-00 533.0-6610-5.0-000-00	GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL	378.20 45.00 46.80 130.00 4.34 128.82 3.74 143.51	880.41
0168880	8/20/2021	[06067] WEX BANK Valero Box 6293 - Invoices 53620, 53620, 53620, 53885, 53885, 53885, 53885, 53968, 53968, 53968, 95028, 95028	311.0-6610-3.1-000-00 321.0-6610-3.2-000-00 321.0-6610-3.2-000-39 331.0-6610-3.3-000-00	GAS & OIL GAS & OIL GAS & OIL GAS & OIL	281.83 200.80 125.00 70.68	678.31
0169134	9/22/2021	[06067] WEX BANK Valero Box 6293 - Invoices , , , , 48802, 48802, 49107, 49222, 49222, 49222, 49222, 49222, 49222, 49222, 49222, 49222	311.0-6610-3.1-000-00 311.0-6610-3.1-000-39 321.0-6610-3.2-000-39 331.0-6610-3.3-028-00 331.0-6610-3.3-031-00 337.0-6610-3.3-031-00	GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL	250.00 50.00 35.00 117.01 759.42 40.00	1,251.43
0169135	9/22/2021	[06067] WEX BANK Valero Box 6293 - Invoices 50006, 50006, 50121, 50212, 50212, 50212, 50410, 50410, 50527, 50527, 50527, 50808, 51194, 51194, 51194, 51194	272.0-6610-2.0-000-00 311.0-6610-3.1-000-39 321.0-6610-3.2-000-00 331.0-6610-3.3-000-00 331.0-6610-3.3-024-00 501.0-6610-5.0-000-00 508.0-6610-5.0-000-00 533.0-6610-5.0-000-00	GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL	69.95 95.00 203.96 49.47 46.05 83.76 21.53 56.72	626.44

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing with Accounting Distribution from 8/01/2021 to 10/15/2021**  
**1-WestAmerica New AP Checking**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Account</u>	<u>Account Description</u>	<u>Distribution Amount</u>	<u>Check Amount</u>
0169136	9/22/2021	[06067] WEX BANK Valero Box 6293 - Invoices 51194, 51194, 51194, 51194, 51194, 51772, 52028, 52028, 52028, 52481, 52671, 52846, 53018, 53018, 53018, 53018, 53174	200.0-6610-2.0-000-90 311.0-6610-3.1-000-39 321.0-6610-3.2-000-00 331.0-6610-3.3-031-00 500.0-6610-5.0-000-00 501.0-6610-5.0-000-00 508.0-6610-5.0-000-00 533.0-6610-5.0-000-00	GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL GAS & OIL	30.00 93.06 70.00 188.17 14.93 167.21 2.59 180.90	746.86
0169137	9/22/2021	[06067] WEX BANK Valero Box 6293 - Invoices 53497, 53620, 53620, 53620, 53620, 53620, 53885, 53885, 53968, 53968, 53968, 73906108, 95028	311.0-6610-3.1-000-00 321.0-6610-3.2-000-00 321.0-6610-3.2-000-39 331.0-6610-3.3-031-00	GAS & OIL GAS & OIL GAS & OIL GAS & OIL	171.17 140.00 133.73 30.00	474.90
<b>Total Checks</b>					<b>6,474.21</b>	<b>6,474.21</b>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing with Accounting Distribution from 10/01/2021 to 10/29/2021**  
**1-WestAmerica New AP Checking**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>		<u>Account</u>	<u>Account Description</u>	<u>Distribution Amount</u>	<u>Check Amount</u>	
0169233	10/01/2021	[03372]	HOME DEPOT	PMT - Invoices , , , , , , , , , , ,	311.0-6432-3.1-000-00	BUILDING REPAIRS/	218.02	2,045.11
					311.0-6432-3.1-351-00	MAINTENANCE	38.27	
					321.0-6432-3.2-000-00	BUILDING REPAIRS/	164.51	
					331.0-6432-3.3-023-00	MAINTENANCE	300.53	
					331.0-6432-3.3-026-00	BUILDING REPAIRS/	227.60	
					331.0-6432-3.3-027-00	MAINTENANCE	428.98	
					331.0-6432-3.3-030-00	BUILDING REPAIRS/	271.73	
					331.0-6432-3.3-031-00	MAINTENANCE	202.61	
					426.0-6432-4.0-000-00	BUILDING REPAIRS/	192.86	
						MAINTENANCE		
						BUILDING REPAIRS/		
						MAINTENANCE		
						BUILDING REPAIRS/		
						MAINTENANCE		
0169234	10/01/2021	[03372]	HOME DEPOT	PMT - Invoices , , , , , , , , , , ,	200.0-6432-2.0-000-90	BUILDING REPAIRS/	168.45	2,855.58
					311.0-6432-3.1-000-00	MAINTENANCE	189.96	
					311.0-6432-3.1-004-00	BUILDING REPAIRS/	437.18	
					311.0-6432-3.1-007-00	MAINTENANCE	443.63	
					311.0-6432-3.1-009-00	BUILDING REPAIRS/	323.67	
					311.0-6432-3.1-351-00	MAINTENANCE	236.29	
					321.0-6432-3.2-000-00	BUILDING REPAIRS/	500.43	
					331.0-6432-3.3-024-00	MAINTENANCE	35.94	
					331.0-6432-3.3-026-00	BUILDING REPAIRS/	230.94	
					331.0-6432-3.3-030-00	MAINTENANCE	289.09	
						BUILDING REPAIRS/		
						MAINTENANCE		
						BUILDING REPAIRS/		
						MAINTENANCE		
						BUILDING REPAIRS/		
						MAINTENANCE		
						BUILDING REPAIRS/		
						MAINTENANCE		



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Check Listing with Accounting Distribution from 10/01/2021 to 10/29/2021**  
**1-WestAmerica New AP Checking**

<u>Check</u>	<u>Date</u>	<u>Vendor</u>		<u>Account</u>	<u>Account Description</u>	<u>Distribution Amount</u>	<u>Check Amount</u>
0169235	10/01/2021	[03372] HOME DEPOT .....	PMT - Invoices , , , , , , , , , , ,	200.0-6432-2.0-000-90	BUILDING REPAIRS/	535.60	2,826.89
				331.0-6130-3.3-023-00	MAINTENANCE	704.50	
				331.0-6130-3.3-030-00	PROGRAM SUPPLIES	1115.50	
				331.0-6432-3.3-023-00	PROGRAM SUPPLIES	116.90	
				331.0-6432-3.3-027-00	BUILDING REPAIRS/	107.28	
				331.0-6432-3.3-029-00	MAINTENANCE	72.69	
				331.0-6432-3.3-031-00	BUILDING REPAIRS/	53.95	
				401.0-6432-4.0-000-00	MAINTENANCE	120.47	
					BUILDING REPAIRS/		
					MAINTENANCE		
0169656	10/29/2021	[03372] HOME DEPOT .....	PMT - Invoices , , , , , , , , , , ,	200.0-6432-2.0-000-90	BUILDING REPAIRS/	311.73	6,782.84
				224.0-6143-2.0-000-60	MAINTENANCE	2227.76	
				311.0-6122-3.1-001-39	FURNISHINGS	49.22	
				311.0-6130-3.1-000-00	KITCHEN SUPPLIES	729.67	
				311.0-6432-3.1-000-00	PROGRAM SUPPLIES	180.86	
				311.0-6432-3.1-001-00	BUILDING REPAIRS/	35.86	
				321.0-6130-3.2-000-00	MAINTENANCE	790.48	
				321.0-6130-3.2-051-00	BUILDING REPAIRS/	535.10	
				321.0-6130-3.2-053-39	MAINTENANCE	410.27	
				321.0-6432-3.2-000-00	PROGRAM SUPPLIES	407.47	
				331.0-6432-3.3-024-00	PROGRAM SUPPLIES	178.98	
				331.0-6432-3.3-026-00	PROGRAM SUPPLIES	75.29	
				331.0-6432-3.3-027-00	BUILDING REPAIRS/	65.62	
				331.0-6432-3.3-030-00	MAINTENANCE	27.75	
				331.0-6432-3.3-031-00	BUILDING REPAIRS/	22.84	
				390.1-6122-3.9-008-00	MAINTENANCE	733.94	
					BUILDING REPAIRS/		
					MAINTENANCE		
					BUILDING REPAIRS/		
					MAINTENANCE		
					BUILDING REPAIRS/		
					MAINTENANCE		
					BUILDING REPAIRS/		
					MAINTENANCE		
					BUILDING REPAIRS/		
					MAINTENANCE		
					KITCHEN SUPPLIES		

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Check Listing with Accounting Distribution from 10/01/2021 to 10/29/2021

### 1-WestAmerica New AP Checking

Check	Date	Vendor	Account	Account Description	Distribution Amount	Check Amount
0169657	10/29/2021	[03372] HOME DEPOT .....	PMT - Invoices , , , , , , , , , 311.0-6130-3.1-004-00 311.0-6130-3.1-005-00 311.0-6432-3.1-000-00 321.0-6432-3.2-000-00 331.0-6432-3.3-021-00 331.0-6432-3.3-027-00 331.0-6432-3.3-029-00 331.0-6432-3.3-031-00	PROGRAM SUPPLIES PROGRAM SUPPLIES BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE	733.94 807.78 1271.92 150.95 56.64 22.75 206.91 1.76	3,252.65
0169658	10/29/2021	[03372] HOME DEPOT ...	PMT - Invoices , , , , , , , , , 224.0-6143-2.0-000-60 311.0-6432-3.1-000-00 321.0-6130-3.2-051-00 321.0-6432-3.2-000-00 331.0-6432-3.3-021-00 331.0-6432-3.3-023-00 331.0-6432-3.3-024-00 331.0-6432-3.3-026-00 331.0-6432-3.3-027-00 331.0-6432-3.3-029-00 331.0-6432-3.3-031-00	FURNISHINGS BUILDING REPAIRS/ MAINTENANCE PROGRAM SUPPLIES BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE BUILDING REPAIRS/ MAINTENANCE	1231.78 181.80 172.18 189.20 63.42 78.98 197.68 190.63 30.80 39.51 59.69	2,435.67
<b>Total Checks</b>					<b><u>20,198.74</u></b>	<b><u>20,198.74</u></b>



## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera/Mariposa Regional Head Start

**Months of Operation:**  
**August 2021 – May 2022**

**Reporting Month**  
**September 2021**

<b>Total Funded Enrollment</b>  <div style="font-size: 2em; font-weight: bold;">246</div>	<b>Current Enrollment:</b>  <div style="font-size: 2em; font-weight: bold;">154</div> <p>-----</p> <b>Cumulative Enrollment</b>  <div style="font-size: 2em; font-weight: bold;">145</div>	<b>Centers with Vacancies:</b> Chowchilla: 0 Cottonwood: 0    North Fork: 5 Eastside: 0        Oakhurst: 2 Fairmead: 0        Ruth Gonzales: 0 Mariposa: 0        Valley West: 1 Mis Tesoros: 1     Verdell: 1
<b>No. of Children on Waiting List Income Eligible: 56</b>  <b>No. of Children on Waiting List Over Income : 33</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 2em; font-weight: bold;">15</div> <small>Must be at least 10% of enrollment (↑26)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 1.5em; font-weight: bold;">11 (100-130%)</div> <div style="font-size: 1.5em; font-weight: bold;">8 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 26)</small>
<b>Average Monthly Attendance:</b> 72.4%		

### Madera Early Head Start

**Months of Operation:**  
**June 2021– May 2022**

**Reporting Month**  
**September 2021**

<b>Total Funded Enrollment</b>  <div style="font-size: 2em; font-weight: bold;">42</div>	<b>Current Enrollment:</b>  <div style="font-size: 2em; font-weight: bold;">41</div> <p>-----</p> <b>Cumulative Enrollment</b>  <div style="font-size: 2em; font-weight: bold;">62</div>	<b>Vacancies:</b>  <div style="font-size: 2em; font-weight: bold;">1</div>
<b>No. of Children on Waiting List Income Eligible: 7</b>  <b>No. of Children on Waiting List Over Income : 3</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 2em; font-weight: bold;">1</div> <small>Must be at least 10% of enrollment (↑5)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 1.5em; font-weight: bold;">4 (100-130%)</div> <div style="font-size: 1.5em; font-weight: bold;">4 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 4)</small>
<b>Average Home Visits</b> Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		

## IN-KIND MONTHLY SUMMARY REPORT

**Month**                      **September**                      **Year**                      **2021-22**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	37,300.00	33,090.13	48,372.67	81,462.80	(44,162.80)
A. Professional Services/Servicios Profesionales	-	0.00	1,785.00	1,785.00	(1,785.00)
B. Center Volunteers/Voluntarios en el Centro	27,922.00	33,090.13	46,587.67	79,677.80	(51,755.80)
C. Other/Policy Council/Otro/Comité de Póliza	9,378.00	0.00		-	9,378.00
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	2,561.00	0.00		-	2,561.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	237,466.00	59,479.65	19,826.55	79,306.20	158,159.80
Transportation/ Transportación	-	0.00		-	
<b>TOTAL IN-KIND</b>	<b>277,327.00</b>	<b>92,569.78</b>	<b>68,199.22</b>	<b>160,769.00</b>	<b>116,558.00</b>
<b>State Fund 319</b>	<b>\$761,724</b>	<b>0.00</b>		-	761,724.00
<b>Grand Total</b>	<b>1,039,051.00</b>	<b>92,569.78</b>	<b>68,199.22</b>	<b>160,769.00</b>	<b>878,282.00</b>

B. Contracted In-Kind                      \$ 160,769.00

C. Percent Y-T-D In-Kind                      15.47%

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

FREE MEALS	136		84
REDUCED	0		0
BASE	0		0
TOTAL	136		84

**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>	1,491	X	100.0000%	X	\$1.9700	=	\$2,937.27
	1,491	X	0.0000%	X	\$1.6700	=	\$0.00
	1,491	X	0.0000%	X	\$0.3300	=	\$0.00
<b>LUNCH:</b>	1,575	X	100.0000%	X	\$3.6600	=	\$5,764.50
	0	X	100.0000%	X	\$3.6600	=	\$0.00
	0	X	0.0000%	X	\$3.2600	=	\$0.00
	0	X	0.0000%	X	\$0.3500	=	\$0.00
<b>SUPPLEMENTS:</b>	0	X	100.0000%	X	\$1.0000	=	\$0.00
	0	X	100.0000%	X	\$1.0000	=	\$0.00
	0	X	0.0000%	X	\$0.5000	=	\$0.00
	0	X	0.0000%	X	\$0.0900	=	\$0.00

	<b>3,066</b>		
		TOTAL FEDERAL REIMBURSEMENT	\$8,701.77
<b>CASH IN LIEU:</b>		LUNCHES X \$0.2600	\$409.50
<b>TOTAL REIMBURSEMENT</b>			<b>\$9,111.27</b>

	Breakfast	Lunch	Snack	Total
RHS	480	1,575	-	2,055
CSPP	1,011	-	-	1,011
	1,491	1,575	-	3,066

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$6,710.10	\$1,991.67	\$8,701.77
CASH IN LIEU:	<u>\$409.50</u>	<u>\$0.00</u>	<u>\$409.50</u>
	<b>\$7,119.60</b>	<b>\$1,991.67</b>	<b>\$9,111.27</b>



## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera/Mariposa Regional Head Start

**Months of Operation:**  
**August 2021 – May 2022**

**Reporting Month**  
**October 2021**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">246</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">135</div> <p>-----</p> <b>Cumulative Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">161</div>	<b>Centers with Vacancies:</b> Chowchilla: 1 Cottonwood: 1      North Fork: 6 Eastside: 4         Oakhurst: 2 Fairmead: 0         Ruth Gonzales: 1 Mariposa: 0         Valley West: 5 Mis Tesoros: 2      Verdell: 0
<b>No. of Children on Waiting List Income Eligible: 52</b>  <b>No. of Children on Waiting List Over Income : 31</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">15</div> <small>Must be at least 10% of enrollment (↑26)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">13 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">11 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 26)</small>
<b>Average Monthly Attendance:</b> 81.82%		

### Madera Early Head Start

**Months of Operation:**  
**June 2021– May 2022**

**Reporting Month**  
**October 2021**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">42</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">40</div> <p>-----</p> <b>Cumulative Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">64</div>	<b>Vacancies:</b>  <div style="font-size: 24pt; font-weight: bold;">2</div>
<b>No. of Children on Waiting List Income Eligible: 7</b>  <b>No. of Children on Waiting List Over Income : 4</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">8</div> <small>Must be at least 10% of enrollment (↑5)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">4 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">3 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 4)</small>
<b>Average Home Visits</b> Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		

## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**October**

**Year**

**2021-22**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	37,300.00	81,475.80	35,404.88	116,880.68	(79,580.68)
A. Professional Services/Servicios Profesionales	-	1,785.00	1,828.50	3,613.50	(3,613.50)
B. Center Volunteers/Voluntarios en el Centro	27,922.00	79,690.80	33,576.38	113,267.18	(85,345.18)
C. Other/Policy Council/Otro/Comité de Póliza	9,378.00	0.00		-	9,378.00
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	2,561.00	0.00	372.00	372.00	2,189.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	237,466.00	79,306.20	19,826.55	99,132.75	138,333.25
Transportation/ Transportación	-	0.00		-	-
<b>REGIONAL TOTAL IN-KIND</b>	<b>277,327.00</b>	<b>160,782.00</b>	<b>55,603.43</b>	<b>216,385.43</b>	<b>60,941.57</b>
<b>STATE FUND 319</b>	<b>\$761,724</b>	<b>0.00</b>	<b>89,866.00</b>	<b>89,866.00</b>	
<b>Grand Total</b>	<b>1,039,051.00</b>	<b>160,782.00</b>	<b>145,469.43</b>	<b>306,251.43</b>	<b>60,941.57</b>

A. Regional YTD In-kind	Contract	Booked	Residual	
	277,327.00	\$ 216,385.43	60,941.57	
B. State YTD In-kind	761,724.00	89,866.00	671,858.00	
Total	1,039,051.00	\$ 306,251.43	\$ 732,799.57	

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

FREE MEALS	144		94
REDUCED	0		0
BASE	0		0
TOTAL	144		94

**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>	1,367	X	100.0000%	X	\$1.9700	=	\$2,692.99
	1,367	X	0.0000%	X	\$1.6700	=	\$0.00
	1,367	X	0.0000%	X	\$0.3300	=	\$0.00
<b>LUNCH:</b>	1,435	X	100.0000%	X	\$3.6600	=	\$5,252.10
	0	X	100.0000%	X	\$3.6600	=	\$0.00
	0	X	0.0000%	X	\$3.2600	=	\$0.00
	0	X	0.0000%	X	\$0.3500	=	\$0.00
<b>SUPPLEMENTS:</b>	0	X	100.0000%	X	\$1.0000	=	\$0.00
	0	X	100.0000%	X	\$1.0000	=	\$0.00
	0	X	0.0000%	X	\$0.5000	=	\$0.00
	0	X	0.0000%	X	\$0.0900	=	\$0.00

	<b>2,802</b>				
		<b>TOTAL FEDERAL REIMBURSEMENT</b>			<b>\$7,945.09</b>
<b>CASH IN LIEU:</b>		LUNCHES X \$0.2600			<b>\$373.10</b>
<b>TOTAL REIMBURSEMENT</b>					<b>\$8,318.19</b>

	Breakfast	Lunch	Snack	Total
RHS	322	1,435	-	1,757
CSPP	1,045	-	-	1,045
	1,367	1,435	-	2,802

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$5,886.44	\$2,058.65	\$7,945.09
CASH IN LIEU:	<u>\$373.10</u>	<u>\$0.00</u>	<u>\$373.10</u>
	<b>\$6,259.54</b>	<b>\$2,058.65</b>	<b>\$8,318.19</b>





## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera/Mariposa Regional Head Start

**Months of Operation:**  
**August 2021 – May 2022**

**Reporting Month**  
**September 2021**

<b>Total Funded Enrollment</b>  <div style="font-size: 2em; font-weight: bold;">246</div>	<b>Current Enrollment:</b>  <div style="font-size: 2em; font-weight: bold;">154</div> <p>-----</p> <b>Cumulative Enrollment</b>  <div style="font-size: 2em; font-weight: bold;">145</div>	<b>Centers with Vacancies:</b> Chowchilla: 0 Cottonwood: 0      North Fork: 5 Eastside: 0        Oakhurst: 2 Fairmead: 0        Ruth Gonzales: 0 Mariposa: 0        Valley West: 1 Mis Tesoros: 1     Verdell: 1
<b>No. of Children on Waiting List Income Eligible: 56</b>  <b>No. of Children on Waiting List Over Income : 33</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 2em; font-weight: bold;">15</div> <small>Must be at least 10% of enrollment (↑26)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 1.5em; font-weight: bold;">11 (100-130%)</div> <div style="font-size: 1.5em; font-weight: bold;">8 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 26)</small>
<b>Average Monthly Attendance:</b> 72.4%		

### Madera Early Head Start

**Months of Operation:**  
**June 2021– May 2022**

**Reporting Month**  
**September 2021**

<b>Total Funded Enrollment</b>  <div style="font-size: 2em; font-weight: bold;">42</div>	<b>Current Enrollment:</b>  <div style="font-size: 2em; font-weight: bold;">41</div> <p>-----</p> <b>Cumulative Enrollment</b>  <div style="font-size: 2em; font-weight: bold;">62</div>	<b>Vacancies:</b>  <div style="font-size: 2em; font-weight: bold;">1</div>
<b>No. of Children on Waiting List Income Eligible: 7</b>  <b>No. of Children on Waiting List Over Income : 3</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 2em; font-weight: bold;">1</div> <small>Must be at least 10% of enrollment (↑5)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 1.5em; font-weight: bold;">4 (100-130%)</div> <div style="font-size: 1.5em; font-weight: bold;">4 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 4)</small>
<b>Average Home Visits</b> Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		

## IN-KIND MONTHLY SUMMARY REPORT

**Month**                      **September**    **Year**                      **2021**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	154,655.00	23,018.24	14,489.68	37,507.92	117,147.08
A. Professional Services/Servicios Profesionales	-	0.00		-	-
B. Center Volunteers/Voluntarios en el Centro	154,655.00	23,018.24	14,489.68	37,507.92	117,147.08
C. Other/Policy Council/Otro/Comité de Póliza	-	0.00		-	-
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	801.00	0.00		-	801.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	-	0.00		-	-
Transportation/ Transportación	-	0.00		-	-
<b>TOTAL IN-KIND</b>	<b>155,456.00</b>	<b>23,018.24</b>	<b>14,489.68</b>	<b>37,507.92</b>	<b>117,948.08</b>
	<b>0.00</b>	<b>0.00</b>	-	-	-
<b>Grand Total</b>	<b>155,456.00</b>	<b>23,018.24</b>	<b>14,489.68</b>	<b>37,507.92</b>	<b>117,948.08</b>

B. Contracted In-Kind                      \$ 37,507.92

C. Percent Y-T-D In-Kind                      24.13%



## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera/Mariposa Regional Head Start

**Months of Operation:**  
**August 2021 – May 2022**

**Reporting Month**  
**October 2021**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">246</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">135</div> <p>-----</p> <b>Cumulative Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">161</div>	<b>Centers with Vacancies:</b> Chowchilla: 1 Cottonwood: 1      North Fork: 6 Eastside: 4         Oakhurst: 2 Fairmead: 0         Ruth Gonzales: 1 Mariposa: 0         Valley West: 5 Mis Tesoros: 2      Verdell: 0
<b>No. of Children on Waiting List Income Eligible: 52</b>  <b>No. of Children on Waiting List Over Income : 31</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">15</div> <small>Must be at least 10% of enrollment (↑26)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">13 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">11 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 26)</small>
<b>Average Monthly Attendance:</b> 81.82%		

### Madera Early Head Start

**Months of Operation:**  
**June 2021– May 2022**

**Reporting Month**  
**October 2021**

<b>Total Funded Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">42</div>	<b>Current Enrollment:</b>  <div style="font-size: 24pt; font-weight: bold;">40</div> <p>-----</p> <b>Cumulative Enrollment</b>  <div style="font-size: 24pt; font-weight: bold;">64</div>	<b>Vacancies:</b>  <div style="font-size: 24pt; font-weight: bold;">2</div>
<b>No. of Children on Waiting List Income Eligible: 7</b>  <b>No. of Children on Waiting List Over Income : 4</b>	<b>No. of Children with Disabilities:</b>  <div style="font-size: 24pt; font-weight: bold;">8</div> <small>Must be at least 10% of enrollment (↑5)</small>	<b>No. of Over Income Families:</b>  <div style="font-size: 24pt; font-weight: bold;">4 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">3 (O/I)</div>  <small>Must be less than 10% of enrollment (↓ 4)</small>
<b>Average Home Visits</b> Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		

## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**October**

**Year**

**2021**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
<b>NON-FEDERAL CASH</b>					
Volunteer Services/Servicios Voluntarios	<b>154,655.00</b>	<b>37,610.92</b>	-	<b>37,610.92</b>	117,044.08
A. Professional Services/Servicios Profesionales	-	<b>0.00</b>		-	-
B. Center Volunteers/Voluntarios en el Centro	<b>154,655.00</b>	<b>37,610.92</b>		37,610.92	117,044.08
C. Other/Policy Council/Otro/Comité de Póliza	-	<b>0.00</b>		-	-
Donated Food/Comida Donada	-	<b>0.00</b>		-	-
Donated Supplies/Materiales Donado	<b>801.00</b>	<b>0.00</b>		-	801.00
Donated Equipment	-	<b>0.00</b>		-	-
Donated Bus Storage	-	<b>0.00</b>		-	-
Donated Space/Sitio Donado	-	<b>0.00</b>		-	-
Transportation/ Transportación	-	<b>0.00</b>		-	-
<b>TOTAL IN-KIND</b>	<b>155,456.00</b>	<b>37,610.92</b>	-	<b>37,610.92</b>	117,845.08
<b>Grand Total</b>	<b>155,456.00</b>	<b>37,610.92</b>	-	<b>37,610.92</b>	<b>117,845.08</b>

B. Contracted In-Kind

\$ 37,610.92

C. Percent Y-T-D In-Kind

24.19%



## MADERA HEAD START MONTHLY ENROLLMENT REPORT

### Madera Migrant/Seasonal Head Start

**Months of Operation:**

**May 2021 – February 2022**

**Reporting Month**

**September 2021**

<b>Total Funded Enrollment</b>  <b>579</b>	<b>Current Enrollment:</b> <b>140</b> <hr style="border-top: 1px dashed black;"/> <b>Cumulative Enrollment:</b> <b>285</b>	<b>Centers with Vacancies:</b> Eastin Arcola 13      Mis Angelitos 8 Sierra Vista 4 Pomona 11 Los Niño's 2
<b>No. of Children on Waiting List</b>  <b>44</b>	<b>No. of Children with Disabilities:</b>  <b>33</b>  Must be at least 10% of enrollment (↑58)	<b>No. of Over Income Families:</b>  <b>16 (100-130%)</b> <b>22 (O/I)</b>  Must be less than 10% of enrollment (↓ 58)
<b>Average Monthly Attendance: 88.20%</b>		

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

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

**MIGRANT AND SEASONAL HEAD START 2021-2022 MIGRANTE/TEMPORAL HEAD START 2021-2022**  
**Month-Year SEPTEMBER 2021/ Mes-Año SEPTIEMBRE 2021**

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	238,563.00	148,816.70	81,472.35	230,289.05	8,273.95
A. Professional Services/Servicios Profesionales	0.00	0.00	350.00	350.00	(350.00)
B. Center Volunteers/Voluntarios en el Centro	238,563.00	143,314.21	81,122.35	224,436.56	14,126.44
Other/Policy Council/Otro/Comité de Póliza	0.00	5,502.49	0.00	5,502.49	(5,502.49)
State Collaboration/Colaboracion de Estado	933,229.00	414,261.10	0.00	414,261.10	518,967.90
Donated Supplies/Materiales Donanos	1,000.00	0.00	0.00	0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	125,132.00	62,565.96	10,427.66	72,993.62	52,138.38
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
<b>TOTAL IN-KIND/TOTAL DE IN KIND</b>	<b>1,297,924.00</b>	<b>625,643.76</b>	<b>91,900.01</b>	<b>717,543.77</b>	<b>580,380.23</b>

A. Y-T-D In-Kind / In-Kind asta ahora	717,543.77
B. Contracted In-Kind/ In-kind Contratado	1,297,924.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	55.28%

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

FREE MEALS	147	53
REDUCED	0	0
BASE	<u>0</u>	<u>0</u>
TOTAL	<u>147</u>	<u>53</u>

**PERCENTAGES:**

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

MEAL	#		%		RATE	=	
<b>BREAKFAST:</b>	2,196	X	100.0000%	X	\$1.9700	=	\$4,326.12
		X	0.0000%	X	\$1.6700	=	\$0.00
		X	0.0000%	X	\$0.3300	=	\$0.00
<b>LUNCH:</b>	1,023 861	X	100.0000%	X	\$3.6600	=	\$3,744.18
		X	100.0000%	X	\$3.6600	=	\$3,151.26
		X	0.0000%	X	\$3.2600	=	\$0.00
		X	0.0000%	X	\$0.3500	=	\$0.00
<b>SUPPLEMENTS:</b>	1,128 765	X	100.0000%	X	\$1.0000	=	\$1,128.00
		X	100.0000%	X	\$1.0000	=	\$765.00
		X	0.0000%	X	\$0.5000	=	\$0.00
		X	0.0000%	X	\$0.0900	=	\$0.00

5,973  
TOTAL FEDERAL REIMBURSEMENT \$13,114.56

CASH IN LIEU: LUNCHES X \$0.2600 \$489.84

**TOTAL REIMBURSEMENT **\$13,604.40****

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	861	765	1,626
MMHS-MADERA MIGRANT HEAD START	<u>2,196</u>	<u>1,023</u>	<u>1,128</u>	<u>4,347</u>
	<u>2,196</u>	<u>1,884</u>	<u>1,893</u>	<u>5,973</u>

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$9,198.30	\$3,916.26	\$13,114.56
CASH IN LIEU:	<u>\$265.98</u>	<u>\$223.86</u>	<u>\$489.84</u>
	\$9,464.28	\$4,140.12	\$13,604.40

## September 2021 Report for CAPMC

CHILD/FAMILY INFORMATION		MHS	THRESHOLD	
			MHS	**
ENROLLMENT	# Funded Slots	579	NA	
	End of Month Enrollment %	49.2%	100.0%	A
	# Cumulative Families	214	NA	
PIR AGE GROUP	Under 1 Year			
	1 Year Old			
	2 Years Old			
	3 Years Old			
	4 Years Old			
MOBILITY & RE-ENROLLMENT	Children Enrolled < 45 Days	9.2%	5.5%	B
	Children Who Left Program & Did Not Re-Enroll	28.9%	22.2%	B
	Children Enrolled 2+ Years	73.2%	59.5%	B
CHILD HEALTH	Child Up-To-Date with Preventative Health Care (EPSDT)	98.9%	100.0%	C
	Children Needing Medical Treatment	9.3%	12.7%	B
	Children Receiving Medical Treatment	100.0%	98.4%	B
	Child Up-To-Date with Immunizations or meet state guidelines for exemption	100.0%	99.8%	B
DENTAL SERVICES	Children with Access to Dental Services	99.6%	93.7%	B
	Children who completed a professional dental exam	77.0%	89.8%	B
	Of those who completed exam, children who were diagnosed with needing treatment	10.9%	28.3%	B
	Of those who need dental treatment, children who received treatment	100.0%	88.2%	B
HOUSEHOLD PRIMARY LANGUAGE	Spanish			
	English			
	Centra/South American or Mexican Languages			
	Other			
HOUSEHOLD ETHNICITY	Hispanic			
	Non-Hispanic			
FAMILY COMPOSITION	Single Parent			
	Two Parents			
FAMILY EDUCATION	High School Graduate/GED or Less	85.0%	NA	
PRIMARY ELIGIBILITY TYPE	Receive Public Assistance	3.5%	NA	
	Homeless Child	0.0%	NA	
	Foster Child	0.0%	NA	
FAMILY SERVICES	Social Service Referrals - Expressed Interest	NA	NA	
	Social Service Referrals - Services Received	43.5%	69.1%	B
	Homeless Families	0.0%	NA	
	Homeless Families - Acquired Housing	NA	12.3%	B
FOOD ASSISTANCE	Families Participating in WIC	97.7%	NA	
	Families Participating in SNAP (Food Stamps)	88.3%	NA	

STAFF QUALIFICATIONS		MHS	THRESHOLD	
			MHS	**
CLASSROOM PRESCHOOL ASSISTANT TEACHERS	# Classroom Preschool Assistant Teachers	10	NA	
	Classroom Preschool Assistant Teachers who meet minimum education requirements: CDA/equivalent or higher, or are enrolled in a CDE or ECE degree program	100.0%	100.0%	A
CLASSROOM PRESCHOOL TEACHERS	# Classroom Preschool Teachers	18	NA	
	Classroom Preschool Teachers who meet minimum education requirements: AA degree or higher	100.0%	100.0%	A
	Classroom Preschool Teachers with a BA or higher	27.8%	32.0%	B
CLASSROOM INFANT & TODDLER TEACHERS	# Classroom Infant/Toddler Teachers	12	NA	
	Classroom Infant/Toddler Teachers who meet minimum education requirements: CDA/equivalent or higher	100.0%	100.0%	A

\*\* Threshold Source Key:

A = Head Start Regulation

B = State PIR Indicator 2018-19

C = Region 12 Specialist

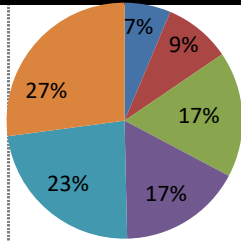
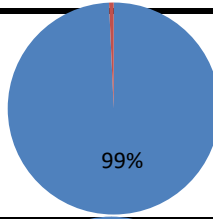
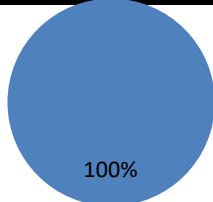
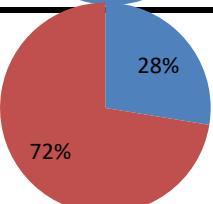
Source: PIR for agency & date as indicated

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

Pink shaded cells indicate program does not meet identified threshold



## septiembre 2021 reporte para CAPMC

Información Niño/Familia		MHS	LIMITE	
			MHS	**
INSCRIPCIÓN	# Espacios Financiados	579	NA	
	Inscripción al Final del Mes %	49.2%	100.0%	A
	# Familias Acumuladas	214	NA	
EDAD DEL GRUPO PIR	Menor de 1 Año			
	1 Año de Edad			
	2 Años de Edad			
	3 Años de Edad			
	4 Años de Edad			
	5 Años de Edad			
MOVILIDAD Y REINSCRITO	Niños Inscritos < 45 Días	9.2%	5.5%	B
	Niños Que Dejaron el Prog y No Se Reinscribieron	28.9%	22.2%	B
	Niños Inscritos 2 + Años	73.2%	59.5%	B
SALUD DEL NIÑO	El Niño Está al Día Con el Cuidado de Salud Preventivo	98.9%	100.0%	C
	Niños que Necesita Tratamiento Médico	9.3%	12.7%	B
	Niños Recibiendo Tratamiento Médico	100.0%	98.4%	B
	Niño al Día con las Vecunas o Cumplecon las Directrices del Estado Para Exención	100.0%	99.8%	B
SERVICIOS DENTALES	Niños con Acceso a Servicios Dentales	99.6%	93.7%	B
	Niños que Completaron Exámenes Dentales Profesional	77.0%	89.8%	B
	De los que Completaron un Exámen, Niños Diagnosticados que Necesitan Tratamiento	10.9%	28.3%	B
	De los que Completaron un Exámen, Niños que Recibieron Tratamiento	100.0%	88.2%	B
LENGUAJE PRIMARIO EN EL HOGAR	Español			
	Inglés			
	Central/Sur Americano o Lenguajes Mexicanos			
	Otro			
ORIGEN ÉTNICO	Hispano			
	No Hispano			
COMPOSICIÓN FAMILIAR	Padre Soltero			
	Dos Padres			
EDUCACIÓN FAMILIAR	Graduado de High School/GED o Menos	85.0%	NA	
ELIGIBILIDAD FAMILIAR	Recibe Asistencia Pública	3.5%	NA	
	Desamparado	0.0%	NA	
	Foster	0.0%	NA	
SERVICIOS FAMILIARES	Referencia a Servicios Sociales - Expresó interés	NA	NA	
	Referencia a Servicios Sociales - Recibio Servicios	43.5%	69.1%	B
	Familias Desamparadas	0.0%	NA	
	Familias Desamparadas - Adquiriendo Vivienda	NA	12.3%	B
ASISTENCIA DEL ALIMENTOS	Familias Participando en WIC	97.7%	NA	
	Familias Participando con SNAP	88.3%	NA	

Calificación del Personal		MHS	THRESHOLD	
			MHS	**
Asistentes de Maestra de la Clase Prescolar	# Asistentes de Maestra de la Clase Prescolar	10	NA	
	Asistentes de Maestra de la Clase Prescolar que llenan los requisitos mínimo de educación: CDA/equivalente o mas alto, o estan registradas en un programa de CDE o ECE.	100.0%	100.0%	A
Maestras de la Clase Prescolar	# Maestras de la Clase Prescolar	18	NA	
	Maestras de la Clase Prescolar que llenan los requisitos de educación: Grado AA o mas alto	100.0%	100.0%	A
	Maestras de la Clase Prescolar con BA o mas alto	27.8%	32.0%	B
Maestras de la Clase de Infantes/Medanos	# Maestras de la Clase de Infantes/Medanos	12	NA	
	Maestras de la Clase de Infantes/Medanos que llenan los requisitos de educación: CDA/equivalente o mas alto	100.0%	100.0%	A

\*\*La clave fuente original

Recurso: PIR de la agencia & fecha como indicado

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

A = Regalamento Head Start

B = Indicador el PIR 2018-19

C = Especialista Region 12



## Madera Migrant/Seasonal Head Start

**Months of Operation:**

**March 2021 – February 2022**

**Reporting Month**

**October 2021**

<b>Total Funded Enrollment</b>  <b>579</b>	<b>Current Enrollment:</b> <b>141</b> ----- --- <b>Cumulative Enrollment:</b> <b>289</b>	<b>Centers with Vacancies:</b> Eastin Arcola 15      Mis Angelitos 8 Sierra Vista 1 Pomona 12 Los Niño's 1
<b>No. of Children on Waiting List</b>  <b>51</b>	<b>No. of Children with Disabilities:</b>  <b>21</b>  Must be at least 10% of enrollment (↑58)	<b>No. of Over Income Families:</b>  <b>20 (100-130%)</b> <b>15 (O/I)</b>  Must be less than 10% of enrollment (↓58)
<b>Average Monthly Attendance: 89.72%</b>		

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

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

**MIGRANT AND SEASONAL HEAD START 2021-2022 MIGRANTE/TEMPORAL HEAD START 2021-2022**  
**Month-Year OCTOBER 2021/ Mes-Año OCTUBRE 2021**

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	238,563.00	225,004.35	35,775.81	260,780.16	(22,217.16)
A. Professional Services/Servicios Profesionales	0.00	350.00	1,785.00	2,135.00	(2,135.00)
B. Center Volunteers/Voluntarios en el Centro	238,563.00	219,151.86	33,990.81	253,142.67	(14,579.67)
Other/Policy Council/Otro/Comité de Póliza	0.00	5,502.49	0.00	5,502.49	(5,502.49)
State Collaboration/Colaboracion de Estado	933,229.00	414,261.10	0.00	414,261.10	518,967.90
Donated Supplies/Materiales Donanos	1,000.00	0.00	0.00	0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	125,132.00	72,993.62	10,427.66	83,421.28	41,710.72
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
<b>TOTAL IN-KIND/TOTAL DE IN KIND</b>	<b>1,297,924.00</b>	<b>712,259.07</b>	<b>46,203.47</b>	<b>758,462.54</b>	<b>539,461.46</b>

A. Y-T-D In-Kind / In-Kind asta ahora	758,462.54
B. Contracted In-Kind/ In-kind Contratado	1,297,924.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	58.44%

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

FREE MEALS	145		54
REDUCED	0		0
BASE	0		0
TOTAL	145		54

**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>	1,814	X	100.0000%	X	\$1.9700	=	\$3,573.58
		X	0.0000%	X	\$1.6700	=	\$0.00
		X	0.0000%	X	\$0.3300	=	\$0.00
<b>LUNCH:</b>	1,309	X	100.0000%	X	\$3.6600	=	\$4,790.94
		X	100.0000%	X	\$3.6600	=	\$2,938.98
	803	X	0.0000%	X	\$3.2600	=	\$0.00
		X	0.0000%	X	\$0.3500	=	\$0.00
<b>SUPPLEMENTS:</b>	1,089	X	100.0000%	X	\$1.0000	=	\$1,089.00
		X	100.0000%	X	\$1.0000	=	\$696.00
	696	X	0.0000%	X	\$0.5000	=	\$0.00
		X	0.0000%	X	\$0.0900	=	\$0.00

5,711  
**TOTAL FEDERAL REIMBURSEMENT** \$13,088.50

**CASH IN LIEU:** LUNCHES X \$0.2600 \$549.12

**TOTAL REIMBURSEMENT** \$13,637.62

	Breakfast	Lunch	Snack	Total
<b>CMIG-MADERA MIGRANT PRESCHOOL</b>	-	803	696	1,499
<b>MMHS-MADERA MIGRANT HEAD START</b>	1,814	1,309	1,089	4,212
	1,814	2,112	1,785	5,711

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$9,453.52	\$3,634.98	\$13,088.50
CASH IN LIEU:	\$340.34	\$208.78	\$549.12
	\$9,793.86	\$3,843.76	\$13,637.62

## October 2021 Report for CAPMC

CHILD/FAMILY INFORMATION		MHS	THRESHOLD	
			MHS	**
ENROLLMENT	# Funded Slots	579	NA	
	End of Month Enrollment %	49.9%	100.0%	A
	# Cumulative Families	217	NA	
PIR AGE GROUP	Under 1 Year			
	1 Year Old			
	2 Years Old			
	3 Years Old			
	4 Years Old			
MOBILITY & RE-ENROLLMENT	Children Enrolled < 45 Days	9.7%	5.5%	B
	Children Who Left Program & Did Not Re-Enroll	29.4%	22.2%	B
	Children Enrolled 2+ Years	72.7%	59.5%	B
CHILD HEALTH	Child Up-To-Date with Preventative Health Care (EPSDT)	98.3%	100.0%	C
	Children Needing Medical Treatment	9.2%	12.7%	B
	Children Receiving Medical Treatment	100.0%	98.4%	B
	Child Up-To-Date with Immunizations or meet state guidelines for exemption	100.0%	99.8%	B
DENTAL SERVICES	Children with Access to Dental Services	99.0%	93.7%	B
	Children who completed a professional dental exam	82.4%	89.8%	B
	Of those who completed exam, children who were diagnosed with needing treatment	12.6%	28.3%	B
	Of those who need dental treatment, children who received treatment	95.0%	88.2%	B
HOUSEHOLD PRIMARY LANGUAGE	Spanish			
	English			
	Centra/South American or Mexican Languages			
	Other			
HOUSEHOLD ETHNICITY	Hispanic			
	Non-Hispanic			
FAMILY COMPOSITION	Single Parent			
	Two Parents			
FAMILY EDUCATION	High School Graduate/GED or Less	85.3%	NA	
PRIMARY ELIGIBILITY TYPE	Receive Public Assistance	3.5%	NA	
	Homeless Child	0.0%	NA	
	Foster Child	0.0%	NA	
FAMILY SERVICES	Social Service Referrals - Expressed Interest	NA	NA	
	Social Service Referrals - Services Received	61.3%	69.1%	B
	Homeless Families	0.0%	NA	
	Homeless Families - Acquired Housing	NA	12.3%	B
FOOD ASSISTANCE	Families Participating in WIC	97.2%	NA	
	Families Participating in SNAP (Food Stamps)	88.0%	NA	

STAFF QUALIFICATIONS		MHS	THRESHOLD	
			MHS	**
CLASSROOM PRESCHOOL ASSISTANT TEACHERS	# Classroom Preschool Assistant Teachers	9	NA	
	Classroom Preschool Assistant Teachers who meet minimum education requirements: CDA/equivalent or higher, or are enrolled in a CDE or ECE degree program	100.0%	100.0%	A
CLASSROOM PRESCHOOL TEACHERS	# Classroom Preschool Teachers	14	NA	
	Classroom Preschool Teachers who meet minimum education requirements: AA degree or higher	100.0%	100.0%	A
	Classroom Preschool Teachers with a BA or higher	28.6%	32.0%	B
CLASSROOM INFANT & TODDLER TEACHERS	# Classroom Infant/Toddler Teachers	11	NA	
	Classroom Infant/Toddler Teachers who meet minimum education requirements: CDA/equivalent or higher	100.0%	100.0%	A

\*\* Threshold Source Key:

Source: PIR for agency & date as indicated

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

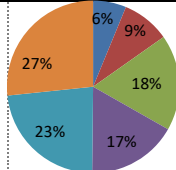
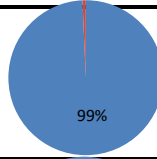
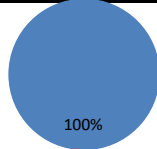
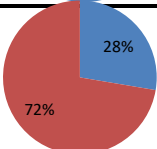
Pink shaded cells indicate program does not meet identified threshold

A = Head Start Regulation

B = State PIR Indicator 2018-19

C = Region 12 Specialist

### octubre 2021 reporte para CAPMC

Informacion Niño/Familia		MHS	LIMITE	
			MHS	**
INSCRIPCIÓN	# Espacios Financiadas	579	NA	
	Inscripción al Final del Mes %	49.9%	100.0%	A
	# Familias Acumuladas	217	NA	
EDAD DEL GRUPO PIR	Menor de 1 Año			
	1 Año de Edad			
	2 Años de Edad			
	3 Años de Edad			
	4 Años de Edad			
MOVILIDAD Y REINSCRITO	Niños Inscritos < 45 Días	9.7%	5.5%	B
	Niños Que Dejaron el Prog y No Se Reinscribieron	29.4%	22.2%	B
	Niños Inscritos 2 + Años	72.7%	59.5%	B
SALUD DEL NIÑO	El Niño Está al Día Con el Cuidado de Salud Preventivo	98.3%	100.0%	C
	Niños que Necesita Tratamiento Médico	9.2%	12.7%	B
	Niños Recibiendo Tratamiento Médico	100.0%	98.4%	B
	Niño al Día con las Vecunas o Cumplecon las Directrices del Estado Para Exención	100.0%	99.8%	B
SERVICIOS DENTALES	Niños con Acceso a Servicios Dentales	99.0%	93.7%	B
	Niños que Completaron Exámenes Dentales Profesional	82.4%	89.8%	B
	De los que Completaron un Exámen, Niños Diagnósticados que Necesitan Tratamiento	12.6%	28.3%	B
	De los que Completaron un Exámen, Niños que Recibieron Tratamiento	95.0%	88.2%	B
LENGUAJE PRIMARIO EN EL HOGAR	Español			
	Ingles			
	Central/Sur Americano o Lenjuajes Mexicanos			
	Otro			
ORIGEN ÉTNICO	Hispano			
	No Hispano			
COMPOSICIÓN FAMILIAR	Padre Soltero			
	Dos Padres			
EDUCACIÓN FAMILIAR	Graduado de High School/GED o Menos	85.3%	NA	
ELIGIBILIDAD FAMILIAR	Recibe Asistencia Pública	3.5%	NA	
	Desamparado	0.0%	NA	
	Foster	0.0%	NA	
SERVICIOS FAMILIARES	Referencia a Servicios Sociales - Expresó interés	NA	NA	
	Referencia a Servicios Sociales - Recibio Servicios	61.3%	69.1%	B
	Familias Desamparadas	0.0%	NA	
	Familias Desamparadas - Adquiriendo Vivienda	NA	12.3%	B
ASISTENCIA DEL ALIMENTOS	Familias Participando en WIC	97.2%	NA	
	Familias Participando con SNAP	88.0%	NA	

Calificacion del PerCalificacion del Personal		MHS	THRESHOLD	
			MHS	**
Asistentes de Maestra de la Clase Prescolar	# Asistentes de Maestra de la Clase Prescolar	9	NA	
	Asistentes de Maestra de la Clase Prescolar que llenan los requisitos minimo de educacion: CDA/equivalente o mas alto, o estan registradas en un programa de CDE o ECE.	100.0%	100.0%	A
Maestras de la Clase Prescolar	# Maestras de la Clase Prescolar	14	NA	
	Maestras de la Clase Prescolar que llenan los requisitos de educacion: Grado AA o mas alto	100.0%	100.0%	A
	Maestras de la Clase Prescolar con BA o mas alto	28.6%	32.0%	B
Maestras de la Clase de Infantes/Mediano	# Maestras de la Clase de Infantes/Mediano	11	NA	
	Maestras de la Clase de Infantes/Mediano que llenan los requisitos de educacion: CDA/equivalente o mas alto	100.0%	100.0%	A

\*\*La clave fuente original

Recurso: PIR de la agencia & fecha como indicado

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

A = Regalamento Head Start

B = Indicador el PIR 2018-19

C = Especialista Region 12



## ENROLLMENT REPORT

### Fresno Migrant/Seasonal Head Start

**Months of Operation:**  
**September 2021 – August 2022**

**Reporting Month**  
**September 2021**

<b>Total Funded Enrollment</b>  <b>469</b>	<b>Current Enrollment:</b> <b>141</b> ----- <b>Cumulative Enrollment:</b> <b>151</b>	<b>Centers with Vacancies:</b> Biola – 5                      Casa Castellanos - 8 Firebaugh – 9                Inez C. Rodriguez - 13 Five Points – 7               Selma - 5 Mendota – 3 Orange Cove – 10
<b>No. of Children on Waiting List</b>  <b>9</b>	<b>No. of Children with Disabilities:</b>  <b>11</b>  Must be at least 10% of enrollment (↑52)	<b>No. of Over Income Families:</b> <b>37 (100-13% O/I)</b> <b>7 (O/I)</b>  Must be less than 10% of enrollment (↓ 46)
<b>Average Monthly Attendance: 77.22%</b>		

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

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

**Month****September****Year****2021**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	560,230.00	0.00	41,295.75	41,295.75	(518,934.25)
A. Professional Services	0.00	0.00		0.00	0.00
B. Center Volunteers	560,230.00	0.00	40,911.12	40,911.12	(519,318.88)
C. Policy Concl/Committee		0.00	384.63	384.63	384.63
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	1,530.00	0.00		0.00	(1,530.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - SPACE	0.00	0.00		0.00	0.00
DONATED - RENT	83,944.00	0.00	14,907.75	14,907.75	(69,036.25)
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	645,704.00	0.00	56,203.50	56,203.50	(589,500.50)

C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
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Grand Total	645,704.00	0.00	56,203.50	56,203.50	(589,500.50)
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A. Y-T-D In-Kind 56,203.50

B. Contracted In-Kind 645,704.00C. Percent Y-T-D In-Kind 8.70%



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

FREE MEALS		151	
REDUCED		-	
BASE		-	
TOTAL		151	

**PERCENTAGES:**

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

MEAL	#		%		RATE		
<b>BREAKFAST:</b>	1,849	X	100.0000%	X	\$1.9700	=	\$3,642.53
<b>LUNCH:</b>	1,800	X	100.0000%	X	\$3.6600	=	\$6,588.00
<b>SUPPLEMENTS:</b>	1,657	X	100.0000%	X	\$1.0000	=	\$1,657.00
<b>Total Meals</b>	5,306						
<b>TOTAL FEDERAL REIMBURSEMENT</b>							<b>\$11,887.53</b>
<b>CASH IN LIEU:</b>	LUNCHES	X	\$0.2600				<b>\$468.00</b>
<b>TOTAL REIMBURSEMENT</b>							<b>\$12,355.53</b>



## ENROLLMENT REPORT

### Fresno Migrant/Seasonal Head Start

**Months of Operation:**  
**September 2021 – August 2022**

**Reporting Month**  
**October 2021**

<b>Total Funded Enrollment</b>  <b>469</b>	<b>Current Enrollment:</b> <b>135</b> ----- <b>Cumulative Enrollment:</b> <b>155</b>	<b>Centers with Vacancies:</b> Biola – 5                      Casa Castellanos - 7 Firebaugh – 9                Inez C. Rodriguez - 15 Five Points – 7               Selma - 6 Mendota – 5 Orange Cove – 9
<b>No. of Children on Waiting List</b>  <b>7</b>	<b>No. of Children with Disabilities:</b>  <b>11</b>  Must be at least 10% of enrollment (↑52)	<b>No. of Over Income Families:</b> <b>35 (100-13% O/I)</b> <b>7 (O/I)</b>  Must be less than 10% of enrollment (↓ 46)
<b>Average Monthly Attendance: 70.47%</b>		

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

## IN-KIND MONTHLY SUMMARY REPORT

**Month**

**October**

**Year**

**2021**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	<b>560,230.00</b>	41,423.60	64,403.63	105,827.23	(454,402.77)
A. Professional Services	<b>0.00</b>	0.00		0.00	0.00
B. Center Volunteers	<b>560,230.00</b>	41,038.97	<b>63,831.57</b>	104,870.54	(455,359.46)
C. Policy Concil/Committee	<b>0.00</b>	384.63	<b>572.06</b>	956.69	956.69
OTHER - FOOD DONATION	<b>0.00</b>	0.00		0.00	0.00
DONATED SUPPLIES	<b>1,530.00</b>	0.00		0.00	(1,530.00)
DONATED EQUIPMENT	<b>0.00</b>	0.00		0.00	0.00
DONATED - BUS STORAGE	<b>0.00</b>	0.00		0.00	0.00
DONATED SPACE	<b>83,944.00</b>	14,907.75	<b>14,907.75</b>	29,815.50	(54,128.50)
TRANSPORTATION	<b>0.00</b>	0.00		0.00	0.00
<b>TOTAL IN-KIND</b>	<b>645,704.00</b>	56,331.35	<b>79,311.38</b>	<b>135,642.73</b>	<b>(510,061.27)</b>
C. Salarie & FB (First 5)	<b>0.00</b>	0.00		0.00	0.00
<b>Grand Total</b>	<b>645,704.00</b>	<b>56,331.35</b>	<b>79,311.38</b>	<b>135,642.73</b>	<b>(510,061.27)</b>

A. Y-T-D In-Kind	135,642.73
B. Contracted In-Kind	<b>645,704.00</b>
C. Percent Y-T-D In-Kind	<u>21.01%</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY  
 FRESNO MIGRANT HEAD START FOOD PROGRAM  
 INCOME CALCULATIONS  
 October-2021**

FREE MEALS	146
REDUCED	-
BASE	-
TOTAL	146

**PERCENTAGES:**

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

MEAL	#		%		RATE			
<b>BREAKFAST:</b>	1,606	X	100.0000%	X	\$1.9700	=	\$3,163.82	
<b>LUNCH:</b>	1,580	X	100.0000%	X	\$3.6600	=	\$5,782.80	
<b>SUPPLEMENTS:</b>	1,446	X	100.0000%	X	\$1.0000	=	\$1,446.00	
	<b>4,632</b>						<b>\$10,392.62</b>	
	TOTAL FEDERAL REIMBURSEMENT							\$10,392.62
<b>CASH IN LIEU:</b>							\$410.80	
							<b>\$10,803.42</b>	
<b>TOTAL REIMBURSEMENT</b>							<b>\$10,803.42</b>	



# Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: December 9, 2021

Author: Maru Gasca Sanchez

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DATE: November 4, 2021

TO: Board of Directors

FROM: Maru Gasca Sanchez, Deputy Director Direct Services

SUBJECT: Approval of the 2021-2022 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council

**I. RECOMMENDATION:**

Review and consider approving the 2021 – 2022 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council.

**II. SUMMARY:**

The bylaws are one set of rules that govern the Policy Council. Bylaws are reviewed yearly. Any proposed changes will be made at the time of review. The Council was allowed 30 days for review and is expected to suggest any changes or recommendation if there are any.

**III. DISCUSSION:**

- The format has been updated to correspond to the agency's Board of Directors Bylaws and comply with new Head Start Performance Standards.
  - During the Policy Council meeting, there will be time to address any questions or suggestions members may have.
  - Council members were provided with 30 days to review the changes; any requests for changes will be approved at the November meeting.
  - The Agency Attorney, Russ Ryan, reviewed the 2021-2022 RHS/EHS Bylaws and provided feedback.
- The final Bylaws were approved by Policy Council on November 4, 2021.

**IV. FINANCING: None**



# **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY**

## **AMENDED BYLAWS FOR THE REGULATION OF: MADERA/MARIPOSA REGIONAL AND EARLY HEAD START POLICY COUNCIL 2021-2022**

**Guidance provided by Agency Attorney – July 2021  
Approved by the Madera/Mariposa Regional  
and Early Head Start Policy Council -  
Approved by CAPMC Board of Directors -**

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY MADERA/MARIPOSA COUNTY REGIONAL AND EARLY HEAD START

## Article 1: Introduction

Community Action Partnership of Madera County (CAPMC) believes that the gains made by children in Regional and Early Head Start Program must be understood and built upon by the family and the community. To achieve this goal, Regional and Early Head Start provides for the involvement of the child's parents and other members of the family in the experiences the child receives in the child development center by giving them many opportunities for a richer appreciation of the young child's needs and how to satisfy them.

Many of the benefits of Regional and Early Head Start are rooted in "change". These changes must take place in the family itself, the community, and in the attitudes of people and institutions that have an impact on both.

It is clear that the success of Madera/Mariposa Regional and Early Head Start is bringing about substantial changes and demands full and complete involvement of the parents, parental-substitutes, and families of children enrolled in its programs. This involvement begins when the Regional and Early Head Start Program begins and should gain vigor and vitality as planning and activities go forward.

## Article 2: Purpose

**Section 1 – General** The purpose of the Regional and Early Head Start Policy Council is to support the Regional and Early Head Start Program in planning, organizing, and developing programs to serve the needs of children, parents, and the community at large consistent with the 2007 Head Start Act and the Performance Standards – Program Governance, 45 C.F.R. § 1304.50.

The Regional and Early Head Start Policy Council works in partnership with the CAPMC Board of Directors, which is the governing board of the organization. The Regional and Early Head Start Policy Council and the Board of Directors share responsibility (known as "Shared Governance") in implementing the overall goals of Regional and Early Head Start Program. The Policy Council is responsible for the direction of the program.

These Bylaws set forth the membership, offices, term of office and method of operation of the Policy Council. These Bylaws also include the Binding Arbitration Agreement for Resolution of Impasse between CAPMC's Board of Directors and the Regional and Early Head Start Policy Council.

## Article 3: Mission, Vision and Philosophy Statement

### Section 1 – CAPMC’s Mission, Vision, and Philosophy Statements are as follows:

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

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

**OUR VALUES – BASIC BELIEF:** As a community action organization, CAPMC is respectful of cultural diversity and dedicated to eliminating barriers to social economic independence in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity to work; and the opportunity to live in decency; and dignity, and commit ourselves to six core values.

The values that create CAPMC’s environment are based on fundamental respect for the rights, aspirations and dignity of every individual, client, fellow co-worker and others with whom CAPMC has contact. CAPMC’s Six Core Values are: Trustworthiness, Responsibility, Caring, Respect, Fairness and Citizenship.

### **STANDARDS TO LIVE BY**

One of CAPMC’s four Strategic Goals: Premier Programs and Customer Services: On March of 2011 CAPMC adopted its *Standards to Live By* that were developed to ensure the satisfaction and quality services to customers; the adopted behaviors are expected from all Agency employees, volunteers, and participating parents: **Courtesy, Attitude, Professionalism, Make Time and Closure.**

### **PROGRAM PHILOSOPHY**

Two very unique attributes distinguish Head Start from any other preschool program in our community and county. Those distinguishing elements are the comprehensiveness of the program design and the degree to which parents are involved in all aspects of the program. These factors have helped to develop the philosophy of Head Start and promote our beliefs that we must prepare, educate, and develop our children and their families so that they are positive contributors to our community and country.

Key principles of Head Start since its inception in 1965, which were reaffirmed through a thorough review by the Advisory Committee on Head Start Quality and Expansion, include:

- Comprehensive Services
- Parent Engagement and Family Focus
- Community Partnerships and Community Based Services
- Accountability/Steward of Tax Dollars



**Section 2 – Authorized Activities** The overall fiscal and legal responsibility for the administration of the Regional and Early Head Start Program lies with the CAPMC Board of Directors.

**Section 3 – General Activities** The CAPMC Regional and Early Head Start Policy Council is responsible for the direction of the Head Start program, including program design and operation as well as long and short-term planning goals and objectives, taking into account the Regional and Early Head Start Program's annual self-assessment and outcomes data and needs assessment.

**Section 4 – Additional Responsibilities** The Policy Council shall approve and submit to the CAPMC governing body decisions as to each of the following activities:

- a) 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.
- b) Program Recruitment, selection, and enrollment priorities.
- c) Applications for funding and amendments to applications for funding the programs under this subchapter, prior to submission of applications described in this clause.
- d) Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities.
- e) These Bylaws for the operation of the Policy Council.
- f) Reviewing and approving all personnel policies of the Agency regarding the hiring, evaluation, termination and compensation of Agency employees (See Head Start Act Section 642(c)(1)(E)(iv)(V));
- g) Approving personnel policies and procedures, including policies and procedures regarding 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 equivalent position within the agency. The Policy Council is not required to approve the hiring, evaluation, compensation or termination of Agency employees other than those listed in this section. (See Head Start Act, 45 C.F.R. §642(c)(1)(E)(iv)(IX))
- f) Standards of conduct for program staff, consultants, contractors, and volunteers.
- h) Developing procedures for how members of the Policy Council of the Head Start agency will be elected.
- i) Recommendations on the selection of delegate agencies and the service areas for such agencies, if applicable

**Section 5 - Sharing of accurate and regular information about program planning policies and operation, which include:**

- A. Monthly financial statements, including credit card expenditures;
- B. Monthly program information summaries;
- C. Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- D. Monthly reports of meals and snacks provided through programs from the Department of Agriculture;

- E. Annual financial audit;
- F. Annual self-assessment, including any findings related to such assessment;
- G. Community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- H. Communication and guidance from the Department of Health and Human Services; and
- I. Program information reports.

**Section 6 – Reimbursement** A meeting reimbursement will be provided to Policy Council Representative in accordance with current CAPMC regulations. The reimbursement will be for attendance at Policy Council meetings, Special Council Meetings and other Policy Council assignments. Reimbursement rates will be based on what is approved annually by the Policy Council and in accordance with CAPMC regulations. Attendance by alternates will only be reimbursed if the Policy Council Representative is unable to attend.

**Article 4: Membership – Representative of Children Enrolled/Community Members**

**Section 1 – Total Membership** The authorized number of Policy Council members shall be thirteen (13) parent representatives, one representative from the Board of Directors, and at least one Community Representative, if elected. If the numbers fall below thirteen, the Policy Council may lawfully continue to manage Head Start activities but must act with reasonable diligence under the circumstances to select/replace/elect new Policy Committee members.

**Section 2 – Membership of the CAPMC Regional Policy Council** The membership of the Policy Council shall be comprised of at least the following:

- A. Representation from each CAPMC Regional and Early Head Start Program shall be based on the following representative/children served ratio:

1 to 40 children served – 1 Parent Representatives and 1 Alternates  
 41 to 80 children served – 2 Parent Representatives and 2 Alternates

Center	Representatives	Alternates
Chowchilla	1	1
Cottonwood	1	1
Early Head Start	2	2
East Side	1	1
Fairmead	1	1
Mariposa	1	1
Mis Tesoros	1	1
North Fork	1	1
Oakhurst	1	1
Ruth Gonzales	1	1
Valley West	1	1
Verdell McKelvey	1	1

- B. Representation from the Community:Representation from the Community shall be no more than two (2) at-large community representatives. Representation will be sought from relevant community entities or

organizations that are supportive of the purposes and goals of Regional and Early Head Start. Community members shall be approved by the members of the Policy Council.

The Head Start Performance Standards also provide that at-large community representatives may include “parents of children who were formerly enrolled in the Head Start program of the agency.”

C. Representation from the Board of Directors:

The CAPMC Board of Directors Chairperson will appoint one Representative and one Alternate to serve on the Policy Council.

### **Article 5: Selection of Policy Council Members**

#### **Section 1 – Head Start Center Representation**

- A. The Policy Council members (representatives and alternate) must be elected by general vote of each center’s Parent Center Committee within 30 days of the center opening. Action of the election shall be recorded in the respective center committee minutes and forwarded to the Support Services Manager prior to the next regularly scheduled Policy Council meeting. Subject to the approval of the CAPMC Board of Directors, this Council will prescribe the manner for voting in a manner designed to allow direct participation by the parents in the voting process. This could include, without limitation: (a) voting in person at the center; (b) ballots mailed and/or provided to each parent with a deadline for the parent to return the ballot; (c) on-line voting through a survey or balloting application, website or other process that has reasonable expectations and assurances of accuracy for the vote.
- B. Once elected, the Parent Center Council Officials **may serve** as the respective Policy Council representative of the respective center. If a center has two representatives, both may serve as the representatives.
- C. Any current parent who is also a family member of a Regional and Early Head Start staff employee may **not** serve as an elected representative of the Policy Committee.
- D. Only one member of an immediate family may serve on the policy Council as a voting member. The term “immediate family” means wife, husband, son, daughter, mother, father, brother, sister or relative by marriage or similar degree.

**Section 2 – Board of Directors Representation** The CAPMC Board Chair will appoint a CAPMC Board member to represent the CAPMC Board of the Policy Council.

**Section 3 – Community At-Large Representation** The community representative/ organization must submit a letter of interest for consideration of a position to the Regional and Early Head Start Policy Council. The Regional and Early Head Start Policy Council must approve/disapprove the request by a majority vote.

- A. In selecting a community representative at large, the Council shall consider the existing program goals of CAPMC and the ability of the individual to be a resource in achieving those goals. Representation will be balanced to the greatest extent possible. When a vacancy in community representation occurs, notification shall be mailed to the appropriate organization soliciting a written application for representation. In the event there are more individuals willing to serve than there are seats available, the Regional and Early Head Start Policy Council shall annually rotate seats in this sector among the eligible organizations using the following criteria:
1. Length of tenure of each organization on the Policy Council;
  2. The value of the current member organizations as resources to the current and immediate future program goals; and
  3. The desire of the current organization to remain as members
- B. Each representative may have one alternate to substitute for him/her. The representing body shall select its own alternate.

### **Article 6: Term of Office for Members**

**Section 1 – Term of Office for Parent Representatives** Parent representatives serve at the pleasure of each center's Parent Center Committee. An individual may not serve more than five (5) one-year terms as a parent representative and must be elected or confirmed annually by the Parent Center Committee. Only one member of an immediate family may serve as defined above in Article 5, Section 1(d). Notwithstanding the above (and the requirement under the Head Start Act and Performance Standards that the terms of parent representatives be limited to one year), under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Council, the parent representative's term may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Council before a successor Council can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

**Section 2 – Term of Board of Directors** CAPMC Board Representatives shall serve at the pleasure of the CAPMC Board of Directors.

**Section 3 – Term of Office for Community At-Large Representative** Community

representatives serve at the pleasure of the designated organization. An individual may not serve more than five (5) one-year terms as community representative and must be elected or appointed annually by a majority vote of the Head Start Policy Council. Notwithstanding the above, under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Council, the community representatives may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Council before a successor Council can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

**Section 4 – Alternates** Service as an alternate Policy Council member will not be considered as time served as a principal representative committee member unless the alternate attended a Policy Council meeting and had a vote.

### **Article 7: Removal**

**Section 1 – Reasons for Removal** Members shall be removed from the Council for the following reasons:

- A. Change of residence to an area outside geographic area of Regional and Early Head Start Services Program.
- B. A Policy Council member transfers their child to another center.
- C. The Parent Center Committee selects another representative.
- D. Unexcused absence of a member from the Policy Council for two meetings. Unexcused absence of a member is defined as failure to timely contact the member's alternate. In addition, a member who will not be in attendance and is being replaced by the alternate must call the Central Office to inform them that the alternate will be attending the meeting.
- E. Any officer or representative not acting in the best interest of the Policy Council may be asked to resign. If the Policy Council officer or representative refuses to resign, the Policy Council officer or representative may be removed upon a two-thirds (2/3) vote of the members then in office.

**Section 2 – Resignation by Non-Attendance** Any member who misses two (2) regularly scheduled meetings of the Council may be deemed to have resigned their position as a member of the Council (subject to Council approval). After a member has missed two (2) regularly scheduled monthly meetings, the Support Services Manager will contact the Council member and notify the member, in writing, that failure to attend the next regularly scheduled monthly meeting will result in Committee member's automatic resignation due to non-attendance.

### **Article 8: Vacancies**

**Section 1 – Events Causing Vacancy** A vacancy shall occur when:

- A. A Council member is notified of his/her removal by actions of the Policy Council for cause;
- B. A Policy Council member notifies the Policy Council of his/her resignation;
- C. The Designee body removes its representative by 2/3 vote of the total non-vacant seats.

**Section 2 – Vacancy of Parent Representative** If a seat of a representative of the parents is vacant, and if an alternate has not been selected, the Policy Council will call for election from the respective center's Parent Center Committee. If the alternate has been selected, then the alternate shall fill the seat for the remainder of the unexpired term and a new alternate shall be elected by the Parent Center Committee.

**Section 3 – Board of Directors** If a seat of the representative of the Board of Directors is vacant and if a new representative has not been appointed, then the Policy Council shall prepare a written request to the Chair of the Board of Directors for a new appointee.

**Section 4 – Vacancy of Community Representative** If a seat of the representative of the Community is vacant, and if the designated alternate has not been selected, the Policy Council will call for election from the Community Body of Representation. The Policy Council shall ask the organization to name another representative to fill the term if no alternate has been selected.

## **Article 9: Meetings**

**Section 1 – General Meetings** Regular meetings of the Policy Council will normally be held on the first Thursday of each month unless the Policy Council fixes another date and time. The Policy Council will use its best efforts to maintain those dates as Policy Council meeting dates. If a scheduled meeting date falls on a legal holiday, the meeting shall be held as soon as reasonably possible thereafter, typically the following week. The Policy Council recognizes its obligations to comply with the Ralph M. Brown Act (the "**Brown Act**") open meeting laws and will comply with all aspects of the Brown Act including, without limitation, the publishing of notices and agendas for all meetings as well as the dissemination of information related to agenda items. This generally means publishing notice of all meetings at least 72 hours prior to general meetings including those being held remotely online (by use of WebEx, Zoom or similar apps or programs) and/or teleconference. In addition, the Robert's Rules of Order shall be the governing rules for all Policy Council meetings.

**Section 2 – Quorum** Fifty-one percent of the current, non-vacant seats shall constitute a quorum at any meeting of the Policy Council. A quorum must be present at the time of any official action taken. Those committee members attending by remote online participation (by use of WebEx, Zoom or similar apps or programs) and/or by teleconference count for

purposes of determining quorum. Parent membership at all times shall reflect a minimum of 51% of the total Policy Council Members prior to conducting business.

**Section 3 – Special Meetings** Special meetings of the Policy Council may be called when the business to be addressed cannot be deferred until the next regularly scheduled meeting with notice published as required by the Brown Act. A special meeting of the Policy Council may be called by the Chairperson of the Policy Council or by any two Members. A call for a special meeting will state the business to be addressed by the Policy Council at the special meeting in the form of agenda items. Every member of the Policy Council must be notified of the special meeting at least five days prior to the established meeting time, unless the meeting is emergency in nature and fulfills the emergency meeting requirements of the Brown Act. The requirements of the Brown Act apply at all special meetings (as may be modified by Executive Order or otherwise due to constraints resulting from pandemics, natural disasters, etc. to allow for the all those who wish to attend to do so in person in whatever ways in which participation is being offered, including remote online participation (by use of WebEx, Zoom or similar apps or programs) and/or by teleconference), and only those items for which the special meeting was called may be deliberated and action taken.

**Section 4 – Special Meetings Executive Committee** When a need for a special meeting arises, the Support Services Manager will determine with the Policy Council Chairperson if an Executive Committee meeting rather than a full Policy Council meeting would be appropriate as set forth in these Bylaws. If it is determined that a special meeting of the Executive Committee is appropriate, all Members will receive notice of the meeting and are permitted to attend and participate in the meeting. If at the meeting a quorum of the Policy Council is established, the meeting would then become a special meeting of the Policy Council.

**Section 5 – Place of Meetings** Meetings of the Policy Council shall generally be held at CAPMC's administrative offices, which is currently located as 1225 Gill Avenue, Madera, California. Meetings may be held, however, at any place within the County of Madera designated by the Policy Council so long as notice of such meetings is published as required by the Brown Act and is held in a location that does not discriminate on the basis of any protected category under California law. Nothing in these Bylaws is intended to prohibit the Policy Council from meeting in closed sessions to discuss matters concerning specific employees, any potential or existing litigation, or other matters which may be discussed in closed session pursuant to the Brown Act.

**Section 6 – General Notice Requirements** All notices and agendas of meetings shall comply with the Brown Act (as may be modified by Executive Order or otherwise due to constraints resulting from pandemics, natural disasters, etc. to allow for the all those who wish to attend to do so in person in whatever ways in which participation is being offered, including remote online participation (by use of WebEx, Zoom or similar apps or programs) and/or by teleconference) and specify the place, date, and hour of the meeting, how those wishing to attend by remote online participation or teleconference may participate, as well as all matters of business to be considered by the Policy Council. Written notification of regular Policy Council meetings shall be made by mail or other electronic forms that gives

actual notice of the meeting to the Members at least five days in advance of the meeting. The Policy Council secretary is authorized to execute any and all affidavits of notice indicating that notice of the meeting was duly made.

**Section 7 – Action at a Meeting** Presence (including presence by remote online participation or teleconference) of a majority of the members then in office at a meeting of the Committee constitutes a quorum for the transaction of day-to-day business of CAPMC, except as otherwise provided in these Bylaws. Every act done or decision made by a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Policy Council, unless a greater number, or the same number after disqualifying one or more members from voting, is required by the Articles of Incorporation, these Bylaws, or the provisions of the California Corporations Code applicable to CAPMC. Members may not vote by proxy but their alternates may vote in their place instead. Voting by alternates is not deemed a vote by proxy.

**Section 8 – Proxy Voting** The practice of proxy voting at any meeting, either the Policy Council as a whole, or at a Special Committee meeting, is prohibited. Any such attempted voting shall be deemed null and void.

Note: Alternate Board members serve in the place instead of absent principal Board members, so any votes of an alternate Board member count in place of the vote of the respective absent Policy Council Board member.

**Section 9 – Adjournment** A majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time and place, but any notice of adjournment to another time or place shall be given in accordance with the provisions of the Brown Act.

**Section 10 – Meeting Minutes** Records of all actions of the Policy Council (including actions in closed session) will be set forth in written minutes of the meeting. Minutes will be kept on file as the official record of the Policy Council. Closed session minutes will be kept separately from the regular minutes and kept confidential. CAPMC's Assistant to the Head Start Director will be the custodian of the minutes. However, it is vital that all members of the Policy Council and the Head Start Director be able to fully participate in the discussions and deliberations, so minutes will be recorded on tape during each meeting by a member of CAPMC's clerical staff or by a volunteer, not by a member of the Policy Council or by the Head Start Director. Minutes will then be transcribed by an Agency clerical employee after the meeting. The tape recordings are not the official meeting minutes and are used only for the transcription of the official minutes and/or used by the Policy Council to ensure the accuracy of the official minutes of a particular meeting prior to their approval. As a result, the tape recordings are not available to the public for review. Once the official minutes of a particular meeting have been approved by the Policy Council, the tape recording will be destroyed. Minutes of previous meetings will be distributed to all members no fewer than five days in advance of the next meeting, except for closed session minutes. The written official minutes of Policy Council Meetings (other than minutes of closed sessions) shall be available to the public for inspection in accordance with the provisions of the California Public Records Act.



**Section 11 – Modifications Due to Emergency Circumstances (Pandemic, Natural Disasters, Etc.)** - Executive Order N-25-20 issued in March 2020 and remains in effect as of the approval of these amended bylaws, and as reference above in part, the following modifications to this Article are now in effect and remain in effect until the Committee approves otherwise:

(a) The Committee may hold Council meetings via teleconference, telephone or other electronic means such as remote online participation (by use of WebEx, Zoom or similar apps or programs) so that all Council members and public seeking to attend without being physical present. CAPMC staff assisting the Policy Council may also appear by teleconference, telephone or other electronic means such as remote online participation (by use of WebEx, Zoom or similar apps or programs).

(b) A quorum of the Council is now present for any Council meeting so long as a majority of the members of the Council are participating in the meeting by teleconference, telephone or other electronic means such as remote online participation. Council Meetings may proceed even if a quorum of the Council — or the entire Council — is participating via teleconference, telephone or other electronic means such as remote online participation.

(c) Council members may attend meetings remotely (i.e. by telephone or teleconference) without adhering to the usual requirements that require posting of notices at the remote location and public access to the remote location so long as all those who wish to attend to do so in person in whatever ways in which participation is being offered, including remote online participation are given notice specifying the place, date, and hour of the meeting, how those wishing to attend by remote online participation or teleconference may participate.

(d) Advanced notice of meetings must be provided as required above (72 hours for regular meetings, 24 hours for special meetings) still apply.

(d) The meeting notice will identify at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the Council meeting, consistent with the public's rights of access and comment required by the Brown Act. In doing so, the Council will use its best efforts to identify and schedule the publicly accessible location for the public to observe and offer public comment in a venue that allows social distancing of six feet per person. The Council may also continue to require other reasonable safeguards for attendance at Council meetings as may be directed or recommended by the State of California Department of Public Health and Centers for Disease Control Guidelines such as the use of face masks or face coverings.

(e) The Council will make reasonable efforts to adhere to all provisions of the Brown Act not modified or suspended by Executive Order or other governmental actions as well as other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to Committee meetings.

**Section 12.--** The Committee reserves the right to enact other safety measures to protect its

members, CAPMC employees and the public from unnecessary health risks by taking actions including, but not limited to, limiting physical attendance at any meeting to those who can demonstrate that they have been fully vaccinated (as defined under California law or regulation) for illnesses such as COVID-19 and/or requiring face coverings and social distancing for both those who are fully vaccinated as well as those who are not;

## **Article 10: Officers**

**Section 1 – Officers** The Policy Council shall have the following officers; Chairperson, Vice-Chairperson and Secretary. The alternate to the member serving in these officer positions shall likewise assume the officer position when the alternate is attending in the place and stead of the respective officer including, without limitation, during the Executive Committee meetings and as serving as the representative to the CAPMC Board of Directors.

**Section 2 – Duties of Officers** The duties of these officers shall be as follows:

- A. **Chairperson** The Chairperson shall be the Chairperson of the Policy Council and Executive Committee. The Chairperson shall:
1. Be a member of the Policy Council and the Executive Committee.
  2. Call to order all meetings of the Policy Council and Executive Committee and work with parents and staff (as may be necessary and appropriate) in the development of agendas and submission of agendas with notice of call and keep order over all meetings.
  3. Preside at all meetings of the Policy Council and Executive Committee.
  4. Exercise such other powers and performs such other duties as may be prescribed by the Policy Council.
- B. **Vice-Chairperson** The Vice-Chairperson shall be a member of the Policy Council and Executive Committee. In the absence or incapacity of the Chairperson, the Vice-Chairperson shall preside at meetings and shall also perform such other duties as may be prescribed by the Policy Council from time to time.
- C. **Secretary** The Secretary shall be a member of the Policy Council and Executive Committee and shall keep, or work with staff to cause to be kept, minutes of all Committee and Executive Committee meetings, and other such duties as may be prescribed by the Policy Council.

## **Article 11: Election of Officers**

**Section 1 – Election of Officers** The officers shall be elected (annually) to a one-year term by the Committee. Election shall take place at the Committee meeting following the seating of the new Policy Council members.

**Section 2 – Term of Office** The term of office for officers begins at the same time of their election until the new representatives are seated the following year.

**Section 3 – Vacancies in Officer Positions** Vacancies in officer positions shall be filled at the next regular noticed meeting of the Committee to complete the unexpired term of the position being filled.

**Section 4 –** Alternates may not serve as officers on the Committee except to the extent the alternate is assuming the position temporarily as set forth below in Article 12, Section 1.

**Section 5 – Designated Representatives** Designated Representatives of the Community Representative or other designee officials may not serve as officers.

## **Article 12: Committees**

**Section 1 – Executive Committee** The Executive Committee shall be composed of the officers and one member elected by the Policy Committee. As noted above, the alternate to the member serving on the Executive Committee shall likewise assume the officer position when the alternate is attending in the place and stead of the respective officer Executive Committee member. There will be no limit on the number of terms served by non-officers on the Executive Committee.

**Section 2 – Executive Committee – Interim Matters** The Executive Committee shall act on interim or emergency matters which cannot wait until the next regular Policy Committee meeting.

**Section 3 – Executive Committee – Resolving Administrative Management Issues** The Executive Committee shall be responsible for determining major administrative and management issues to be addressed by Administration and Policy Council.

**Section 4 – Executive Committee Schedule** The Executive Committee shall determine its own meeting schedule. Meetings may be called by the President or shall be called upon request of majority members of the Executive Committee.

**Section 5 – Executive Committee Quorum** A quorum for any of the Executive Committee shall be 50 percent of the authorized total membership of the Executive Committee.

**Section 6 – Executive Committee Minutes** The Policy Council shall review the minutes of each Executive Committee and accept or reject such minutes in whole or in part.

## **Article 13: Conflict of Interest**

**Section 1 – No Conflict of Interest** All Policy Committee Members will be required to sign a Policy Committee Code of Conduct form on a yearly basis. The form indicates that each

member acknowledges the following:

- Participation on the Policy Committee will result in no financial gain to the Policy Committee member or any member of his/her family.
- Conflict of Interest – The Policy Committee member confirms that he/she is not related to any Head Start employee by blood or marriage.

Oath of Confidentiality – The Policy Committee member acknowledges and agrees that all information obtained during his/her participation on the Policy Committee meetings is confidential and that no information gained as a result of participation on the Policy Committee will be used for any purpose except to make appropriate decisions and recommendations for the program.

**Section 2 – Employment with CAPMC** Any Policy Committee Member wishing to apply for a position within CAPMC must resign or have vacated his/her Policy Committee Representative position prior to submitting any application for employment.

**Section 3 – Loans** CAPMC may not lend any money or property to, or guarantee the obligation of, a Policy Committee Representative or officer; provided however that CAPMC may advance money to a Director or officer of CAPMC for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Policy Committee Representative or officer would otherwise be entitled to reimbursement for such expenses by CAPMC. In the case of an advance, itemized receipts shall be submitted to the Assistant to the Head Start Director within ten days of the actual expenditure.

#### **Article 14: Confidentiality**

**Section 1 – Confidentiality** All officers, employees and volunteers (Policy Committee and CAPMC Board Members) collecting, maintaining and utilizing any client data information or Executive Session or Closed Session information in the course of their work in CAPMC shall sign a Policy Committee Code of Conduct form. Any person breaching confidentiality of Executive or Closed Sessions or client data information will be immediately suspended from the Policy Committee, and where appropriate be asked to resign or be removed from the Board upon a two-thirds (2/3) vote of the members then in office. Anyone who discloses confidential or other information disclosed during closed sessions may also be potentially liable for violations of the Brown Act which carries substantial civil and criminal penalties.

#### **Article 15: Binding Arbitration**

**Section 1 – Binding Arbitration** The Binding Arbitration Agreement for Resolution of Impasse between the CAPMC Board of Directors and the Policy Committee must be followed and is hereby incorporated herein by reference into these Bylaws.

#### **Article 16: Amendments and Revisions**

The Committee may adopt, amend, or repeal Bylaws by affirmative vote of two-thirds (2/3) of the members then in office. A public notice of any proposed bylaw change must be

made at least two weeks prior to the meeting at which such a proposal will be voted upon. Proposed amendments to these Bylaws must be in writing and sent to the members at least seven days in advance of the Policy Committee meeting in which the Committee will act to provide public notice of a proposed bylaw change.

If any provision of these Bylaws requires the vote of a larger proportion of the Committee than is otherwise required by law, that provision may not be altered, amended, or repealed except by that greater vote.

## CODE OF CONDUCT

The Madera/Mariposa Regional and Early Head Start Policy Council recognizes that persons involved in governance activities (Policy Council) at Community Action Partnership of Madera County – Madera/Mariposa Regional and Early Head Start are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on Community Action Partnership of Madera County Head Start and Early Head Start public's image, reputation, or credibility.

### CODE OF CONDUCT

Community Action Partnership of Madera County-Madera/Mariposa Regional and Early Head Start Policy Council members:

1. Will respect and promote the unique identity of each child, family, employee, Council and Board member and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. Conflict of Interest – I am confirming that I am not related to any Community Action Partnership of Madera County-Head Start program employee by blood or marriage.
3. Must uphold the agency's confidentiality guidelines stated as follows:
  - i. No information regarding children and families of children enrolled with Madera/Mariposa Regional and Early Head Start is to be discussed outside of the work setting or Board/Council meetings;
  - ii. Information is to be discussed within the work setting and at Board/Council meetings only as is necessary and related to program operations/business or decision-making;
  - iii. No information learned at Board/Council meetings or while conducting Board/Council business may be discussed or used in any way outside of Board/Council activities.
4. Will support and participate in a TEAMWORK approach to decision making.
5. Will behave and interact respectfully while participating on Board/Council or representing the organization within the community.
6. Must have an interest and concern for children and their families.
7. May not accept gifts and/or gratuities as stated in the Community Action Partnership of Madera California Personnel Policy Manual.
8. Are prohibited from using their position on Board/Council for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with family, business or other ties.
9. Must not make public statements under the auspices of any agency title without the Board of Directors' approval.
10. Will follow all Community Action Partnership of Madera California – Madera/Mariposa Regional and Early Head Start general operating procedures.
11. Will respect and uphold the legal authority of the Board of Directors to establish, review, or revise the standards of conduct for individuals participating on the Board/Council.

## CERTIFICATION OF SECRETARY

I certify that I am the duly acting Secretary of the Madera/Mariposa Regional and Early Head Start Policy Council that the above Bylaws are the Bylaws of this Head Start Policy Council as adopted by the Head Start Policy Council on November 4, 2021 and that they have not been amended or modified since that date.

Dated: November 4, 2021

  
\_\_\_\_\_  
Secretary



# Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: December 9, 2021

Author: Maritza Gomez-Zaragoza

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DATE: November 29, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: 2020-2021 CAPMC Madera Migrant/Seasonal Head Start Annual Public Report.

**I. RECOMMENDATION:**

Review and consider approving the 2020 – 2021 CAPMC Madera Migrant/Seasonal Head Start Annual Public Report.

**II. SUMMARY:**

Per the 2007 Head Start Act, CAPMC Madera Migrant/Seasonal Head Start shall make available to the public a report that is published at least once each fiscal year. The report presented discloses information from the most recently concluded fiscal year of March 1, 2020-February 28, 2021. The annual report must also include the following:

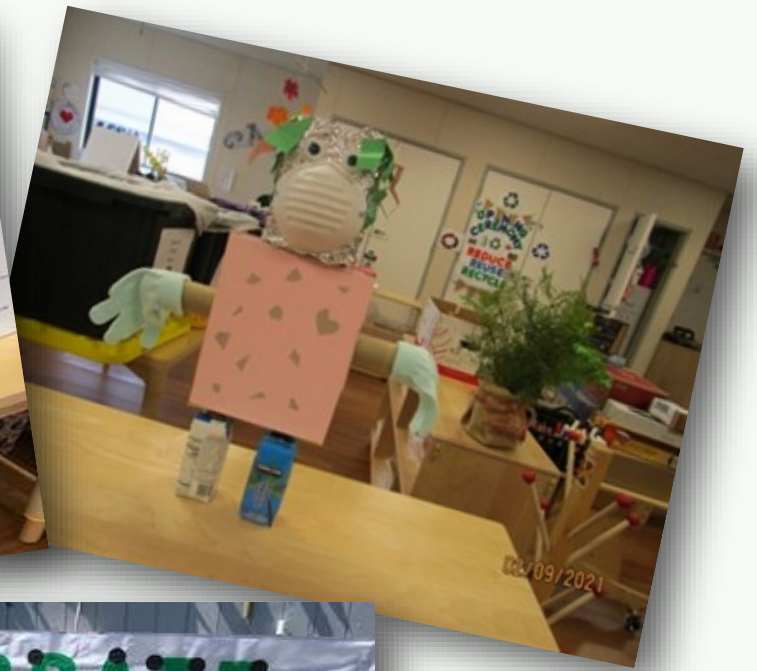
- (A) The total amount of public and private funds received by the CAPMC agency and the amount from each source.
- (B) An explanation of budgetary expenditures and proposed budget for the 2020-2021 fiscal year.
- (C) The total number of children and families served in the 2020-2021 Madera Migrant/Seasonal Head Start program. The total enrollment and the percentage of eligible children served.
- (D) The results of the most recent review by the financial auditor.
- (E) The percentage of enrolled children that received medical and dental exams.
- (F) Information about parent involvement activities.
- (G) The agency's efforts to prepare children for kindergarten.
- (H) Any other information that may be required by the Secretary of Health and Human Services in Washington DC.

**III. DISCUSSION:**

Utilizing the COPA and Accufund systems, 2020-2021 Program Information Report (PIR) and monitoring reports, the Head Start Department is pleased to share their Madera Migrant/Seasonal Head Start annual report. The report will be reviewed in its entirety to reflect areas of need and the strengths of the program. This information will be shared with the Board of Directors, staff, parents/families, and community partners from Madera County. The report will also be made available on CAPMC's website.

**IV. FINANCING: Minimal**





# *ANNUAL REPORT*

## *2020-2021*

### *Madera Migrant/Seasonal Head Start*

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY





## OUR AGENCY

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

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

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

### *Mission*

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

### *Vision*

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

## Message from the Director



Community Action Partnership of Madera County's Head Start Department would like to share important information regarding the services that the Madera Migrant/Seasonal Head Start program provides to the children and families in Madera County. The 2020-2021 Annual Report's data will provide an overview of the funding, staffing, enrollment, attendance, school readiness results, and overall services provided by the program. Madera Migrant/Seasonal Head Start is a Delegate of Stanislaus County Office of Education Child and Family Division, who enters into contract with Community Action Partnership of Madera County to serve eligible migrant/seasonal children. In the 2020-2021 program year, CAPMC was funded to serve 579 children. Due to the current condition with COVID-19 at the end of the program year, a total of 312 children were served. During the children and families participation in the program, they receive comprehensive services inclusive of education, health, nutrition, mental health, and disabilities. CAPMC's primary goal is to provide families with opportunities to engage with their children, increase their knowledge of their children's development, and ultimately, assist them in becoming their children's lifelong educators.

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

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

Respectfully,

*Maritza Gomez-Zaragoza*

Head Start Program Director  
Community Action Partnership of Madera County

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# SHARED GOVERNANCE

## BOARD OF DIRECTORS

Deborah Martinez  
*Department of Social Services*

David Hernandez  
*Madera Unified School District*

Robert Poythress  
*Madera County Board of Supervisors*

Steve Montes  
*Madera City Council*

Dennis Haworth  
*City of Chowchilla*

Debi Bray  
*Madera Chamber of Commerce*

Mike King  
*Head Start Policy Council*

Donald Holley  
*Community Affairs Expertise*

Eric LiCalsi  
*Criminal Defense and Labor Law*

Vicky Bandy  
*Early Childhood Education/Development*

Martha Garcia  
*Central Madera/Alpha*

Tyson Pogue  
*Eastern Madera County*

Molly Hernandez  
*Fairmead/Chowchilla*

Aurora Flores  
*Monroe/Washington*

## POLICY COMMITTEE

*Eastin Arcola*

Representative: Anel Arzola

Alternate: Macrina Lopez

Alternate: Fabiola Rendon

*Mis Angelitos*

Representative: Margarita Pablo Santiago

Representative: Yazmin Torres Gutierrez

Alternate: Crecencia Vasquez

Alternate: Anabel Hernandez

*Los Niños*

Representative: Rosa Santos

Alternate: Juana Perez-Lopez

Alternate: Angelica Ramirez

*Pomona*

Representative: Maria Sut-Xon

Alternate: Franzuely Garcia

*Sierra Vista*

Representative: Nayeli Rodriguez

Representative: Guadalupe De La Cruz

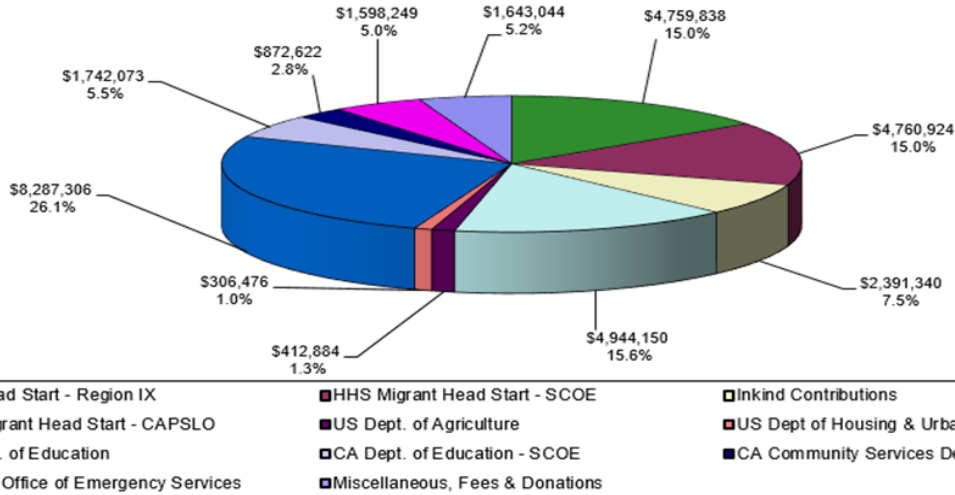
Representative: Juana Zarate

Alternate: Lazaro Lopez-Mendrano

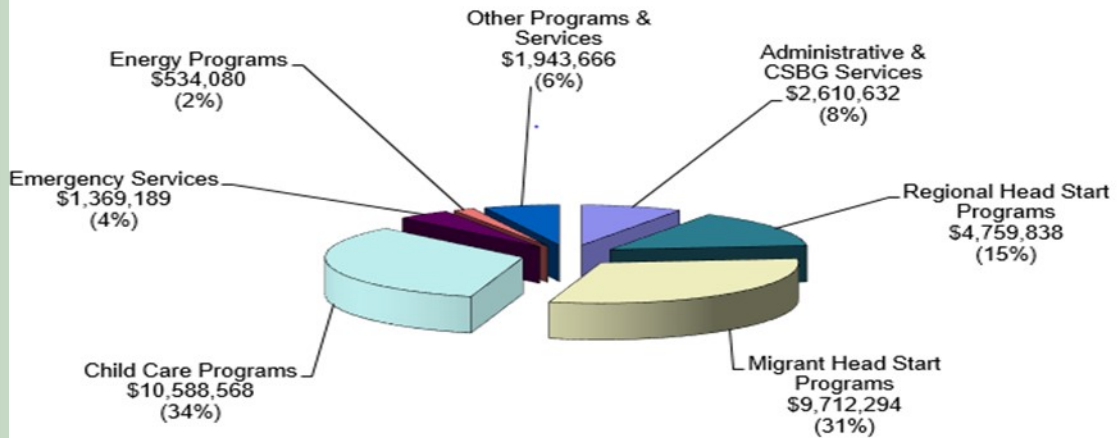
Alternate: Briseida Perez

# AGENCY BUDGET 2019-2020

**Community Action Partnership of Madera County, Inc. Funding Revenues by Source  
FYE 2019 - 2020  
\$31,718,906**



**CAPMC Expenditures (Net of Inkind) by Program  
Fiscal Year 2019-20**



An audit was conducted by Randolph Scott & Company as of June 30, 2020.

In the auditor's judgment, he/she had no reservation as to the fairness of presentation of Community Action Partnership of Madera County financial statements and their conformity with Generally Accepted Accounting Principles (GAAP).

A "clean opinion" was given without any reservations of the financial condition. There were no findings or questioned costs or any material or significant internal control weaknesses noted during the audit.

# 2020 –2021 Madera Migrant/Seasonal Head Start Budget

Legal Name: Community Action Partnership of Madera County

Grant Number: 90-CM-9830

Annual Funding Cycle: March 1, 2020 — February 28, 2021

Number of Eligible Children Served in Madera County:

0-2 Year Olds 304

3-5 Year Olds 639

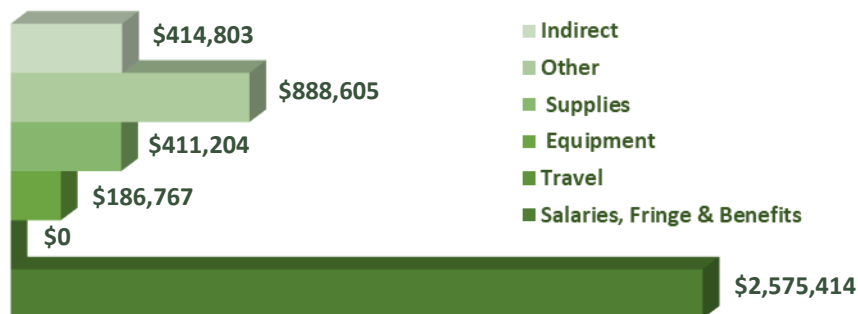
Total 943

Program Option: Center-Based

Licensed by Community Care Licensing

<u>Total Funds Awarded</u>	<u>\$5,191,697</u>
Basic Funds	\$5,159,852
T&TA Funds	\$31,845
<u>Non-Federal Funds</u>	<u>\$1,297,924</u>

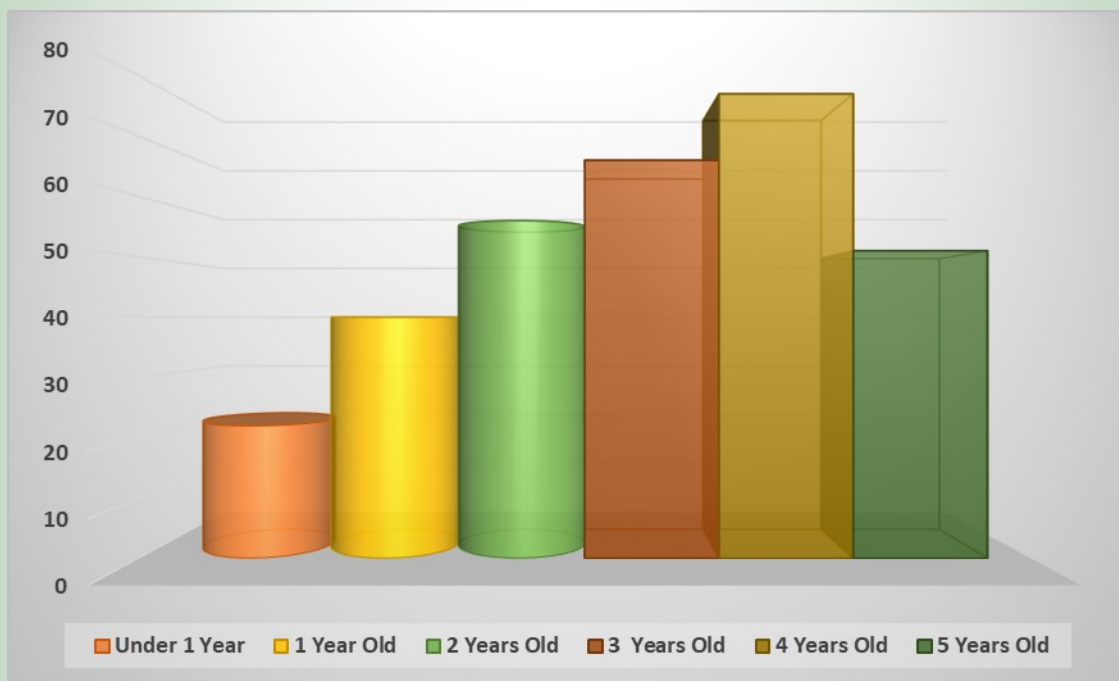
## FISCAL YEAR 2020-2021 EXPENDITURES



In 2018 The office of Head Start acknowledge that Community Action Partnership of Madera County was in full compliance with all applicable Head Start Performance Standards, laws, regulations and policy requirements by issuing a letter based on a terminal review to Central California Migrant Head Start.

## *CHILDREN AND FAMILIES SERVED*

The Madera Migrant/Seasonal Head Start Program did not meet the funded enrollment for the 2020-2021 program year due to COVID-19 pandemic limited capacity ratio. The program continues to offer a center-based five days per week. The breakdown of the ages of enrolled children is as follows.



**312** Total Number of Children Served in Madera County

Funded Number of Children to be served in Madera County **579**

**226** Total Number of Families Served



## ENROLLMENT

### Average Monthly Attendance

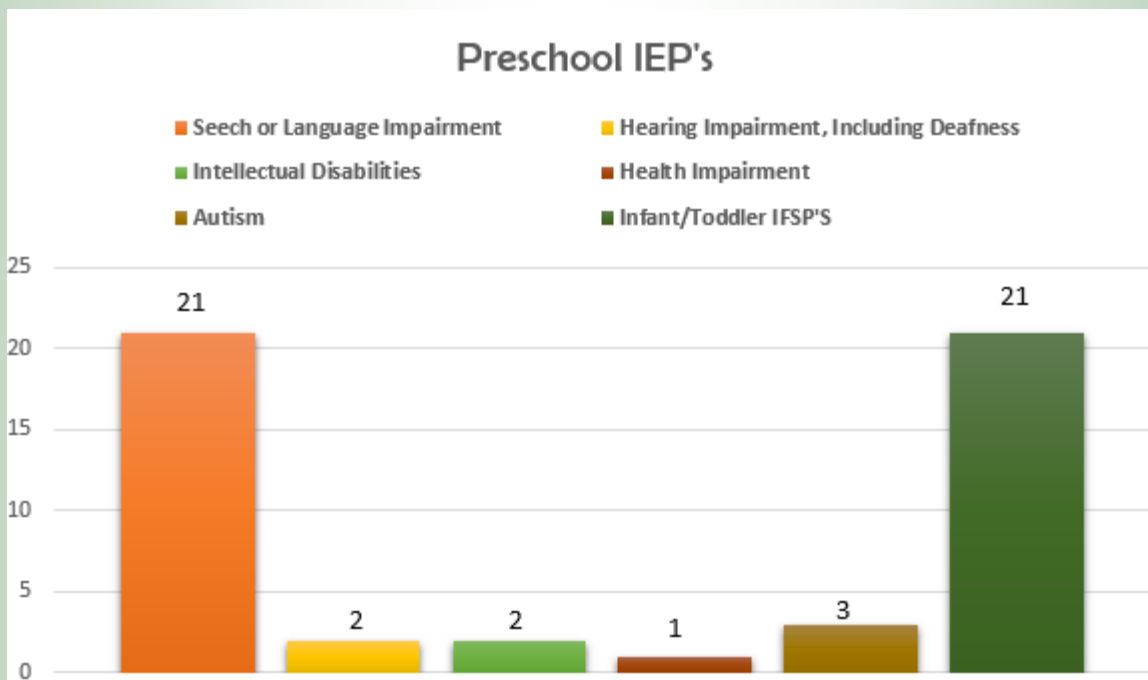
80%

Eligibility	Children Enrolled
Income Below 100% of Federal Poverty Line	252
Receipt of Public Assistance	13
Foster Children	0
Homeless	0
Over Income	24

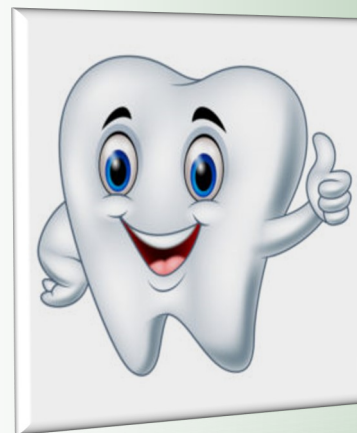
## CHILDREN WITH DISABILITIES

### Enrolled Children with Disabilities

16.02%



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



## Medical Services

## Dental Services

**312**

Number of children with health insurance

**92%**

Percentage of children with up-to-date scheduled preventative health care

**100%**

Percentage of children with up-to-date on all immunizations appropriate for their age

**312**

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

**162**

Number of children who received preventative care

**102**

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

### CHRONIC HEALTH CONDITIONS

Number of children diagnosed with chronic condition needing medical treatment	49
---	----

### RECIPIENTS OF TREATMENT FOR CHRONIC CONDITIONS

Anemia	10
Asthma	3

### BODY MASS INDEX

Underweight	7
Healthy weight	133
Overweight BMI	25
Obese BMI	25

# PARENT & FAMILY DATA

## PARENT EDUCATION LEVEL

Less than high school graduate	129
High school graduate or GED	65
Associate degree or some college	32
Advanced or baccalaureate degree	0



## Family Type

Two-Parent Families

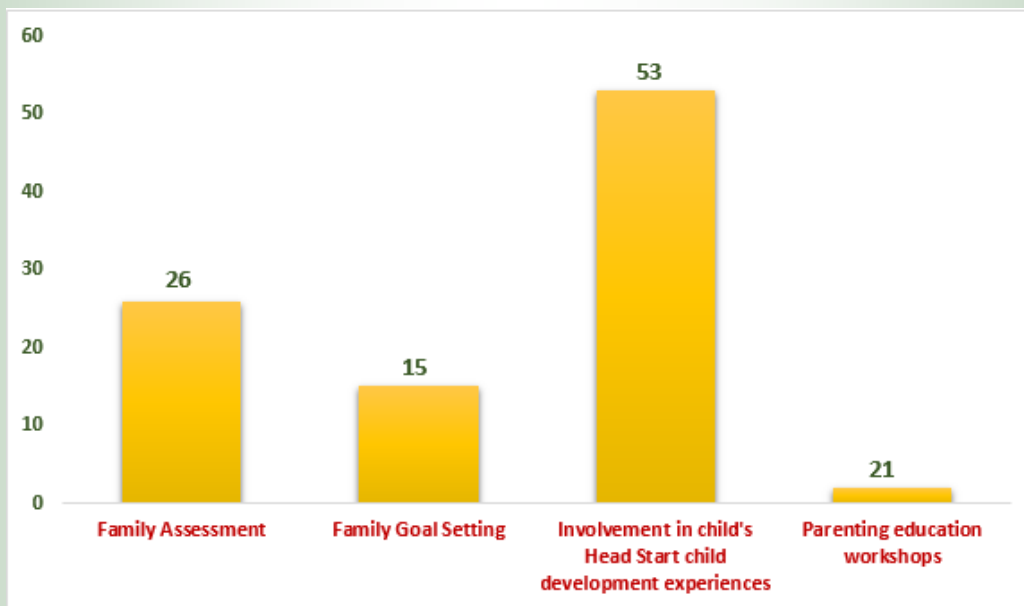
173

Single-Parent Families

53

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

## Father Engagement



# PROGRAM STAFF & QUALIFICATIONS

## Teaching Staff

	Preschool Classrooms	Infant/Toddler Classrooms
Graduate Degree	0	0
Bachelor's Degree	4	0
Associate Degree	16	8
Child Development Associate Credential	7	7
Total Teaching Staff	27	15

## Mid-Management & Management Staff

Graduate Degree	1
Bachelor's Degree	9
Associate Degree	0

## Total Number of Staff

**101**

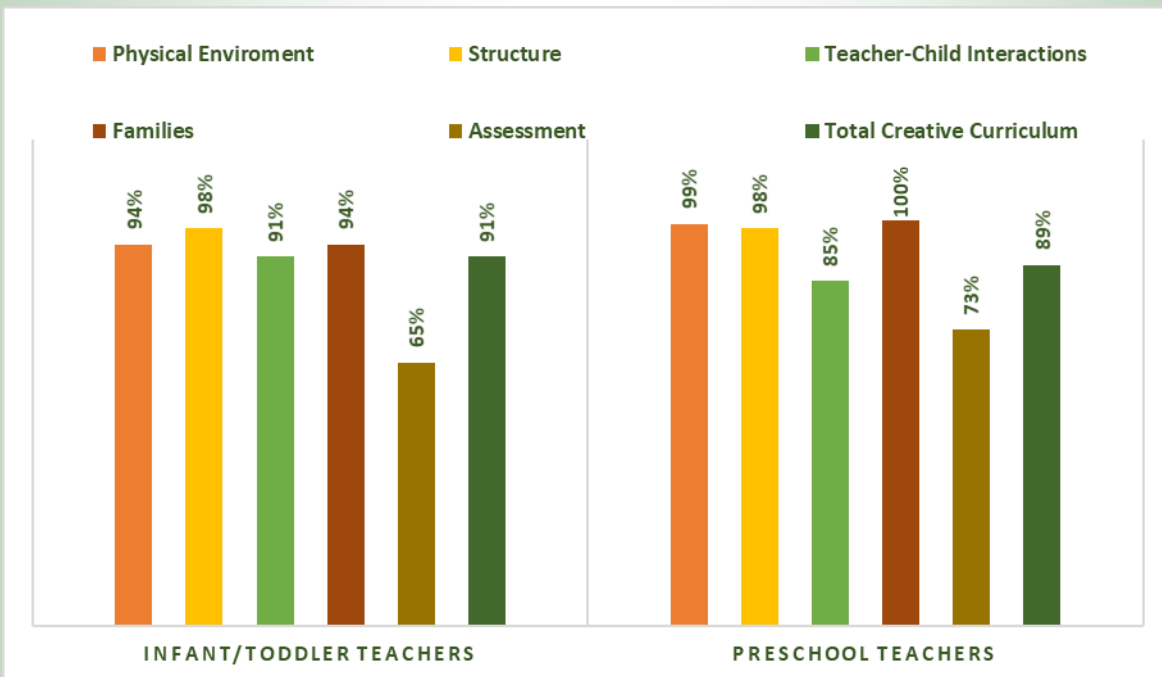
## Staff who are current or former Head Start Parents

**21**



# SCHOOL READINESS

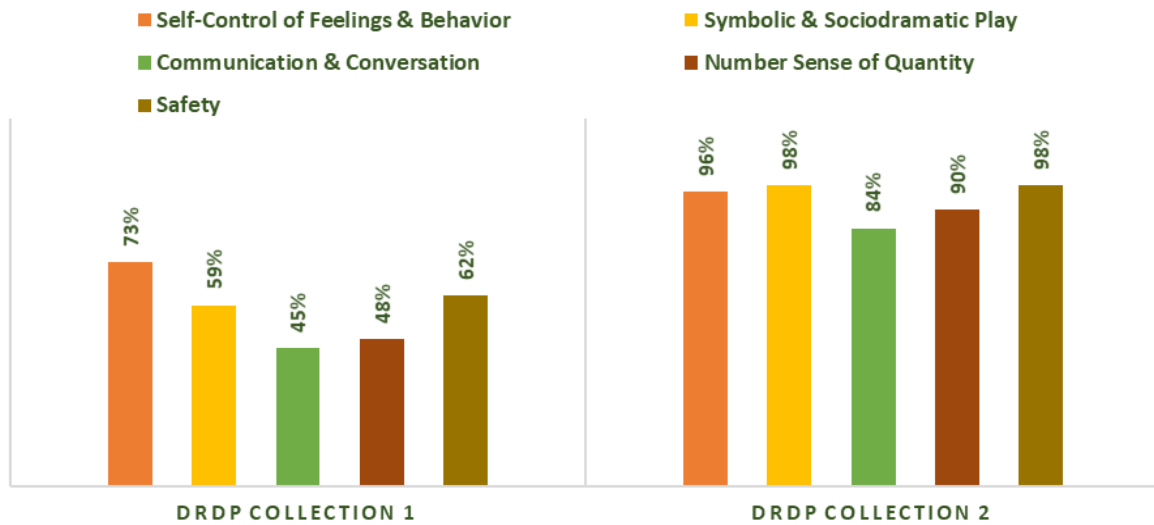
The Creative Curriculum provides long lasting learning opportunities for children from birth to preschool age. Implementing this curriculum to Fidelity is an essential practice to ensure that the interactions and activities implemented in the classroom result in positive child outcomes and achievement of school readiness goals. It helps teachers provide engaging interaction and environments for children. Fidelity implementation allows staff to improve teaching practices to ensure that all children reach their appropriate development. It also supports teaching staff in problem-solving to strengthen curriculum implementation. The 2019-2020 average percent on the performance of fidelity is below.



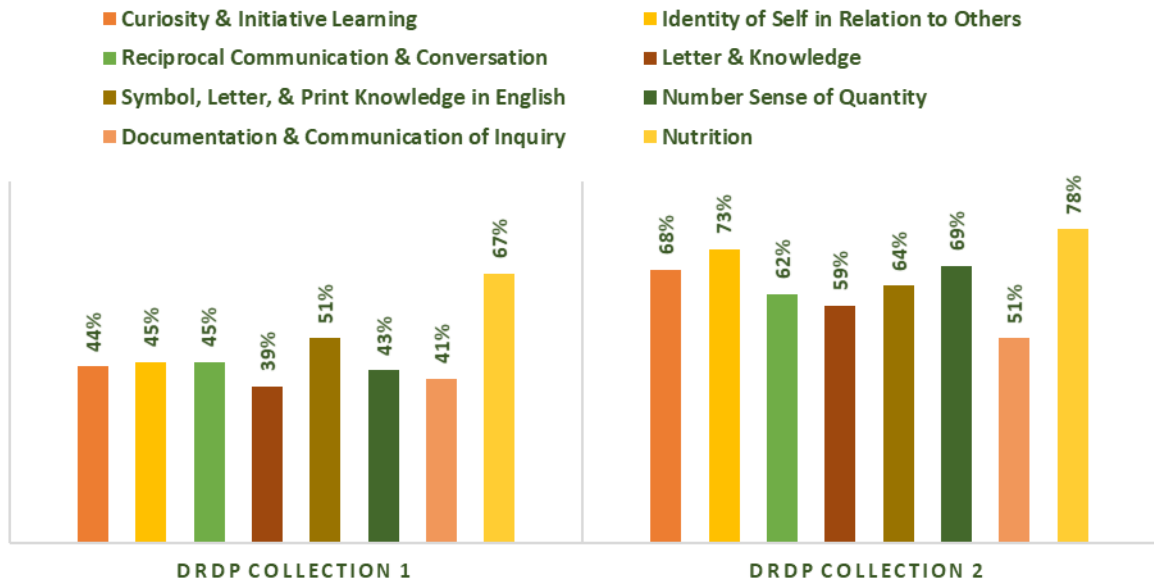
# SCHOOL READINESS

The California Department of Education Early Learning and Care Division, Desired Results system is designed to improve the quality of programs and services to all children from birth through 12 years of age who are enrolled in early care and education programs. Desired Results (DRDP) are defined as conditions of well-being for children and families. The Madera Migrant Seasonal Head Start Program analyses data three times during the season. Below are the 2020-2021 DRDP collection results from the beginning and end of the program year.

## TARGETED SCHOOL READINESS GOALS AGES 0-3



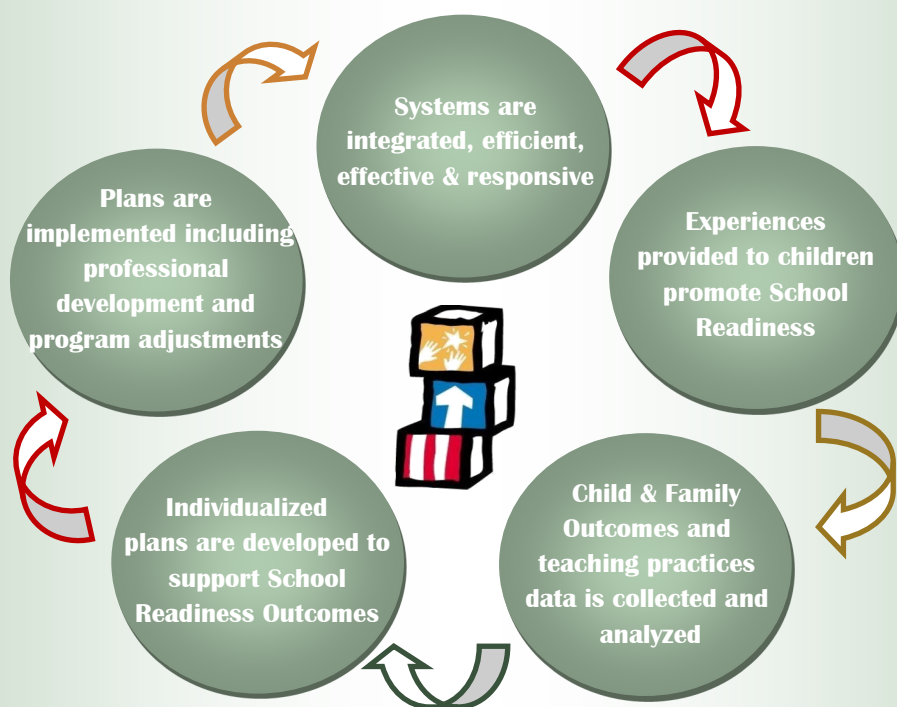
## TARGETED SCHOOL READINESS GOALS AGES 3-4



# SCHOOL READINESS GOALS

The Improving Head Start for School Readiness Act of 2007 and the School Readiness in Programs Serving Preschool Children Program Instruction (ACFPIOHS-11-04) require Head Start programs to adopt school readiness goals for preschool children.

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



# 2020-2021 FAMILY OUTCOMES

Parents actively participated not only in building their skills as their child's first teacher, but also in sharing decision-making responsibility for program planning, goals and objectives, recruitment criteria, selection and enrollment of children, the annual program assessment, and personnel policies. Some of our activities are as follows:

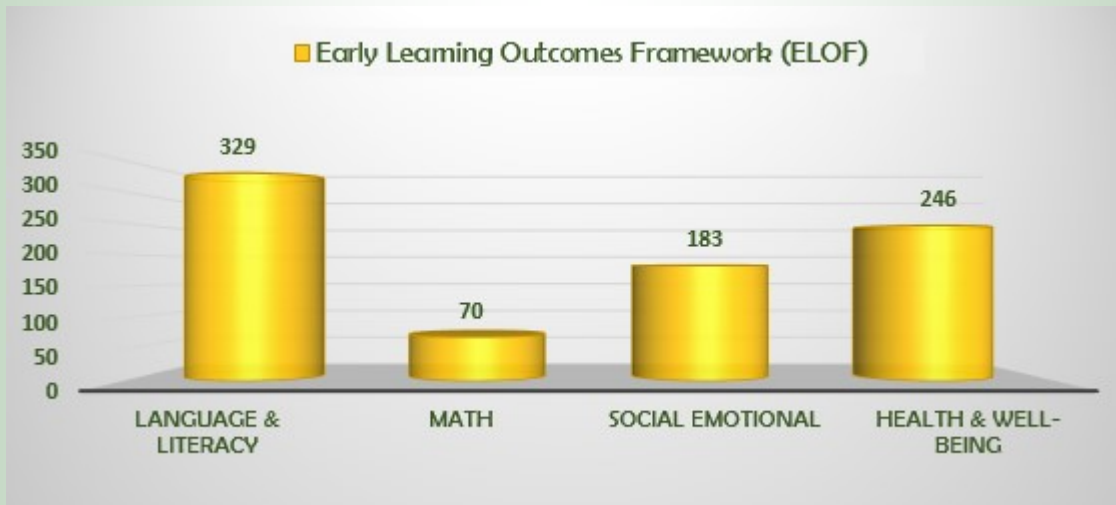


- Community Action Partnership of Madera County Parent Policy Committee – Parents actively participated during the policy committee meetings and trainings provided.
- Central California Migrant Head Start Policy Council – Selected Representatives and Alternates actively participated in the Policy Council at the Grantee's level. One parent from our program was elected as the Vice-Chair for the Policy Council.
- Parent meetings and parent curriculum topics were provided to parent virtually and/or by phone. The following topics were provided to parent:
  - ⇒ Social Emotional Well-Being
  - ⇒ Nutrition and Physical Activities
  - ⇒ Media and Technology
  - ⇒ Financial Literacy
  - ⇒ Child Growth and Development
  - ⇒ Language and Literacy
  - ⇒ Mathematics
  - ⇒ School Readiness
- During the Winter program, the following virtual parent educational meeting were provided for parents:
  - ⇒ Stress/Anxiety
  - ⇒ My Plate/Sugary Drinks
  - ⇒ School Readiness Home Activities

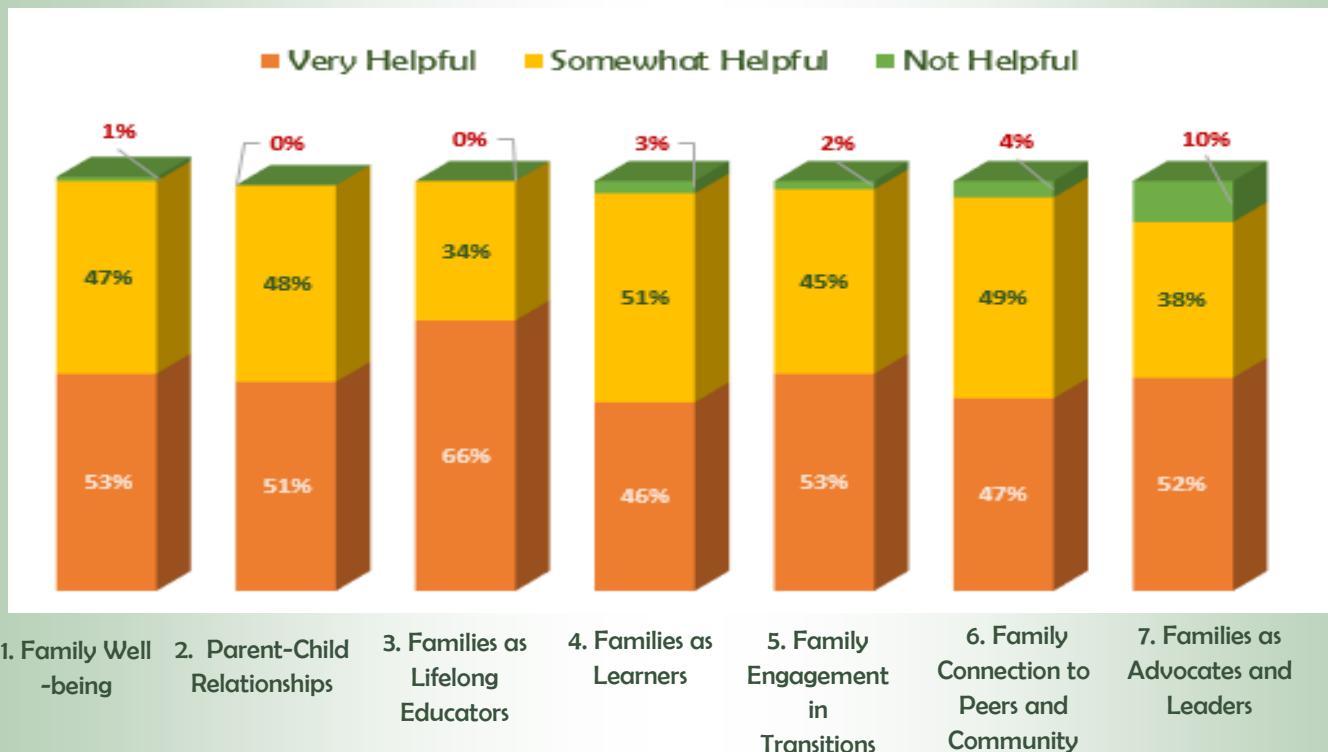


# 2020-2021 FAMILY OUTCOMES

- During the winter program, the parent curriculum Ready Rosie was piloted. 44 parents were registered in the platform and 39 were connected to a classroom.
- A total of 296 videos were viewed by parents. Out of the 296 videos, the following is a breakdown of views related to the Early Learning Outcomes Framework (ELOF) and the Parent, Family, and Community Engagement (PFCE) frameworks:



## How Much Did the Program Help You and Your Family Percentage by Response:



*MADERA MIGRANT/  
SEASONAL HEAD START  
LOCATIONS:*

Madera Migrant/ Seasonal

Head Start is funded by

grants from the U.S.

Department of Health and

Human Services,

Administration for Children

and Families. Our services

are aligned with Head Start

Program Performance

Standards.

**EASTIN ARCOLA**

29551 Avenue 8, Madera, California 93637

(559) 675-3562

*Capacity: 12 Infants/12 Toddlers/20 Preschoolers*

**MIS ANGELITOS**

101 East Adell, Madera, California 93638

(559) 673-2564

*Capacity: 8 Infants/8 Mobile Infants  
8 Toddlers/44 Preschoolers*

**LOS NIÑOS**

29171 Desha Street, Madera, California 93638

(559) 662-1788

*Capacity: 8 Infants/8 Toddlers/20 Preschoolers*

**POMONA**

11777 Woodward Way, Madera, California 93638

(559) 661-1169

*Capacity: 12 Toddlers/20 Preschoolers*

**SIERRA VISTA**

917 East Olive Avenue, Madera, California 93638

(559) 675-9137

*Capacity: 23 Infants/12 Toddlers/57 Preschoolers*





# *REPORTE ANUAL*

## *2020-2021*

*Migrante/Temporal Head Start de Madera*

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY





# NUESTRA AGENCIA

Community Action Partnership del Condado de Madera es una organización no lucrativa 501(c)(3) que en las últimas cuatro décadas ha dedicado sus programas y servicios a las necesidades de los residentes de bajos ingresos del Condado de Madera. El Condado de Madera tiene el enfoque primordial para servir a individuos y a familias de bajos ingresos. A CAPMC se le han otorgado fondos para extender sus servicios de Head Start Regional a familias del Condado de Mariposa y familias migrantes/de temporada en el condado de Fresno.

CAPMC se estableció en 1965 como resultado del Acta de Oportunidad Económica (EOA) de 1964.

La EOA fue firmada a ley por el Presidente Lyndon B. Johnson para apoyar su declaración incondicional de “Guerra Contra la Pobreza.” La acta fue establecida para promover preparación educativa, incrementar el desarrollo cognitivo y social de los niños inscritos en los programas y sus familias. Cada condado dentro de los Estados Unidos designo a una agencia comunitaria para que fuera responsable de las necesidades de individuos y familias de bajos ingresos al proveer programas y servicios que les pueden ayudar a vivir más estables y ser más auto suficientes.

CAPMC es un líder en “ayudar a personas, cambiando vidas.” Hemos recibido reconocimiento local y nacional por implementar programas creativos y costo-efectivos para servir a residentes de bajos ingresos de los condados de Madera, Mariposa y Fresno. Con el continuo crecimiento y cambio de la región, CAPMC también se está transformando para servir a los más necesitados. CAPMC continúa examinando sus programas para asegurar que alcancen los niveles de innovación e iniciativa que complementen y maduren a los programas, y búsqueda de mejores prácticas de otras agencias en nuestra red de Community Action. CAPMC continúa manteniendo la integridad financiera de sus programas para agrandar sus recursos al mejor beneficio de los programas de CAPMC y otros clientes. Desde su comienzo en 1965, la misión y visión de CAPMC han permanecido igual:



Ayudar a las personas, cambiando vidas y hacer de nuestra comunidad un mejor lugar para vivir al proveer recursos y servicios que inspiren crecimiento personal e independencia.



CAPMC será reconocida como una agencia premier que eliminara los efectos de la pobreza al ayudar a las personas a obtener autosuficiencia y estabilidad económica...una vida a la vez.

## Mensaje de la Directora



El departamento de Head Start de la Asociación de Acción Comunitaria del Condado de Madera desea compartir información importante con respecto a los servicios del el programa Head Start Migrante/Temporal que brinda servicios a los niños y familias en el condado de Madera. Los datos del Informe anual 2020-2021 proporcionarán una descripción general de los fondos, la dotación de personal, la inscripción, la asistencia, los resultados de preparación escolar y los servicios generales proporcionados por el programa. Madera Migrante/ Temporal Head Start es un Delegado de la División de Niños y Familias de la Oficina de Educación del Condado de Stanislaus, quien entra en contrato con Community Action Partnership del Condado de Madera para servir a niños migrantes/estacionales elegibles. En el año del programa 2020-2021, CAPMC recibió fondos para atender a 579 niños. Debido a la condición actual con COVID-19 al final del año del programa, se atendió a un total de 312 niños. Durante la participación de los niños y las familias en el programa, reciben servicios integrales que incluyen educación, salud, nutrición, salud mental y discapacidades. El objetivo principal de CAPMC es brindar a las familias oportunidades para interactuar con sus hijos, aumentar su conocimiento sobre el desarrollo de sus hijos y, en última instancia, ayudarlos a convertirse en la vida de sus hijos educadores.

Quiero agradecer a nuestro personal excepcional por toda su dedicación a brindar experiencias educativas de calidad a nuestros niños. Gracias al Comité de Políticas, a la Junta Directiva por su continuo apoyo y a nuestros socios comunitarios que hacen posible que el programa brinde apoyo y recursos. Este es verdaderamente un "esfuerzo comunitario" para ayudar a las familias a satisfacer sus necesidades y permitir que los niños tengan éxito en su camino educativo.

Un reconocimiento especial y gratitud a las familias participantes que le permiten al personal del programa el honor de educar y cuidar a sus hijos a diario. Es un privilegio poder servir a las familias del condado de Madera.

Respetuosamente,

*Maritza Gomez-Zaragoza*

Directora de los Programas Head Start  
Community Action Partnership of Madera County

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5. MIEMBROS DEL GOBIERNO COMPARTIDO
6. PRESUPUESTO
7. PRESUPUESTO DE MADERA MIGRANTE/TEMPORAL HEAD START
8. NIÑOS Y FAMILIAS SERVIDAS
9. MATRICULACION Y NIÑOS CON DISCAPACIDADES
10. SERVICIO DE SALUD Y DENTAL
11. DATOS DE PADRES Y FAMILIAS
12. PERSONAL DEL PROGRAMA Y CALIFICACIONES
- 13-14. PREPARACION ESCOLAR
15. OBJETIVOS DE PREPARACION ESCOLAR
- 16-17. RESULTADOS DE FAMILIAS



# MIEMBROS DEL GOBIERNO COMPARTIDO

## MESA DIRECTIVA

Deborah Martinez  
*Departamento de Servicios Sociales*

David Hernandez  
*Distrito Unificado de Madera*

Robert Poythress  
*Mesa de Supervisores del Condado de Madera*

Steve Montes  
*Consejo de la Ciudad de Madera*

Dennis Haworth  
*Ciudad de Chowchilla*

Debi Bray  
*Cámara de Comercio de Madera*

Mike King  
*Consejo de Poliza, Head Start*

Donald Holley  
*Administración Fiscal/Contabilidad*

Eric LiCalsi  
*Coalición de Madera Para la Justicia Comunitaria*

Vicky Bandy  
*Departamento de Educación y Desarrollo Infantil*

Martha Garcia  
*Madera/Alpha Central*

Tyson Pogue  
*Condado de Madera del Este*

Molly Hernandez  
*Fairmead/Chowchilla*

Aurora Flores  
*Monroe/Washington*

## CONSEJO DE POLITICA

*Eastin Arcola*

Representative: Anel Arzola

Alternate: Macrina Lopez

Alternate: Fabiola Rendon

*Mis Angelitos*

Representative: Margarita Pablo Santiago

Representative: Yazmin Torres Gutierrez

Alternate: Crecencia Vasquez

Alternate: Anabel Hernandez

*Los Niños*

Representative: Rosa Santos

Alternate: Juana Perez-Lopez

Alternate: Angelica Ramirez

*Pomona*

Representative: Maria Sut-Xon

Alternate: Franzuely Garcia

*Sierra Vista*

Representative: Nayeli Rodriguez

Representative: Guadalupe De La Cruz

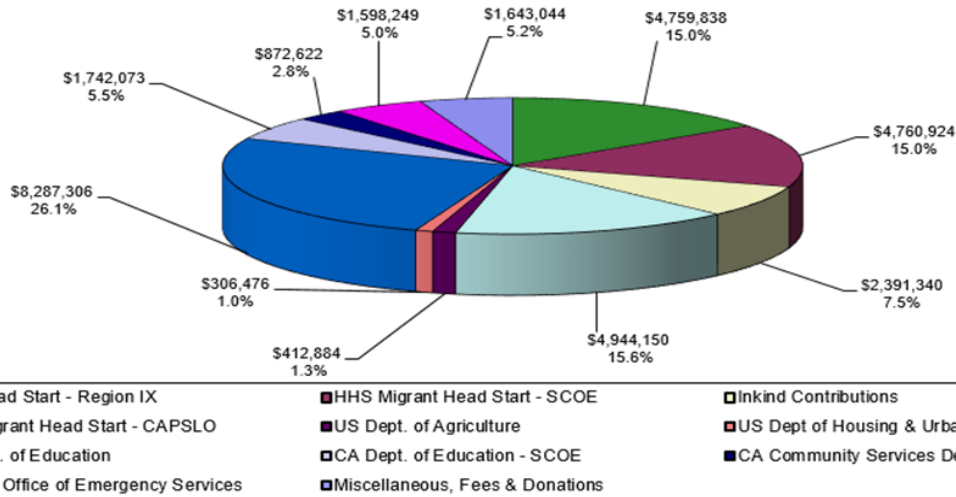
Representative: Juana Zarate

Alternate: Lazaro Lopez-Mendrano

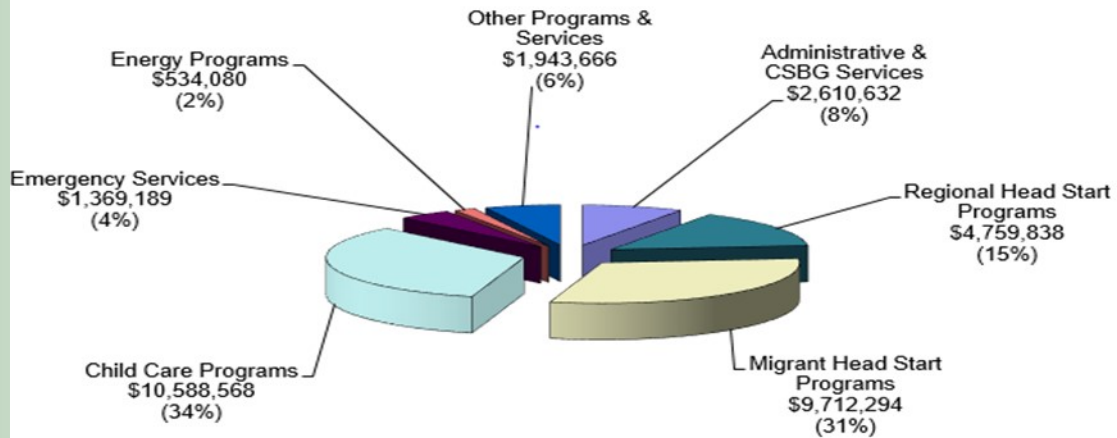
Alternate: Briseida Perez

# Presupuesto de CAPMC 2019-2020

**Community Action Partnership of Madera County, Inc. Funding Revenues by Source  
FYE 2019 - 2020  
\$31,718,906**



**CAPMC Expenditures (Net of Inkind) by Program  
Fiscal Year 2019-20**



Randolph Scott & Company realizó una auditoría al 30 de junio de 2020.

A juicio del auditor, no tenía ninguna reserva en cuanto a la equidad de presentación de la Asociación de Acción Comunitaria del Condado de Madera estados financieros y su conformidad con

Principios contables generalmente aceptados (GAAP).

Se emitió una "opinión limpia" sin ninguna reserva de los condición. No hubo hallazgos ni costos cuestionados ni ningún material o deficiencias significativas de control interno observadas durante la auditoría.



## 2020 –2021

### Presupuesto de Migrante/Temporal Head Start de Madera

Nombre Legal: Community Action Partnership del Condado de Madera

Numero de Presupuesto: 90-CM-9830

Ciclo de Fondos Anuales: Marzo 1, 2020 — Febrero 28, 2021

Numero de niños elegibles servidos en el Condado de Madera:

0-2 años de edad 304

3-5 años de edad 639

Total 943

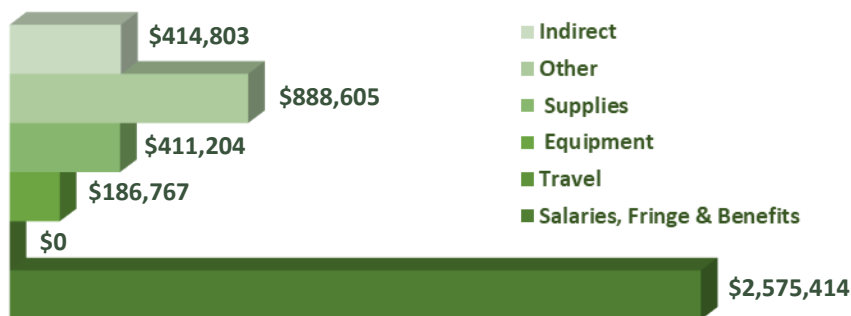
Opción de Programa: Basado en el Centro

Licencia de Community Care Licensing

Los Centros de niños están abiertos 10 horas por día

<u>Total de Fondos Concedidos</u>	<u>\$5,191,697</u>
Fondos Básicos	\$5,159,852
Fondos de T&TA	\$31,845
<u>Fondos No Federales</u>	<u>\$1,297,924</u>

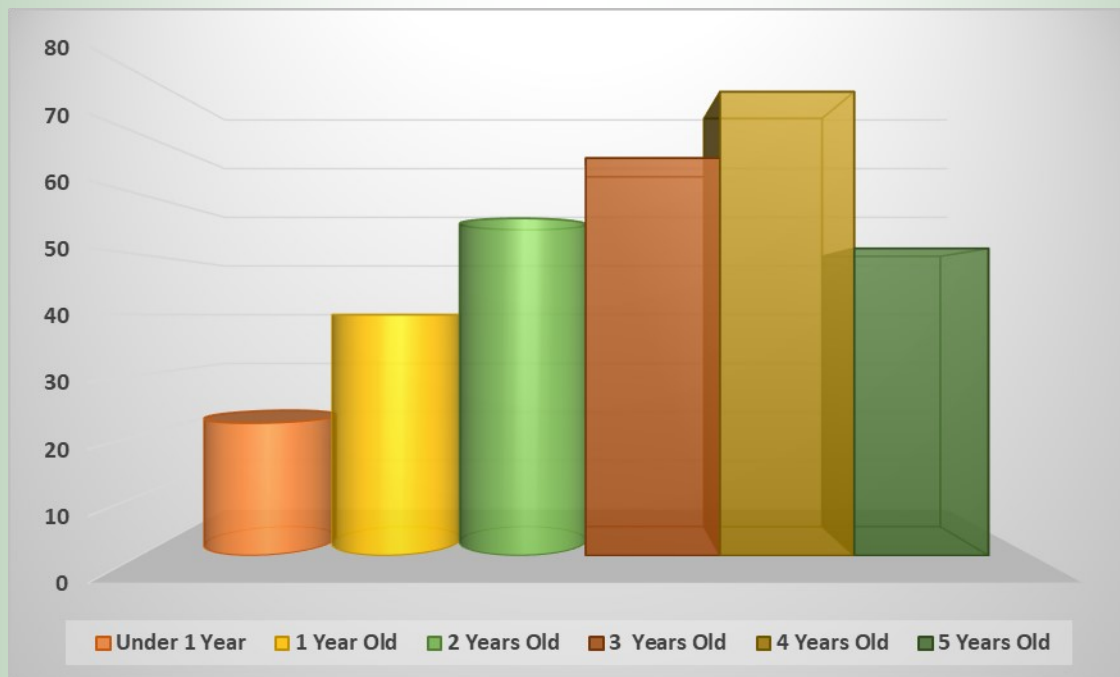
### FISCAL YEAR 2020-2021 EXPENDITURES



En 2018, la oficina de Head Start reconoció que la Asociación de Acción Comunitaria del Condado de Madera cumplió plenamente con todos los Estándares de Desempeño de Head Start, leyes, regulaciones y requisitos de políticas aplicables al emitir una carta basada en una revisión final a Central California Migrante Head Start.

## NIÑOS Y FAMILIAS SERVIDAS

El Programa Head Start Migrante / Temporal de Madera no cumplió con la inscripción financiada para el año del programa 2020-2021 debido a la proporción de capacidad limitada de la pandemia COVID-19. El programa continúa ofreciendo un centro cinco días a la semana. El desglose de las edades de los niños matriculados es el siguiente.



**312** Numero de niños que se sirvió en el condado de Madera

Numero de niños otorgado para server en el condado de Madera **579**

**226** Numero total de familias servidas

# MATRICULA

## Matricula Mensual Promedio

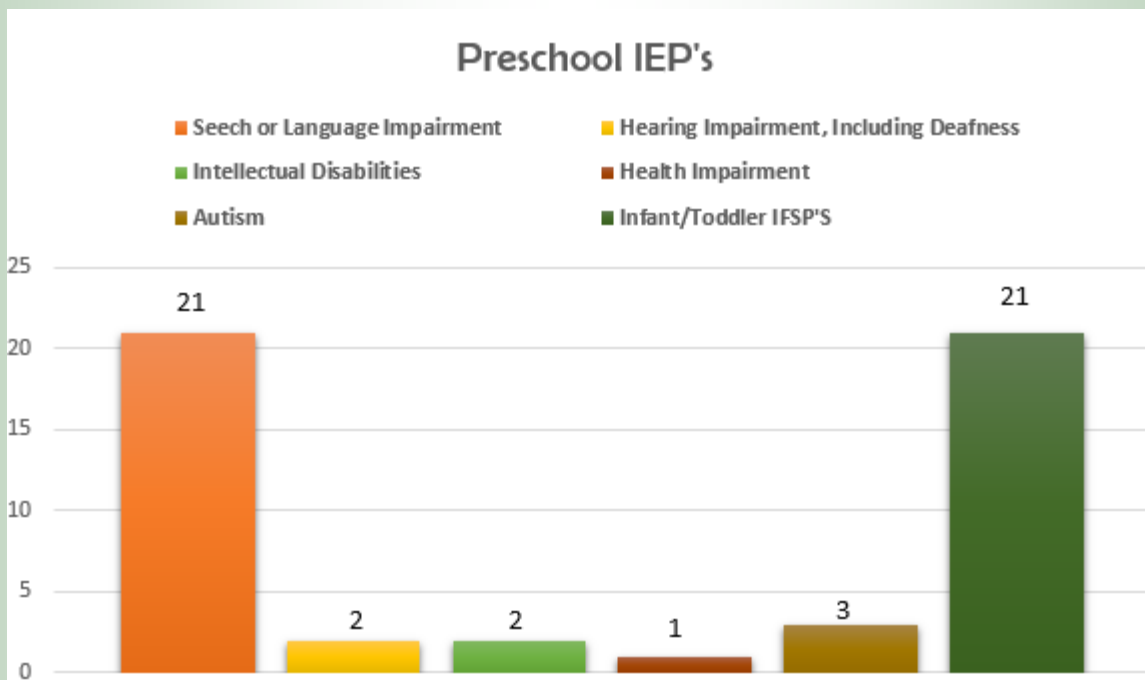
# 80%

Elegibilidad	Niños Matriculados
Ingresos por debajo del 100% de la línea de pobreza federal	252
Recibo de Asistencia Publica	13
Niños Adoptivos	0
Personas sin Hogar	0
Sobre Ingresos	24

# NIÑOS CON DISCAPACIDADES

## Niños inscritos con discapacidades

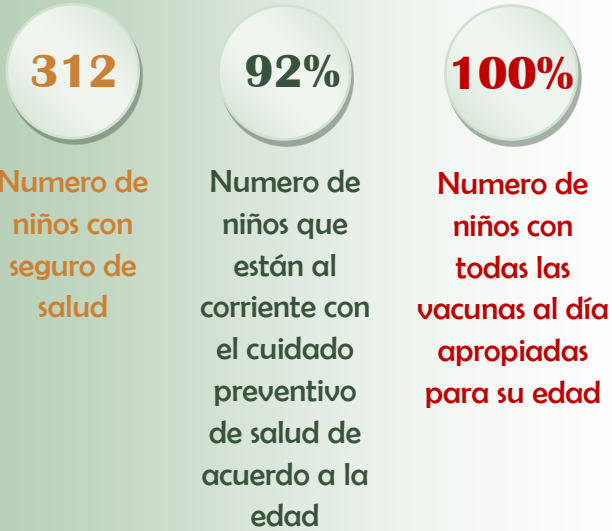
# 16.02%



El Programa Head Start Migrante / Temporal de Madera tiene como objetivo proporcionar servicios integrales a todos los niños y familias inscritos. A continuación se muestran los servicios relacionados con la salud que han recibido los niños y las familias.



## Servicios Médicos



## Servicios Dentales



Condiciones Crónicas	
Numero de niños diagnosticados con condición crónica que necesitan tratamiento medico	49
Servicios proveídos a los Niños con Condiciones Crónicas	
Anemia	10
Asma	3

Índice de Masa Corporal de Niños	
Bajo de Peso	7
Peso Saludable	133
Sobrepeso	25
Obeso	25

# DATOS DE PADRES Y FAMILIAS

## Nivel de Educación de Los Padres

Sin GED o Diploma	129
Diploma de Escuela Secundaria/GED	65
Titulo de Asociado o algo de colegio	32
Titulo Avanzado o Licenciatura	0



## Tipo de Familia

Dos Padres de Familia

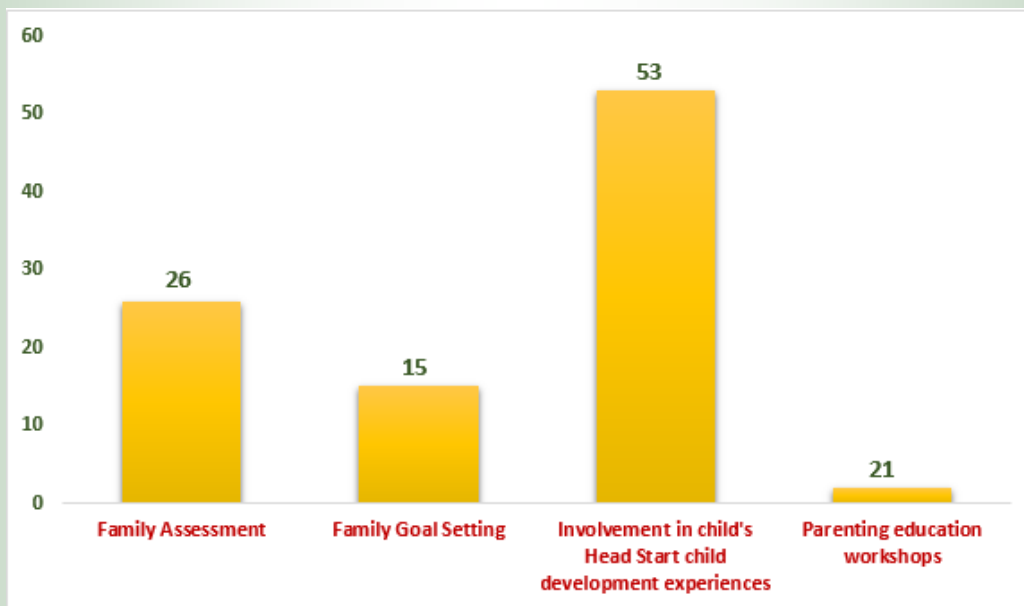
173

Padre/Madre Soltero/a

53

Numero de padres/figuras paternas que participaron en las siguientes actividades durante el año del programa:

## Participación del Padre



# PERSONAL DEL PROGRAMA Y CALIFICACIONES

## Maestras de los Salones

	Salón de Preescolar	Salones para bebés/niños pequeños
Titulo de Graduado	0	0
Licenciatura	4	0
Titulo de Asociado	16	8
Credencial de Desarrollo de Niños	7	7
Total de Personal	27	15

## Personal Administrativo

Titulo de Graduado	1
Licenciatura	9
Titulo de Asociado	0

*Numero total de miembros del personal*

**101**

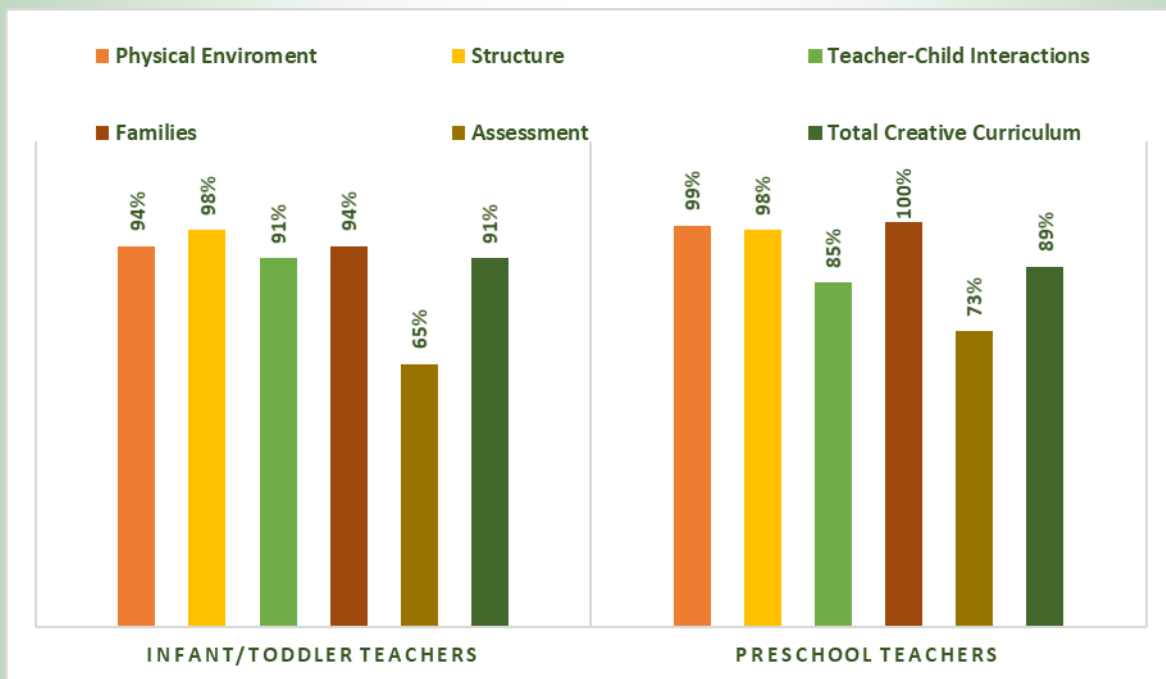
*Personal que son padres actuales o anteriores de Head Start*

**21**



# PREPARACIÓN ESCOLAR

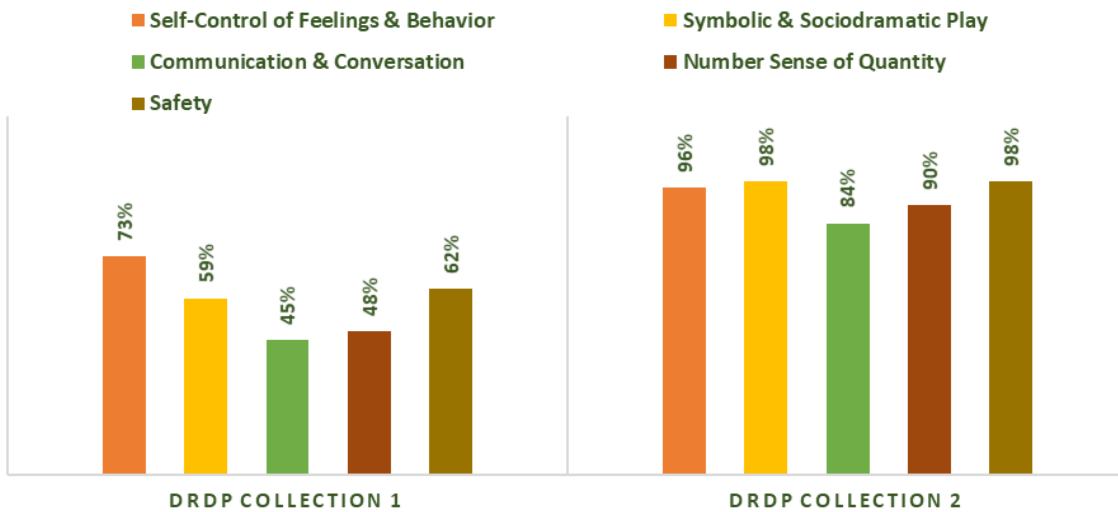
El Plan de estudios creativo brinda oportunidades de aprendizaje duraderas para los niños desde el nacimiento hasta la edad preescolar. La implementación de este plan de estudios para Fidelity es una práctica esencial para garantizar que las interacciones y actividades implementadas en el aula den resultados positivos para los niños y el logro de las metas de preparación escolar. Ayuda a los maestros a proporcionar entornos e interacción atractivos para los niños. La implementación de Fidelity permite al personal mejorar las prácticas de enseñanza para garantizar que todos los niños alcancen su desarrollo adecuado. También apoya al personal docente en la resolución de problemas para fortalecer la implementación del plan de estudios. El porcentaje promedio de 2019-2020 sobre el desempeño de Fidelity está abajo.



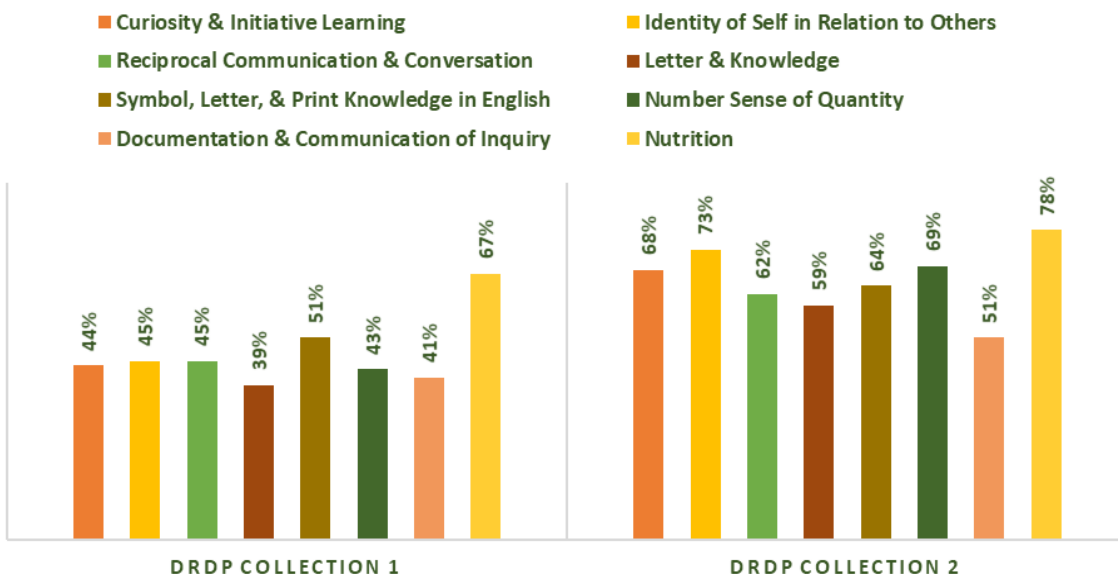
# PREPARACIÓN ESCOLAR

El sistema de Resultados Deseados de la División de Cuidado y Aprendizaje Temprano del Departamento de Educación de California está diseñado para mejorar la calidad de los programas y servicios para todos los niños desde el nacimiento hasta los 12 años de edad que están inscritos en programas de educación y cuidado infantil. Los Resultados Deseados (DRDP) se definen como condiciones de bienestar para los niños y las familias. El Programa Head Start Temporal Migrante de Madera analiza datos tres veces durante la temporada. A continuación se muestran los resultados de la colección DRDP 2020-2021 desde el principio al final del año del programa.

## TARGETED SCHOOL READINESS GOALS AGES 0-3



## TARGETED SCHOOL READINESS GOALS AGES 3-4





# OBJETIVOS DE LA PREPARACIÓN ESCOLAR

La Ley de Mejoramiento de Head Start para la Preparación Escolar de 2007 y la Preparación Escolar en Programas que Sirven la Instrucción del Programa de Niños en Edad Preescolar (ACFPIOHS-11-04) requieren que los programas Head Start adopten metas de preparación escolar para los niños en edad preescolar.

- El Plan de Preparación Escolar describe cómo CAPMC con SCOE/CCMHS estratégicamente integrará los servicios programáticos para mejorar los Resultados de la Preparación Escolar de los niños y las familias de Head Start.
- Las metas de la Preparación Escolar reflejan que las familias son los primeros maestros de sus niños. Las metas abarcan las cinco áreas esenciales en los dominios del desarrollo infantil: Métodos de Aprendizaje, el Idioma y la Alfabetización, Conocimiento Cognitivo y General, Desarrollo Físico y la Salud, y Desarrollo Social y Emocional.
- El desarrollar metas para la Preparación Escolar, una parte crucial del Plan de Preparación Escolar, fue guiado e impulsado por la comunidad de Head Start y aprobado por los padres de los niños de Head Start y las Mesa Directivas.
- Dos conjuntos de Metas para la Preparación Escolar fueron adoptados, el primer conjunto para las familias con mujeres embarazadas, infantes y niños pequeños, y el segundo para los niños de edad preescolar.
- Las metas de Preparación Escolar para familias con mujeres embarazadas, infantes y niños pequeños fueron desarrolladas en conjunto con el Marco para los Programas de Head Start que sirven Infantes y Niños Pequeños y sus Familias, los Fundamentos de Aprendizaje y Desarrollo Infantil de California, el Sistema de Resultados Deseados de California, los Fundamentos del Desarrollo Infantil de la Primera Infancia de Head Start y el Programa para el Cuidado de infantes y Niños Pequeños.
- Las metas para niños de edad preescolar fueron desarrolladas en alineación con el Marco de Head Start para el Desarrollo y Aprendizaje Temprano de los Niños, Fundaciones de Aprendizaje y Desarrollo Infantil de California, el Sistema de Resultados Deseados de California y los Estándares Académicos Comunes para Kínder.



# 2020-2021 RESULTADOS DE FAMILIAS

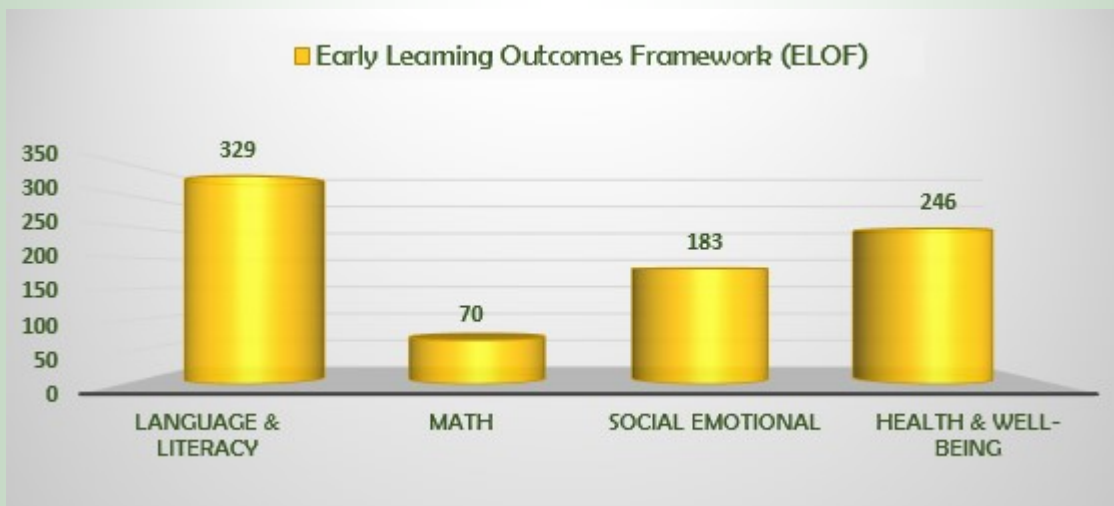
Los padres participaron activamente no solo en el desarrollo de sus habilidades como el primer maestro de su hijo, sino también en compartir la responsabilidad de la toma de decisiones para la planificación del programa, las metas y objetivos, los criterios de reclutamiento, la selección e inscripción de los niños, la evaluación anual del programa y las políticas de personal. Algunas de nuestras actividades son las siguientes:



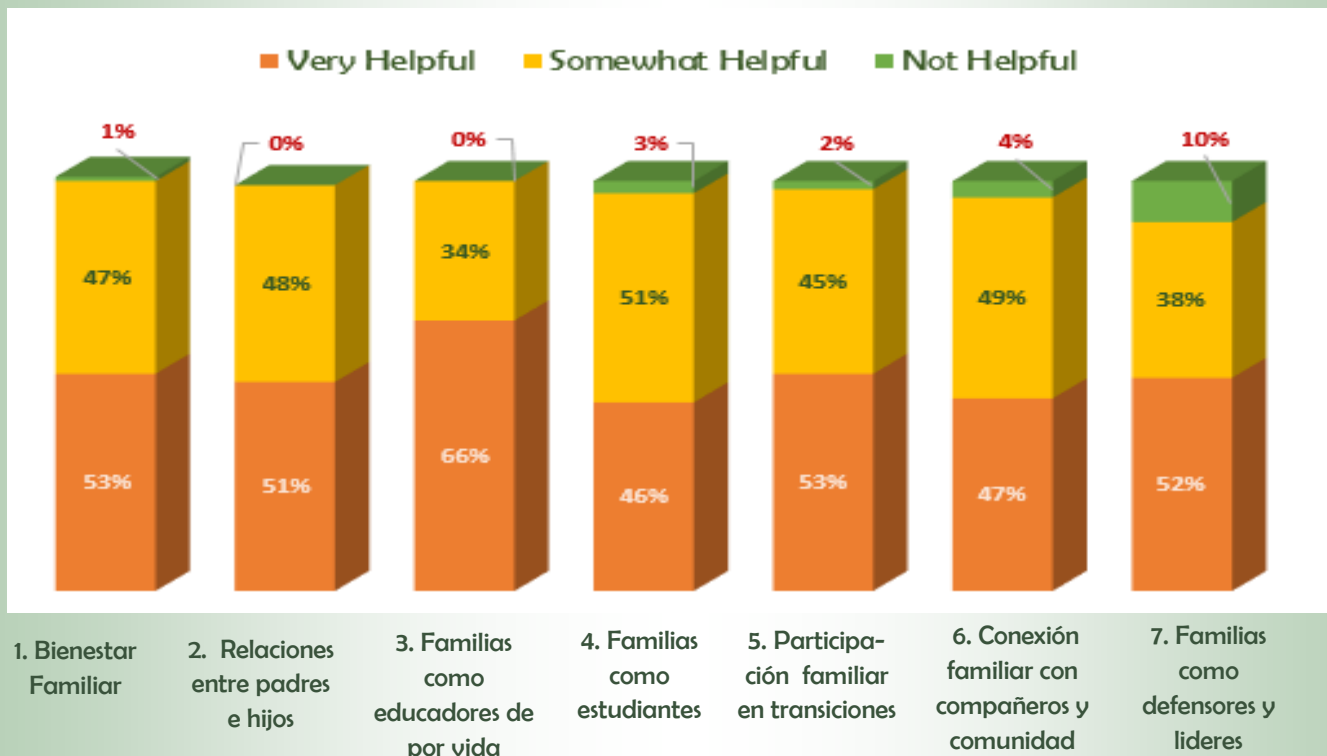
- **Comité de Política de Padres de la Asociación de Acción Comunitaria del Condado de Madera**  
- Los padres participaron activamente durante las reuniones del comité de política y los entrenamientos proporcionados.
- **Consejo de Políticas de Head Start Migrante de California Central** - Representantes y suplentes seleccionados participaron activamente en el Consejo de Políticas a nivel del concesionario. Uno de los padres de nuestro programa fue elegido Vicepresidente del Consejo de Políticas.
- Se proporcionaron reuniones de padres y temas del plan de estudios para padres a los padres de manera virtual y / o por teléfono. Se proporcionaron los siguientes temas a los padres:
  - ⇒ Bienestar socioemocional
  - ⇒ Nutrición y actividades
  - ⇒ Medios y tecnología
  - ⇒ Educación financiera
  - ⇒ Crecimiento y desarrollo infantil
  - ⇒ Lenguaje y alfabetización
  - ⇒ Matemáticas
  - ⇒ Preparación para la escuela
- Durante el programa de invierno, se proporcionó a los padres la siguiente reunión educativa virtual para padres:
  - ⇒ Estrés / Ansiedad
  - ⇒ Mi plato / Bebidas azucaradas
  - ⇒ Actividades de preparación para la escuela en el hogar

## 2020-2021 RESULTADOS DE FAMILIAS

- Durante el programa de invierno, se puso a prueba el plan de estudios para padres Ready Rosie. 44 padres se registraron en la plataforma y 39 se conectaron en un centro.
- Los padres vieron un total de 296 videos. De los 296 videos, el siguiente es un desglose de las vistas relacionadas con el Marco de resultados de aprendizaje temprano (ELOF) y los marcos de participación de los padres, la familia y la comunidad (PFCE):



*¿Cuánto le ayudó el programa a usted y a su familia?  
Porcentaje por respuesta:*



*DIRECCIONES DE MADERA/  
MIGRANTE TEMPORAL HEAD START*

El Programa Migrante/  
Temporal de Head Start de  
Madera está financiado por  
fondos del Departamento de  
Salud y Servicios Humanos  
de U.S. Administración de  
Niños y Familias.  
Nuestros servicios están  
alineados con las Normas de  
Ejecución del Programa de  
Head Start.

**EASTIN ARCOLA**

29551 Avenue 8, Madera, California 93637

(559) 675-3562

*Capacity: 12 Infants/12 Toddlers/20 Preschoolers*

**MIS ANGELITOS**

101 East Adell, Madera, California 93638

(559) 673-2564

*Capacity: 8 Infants/8 Mobile Infants  
8 Toddlers/44 Preschoolers*

**LOS NIÑOS**

29171 Desha Street, Madera, California 93638

(559) 662-1788

*Capacity: 8 Infants/8 Toddlers/20 Preschoolers*

**POMONA**

11777 Woodward Way, Madera, California 93638

(559) 661-1169

*Capacity: 12 Toddlers/20 Preschoolers*

**SIERRA VISTA**

917 East Olive Avenue, Madera, California 93638

(559) 675-9137

*Capacity: 23 Infants/12 Toddlers/57 Preschoolers*





# Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: December 9, 2021

Author: Maritza Gomez-Zaragoza

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DATE: November 10, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2020-2021 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Home Self-Assessment Results

**I. RECOMMENDATION:**

Review and consider approving the 2020 – 2021 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Partnership Self-Assessment Results.

**II. SUMMARY:**

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

Training was held on August 17, 2021 on the self-assessment process and instrument. Due to the current situation with COVID-19, the self-assessment process was modified to in order to complete the review of all service areas and ensure the health and safety of children and staff. Program process and systems were reviewed to collect information that was utilized as part of the self-assessment to identify strengths and areas of need in the implementation of policies, procedures, and processes. The self-assessment process assessed the program during the week of August 17 – 20, 2021.

**III. DISCUSSION:**

Staff utilized a variety of systems based on the 2021 Office of Head Start Monitoring Protocol to evaluate the program. The areas reviewed were:

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

As stated, staff had to modify the process which included:

- Virtual sites visits
- File review prior to the self-assessment

- 2021 CLASS observations conducted virtually by the Grantee.
- Center's environmental health & safety checks were completed by the Center Directors and verified by the Area Manager.
- Results of the program self-assessment were reviewed and approved by Policy Committee on November 10, 2021.

IV. **FINANCING**: Minimal



**PROGRAM SELF-ASSESSMENT REVIEW**  
**Review Year 2020-2021**  
**PROGRAM STRENGTHS, RECOMENDANTIONS AND FINDINGS**

<b>Program: CAPMC – Fresno Migrant Seasonal Head Start</b>		<b>August 17-20, 2021</b>
<b>Program Area</b>	<b>STRENGHTS</b>	
Quality Education and Child Development Services	<ul style="list-style-type: none"> <li>• Head Start Approach to School Readiness requires programs to implement and measure progress toward school readiness goals, to help individualize for each child and ensure children know and can do what is needed to be ready for kindergarten.</li> <li>• During season of 2021, Fresno Migrant Head Start program implemented the Individual Child School Readiness Plan for all children. All teachers discussed with parents children’s areas of strengths and developed five goals for each child and each central domain. All goals were aligned to the current assessment tool (DRDP) and strategies were provided to parents to support their child at home.</li> <li>• 20% of the files reviewed showed consistency in the completion of Individual Child School Readiness Plan</li> <li>• FMSHS 2020-2021 self-assessment has identified 20% of all education files. including children with active IFSP and IEP, also completed Ages Stages Questionnaire 3 and Ages Stages Questionnaire Social Emotional.2. The assessments were conducted in the child’s home language within 45 days of enrollment,. In additional the files also had documentation of parent consents and evidence in reviewing result with parents(s)</li> <li>• The FMSHS program met the 10% mandate of disability enrollment. In 2021 FMSHS 2021 met 16% if actual enrollment. This was an increase of 3% compared to 2020’s 13% of actual enrollment.</li> <li>• FMSHS Disability and Mental Health Speacialist actively pursued collaborative efforts with agencies in order to accelerate meeting the 10 % of Disability enrollment.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Disability and Mental Health Specialist along with educators contacted and followed up with families based on the provided list of children with an active IEP/IFSP the local Education Agency( School District, Special Education Information System).</li> <li>• The Disability Mental Health Specialist followed up with the pending referrals throughout year, until the child received their full evaluation. As children transitioned from the FCC Early Head Start program, children were enrolled into child care centers. Some of which with an active IFSP successfully transitioned into an IEP.</li> <li>• The long term goal for Disabilities to meet the 10% of funded enrollment is by increasing 1% per year. The Disability Mental Health Specialist will continue collaborating with LEAs and add new LEAs to the programs resource list. Also, contracting with a speech therapist to effectively screen and assess potential children with concerns would render services more rapidly.</li> </ul>
<p>Quality Health Program/Environmental Health and Safety</p>	<ul style="list-style-type: none"> <li>• When a child requires a follow up for any failed screenings, the Advocate's ensures that necessary treatment/ follow-up is received by reminding the parent's about the importance of needing to schedule an appointment. If the parents of the child is struggling in obtaining an appointment or referral for child, the Advocate's assist the families by calling the child's doctor's office to obtain an appointment. Once child has been seen, if parent does not provide a report for the visit, the Advocates, with parent permission, will follow up with the doctor's office by calling and/or sending a fax to obtain the necessary information/documentation from child's visit. If the Advocate needs any assistance, the Health Specialist will assist the Advocate, with parent's permission, in contacting the doctor's office.</li> </ul>
<p>ERSEA – Eligibility and Attendance</p>	<p>The program's funded enrollment is 519. Total number children served was 247. Although the program did not meet the funded enrollment, staff conducted extensive recruitment activities in their communities. Below is data on recruitment strategies:</p> <ul style="list-style-type: none"> <li>• Number of families contacted on the ChildPlus report 4010 Master List of Families and # that enrolled their child/children – 467 / 63 – 13.5%</li> <li>• Number of families contacted from the MSIN program and number that enrolled their child/children – 285 / 35 – 12.28 %</li> </ul>



	<ul style="list-style-type: none"> <li>• Number of families contacted from the Recruitment Log and number that enrolled their child/children – 572 / 95 – 16.6%</li> <li>• Number of Community locations contacted - 200</li> </ul>
Governance, Program Management & Quality	<ul style="list-style-type: none"> <li>• Due to the availability of virtual meetings, the program has experienced at least 90% of parent attendance at Parent Policy Committee Meetings. The virtual platform has allowed greater parent participation and ability to engage with program staff and provide input for program planning.</li> <li>• During the 2020-2021 Budget Planning process, the Parent Policy Committee members provided key information for program services and service days that would will support the children and family needs. Parents requested the extension of services into the fall months to support their employment season.</li> </ul>
Quality Family and Community Engagement Services	<ul style="list-style-type: none"> <li>• Based on the file review, there is evidence that parents completed the Parent Meeting Survey to provide their input as to what topic they wanted to learn. Out of eight centers, eight submitted their tallies and parent schedules which included topics suggested by parents.</li> <li>• Out of seven Advocates, seven enrolled the Family Development Credential Cohort with the Grantee to ensure they received the skills as they work with families and to meet the Head Start Performance requirement in regards to staff who work directly with families.</li> </ul>
<b>Program Area</b>	<b>RECOMMENDATION</b>
Quality Education and Child Development Services	<ul style="list-style-type: none"> <li>• During program 2020-2021 Self-Assessment, 20% of the total enrollment files were reviewed. There was consistency in the completion of the Child &amp; Family Transition Plan for every child upon enrollment.</li> <li>• While reviewing the Child &amp; Family Transition Plan, it was noticed that documentation of the outcome/follow-up was inconsistent.</li> <li>• 45% out of 20 files reviewed had no documentation of completing the outcome/follow-up on transition plans.</li> <li>• Additional monitoring &amp; Training/Technical Assistance is recommended to improve full implementation. The program overall score for instructional support is in the low middle</li> </ul>

	<p>range and below Head Start competition threshold. Improvement is needed on the following domain and dimensions:</p> <p><b>Domain:</b></p> <ul style="list-style-type: none"> <li>➤ Instructional Support – 2.21</li> </ul> <p><b>Dimensions:</b></p> <ul style="list-style-type: none"> <li>➤ Language Modeling – 1.89</li> <li>➤ Quality of Feedback – 2.21</li> <li>➤ Concept Development – 2.54</li> </ul> <ul style="list-style-type: none"> <li>• Additional professional development is recommended to improve quality on teacher child interactions.</li> <li>• Upon interviewing 18 educators, only 1% was able to articulate the new disability and mental health referral forms process. The recommendation is for program educators to review the new process to acquire full comprehension and articulation of referral process steps. Educators will be able to support parent by properly articulating the referral process and respond with a complete referral timely.</li> </ul> <p><b>Sites:</b> Firebaugh, Five Points, Casa Castellanos, Orange Cove, Selma</p>
<p>Quality Health Program/Environmental Health and Safety</p>	<ul style="list-style-type: none"> <li>• Children’s Emergency Cards are not kept in the Emergency/Medication binder inside the Emergency Bag. Emergency Cards are kept in a cabinet in each classroom.</li> </ul> <p><b>Sites:</b> Biola, Firebaugh, Five Points, Orange Cove</p>
<p>ERSEA – Eligibility and Attendance</p>	<ul style="list-style-type: none"> <li>• Revise the ChildPlus application to add bold wording in areas requiring initials/signatures. During the file review, it was identified 26% of ChildPlus applications had missing parent/staff signatures and parent’s initials certifying single status – (32 out of the 122).</li> <li>• Interviews were conducted with four Advocates and four Center Directors. In preparation of the Focus Area 2 review, it is recommended that training on the ERSEA protocol be provided to Advocates and Center Directors to strengthen the articulation of program process and procedures.</li> </ul>

Quality Family and Community Engagement Services		<ul style="list-style-type: none"> <li>Based on the Data and Planning interview, Advocates showed understating about the process of data but need to be able to articulate the purpose of data and planning with data. It is recommended that additional training be provided to Advocates about the purpose of data, analyzing data and planning based on the results.</li> </ul>	
Program Management & Quality Improvement		<ul style="list-style-type: none"> <li>Although the program has increased the use of program data more intentionally and purposely; additional work needs to be done to use data with intentionality for program planning, professional development, and to increase the quality of services.</li> <li>It is also recommended to discuss program data with management and center staff during monthly meetings to ensure they understand the importance of data collection and analysis.</li> </ul>	
<b>Performance Standards</b>	<b>Program Area</b>	<b>FINDINGS</b>	
1302.40 (b)	Quality Health Program/ Environmental Health and Safety	<ul style="list-style-type: none"> <li>The last Health Services Advisory Committee meet in 2019 and did not meet for the program year 2020-2021. Per Performance Standard, the Health Services Advisory Committee must be established and maintained.</li> </ul>	All Sites



# Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: December 9, 2021

Author: Maritza Gomez-Zaragoza

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DATE: November 10, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2020-2021 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Home Self-Assessment Corrective Plan of Action for findings and recommendations.

**I. RECOMMENDATION:**

Review and consider approving the 2020 – 2021 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Partnership Self-Assessment Program Plans of Action for any findings and recommendations.

**II. SUMMARY:**

The 2020-2021 Self-Assessment was conducted during the week of August 17-20, 2021. All program service areas were reviewed for compliance. However, due to the current COVID-19 restrictions and safety precautions, staff conducted a modified self-assessment process.

**III. DISCUSSION:**

Staff utilized a variety of systems based on the 2021 Office of Head Start Monitoring Protocol to evaluate the program. The areas reviewed were:

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

As stated, staff had to modify the process which included:

- Virtual sites visits
- File review prior to the self-assessment
- 2021 CLASS observations conducted virtually by the Grantee.
- Center's environmental health & safety checks were completed by the Center Directors and verified by the Area Manager.

Although program staff only identified one finding during the review, staff also identified areas where services can continue to be improved and enhance program services.

The attached document includes the identified finding and recommendations with a detailed plan to address and/or enhance the specific service area.

- The 2020-2021 Fresno Migrant Seasonal Head Start and Early Head Start – Family Child Care Home Self-Assessment Corrective Plan of Action for findings and recommendations was reviewed and approved by the Policy Committee on November 10, 2021.

IV. **FINANCING**: None



**PROGRAM SELF-ASSESSMENT REVIEW**  
**Review Year 2020-2021**  
**CORRECTIVE PLAN OF ACTION**

<b>Program: CAPMC – Fresno Migrant Seasonal Head Start</b>		<b>August 17-20, 2021</b>
<b>Program Area</b>	<b>RECOMMENDATION</b>	
Quality Education and Child Development Services	<p>It is recommended to include the child &amp; family consent form in the child’s education file in order to inform teaching staff about parent’s consent to administer developmental screenings.</p> <p><b><u>ACTION PLAN</u></b></p> <ul style="list-style-type: none"> <li>• Additional Training/Technical Assistance will be provided to teaching staff to improve full implementation of the Child &amp; Family Transition Plan. 1302.70 (b)(1-2), 1302.71 (a-e), 1302.72 (a-c)</li> <li>• Monitoring for compliance will be conducted on a monthly basis to ensure compliance or additional support has been provided to teaching staff.</li> <li>• Program will concentrate first on getting preschool teachers familiar with the CLASS observation tool by providing professional development targeting the employees that have not familiar with the tool.</li> <li>• Since Language Modeling was one of the dimensions with the lowest score, additional professional development will be provided along with intentional coaching.</li> </ul>	
Health Program Services/Environmental Health and Safety	<p>It is recommended that center staff place all children’s emergency cards in the emergency/medication binder inside the emergency bag.</p> <p><b><u>ACTION PLAN</u></b></p> <ul style="list-style-type: none"> <li>• Health Specialist will conduct a meeting with all Center Directors to review Policies 47C.5 Emergency Cards and 47B.4 Medication Administration &amp; Storage.</li> <li>• Center Directors will review Policies 47C.5 and 47B.4 with their staff.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Health Specialist will conduct site visits to ensure emergency cards are in the emergency/medication binder inside the emergency bag.</li> <li>• Continue to provide T&amp;TA to staff as needed.</li> </ul>
<p>ERSEA – Eligibility and Attendance</p>	<p>It is recommended to revise the ChildPlus application to add bold wording in areas requiring initials/signatures. During the file review, it was identified 26% of ChildPlus applications had missing parent/staff signatures and parent’s initials certifying single status – (32 out of the 122) 100% are corrected.</p> <p><b><u>ACTION PLAN</u></b></p> <ul style="list-style-type: none"> <li>• Review and revise the ChildPlus application.</li> <li>• Provide training on the revised ChildPlus application.</li> <li>• Review/Monitor ChildPlus applications to ensure all signatures/initials are noted on the application.</li> </ul> <p>Interviews were conducted with 4 Advocates and 4 Center Directors. In preparation of the Focus Area 2 review, it is recommended that training on the ERSEA protocol be provided to Advocates and Center Directors to strengthen the articulation of program process and procedures.</p> <p><b><u>ACTION PLAN</u></b></p> <ul style="list-style-type: none"> <li>• Review Focus Area 2 ERSEA protocol and provide training to staff.</li> <li>• Staff will practice interview skills upon completing training.</li> <li>• Support Services Manager will follow up on staff’s interview techniques during Advocate’s meetings.</li> </ul>

<p>Quality Family and Community Engagement Services</p>	<p>It is recommended that additional training be provided to Advocates about the purpose of data, as how to analyze and how to plan based on the results.</p> <p><b><u>ACTION PLAN</u></b></p> <ul style="list-style-type: none"> <li>• Develop a policy for family data.</li> <li>• Provided training to review policy, purpose of data, how to analyze data and planning base on the data results.</li> <li>• Include the topic of data on the monthly meeting agendas to review data with Advocates.</li> <li>• Monitor data and provide feedback to Advocates.</li> <li>• Provide T&amp;TA for Advocates needing additional training in order for them to understand and articulate the purpose and systems of data.</li> </ul>
<p>Governance, Program Management &amp; Quality Improvement, Human Resources</p>	<p>Additional work needs to be done in order to use data with intentionality for program planning, professional development, and to increase the quality of services. It is recommended to discuss program data with management and center staff during monthly meetings to ensure there is common understanding of data collection and analysis.</p> <p><b><u>ACTION PLAN</u></b></p> <ul style="list-style-type: none"> <li>• Management staff will develop a program data inventory to identify data collection, timelines, and purpose.</li> <li>• Schedule data review and analysis after child assessment collection &amp; develop program level planning.</li> <li>• Area Manager and Program Specialist will review the program and level planning data during monthly meetings.</li> <li>• Program staff will monitor data to ensure accuracy and provide training and technical support to staff to ensure data is collected timely and accurately.</li> </ul>



Performance Standards	Program Area	FINDING
1302.40 (b)	Health Program Services/Environmental Health and Safety	<ul style="list-style-type: none"> <li>• There was no Health Services Advisory Committee meeting held during the 2020-2021 Program year. Per Performance Standard, the Health Services Advisory Committee must be established and maintained yearly.</li> </ul> <p><b><u>ACTION PLAN</u></b></p> <ul style="list-style-type: none"> <li>• Health Specialist will contact community partners to re-establish partnership with Health Services Advisory Committee members.</li> <li>• A Health Advisory Committee meeting will be schedule prior to the end of 2021.</li> <li>• A schedule for the 2021-2022 HAC meeting will be developed and meetings schedule in a timely manner.</li> </ul>



# Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: December 9, 2021

Author: Maritza Gomez-Zaragoza

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DATE: December 9, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2020-2021

**I. RECOMMENDATION:**

Review and consider approving the Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2020 – 2021.

**II. SUMMARY:**

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

**III. DISCUSSION:**

The program completed the PIR report for 2020-2021 based on the data gather. Below are some demographics of the children and families served in the Madera/Mariposa Regional and Early Head Start.

**1. Regional Head Start**

Based on the data collected by staff, Community Action Partnership of Madera County (CAPMC) Madera/Mariposa Regional Head Start (MMRHS) program served 241 children of the 246 funded enrollments due to the COVID pandemic.

	<b>CAPMC Regional Head Start</b>
Children with health insurance	100%
Children with a medical home	100%
Children with a dental home	92%
Children with up-to-date immunizations or all possible immunizations	99%
Children with an Individualized Education Program (IEP)	13%
Families who received at least one family service	82%

2. Attached is the PIR report in its entirety for 2020-2021.

3. **Early Head Start**

Community Action Partnership of Madera County's (CAPMC) Madera Head Start program served 57 children and 6 pregnant women, exceeding the funded enrollment of 40 children and 2 pregnant women.

	<b>CAPMC Early Head Start</b>
Children with health insurance	100%
Children with a medical home	100%
Children with a dental home	80%
Children with up-to-date immunizations or all possible immunizations	100%
Individualized Family Service Plan (IFSP)	19%
Families who received at least one family service	80%

4. Attached is the PIR report in its entirety for 2020-2021.

- The Program Informational Report was reviewed by the Policy Council on November 4, 2021.

IV. **FINANCING:** Not applicable.



2020-2021 EARLY HEAD START PROGRAM INFORMATION REPORT  
09CH011519-200 COMMUNITY ACTION PARTNERSHIP OF MADERA  
COUNTY, INC.

## A. PROGRAM INFORMATION

### GENERAL INFORMATION

Grant Number	09CH011519
Program Number	200
Program Type	Early Head Start
Program Name	COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Program Address	1225 Gill Ave
Program City, State, Zip Code (5+4)	Madera, CA, 93637-5234
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mmendez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Tyson Pogue, Chairperson
DUNS Number	034241133
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

### FUNDED ENROLLMENT

#### Funded enrollment by funding source

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

#### Funded enrollment by program option

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

	# of slots
A.5 Locally designed option	0
	# of pregnant women slots
A.6 Pregnant women slots	2

### Funded slots at child care partner

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

### CLASSES IN CENTER-BASED

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

### CUMULATIVE ENROLLMENT

#### Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	10
b. 1 year old	14
c. 2 years old	24
d. 3 years old	9
g. Total cumulative enrollment of children	57

#### Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	6

#### Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	63

#### Primary type of eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	41
b. Public assistance such as TANF and SSI	14
c. Foster care	2
d. Homeless	0

	<i># of children / pregnant women</i>
e. Eligibility based on other type of need, but not counted in A.13.a through d	4

	<i># of children / pregnant women</i>
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	2

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.  
 Program's eligibility criteria/point system.

## Prior enrollment

	<i># of children</i>
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	18
b. Three or more years	22

## Transition and turnover

	<i># of children</i>
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	19
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	2
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	13
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	7
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	6

	<i># of pregnant women</i>
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	1
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	4
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	4
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	0

## Child care subsidy

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

## Ethnicity and race

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

## Primary language of family at home

	# of children
<b>A.26 Primary language of family at home:</b>	
a. English	16
1. Of these, the number of children acquiring/learning another language in addition to English	
b. Spanish	47
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

## Dual language learners

	# of children
<b>A.27 Total number of Dual Language Learners</b>	47

## Transportation

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

## RECORD KEEPING

### Management Information Systems

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

*Name/title*

ChildPlus



## B. PROGRAM STAFF & QUALIFICATIONS

### TOTAL STAFF

#### Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	18	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	4	0

### TOTAL VOLUNTEERS

#### Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	15
a. Of these, the number who are current or former Head Start or Early Head Start parents	15

### EDUCATION AND CHILD DEVELOPMENT STAFF

#### Infant and toddler classroom teachers (EHS and Migrant programs)

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

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

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

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

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

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

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

## Home visitors and family child care provider staff qualifications

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

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

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

## Ethnicity and race

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

## Language

	# of non-supervisory education and child development staff
<b>B.14 The number who are proficient in a language(s) other than English.</b>	3
a. Of these, the number who are proficient in more than one language other than English	0

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

## STAFF TURNOVER

### All staff turnover

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

### Education and child development staff turnover

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

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

## C. CHILD AND HEALTH SERVICES

### HEALTH SERVICES

#### Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	57	57
a. Of these, the number enrolled in Medicaid and/or CHIP	57	57
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.2 Number of children with no health insurance	0	0

#### Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	6	6
a. Of these, the number enrolled in Medicaid	6	6
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

#### Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	57	57
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	51	54

#### Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	5	5

## Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	43	53

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

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	0
d. Seizures	0
e. Life-threatening allergies (e.g. food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	1
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	3
i. Diabetes	0

## Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	57	57
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

## Medical services – pregnant women (EHS programs)

	# of pregnant women
C.13 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	6
b. Postpartum health care	4
c. A professional oral health assessment, examination, and/or treatment	1
d. Mental health interventions and follow-up	4
e. Education on fetal development	6
f. Education on the benefits of breastfeeding	6
g. Education on the importance of nutrition	6
h. Education on infant care and safe sleep practices	6
i. Education on the risks of alcohol, drugs, and/or smoking	6
j. Facilitating access to substance abuse treatment (i.e. alcohol, drugs, and/or smoking)	5

## Prenatal health – pregnant women (EHS programs)

	# of pregnant women
C.14 Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	1
b. 2nd trimester (3-6 months)	1
c. 3rd trimester (6-9 months)	4
C.15 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

## Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	45	46

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

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	34

## Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	4
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	0

## DISABILITIES SERVICES

### IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	5
a. Of these, the number who received an evaluation to determine IDEA eligibility	3
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	3
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	2

	# of children
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

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

	# of children
C.24 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	11
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	5
2. During this enrollment year	6
b. Of these, the number who have not received early intervention services under IDEA	0

## EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

### Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	17
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	17
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	2



C.28 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

## Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
DRDP: Desired Results Developmental Profile (all editions)

## Curriculum

C.30 Curriculum used by the program:
c. For home-based services
<i>Name/title</i>
Partners For A Healthy Baby (Florida State University)
d. For pregnant women services
<i>Name/title</i>
Partners For A Healthy Baby (Florida State University)
e. For building on the parents' knowledge and skill (i.e. parenting curriculum)
<i>Name/title</i>
Other (Please Specify)
Ready Rosie

## Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.32 If yes, classroom and home visit observation tool(s) used by the program:
b. Home-based settings
<i>Name/title</i>
Home Visiting Rating-Scales (HOVRS)

## FAMILY AND COMMUNITY PARTNERSHIPS

### Number of families

	<i># of families at enrollment</i>
C.33 Total number of families:	46
a. Of these, the number of two-parent families	30
b. Of these, the number of single-parent families	16
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g. biological, adoptive, stepparents)	44
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	16
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	0
b. Grandparents	0
c. Relative(s) other than grandparents	0

	# of families at enrollment
d. Foster parent(s) not including relatives	2
e. Other	0

## Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	0
b. An associate degree, vocational school, or some college	4
c. A high school graduate or GED	13
d. Less than high school graduate	29

## Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	30
1. Of these families, the number in which one or more parent/guardian is employed	30
2. Of these families, the number in which one or more parent/guardian is in job training (e.g. job training program, professional certificate, apprenticeship, or occupational license)	0
3. Of these families, the number in which one or more parent/guardian is in school (e.g. GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g. unemployed, retired, or disabled)	16

	# of families at end of enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	29
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	29
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g. unemployed, retired, or disabled)	17
1. Of these families, the number of families that were also counted in C.36.a	1
2. Of these families, the number of families that were also counted in C.36.b	16

	# of families at enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0

## Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	13	14
C.40 Total number of families receiving Supplemental Security Income (SSI)	1	0
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	46	46
C.42 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	29	29

## Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g. meeting immediate needs for food, clothing, or shelter)	18
b. Housing assistance (e.g. subsidies, utilities, repairs)	2
c. Asset building services (e.g. financial education, debt counseling)	1
d. Mental health services	4
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	5
h. Assistance in enrolling into an education or job training program	4
i. Research-based parenting curriculum	0
j. Involvement in discussing their child's screening and assessment results and their child's progress	46
k. Supporting transitions between programs (i.e. EHS to HS, HS to kindergarten)	3
l. Education on preventive medical and oral health	9
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	20
o. Education on postpartum care (e.g. breastfeeding support)	6
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.44 Of these, the number of families who were counted in at least one of the services listed above	46

## Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	4
b. Family goal setting	7
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	18
d. Head Start program governance, such as participation in the Policy Council or policy committees	0

	# of father/ father figures
e. Parenting education workshops	0

### Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	0

	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	0

	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

### Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	2

C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0
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### REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	21083049714
Last Update Date	08/30/2021



2020-2021 HEAD START PROGRAM INFORMATION REPORT  
09CH011519-000 Community Action Partnership of Madera County

**A. PROGRAM INFORMATION**

**GENERAL INFORMATION**

Grant Number	09CH011519
Program Number	000
Program Type	Head Start
Program Name	Community Action Partnership of Madera County
Program Address	1225 Gill Ave
Program City, State, Zip Code (5+4)	Madera, CA, 93637-5234
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mmendez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Tyson Pogue, Chairperson
DUNS Number	034241133
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

**FUNDED ENROLLMENT**

**Funded enrollment by funding source**

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

**Funded enrollment by program option**

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	246
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

## Funded slots at child care partner

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

## CLASSES IN CENTER-BASED

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

## CUMULATIVE ENROLLMENT

### Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	11
d. 3 years old	97
e. 4 years old	133
f. 5 years and older	0
g. Total cumulative enrollment of children	241

### Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	241

### Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	148
b. Public assistance such as TANF and SSI	57
c. Foster care	2
d. Homeless	1
e. Eligibility based on other type of need, but not counted in A.13.a through d	18
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	15

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

Children are selected based on eligibility criteria/point system

## Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	90
b. Three or more years	1

## Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	66
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	17

	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	92

## Child care subsidy

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

## Ethnicity and race

	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	4
b. Asian	0	3
c. Black or African American	0	10
d. Native Hawaiian or other Pacific Islander	0	0
e. White	5	47
f. Bi-racial/Multi-racial	2	2
g. Other	166	2
Explain:            Mexican		
h. Unspecified	0	0

## Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	177
1. Of these, the number of children acquiring/learning another language in addition to English	
b. Spanish	62
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	2
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

## Dual language learners

	# of children
A.27 Total number of Dual Language Learners	64

## Transportation

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

## RECORD KEEPING

### Management Information Systems

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



## B. PROGRAM STAFF & QUALIFICATIONS

### TOTAL STAFF

#### Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	72	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	21	0

### TOTAL VOLUNTEERS

#### Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	50
a. Of these, the number who are current or former Head Start or Early Head Start parents	50

### EDUCATION AND CHILD DEVELOPMENT STAFF

#### Preschool classroom and assistant teachers (HS and Migrant programs)

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

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

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	6	1

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	5	8

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	3
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	3

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

### Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	5
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	1

### Preschool classroom assistant teachers program enrollment

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

### Home visitors and family child care provider staff qualifications

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

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

## Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	1
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	6
f. Biracial/Multi-racial	0	0
g. Other	17	0
Explain:                      Mexican		
h. Unspecified	0	0

## Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	17
a. Of these, the number who are proficient in more than one language other than English	0

# of non-supervisory  
education and child  
development staff

B.15 Language groups in which staff are proficient:	
a. Spanish	16
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	1
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or parents declined identifying the language)	0

## STAFF TURNOVER

### All staff turnover

	(1) # of Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g. summer months)	6	0
a. Of these, the number who were replaced	4	0

### Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g. during summer months)	3
a. Of these, the number who were replaced	1
b. Of these, the number who left while classes and home visits were in session	1

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	2
1. Of these, the number that moved to state pre-k or other early childhood program	1
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g. change in job field, reason not provided)	1

1. Specify:	Returned to school	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		2

## C. CHILD AND HEALTH SERVICES

### HEALTH SERVICES

#### Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	241	241
a. Of these, the number enrolled in Medicaid and/or CHIP	229	229
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	12	12
C.2 Number of children with no health insurance	0	0

#### Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	241	241
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	163	163

#### Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	149	219

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	32
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	15
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	1
4. Children left the program before their appointment date	6
5. Appointment is scheduled for future date	10
6. Other	0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	1
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	7
d. Seizures	1
e. Life-threatening allergies (e.g. food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	3
g. Vision Problems	18
h. Blood lead level test with elevated lead levels >5 g/dL	2
i. Diabetes	0

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

	# of children at enrollment
C.9 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	6
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	146
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	32
d. Obese (BMI at or above 95th percentile for child's age and sex)	49

### Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	239	240
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	2	1
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

### Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	222	222

## Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.17 Number of children who received preventive care during the program year	150
C.18 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	150
a. Of these, the number of children diagnosed as needing dental treatment during the program year - at end of enrollment	22
1. Of these, the number of children who have received or are receiving dental treatment - at end of enrollment	22
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	
2. No dental care available in local area	
3. Medicaid not accepted by dentist	
4. Dentists in the area do not treat 3 – 5 year old children	
5. Parents did not keep/make appointment	
6. Children left the program before their appointment date	
7. Appointment is scheduled for future date	
8. No transportation	
9. Other	

## Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	12
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	0

## DISABILITIES SERVICES

### IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	14
a. Of these, the number who received an evaluation to determine IDEA eligibility	6
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	6
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	8



	# of children
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

### Preschool disabilities services (HS and Migrant programs)

	# of children
C.23 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	33
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	25
2. During this enrollment year	8
b. Of these, the number who have not received special education and related services	0

### Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.25 Diagnosed primary disability:		
a. Health impairment (i.e. meeting IDEA definition of "other health impairment")	5	5
b. Emotional disturbance	0	0
c. Speech or language impairments	21	21
d. Intellectual disabilities	1	1
e. Hearing impairment, including deafness	2	2
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	4	4
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

## EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

### Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	148
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	142
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	37

C.28 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

### Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
DRDP: Desired Results Developmental Profile (all editions)

### Curriculum

C.30 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Creative Curriculum (PreSchool)
e. For building on the parents' knowledge and skill (i.e. parenting curriculum)
<i>Name/title</i>
Other (Please Specify)
Ready Rosie

### Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.32 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
<i>Name/title</i>
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)

## FAMILY AND COMMUNITY PARTNERSHIPS

### Number of families

	# of families at enrollment
C.33 Total number of families:	230
a. Of these, the number of two-parent families	126
b. Of these, the number of single-parent families	104
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g. biological, adoptive, stepparents)	226
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	91
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	10
b. Grandparents	1
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	3
e. Other	0

### Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	2
b. An associate degree, vocational school, or some college	56
c. A high school graduate or GED	116
d. Less than high school graduate	56

### Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	149
1. Of these families, the number in which one or more parent/guardian is employed	149
2. Of these families, the number in which one or more parent/guardian is in job training (e.g. job training program, professional certificate, apprenticeship, or occupational license)	1
3. Of these families, the number in which one or more parent/guardian is in school (e.g. GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g. unemployed, retired, or disabled)	81

	<i># of families at end of enrollment</i>
<b>C.37 Total number of families in which:</b>	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	133
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	133
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g. unemployed, retired, or disabled)	97
1. Of these families, the number of families that were also counted in C.36.a	16
2. Of these families, the number of families that were also counted in C.36.b	81

	<i># of families at enrollment</i>
<b>C.38 Total number of families in which:</b>	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0

## Federal or other assistance

	<i># of families at enrollment</i>	<i># of families at end of enrollment</i>
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	67	66
C.40 Total number of families receiving Supplemental Security Income (SSI)	13	13
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	170	168
C.42 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	113	113

## Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g. meeting immediate needs for food, clothing, or shelter)	91
b. Housing assistance (e.g. subsidies, utilities, repairs)	27
c. Asset building services (e.g. financial education, debt counseling)	30
d. Mental health services	49
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	12
h. Assistance in enrolling into an education or job training program	50
i. Research-based parenting curriculum	83
j. Involvement in discussing their child's screening and assessment results and their child's progress	189
k. Supporting transitions between programs (i.e. EHS to HS, HS to kindergarten)	92
l. Education on preventive medical and oral health	82
m. Education on health and developmental consequences of tobacco product use	51
n. Education on nutrition	76
o. Education on postpartum care (e.g. breastfeeding support)	16
p. Education on relationship/marriage	31
q. Assistance to families of incarcerated individuals	0
C.44 Of these, the number of families who were counted in at least one of the services listed above	189

## Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	27
b. Family goal setting	37
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	86
d. Head Start program governance, such as participation in the Policy Council or policy committees	0
e. Parenting education workshops	0

## Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	1
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	1

	<i># of families</i>
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

### **Foster care and child welfare**

	<i># of children</i>
C.49 Total number of enrolled children who were in foster care at any point during the program year	2
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	2

## D. GRANT LEVEL QUESTIONS

### INTENSIVE COACHING

	<i># of education and child development staff</i>
D.1 The number of education and child development staff (i.e. teachers, preschool assistant teachers, home visitors, FFC providers) that received intensive coaching	13
	<i># of coaches</i>
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	1

### FAMILY SERVICES STAFF QUALIFICATIONS

	<i># of family services staff</i>
D.5 Total number of family services staff:	10
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	8
b. Of these, the number that do not meet one of the qualifications described in D.5.a	2
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	2

### FORMAL AGREEMENTS FOR COLLABORATION

	<i># of formal agreements</i>
D.6 Total number of formal agreements with child care partners	0
D.7 Total number of LEAs in the service area	1
a. Of these, the total number of formal agreements with those LEAs to coordinate services for children with disabilities	1
b. Of these, the total number of formal agreements with those LEAs to coordinate transition services	1

### REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	21083049598
Last Update Date	08/30/2021



# Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: December 9, 2021

Author: Maritza Gomez-Zaragoza

DATE: November 29, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera Migrant/Seasonal Head Start Program Information Report for 2020-2021

**I. RECOMMENDATION:**

Review and consider approving the Madera Migrant/Seasonal Head Start Program Information Report for 2020 – 2021.

**II. SUMMARY:**

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

**III. DISCUSSION:**

The program completed the report for 2020-2021 based on the data gather. Below are some demographics of the children and families served in the Madera Migrant/Seasonal Head Start

**Migrant/Seasonal Head Start**

Based on the data collected by staff, Community Action Partnership of Madera County (CAPMC) Madera Migrant/Seasonal Head Start (MMHS) program served 312 children, due to the current condition with COVID-19 the program was not able to meet the funded enrollment of 579.

	<b>CAPMC MMHS Head Start</b>
Children with health insurance	100%
Children with a medical home	100%
Children with a dental home	100%
Children with up-to-date immunizations or all possible immunizations	100%



Children with an Individualized Education Program (IEP)	16.02%
Families who received at least one family service	85%

IV. **FINANCING:** Not applicable.

**999 - Head Start Program Information Report**

**A. Enrollment and Program Options**

**GENERAL INFORMATION**

**General Information**

* Grant Number	
* Delegate Number	005
* Program Type	Migrant
* Program Name	CAPMC
* Program Address	1225 Gill Avenue
* Program City, State, Zip Code (5+4)	Madera, CA, 936379363
* Program Phone Number	(559) 673-0012
* Program Fax Number	(559)-661-8459
* Head Start or Early Head Start Director Name	
* Head Start or Early Head Start Director Email	
* Agency Email	mccaa@maderacap.org
* Agency Web Site Address	http://www.maderacap.org
* Name and Title of Approving Official	
* DUNS Number (if available)	034241133
* Agency Type	A. Community Action Agency (CAA).
* Agency Affiliation	A. Secular or Non-Religious agency.
* Agency Description	D. Delegate Agency

**ENROLLMENT YEAR**

**Enrollment dates (A.1 - A.1.b)**

A.1 Enrollment Year:	Date (mm/dd/yyyy)
a Start Date	03/01/2020
b End Date	02/28/2021

**FUNDED ENROLLMENT**

**Funded enrollment by funding source (A.2 - A.2.c)**

A.2 Funded Head Start or Early Head Start Enrollment:	# of children / pregnant women
a Head Start/Early Head Start Funded Enrollment, as identified on FAA	579
b Funded Enrollment from non-federal sources, i.e. state, local, private	0
c Funded Enrollment from the MIECHV Grant Program, for Early Head Start services	N/A

**Funded enrollment by program option - children (A.3 - A.8)**

A.3 Center-based option - 5 days per week:	# of children
a Full-day enrollment	579
1 Of these, the number available as full-working-day enrollment	579
a Of these, the number available for the full-calendar-year	0
b Part-day enrollment	0
1 Of these, the number in double sessions	0
A.4 Center-based option - 4 days per week:	# of children
a Full-day enrollment	0
b Part-day enrollment	0
1 Of these, the number in double sessions	0
A.5 Home-based option	0
A.6 Combination option	0
A.7 Family child care option	0
a Of these, the number available as full-working-day enrollment	0
1 Of these, the number available for the full-calendar-year	0
A.8 Locally designed option	0

**Funded enrollment of pregnant women (EHS programs) (A.9 - A.9)**

	# of pregnant women
A.9 Total number of pregnant women positions in funded enrollment	N/A

**Funded enrollment at child care partner (A.10 - A.11)**

	# of children
A.10 Funded enrollment at child care partners in the center-based program option	0
A.11 Total funded enrollment at child care partners (A.10, center-based partner and A.7, family child care program option)	0

**CENTERS AND CLASSES**

**Classes (A.12 - A.12.a)**

	# of classes

<a href="#">A.12</a>	Total number of classes operated	<a href="#">39</a>
<a href="#">a</a>	Of these, the number of double session classes	<a href="#">0</a>
<b>CUMULATIVE ENROLLMENT Children by age (A.13 - A.13.f)</b>		
<a href="#">A.13</a>	Children by age:	<b># of children at enrollment</b>
<a href="#">a</a>	Under 1 year	<a href="#">22</a>
<a href="#">b</a>	1 year old	<a href="#">40</a>
<a href="#">c</a>	2 years old	<a href="#">56</a>
<a href="#">d</a>	3 years old	<a href="#">66</a>
<a href="#">e</a>	4 years old	<a href="#">77</a>
<a href="#">f</a>	5 years and older	<a href="#">51</a>
<b>Pregnant women (EHS programs) (A.14 - A.14)</b>		
<a href="#">A.14</a>	Cumulative enrollment of pregnant women	<b># of pregnant women</b> N/A
<b>Total cumulative enrollment (A.15 - A.15)</b>		
<a href="#">A.15</a>	Total cumulative enrollment	<b># of children / pregnant women</b> <a href="#">312</a>
<b>Type of eligibility (A.16 - A.17)</b>		
<a href="#">A.16</a>	Report each enrollee only once by primary type of eligibility:	<b># of children / pregnant women</b>
<a href="#">a</a>	Income below 100% of federal poverty line	<a href="#">252</a>
<a href="#">b</a>	Receipt of public assistance such as TANF, SSI	<a href="#">13</a>
<a href="#">c</a>	Status as a foster child - # children only	<a href="#">0</a>
<a href="#">d</a>	Status as homeless	<a href="#">0</a>
<a href="#">e</a>	Over income*	<a href="#">24</a>
<a href="#">f</a>	Number of children exceeding the allowed over income enrollment with family incomes between 100% and 130% of the federal poverty line**	<b># of children</b> <a href="#">23</a>
<a href="#">A.17</a>	If the program serves enrollees under A.16.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	
	Specify	
<b>Prior enrollment (A.18 - A.18.b)</b>		
<a href="#">A.18</a>	Enrolled in Head Start or Early Head Start for:	<b># of children</b>
<a href="#">a</a>	The second year	<a href="#">106</a>
<a href="#">b</a>	Three or more years	<a href="#">132</a>
<b>Transition and turnover (HS programs) (A.19 - A.19.b)</b>		
<a href="#">A.19</a>	Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	<b># of children</b> N/A
<a href="#">a</a>	Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	N/A
<a href="#">b</a>	Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	N/A
<b>Transition and turnover (EHS programs) (A.20 - A.22.b)</b>		
<a href="#">A.20</a>	Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	<b># of children</b> N/A
<a href="#">a</a>	Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	N/A
<a href="#">b</a>	Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	N/A
<a href="#">1</a>	Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	N/A
<a href="#">2</a>	Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	N/A
<a href="#">3</a>	Of the infants and toddlers who aged out of Early Head Start, the number who did NOT enter another early childhood program	N/A
<a href="#">A.21</a>	Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	<b># of pregnant women</b> N/A
<a href="#">A.22</a>	Number of pregnant women receiving Early Head Start services at the time their infant was born	N/A

a	Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in Early Head Start	N/A
b	Of the pregnant women enrolled when their infant was born, the number whose infant was NOT subsequently enrolled in Early Head Start	N/A
<b>Transition and turnover (Migrant programs) (A.23 - A.23.b)</b>		
		<b># of children</b>
A.23	Total number of children who left the program any time after classes or home visits began and did not re-enroll	144
a	Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	62
b	Of the children who left the program during the program year, the number of preschool children who aged out, i.e. left the program in order to attend kindergarten	35
<b>Child care subsidy (A.24 - A.24)</b>		
		<b># of children at end of enrollment year</b>
A.24	The number of enrolled children for whom the program and / or its partners received a child care subsidy	0
<b>Ethnicity &amp; Race (A.25 - A.25.h.1)</b>		
A.25 Race:		<b># of children / pregnant women</b>
		<b>Hispanic or Latino origin</b>
		<b>Non-Hispanic or Non-Latino origin</b>
a	American Indian or Alaska Native	0
b	Asian	0
c	Black or African American	0
d	Native Hawaiian or other Pacific Islander	0
e	White	0
f	Biracial/Multi-racial	0
g	Other	312
1	Explain:	
h	Unspecified	0
1	Explain: Did not specify	
<b>Primary language of family at home (A.26 - A.26.I)</b>		
A.26 Primary language of family at home:		<b># of children / pregnant women</b>
		<b>women</b>
a	English	0
b	Spanish	312
c	Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
d	Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e	Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f	East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g	Native North American/Alaska Native Languages	0
h	Pacific Island Languages (e.g., Palauan, Fijian)	0
i	European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j	African Languages (e.g., Swahili, Wolof)	0
k	Other (e.g., American Sign Language)	0
1	Specify:	
l	Unspecified (language is not known or parents declined identifying the home language)	0
<b>TRANSPORTATION</b>		
<b>Transportation services (A.27 - A.27.a)</b>		
		<b>Yes (Y) / No (N)</b>
A.27	Does the program provide transportation to some or all of the enrolled children either directly or through a formal contractual agreement with a transportation provider?	No
		<b># of children</b>
a	Number of children for whom transportation is provided	N/A
<b>Buses (A.28 - A.29.a)</b>		
		<b># of buses owned</b>
A.28	Total number of buses owned by the program that were purchased with ACF grant funds and are currently used to support program operations, regardless of year purchased	0
a	Of these, the number of buses purchased since last year's PIR was reported	0
		<b>Yes (Y) / No (N)</b>
A.29	Are any of the buses used by the program leased by the program itself?	No
		<b># of buses leased</b>
a	Number of buses leased	0
<b>RECORD KEEPING</b>		
<b>Management information systems (A.30 - A.30.c)</b>		

			Yes (Y) / No (N)
<a href="#">A.30</a>	Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?		Yes
If yes, list software programs primary tool first.	(1) Name/title	(2) Locally designed Yes (Y) / No (N)	(3) Web-based Yes (Y) / No (N)
<a href="#">a</a>	Enter name/title, if locally designed, and if web-based COPA (Child Outcome, Planning, and Administration/Assessment)	No	Yes
<a href="#">b</a>	Enter name/title, if locally designed, and if web-based		
<a href="#">c</a>	Enter name/title, if locally designed, and if web-based		

### B. Program Staff and Qualifications

#### TOTAL STAFF

##### Staff by type (B.1 - B.1.b.1)

		(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
<a href="#">B.1</a>	Total number of staff members, regardless of the funding source for their salary or number of hours worked	<u>101</u>	<u>0</u>
<a href="#">a</a>	Of these, the number who are current or former Head Start or Early Head Start parents	<u>21</u>	<u>0</u>
<a href="#">b</a>	Of these, the number who left since last year's PIR was reported	<u>5</u>	<u>0</u>
<a href="#">1</a>	Of these, the number who were replaced	<u>0</u>	<u>0</u>

#### TOTAL VOLUNTEERS

##### Volunteers by type (B.2 - B.2.a)

		# of volunteers
<a href="#">B.2</a>	Number of persons providing any volunteer services to the program since last year's PIR was reported	<u>0</u>
<a href="#">a</a>	Of these, the number who are current or former Head Start or Early Head Start parents	<u>0</u>

#### MANAGEMENT STAFF

##### Management staff - salaries (B.3 - B.3.g)

B.3 Management staff:	(1) Annual salary	(2) % of salary funded by Head Start or Early Head Start
<a href="#">a</a> Executive Director		0
<a href="#">b</a> Head Start or Early Head Start Director		0
<a href="#">c</a> Child Development & Education Manager		0
<a href="#">d</a> Health Services Manager		0
<a href="#">e</a> Family & Community Partnerships Manager		0
<a href="#">f</a> Disability Services Manager		0
<a href="#">g</a> Fiscal Officer		0

##### Coordination of services (B.4 - B.4.d)

B.4 On average, the number of hours per week services managers spend coordinating services:	Average # of hours per week
<a href="#">a</a> Child Development & Education Manager	40:00
<a href="#">b</a> Health Services Manager	40:00
<a href="#">c</a> Family & Community Partnerships Manager	40:00
<a href="#">d</a> Disability Services Manager	40:00

#### CHILD DEVELOPMENT STAFF

##### Preschool child development staff qualifications: classroom teachers, assistants, and supervisors (HS and Migrant programs) (B.5 - B.7)

		(1) # of Classroom Teachers	(2) # of Assistant Teachers
<a href="#">B.5</a>	Total number of preschool child development staff by position	<u>17</u>	<u>10</u>
<b>a An advanced degree in:</b>			
<a href="#">1</a>	Early childhood education	<u>0</u>	<u>0</u>
<a href="#">2</a>	Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	<u>0</u>	<u>0</u>
<b>b A baccalaureate degree in:</b>			
<a href="#">1</a>	Early childhood education	<u>3</u>	<u>0</u>

<a href="#">2</a>	Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	<a href="#">1</a>	<a href="#">0</a>
<a href="#">3</a>	Any field and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam	<a href="#">0</a>	<a href="#">0</a>
Of the preschool child development staff with a baccalaureate degree in B.5.b.1 through B.5.b.3 above, the number enrolled in:			
<a href="#">4</a>	Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	<a href="#">0</a>	<a href="#">0</a>
c An associate degree in:			
<a href="#">1</a>	Early childhood education	<a href="#">12</a>	<a href="#">2</a>
<a href="#">2</a>	A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	<a href="#">1</a>	<a href="#">1</a>
Of the preschool child development staff with an associate degree in B.5.c.1 and B.5.c.2 above, the number enrolled in:			
<a href="#">3</a>	A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	<a href="#">0</a>	<a href="#">1</a>
Of the number of preschool child development staff by position, the number with the following credentials:			
<a href="#">d</a>	A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	<a href="#">0</a>	<a href="#">7</a>
<a href="#">1</a>	Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	<a href="#">0</a>	<a href="#">7</a>
Of the preschool child development staff with the credentials in B.5.d above, the number enrolled in:			
<a href="#">2</a>	A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	<a href="#">0</a>	<a href="#">0</a>
<a href="#">3</a>	An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	<a href="#">0</a>	<a href="#">0</a>
Of the number of preschool child development staff by position:			
<a href="#">e</a>	The number who do not have the qualifications listed in B.5.a through B.5.d	<a href="#">0</a>	<a href="#">0</a>
Of the preschool child development staff in B.5.e above, the number enrolled in:			
<a href="#">1</a>	A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	<a href="#">0</a>	<a href="#">0</a>
<a href="#">2</a>	An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	<a href="#">0</a>	<a href="#">0</a>
<a href="#">3</a>	Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	<a href="#">0</a>	<a href="#">0</a>
			<b># of classes</b>
<a href="#">B.6</a>	Total number of center-based option classes serving preschool-aged children	<a href="#">19</a>	
<a href="#">B.7</a>	Number of center-based option classes serving preschool-aged children in which at least one teacher (excluding assistant teachers) has one of the following: - An advanced or baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with experience teaching pre-school age children, or - A baccalaureate degree and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam. - An associate degree in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	<a href="#">14</a>	
<b>Infant and toddler child development staff qualifications: classroom teachers, assistants, and supervisors (EHS and Migrant programs) (B.8 - B.8.e.3)</b>			
			<b>(1)</b> <b># of Classroom Teachers</b>
<a href="#">B.8</a>	Total number of infant and toddler child development staff by position	<a href="#">15</a>	
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:			
a An advanced degree in:			
<a href="#">1</a>	Early childhood education with a focus on infant and toddler development	<a href="#">0</a>	
<a href="#">2</a>	Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	<a href="#">0</a>	
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:			
b A baccalaureate degree in:			
<a href="#">1</a>	Early childhood education with a focus on infant and toddler development	<a href="#">0</a>	

	<u>2</u> Any field and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers		<u>0</u>		
Of the infant and toddler child development staff with a baccalaureate degree in B.8.b.1 through B.8.b.2 above, the number enrolled in:					
	<u>3</u> Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development		<u>0</u>		
Of the number of infant and toddler child development staff by position, the number with the following degrees or credentials:					
c An associate degree in:					
	<u>1</u> Early childhood education with a focus on infant and toddler development		<u>6</u>		
	<u>2</u> A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and toddlers		<u>2</u>		
Of the infant and toddler child development staff with an associate degree in B.8.c.1 and B.8.c.2 above, the number enrolled in:					
	<u>3</u> A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development		<u>0</u>		
Of the number of infant and toddler child development staff by position, the number with the following credentials:					
	<u>d</u> A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements		<u>7</u>		
	<u>1</u> Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working		<u>7</u>		
Of the infant and toddler child development staff with the credentials in B.8.d above, the number enrolled in:					
	<u>2</u> A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development		<u>0</u>		
	<u>3</u> An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development		<u>1</u>		
Of the number of infant and toddler child development staff by position:					
	<u>e</u> The number who do not have the qualifications listed in B.8.a through B.8.d		<u>0</u>		
Of the infant and toddler child development staff in B.8.e above, the number enrolled in:					
	<u>1</u> A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development		<u>0</u>		
	<u>2</u> An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with a focus on infant and toddler development		<u>0</u>		
	<u>3</u> Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working		<u>0</u>		
<b>Child development staff qualifications: home-based and FCC (B.9 - B.9.e.4)</b>					
		<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
		<b># of Home-Based Visitors</b>	<b># of Home-Based Visitor Supervisors</b>	<b># of Family Child Care providers</b>	<b># of Family Child Care specialists</b>
<u>B.9</u>	Total number of child development staff by position	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Of the number of child development staff by position, the number with the following degrees and licenses:					
a An advanced degree in / licensed as:					
	<u>1</u> Social work/ Licensed clinical social worker (LCSW)/ Licensed master social worker (LCMW)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>2</u> Marriage and family therapy/ Licensed marriage and family therapist (LMFT)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>3</u> Psychology	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>4</u> Sociology	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>5</u> Human services (include related areas such as child and family services or social services)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>6</u> Nursing plus Nurse Practitioner (NP) license	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>7</u> Early childhood education	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>8</u> Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>1</u> Specify:				
Of the number of child development staff by position, the number with the following degrees and licenses:					
b A baccalaureate degree in:					
	<u>1</u> Social work	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

2	Psychology	0	0	0	0
3	Sociology	0	0	0	0
4	Human services (include related areas such as child and family services or social services)	0	0	0	0
5	Nursing plus Registered Nurse (RN) license	0	0	0	0
6	Early childhood education	0	0	0	0
7	Other	0	0	0	0
1	Specify:				

Of the number of child development staff by position, the number with the following degrees and licenses:

c An associate degree in:

1	Social work	0	0	0	0
2	Psychology	0	0	0	0
3	Sociology	0	0	0	0
4	Human services (include related areas such as child and family services or social services)	0	0	0	0
5	Nursing plus Registered Nurse (RN) license	0	0	0	0
6	Early childhood education	0	0	0	0
7	Other	0	0	0	0
1	Specify:				

Of the number of child development staff by position, the number with the following licenses, certifications, or credentials:

d License, certification, or credential held:

1	Nursing, non-RN, i.e. LPN, CNA, etc.	0	0	0	0
2	Family development credential (FDC)	0	0	0	0
3	Child development associate credential (CDA)	0	0	0	0
4	State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option	0	0	0	0
5	Other	0	0	0	0
1	Specify:				

Of the number of child development staff by position:

e	The number who do not have the qualifications listed in B.9.a through B.9.d.	0	0	0	0
---	--	---	---	---	---

Of the staff in B.9.e above, the number enrolled in:

1	An advanced degree or license	0	0	0	0
2	A baccalaureate degree	0	0	0	0
3	An associate degree	0	0	0	0
4	Studies leading to a non-degree license, certificate, or credential	0	0	0	0

**NON-SUPERVISORY CHILD DEVELOPMENT STAFF**

**Child development staff - classroom teacher salary by level of education (B.10 - B.10.e)**

B.10 Classroom teacher salary by level of education:	Average annual salary
a Advanced degree in early childhood education or related degree	0
b Baccalaureate degree in early childhood education or related degree	0
c Associate degree in early childhood education or related degree	0
d A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
e Classroom teachers that do not have the qualifications listed in B.10.a through B.10.d	0

**Child development staff - average salary (B.11 - B.11.d)**

B.11 Average salary:	(1) Average annual salary	(2) Average hourly rate
a Classroom teachers	0	0.00
b Assistant teachers	0	0.00



<a href="#">c</a> Home-based visitors		0	
<a href="#">d</a> Family child care providers		0	
<b>Child development staff - ethnicity and race (B.12 - B.12.h.1)</b>			
		<b># of non-supervisory child development staff</b>	
B.12 Race:		<b>Hispanic or Latino origin</b>	<b>Non-Hispanic or Non-Latino origin</b>
<a href="#">a</a> American Indian or Alaska Native		0	0
<a href="#">b</a> Asian		0	0
<a href="#">c</a> Black or African American		0	0
<a href="#">d</a> Native Hawaiian or other Pacific Islander		0	0
<a href="#">e</a> White		1	1
<a href="#">f</a> Biracial/Multi-racial		0	0
<a href="#">g</a> Other		40	0
<a href="#">1</a> Explain:			
<a href="#">h</a> Unspecified		0	0
<a href="#">1</a> Explain:	Did not specify		
<b>Child development staff - language (B.13 - B.14.k)</b>			
		<b># of non-supervisory child development staff</b>	
B.13 The number who are proficient in a language(s) other than English		19	
<a href="#">a</a> Of these, the number who are proficient in more than one language other than English		0	
B.14 Language groups in which staff are proficient:		<b># of non-supervisory child development staff</b>	
<a href="#">a</a> Spanish		19	
<a href="#">b</a> Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)		0	
<a href="#">c</a> Caribbean Languages (e.g., Haitian-Creole, Patois)		0	
<a href="#">d</a> Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)		0	
<a href="#">e</a> East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)		0	
<a href="#">f</a> Native North American/Alaska Native Languages		0	
<a href="#">g</a> Pacific Island Languages (e.g., Palauan, Fijian)		0	
<a href="#">h</a> European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)		0	
<a href="#">i</a> African Languages (e.g., Swahili, Wolof)		0	
<a href="#">j</a> Other (e.g., American Sign Language)		0	
<a href="#">1</a> Specify:			
<a href="#">k</a> Unspecified (language is not known or staff declined identifying the language)		0	
<b>Child development staff - classroom teacher turnover (B.15 - B.18)</b>			
		<b># of classroom teachers</b>	
B.15 The number of classroom teachers who left the program during the year		1	
B.16 Of these, the number who left for the following reasons:		<b># of classroom teachers</b>	
<a href="#">a</a> Higher compensation/benefits package in the same field (e.g., teacher left to school system)		0	
<a href="#">b</a> Change in job field		0	
<a href="#">c</a> Other		1	
<a href="#">1</a> Comments:			
B.17 Number of classroom teacher vacancies in the program that remained unfilled for a period of 3 months or longer			
B.18 Number of classroom teachers hired during the year due to turnover			
<b>Child development staff - home-based visitor turnover (B.19 - B.22)</b>			
		<b># of home-based visitors</b>	
B.19 The number of home-based visitors who left the program during the year		0	
B.20 Of these, the number who left for the following reasons:		<b># of home-based visitors</b>	
<a href="#">a</a> Higher compensation/benefits package in the same field (e.g., teacher left to school system)		0	
<a href="#">b</a> Change in job field		0	
<a href="#">c</a> Other		0	
<a href="#">1</a> Comments:			
B.21 Number of home-based visitor vacancies in the program that remained unfilled for a period of 3 months or longer			
B.22 Number of home-based visitors hired during the year due to turnover			
<b>FAMILY AND COMMUNITY PARTNERSHIPS STAFF</b>			
<b>Number of family and community partnerships staff (B.23 - B.24)</b>			
		(1)	(2)
		<b># of family workers</b>	<b># of FCP supervisors</b>

<a href="#">B.23</a>	Total number of family & community partnerships (FCP) staff	<u>7</u>	<u>0</u>
<a href="#">a</a>	Of the FCP supervisors, the number who work directly with families, i.e. staff with a family caseload	---	<u>0</u>
<a href="#">B.24</a>	Comments on staff shared by Head Start and Early Head Start programs:		
<b>Family and community partnerships staff qualifications (B.25 - B.26)</b>			
<a href="#">B.25</a>	Of the family & community partnerships (FCP) staff, the number with the following as the highest level of education completed:	<b>(1)</b> # of family workers	<b>(2)</b> # of FCP supervisors
<a href="#">a</a>	A related advanced degree	<u>0</u>	<u>0</u>
<a href="#">b</a>	A related baccalaureate degree	<u>3</u>	<u>0</u>
<a href="#">c</a>	A related associate degree	<u>2</u>	<u>0</u>
<a href="#">d</a>	A family-development-related credential, certificate, or license	<u>0</u>	<u>0</u>
<a href="#">e</a>	None of the qualifications listed in B.25.a through B.25.d above	<u>2</u>	<u>0</u>
	Of the staff in B.25.e above, the number enrolled in:		
<a href="#">1</a>	A related degree at the associate, baccalaureate, or advanced level	<u>0</u>	<u>0</u>
<a href="#">2</a>	Studies leading to a non-degree credential, certificate, or license that is family-development-related	<u>0</u>	<u>0</u>
<a href="#">B.26</a>	Of the family & community partnerships staff, the number with a family-development-related credential, regardless of highest level of education completed	<u>4</u>	<u>0</u>
<b>EDUCATION AND CHILD DEVELOPMENT MANAGEMENT STAFF</b>			
<b>Education &amp; child development managers/coordinators qualifications (B.27 - B.28)</b>			
			<b># of ECD managers/ coordinators</b>
<a href="#">B.27</a>	Total number of education & child development managers/coordinators		<u>4</u>
	Of the education & child development managers/coordinators, the number with the following degrees or credentials:		
<a href="#">a</a>	An advanced degree in early childhood education, or an advanced degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children		<u>1</u>
<a href="#">b</a>	A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children		<u>3</u>
	Of the education & child development managers/coordinators, the number with the following degrees or credentials:		
<a href="#">c</a>	An associate degree in early childhood education, or an associate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children		<u>0</u>
	Of the education & child development managers/coordinators preschool child development staff in B.27.c above, the number enrolled in:		
<a href="#">1</a>	A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education		<u>0</u>
	Of the education & child development managers/coordinators, the number with the following degrees or credentials:		
<a href="#">d</a>	A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements		<u>0</u>
	Of the education & child development managers/coordinators preschool child development staff in B.27.d above, the number enrolled in:		
<a href="#">1</a>	A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education		<u>0</u>
	Of the education & child development managers/coordinators, the number with the following degrees or credentials:		
<a href="#">e</a>	None of the qualifications listed in B.27.a through B.27.d		<u>0</u>
	Of the education & child development managers/coordinators preschool child development staff in B.27.e above, the number enrolled in:		
<a href="#">1</a>	A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education		<u>0</u>
<a href="#">B.28</a>	Comments on education & child development managers/coordinators shared by Head Start and Early Head Start programs:		

### C. Child and Family Services

#### HEALTH SERVICES

##### Health insurance - children (C.1 - C.2)

	<b>(1)</b> # of children at enrollment	<b>(2)</b> # of children at end of enrollment year
<a href="#">C.1</a>	Number of all children with health insurance	<u>312</u>
<a href="#">a</a>	Number enrolled in Medicaid and/or CHIP	<u>309</u>
<a href="#">b</a>	Number enrolled in state-only funded insurance (for example, medically indigent insurance)	<u>0</u>
<a href="#">c</a>	Number with private health insurance (for example, parent's insurance)	<u>3</u>
<a href="#">d</a>	Number with health insurance other than those listed above, for example, Military Health (Tri-Care or CHAMPUS)	<u>0</u>
<a href="#">1</a>	Specify:	
<a href="#">C.2</a>	Number of children with no health insurance	<u>0</u>

##### Health insurance - pregnant women (EHS programs) (C.3 - C.4)

		(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3	Number of pregnant women with at least one type of health insurance	N/A	N/A
a	Number enrolled in Medicaid	N/A	N/A
b	Number enrolled in another publicly funded insurance program that is not Medicaid	N/A	N/A
c	Number with private health insurance	N/A	N/A
d	Number with health insurance other than those listed above, for example, Military Health (Tri-Care or CHAMPUS)	N/A	N/A
1	Specify:	N/A	N/A
C.4	Number of pregnant women with no health insurance	N/A	N/A
<b>Medical (C.5 - C.16)</b>			
<b>Medical home - children</b>			
		(1) # of children at enrollment	(2) # of children at end of enrollment year
C.5	Number of children with an ongoing source of continuous, accessible health care	312	312
C.6	Number of children receiving medical services through the Indian Health Service	0	0
C.7	Number of children receiving medical services through a migrant community health center	302	302
<b>Medical services - children</b>			
		(1) # of children at enrollment	(2) # of children at end of enrollment year
C.8	Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	287	287
			# of children at end of enrollment year
a	Of these, the number diagnosed by a health care professional with any chronic condition needing medical treatment since last year's PIR was reported		49
1	Of these, the number who have received or are receiving medical treatment		49
b	Specify the primary reason that children who needed medical treatment, for any chronic condition diagnosed by a health care professional since last year's PIR was reported, did not receive it:		Select one primary reason (X)
1	No health insurance		
2	No pediatric care available in local area		
3	Medicaid not accepted by health provider		
4	Parents did not keep/make appointment		
5	Children left the program before their appointment date		X
6	Appointment is scheduled for future date		
7	No transportation		
8	Other (please specify):		
C.9	Number of all children who received medical treatment for the following chronic conditions since last year's PIR was reported, regardless of when the condition was first diagnosed by a health care professional:		# of children
a	Anemia		10
b	Asthma		3
c	Hearing Difficulties		0
d	Vision Problems		1
e	High Lead Levels		0
f	Diabetes		0
<b>Body Mass Index (BMI) - children (HS and Migrant programs)</b>			
C.10	Number of all children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts		# of children at enrollment
a	Underweight (BMI less than 5th percentile for child's age and sex)		7
b	Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)		133
c	Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)		25
d	Obese (BMI at or above 95th percentile for child's age and sex)		25
<b>Immunization services - children</b>			
		(1) # of children at enrollment	(2) # of children at end of enrollment year
C.11	Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	312	312

<a href="#">C.12</a>	Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	<a href="#">0</a>	<a href="#">0</a>
<a href="#">C.13</a>	Number of children who meet their state's guidelines for an exemption from immunizations	<a href="#">0</a>	<a href="#">0</a>
<b>Pregnant women - services (EHS programs)</b>			
<a href="#">C.14</a>	Indicate the number of pregnant women who received the following services while enrolled in EHS:		<b># of pregnant women</b>
	<a href="#">a</a> Prenatal health care		N/A
	<a href="#">b</a> Postpartum health care		N/A
	<a href="#">c</a> Mental health interventions and follow up		N/A
	<a href="#">d</a> Substance abuse prevention		N/A
	<a href="#">e</a> Substance abuse treatment		N/A
	<a href="#">f</a> Prenatal education on fetal development		N/A
	<a href="#">g</a> Information on the benefits of breastfeeding		N/A
<b>Pregnant women - prenatal health (EHS programs)</b>			
<a href="#">C.15</a>	Trimester of pregnancy in which the pregnant women served were enrolled:		<b># of pregnant women</b>
	<a href="#">a</a> 1st trimester (0-3 months)		N/A
	<a href="#">b</a> 2nd trimester (3-6 months)		N/A
	<a href="#">c</a> 3rd trimester (6-9 months)		N/A
<a href="#">C.16</a>	Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider		N/A
<b>Dental (C.17 - C.21)</b>			
<b>Dental home - children</b>			
		<b>(1)</b> <b># of children at enrollment</b>	<b>(2)</b> <b># of children at end of enrollment year</b>
<a href="#">C.17</a>	Number of children with continuous, accessible dental care provided by a dentist	<a href="#">312</a>	<a href="#">312</a>
<b>Preschool dental services (HS and Migrant programs)</b>			
			<b># of children at end of enrollment year</b>
<a href="#">C.18</a>	Number of children who received preventive care since last year's PIR was reported		<a href="#">162</a>
<a href="#">C.19</a>	Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported		<a href="#">149</a>
	<a href="#">a</a> Of these, the number of children diagnosed as needing dental treatment since last year's PIR was reported		<a href="#">12</a>
	<a href="#">1</a> Of these, the number of children who have received or are receiving dental treatment		<a href="#">12</a>
	<a href="#">b</a> Specify the primary reason that children who needed dental treatment did not receive it:		<b>Select one primary reason (X)</b>
	<a href="#">1</a> Health insurance doesn't cover dental treatment		
	<a href="#">2</a> No dental care available in local area		
	<a href="#">3</a> Medicaid not accepted by dentist		
	<a href="#">4</a> Dentists in the area do not treat 3 - 5 year old children		
	<a href="#">5</a> Parents did not keep/make appointment		
	<a href="#">6</a> Children left the program before their appointment date		
	<a href="#">7</a> Appointment is scheduled for future date		
	<a href="#">8</a> No transportation		
	<a href="#">9</a> Other (please specify):		
<b>Infant and toddler preventive dental services (EHS and Migrant programs)</b>			
			<b># of children at end of enrollment year</b>
<a href="#">C.20</a>	Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary oral health care according to the relevant state's EPSDT schedule		<a href="#">102</a>
<b>Pregnant women dental services (EHS programs)</b>			
			<b># of pregnant women</b>
<a href="#">C.21</a>	Number of all pregnant women served who received a professional dental examination(s) and/or treatment since last year's PIR was reported		N/A
<b>MENTAL HEALTH SERVICES</b>			
<b>Mental health professional (C.22 - C.22)</b>			
			<b># of hours</b>
<a href="#">C.22</a>	Average total hours per operating month a mental health professional(s) spends on-site		<a href="#">0</a>
<b>Mental health services (C.23 - C.23.d)</b>			
<a href="#">C.23</a>	Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported:		<b># of children at end of enrollment year</b>
	<a href="#">a</a> Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health		<a href="#">0</a>

	1 Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	0	
	b Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	0	
	1 Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	0	
	c Number of children for whom the MH professional provided an individual mental health assessment	0	
	d Number of children for whom the MH professional facilitated a referral for mental health services	0	
<b>Mental health referrals (C.24 - C.24.a)</b>			
		<b># of children at end of enrollment year</b>	
C.24	Number of children who were referred by the program by the MH professional or by another staff member for mental health services outside of Head Start, since last year's PIR was reported	0	
	a Of these, the number who received mental health services since last year's PIR was reported	0	
<b>DISABILITIES SERVICES</b>			
<b>Preschool disabilities services (HS and Migrant programs) (C.25 - C.25.b)</b>			
		<b># of children</b>	
C.25	Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special education and related services	29	
	a Of these, the number who were determined eligible to receive special education and related services:	<b># of children</b>	
	1 Prior to enrollment into the program for this enrollment year	26	
	2 During this enrollment year	3	
	b Of these, the number who have not received special education and related services	0	
<b>Infant and toddler Part C early intervention services (EHS and Migrant programs) (C.26 - C.26.b)</b>			
		<b># of children</b>	
C.26	Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the Individuals with Disabilities Education Act (IDEA)	21	
	a Of these, the number who were determined eligible to receive early intervention services:	<b># of children</b>	
	1 Prior to enrollment into the program for this enrollment year	14	
	2 During this enrollment year	7	
	b Of these, the number who have not received early intervention services under IDEA	0	
<b>Preschool primary disabilities (HS and Migrant programs) (C.27 - C.27.m)</b>			
C.27	Diagnosed primary disability:	<b>(1) # of children determined to have this disability</b>	<b>(2) # of children receiving special services</b>
	a Health impairment (i.e. meeting IDEA definition of other health impairment.)	1	1
	b Emotional disturbance	0	0
	c Speech or language impairments	21	21
	d Intellectual disabilities	2	2
	e Hearing impairment, including deafness	2	2
	f Orthopedic impairment	0	0
	g Visual impairment, including blindness	0	0
	h Specific learning disability	0	0
	i Autism	3	3
	j Traumatic brain injury	0	0
	k Non-categorical/developmental delay	0	0
	l Multiple disabilities (excluding deaf-blind)	0	0
	m Deaf-blind	0	0
<b>EDUCATION AND DEVELOPMENT TOOLS/APPROACHES</b>			
<b>Screening (C.28 - C.30.c)</b>			
		<b># of children</b>	
C.28	Number of all newly enrolled children since last year's PIR was reported	74	
C.29	Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	66	
	a Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	4	
C.30	The instrument(s) used by the program for developmental screening:		
	<b>Enter primary tool first</b>	<b>Name/title</b>	
	a Enter name/title	Ages & Stages Questionnaire	
	b Enter name/title	Ages & Stages - SE	

c Enter name/title		
<b>Assessment (C.31 - C.31.c)</b>		
C.31 Approach or tool(s) used by the program to support ongoing child assessment:		
<b>Enter primary tool first</b>	<b>(1) Name/title</b>	<b>(2) Locally designed Yes (Y) / No (N)</b>
a Enter name/title	DRDP 2015	No
b Enter name/title		
c Enter name/title		
<b>Curriculum (C.32 - C.32.d.3)</b>		
C.32 Curriculum used by the program:		
a For center-based services:		
<b>Enter curriculum used as primary foundation first</b>	<b>(1) Name/title</b>	<b>(2) Locally designed Yes (Y) / No (N)</b>
1 Enter name/title and if locally designed	Creative Curriculum	No
2 Enter name/title and if locally designed		
3 Enter name/title and if locally designed		
b For family child care services:		
<b>Enter curriculum used as primary foundation first</b>	<b>(1) Name/title</b>	<b>(2) Locally designed Yes (Y) / No (N)</b>
1 Enter name/title and if locally designed		
2 Enter name/title and if locally designed		
3 Enter name/title and if locally designed		
c For home-based services:		
<b>Enter curriculum used as primary foundation first</b>	<b>(1) Name/title</b>	<b>(2) Locally designed Yes (Y) / No (N)</b>
1 Enter name/title and if locally designed		
2 Enter name/title and if locally designed		
3 Enter name/title and if locally designed		
d For pregnant women services:		
<b>Enter curriculum used as primary foundation first</b>	<b>(1) Name/title</b>	<b>(2) Locally designed Yes (Y) / No (N)</b>
1 Enter name/title and if locally designed		
2 Enter name/title and if locally designed		
3 Enter name/title and if locally designed		
<b>Staff-child interaction observation tools (C.33 - C.34.c)</b>		
		<b>Yes (Y) / No (N)</b>

<a href="#">C.33</a>	Does the program use staff-child interaction observation tools to assess quality?	Yes
<a href="#">C.34</a>	If yes, interaction observation tool(s) used by the program:	
<b>Enter tool(s) used to observe child development staff working in each setting offered</b>	<b>(1) Name/title</b>	<b>(2) Locally designed Yes (Y) / No (N)</b>
<a href="#">a</a> Center-based settings	CLASS	No
<a href="#">b</a> Home-based settings		
<a href="#">c</a> Family child care settings		
<b>FAMILY AND COMMUNITY PARTNERSHIPS</b>		
<b>Number of families (C.35 - C.37.f.1)</b>		
		<b># of families at enrollment</b>
<a href="#">C.35</a>	Total number of families:	226 Including Dual-custody families: 0
<a href="#">a</a>	Of these, the number of two-parent families	173 Including Dual-custody families: 0
<a href="#">b</a>	Of these, the number of single-parent families	53 Including Dual-custody families: 0
<a href="#">C.36</a>	Of the number of two-parent families, the number in which the parent/guardian figures are best described as:	<b># of two-parent families at enrollment</b>
<a href="#">a</a>	Parents (biological, adoptive, stepparents, etc.)	173
<a href="#">b</a>	Grandparents	0
<a href="#">c</a>	Relatives other than grandparents	0
<a href="#">d</a>	Foster parents not including relatives	0
<a href="#">e</a>	Other	0
<a href="#">1</a>	Specify:	
<a href="#">C.37</a>	Of the number of single-parent families, the number in which the parent/guardian figure is best described as:	<b># of single-parent families at enrollment</b>
<a href="#">a</a>	Mother (biological, adoptive, stepmother, etc.)	50
<a href="#">b</a>	Father (biological, adoptive, stepfather, etc.)	2
<a href="#">c</a>	Grandparent	1
<a href="#">d</a>	Relative other than grandparents	0
<a href="#">e</a>	Foster parent not including relative	0
<a href="#">f</a>	Other	0
<a href="#">1</a>	Specify:	
<b>Employment (C.38 - C.40.b)</b>		
<a href="#">C.38</a>	Of the number of two-parent families, the number of families in which:	<b># of families at enrollment</b>
<a href="#">a</a>	Both parents/guardians are employed	133
<a href="#">b</a>	One parent/guardian is employed	38
<a href="#">c</a>	Both parents/guardians are not working (e.g. unemployed, retired, or disabled)	2
<a href="#">C.39</a>	Of the number of single-parent families, the number of families in which:	<b># of families at enrollment</b>
<a href="#">a</a>	The parent/guardian is employed	49
<a href="#">b</a>	The parent/guardian is not working (e.g.unemployed, retired,or disabled)	4
<a href="#">C.40</a>	Total number of families in which:	<b># of families at enrollment</b>
<a href="#">a</a>	At least one parent/guardian is a member of the United States military on active duty	0
<a href="#">b</a>	At least one parent/guardian is a veteran of the United States military	0
<b>Federal or other assistance (C.41 - C.44)</b>		
		<b># of families at enrollment</b>
		<b># of families at end of enrollment year</b>
<a href="#">C.41</a>	Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	11
<a href="#">C.42</a>	Total number of families receiving Supplemental Security Income (SSI)	0
<a href="#">C.43</a>	Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	209
		212

<a href="#">C.44</a>	Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	<a href="#">197</a>	<a href="#">202</a>
<b>Job training/school (C.45 - C.48)</b>			
<a href="#">C.45</a>	Of the number of two-parent families, the number of families in which:		<b># of families at enrollment</b>
<a href="#">a</a>	Both parents/guardians are in job training or school		<a href="#">0</a>
<a href="#">b</a>	One parent/guardian is in job training or school		<a href="#">0</a>
<a href="#">c</a>	Neither parent/guardian is in job training or school		<a href="#">173</a>
<a href="#">C.46</a>	Of the number of single-parent families, the number of families in which:		<b># of families at enrollment</b>
<a href="#">a</a>	The parent/guardian is in job training or school		<a href="#">0</a>
<a href="#">b</a>	The parent/guardian is not in job training or school		<a href="#">53</a>
<a href="#">C.47</a>	Of the total number of all families, the number in which one or more parent/guardian:		<b># of families at end of enrollment year</b>
<a href="#">a</a>	Completed a grade level in school, prior to high school graduation (e.g. 8th grade, 11th grade)		<a href="#">0</a>
<a href="#">b</a>	Completed high school or was awarded a GED during this program year		<a href="#">0</a>
<a href="#">c</a>	Completed an associate degree during this program year		<a href="#">0</a>
<a href="#">d</a>	Completed a baccalaureate or advanced degree during this program year		<a href="#">0</a>
			<b># of families at end of enrollment year</b>
<a href="#">C.48</a>	Of the total number of all families, the number in which one or more parent/guardian completed a job training program, professional certificate, or license during this program year		<a href="#">0</a>
<b>Parent/guardian education (C.49 - C.49.d)</b>			
<a href="#">C.49</a>	Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):		<b># of families at enrollment</b>
<a href="#">a</a>	An advanced degree or baccalaureate degree		<a href="#">0</a>
<a href="#">b</a>	An associate degree, vocational school, or some college		<a href="#">32</a>
<a href="#">c</a>	A high school graduate or GED		<a href="#">65</a>
<a href="#">d</a>	Less than high school graduate		<a href="#">129</a>
<b>Family services (C.50 - C.51)</b>			
<a href="#">C.50</a>	Types of family services:	<b>(1) # of families with an expressed interest or identified need during the program year</b>	<b>(2) # of families that received the following services during the program year</b>
<a href="#">a</a>	Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	<a href="#">114</a>	<a href="#">114</a>
<a href="#">b</a>	Housing assistance such as subsidies, utilities, repairs, etc.	<a href="#">59</a>	<a href="#">54</a>
<a href="#">c</a>	Mental health services	<a href="#">103</a>	<a href="#">101</a>
<a href="#">d</a>	English as a Second Language (ESL) training	<a href="#">0</a>	<a href="#">0</a>
<a href="#">e</a>	Adult education such as GED programs and college selection	<a href="#">0</a>	<a href="#">0</a>
<a href="#">f</a>	Job training	<a href="#">36</a>	<a href="#">29</a>
<a href="#">g</a>	Substance abuse prevention	<a href="#">0</a>	<a href="#">0</a>
<a href="#">h</a>	Substance abuse treatment	<a href="#">0</a>	<a href="#">0</a>
<a href="#">i</a>	Child abuse and neglect services	<a href="#">0</a>	<a href="#">0</a>
<a href="#">j</a>	Domestic violence services	<a href="#">0</a>	<a href="#">0</a>
<a href="#">k</a>	Child support assistance	<a href="#">0</a>	<a href="#">0</a>
<a href="#">l</a>	Health education	<a href="#">69</a>	<a href="#">66</a>
<a href="#">m</a>	Assistance to families of incarcerated individuals	<a href="#">0</a>	<a href="#">0</a>
<a href="#">n</a>	Parenting education	<a href="#">0</a>	<a href="#">0</a>
<a href="#">o</a>	Relationship/marriage education	<a href="#">59</a>	<a href="#">37</a>
<a href="#">p</a>	Asset building services (such as financial education, opening savings and checking accounts, debt counseling, etc.)	<a href="#">26</a>	<a href="#">25</a>
<a href="#">C.51</a>	Of these, the number of families who were counted in at least one of the services listed above	<a href="#">188</a>	<a href="#">185</a>
<b>Father engagement (C.52 - C.52.e)</b>			
<a href="#">C.52</a>	Number of fathers/father figures who were engaged in the following activities during this program year:		<b># of father/ father figures</b>
<a href="#">a</a>	Family assessment		<a href="#">26</a>
<a href="#">b</a>	Family goal setting		<a href="#">15</a>



<a href="#">c</a>	Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	<a href="#">53</a>
<a href="#">d</a>	Head Start program governance, such as participation in the Policy Council or policy committees	<a href="#">1</a>
<a href="#">e</a>	Parenting education workshops	<a href="#">21</a>
<b>Homelessness services (C.53 - C.55)</b>		
		<b># of families</b>
<a href="#">C.53</a>	Total number of families experiencing homelessness that were served during the enrollment year	<a href="#">0</a>
		<b># of children</b>
<a href="#">C.54</a>	Total number of children experiencing homelessness that were served during the enrollment year	<a href="#">0</a>
		<b># of families</b>
<a href="#">C.55</a>	Total number of families experiencing homelessness that acquired housing during the enrollment year	<a href="#">0</a>
<b>Foster care and child welfare (C.56 - C.57)</b>		
		<b># of children</b>
<a href="#">C.56</a>	Total number of enrolled children who were in foster care at any point during the program year	<a href="#">0</a>
<a href="#">C.57</a>	Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	<a href="#">0</a>
<b>Collaboration agreements and community engagement (C.58 - C63a)</b>		
		<b># of formal agreements</b>
<a href="#">C.58</a>	Total number of formal agreements with Child Care Partners during the program year	<a href="#">0</a>
<a href="#">a</a>	Of the Child Care Partners, the number of formal contractual agreements made void or broken during the program year	<a href="#">0</a>
		<b># of LEAs</b>
<a href="#">C.59</a>	Number of LEAs in the program's service area	<a href="#">73</a>
<a href="#">C.60</a>	Number of formal agreements the program has with LEAs:	<b># of formal agreements</b>
<a href="#">a</a>	To coordinate services for children with disabilities	<a href="#">28</a>
<a href="#">b</a>	To coordinate transition services	<a href="#">14</a>
		<b>Yes (Y) / No (N)</b>
<a href="#">C.61</a>	Does the program have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	<a href="#">No</a>
		<b># of formal agreements</b>
<a href="#">a</a>	If yes, the number of formal agreements in which the program is currently participating	<a href="#">N/A</a>
		<b># of Part C Agencies</b>
<a href="#">C.62</a>	Number of Part C agencies in the program's service area	<a href="#">0</a>
		<b># of formal agreements</b>
<a href="#">a</a>	Number of formal agreements the program has with Part C agencies to coordinate services for children with disabilities	<a href="#">0</a>
		<b>Yes (Y) / No (N)</b>
<a href="#">C.63</a>	Does the program have formal collaboration agreements with child welfare agencies?	<a href="#">No</a>
		<b># of formal agreements</b>
<a href="#">a</a>	If yes, the number of formal agreements in which the program is currently participating	<a href="#">N/A</a>



# Report to the Board of Directors

Agenda Item Number: D-17

Board of Directors Meeting for: December 9, 2021

Author: Luisa Marquez

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DATE: November 22, 2021

TO: Board of Directors

FROM: Luisa Marquez, Administrative Analyst

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

**I. RECOMMENDATION:**

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

**II. SUMMARY:**

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

Staff is providing the update on the 2020-2025 Community Assessment Executive Summary for review and consideration.

**III. DISCUSSION:**

- Under the new Head Start Program Performance Standards, a program must complete a comprehensive community assessment to identify the needs of the community and the need for Head Start services at the beginning of the 5-year grant cycle and updated every year thereafter.
- CAPMC has conducted the community assessment for both Madera and Mariposa Counties. The process for the completion of the assessment included gathering of demographic data from the census and data on community resources.
- The information gathered will be utilized to establish goals for the program, selection criteria if changes are needed, and identify the other areas in need of Head Start services.
- The 2021-2022 community assessment update includes current data and program information that will be used for program planning and service delivery.

**IV. FINANCING: Minimal**

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# EXECUTIVE SUMMARY

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## OVERVIEW OF THE GRANTEE

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

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

## COMMUNITY ASSESSMENT PROCESS AND DATA ANALYSIS

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

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

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

## MAJOR FINDINGS

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The population in Madera and Mariposa counties has increased overall. In Madera County population increased 1.4% over the past 5 years, from 153,187 in 2015 to 155,433 in 2019. In Mariposa County, population slightly decreased 2.3% from 17,789 in 2015 to 17,420 in 2019.

According to the American Community Survey, the percentage of children under the age of six who are living in poverty is decreasing. In 2015 in Madera County, about 31.7% of children under the age of six lived in poverty, and in 2019, it fell to 33.4%. While it appears that the financial state of families in the service area is improving, many still find it difficult to make ends meet. California Budget & Policy Center estimates that it takes a two-parent working family \$61,636 to pay for housing, utilities, food, child care, health care, transportation, taxes, and miscellaneous. According to the American Community Survey’s 2019 data, the median household income was \$57,585, producing a \$4,000 deficit yearly for families to meet their basic needs.

	Madera County		Mariposa County	
	0-2 Year Olds	3-5 Year Olds	0-2 Year Olds	3-5 Year Olds
Child Population	6,960	7,129	491	436
County Poverty Rate for 0-5 Year Olds	32.1%		25.3%	
Estimated Income Eligible Children	2,234	2,288	124	110
Children proposed to be served by CAPMC Regional and Early Head Start	42	226	0	20
Percentage of eligible children proposed to be served by CAPMC	1.88%	9.88%	0.0%	18.2%

While children in poverty are decreasing, the children from at-risk populations are increasing. This includes homeless, foster care, and children with disabilities. In 2015, the incidence rate of a children entering foster care was 5.2 in 1,000, in 2019 that decreased to 5.0, producing a downward trend. Children 0-5 with disabilities have increased from 359 students per year in 2014 to 448 students in 2019.

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

**PRIORITIZED RECOMMENDATIONS**

1. Parent Education: Both staff and parents listed this item as a main priority, particularly focusing on parenting, communication, and finances.

2. Nutrition: Head Start parents want to be informed when feeding their families. Additionally, many Head Start centers are located in food deserts, where healthy, fresh foods are not accessible.
3. Mental Health Services: Mental health concerns dominate conversations nationally and locally, as resources seem scarce and inaccessible.
4. Safety: Safety concerns have heightened, mostly likely due to national events. Parents are worried and

have questions about gangs, human

*Our Vision*

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

*Our Mission*

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

trafficking, and drugs. Additionally, maintaining safety at the Head Start centers is a concern.

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

## OVERVIEW OF THE STATE OF THE GRANTEE

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

### OUR AGENCY

### FINANCES

A majority of CAPMC’s \$29,571,253 annual funding allocation comes from state and federal sources. These funds are focused on services for low-income and disadvantaged populations of our community. Table 1 illustrates expenditures by category, while Table 2 displays funding by revenue source.

TABLE 1

**CAPMC Expenditures (Net of Inkind) by Program  
Fiscal Year 2019-20**

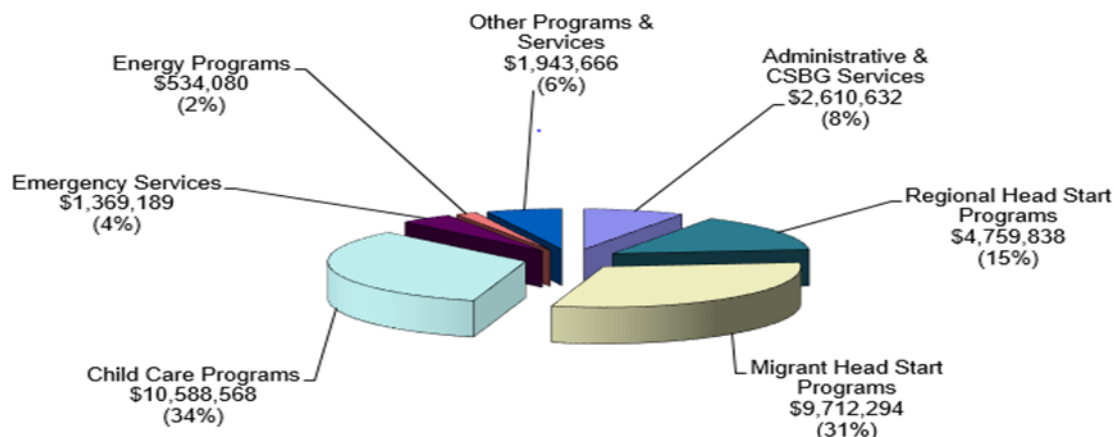
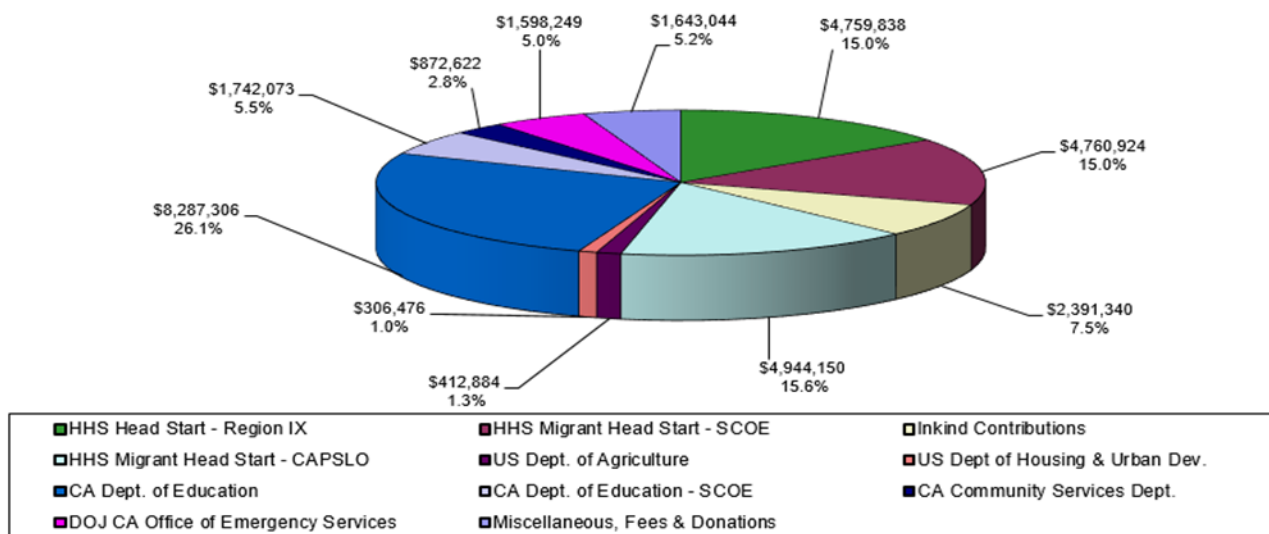


TABLE 2

**Community Action Partnership of Madera County, Inc. Funding Revenues by Source  
FYE 2019 - 2020  
\$31,718,906**



**OUR REGIONAL HEAD START PROGRAM**

Program Director Maritza Gomez-Zaragoza continues to lead the Madera Head Start Management Team. Mrs. Gomez-Zaragoza and has been a part of the program for over twenty years. The team has extensive experience in the field of Child Development and Early Childhood Education. It consists of: a Deputy Director of Child Development Services, Deputy Director of Direct Services, Support Services Manager (ERSEA), three Education Area Managers, one Disability/Mental Health Specialist, one Health Content Specialist, one Nutrition Content Specialist, one Professional Development Coach, Human Resources Assistant, Administrative Analyst and Administrative Assistant.

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## HEAD START CENTER LOCATIONS

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

265 Hospital Drive, Chowchilla, CA 93610

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

2236 Tozer Avenue, Madera, CA 93638

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

1112 South A Street, Madera, CA 93638

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

22850 Road 19 ½, Chowchilla, CA 93610

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

131 Mace Street, Madera, CA 93638

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

33087 Road 228, North Fork, CA 93643

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

40094 Indian Springs Road, Oakhurst, CA 93644

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

838 Lilly Street, Madera, CA 93638

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

101 Adell Street, Madera, CA 93637

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### **Verdell McKelvey Regional Head Start Center**

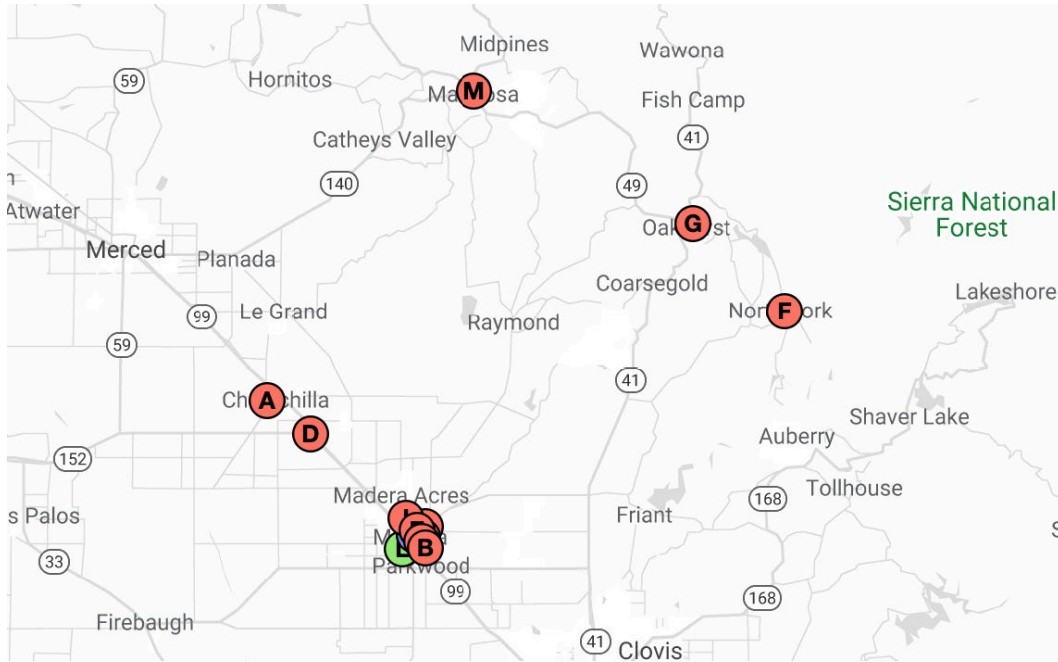
1901 Clinton Avenue, Madera, CA 93638

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

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

FIGURE 1



**FUNDED ENROLLMENT & PROGRAM OPTIONS**

In accordance with the Award Notice, CAPMC plans to serve 42 eligible children or pregnant women in a home-based setting, and 246 eligible children and families in a center-based setting in the 2021-2022 program year. The State of California’s Community Care Licensing Department, under Title 22, regulates and monitors all Head Start sites. Centers are open 3 ½ to 6 hours per day and serve children five days per week.

2020-2021 Proposed Enrollment

**CENTER-BASED**

Chowchilla	40 preschoolers	Full-day slots
Cottonwood	20 preschoolers	Full day slots
Eastside	20 preschoolers	Full day slots
Fairmead	17 preschoolers	Full day slots
Mariposa	15 preschoolers am/15 preschoolers pm	Part-day double session
Mis Tesoros	17 preschoolers	Full day slots
North Fork	17 preschoolers	Full day slots
Oakhurst	15 preschoolers	Part-day single session
Ruth Gonzales	20 preschoolers	Full day slots



Valley West 15 preschoolers am/15 preschoolers pm Part-day double session  
 Verdell McKelvey 20 preschoolers Full day slots

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

CURRENT ENROLLMENT

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

TABLE 3

Service Area	Capacity	Enrollment as of December 4, 2020		
		Infants	Toddlers	Preschoolers
<b>Madera County</b>	<b>266</b>			
Chowchilla	40			36
Cottonwood	20			7
Eastside	20			11
Fairmead	17			13
Mis Tesoros	17			15
North Fork	5			5
Oakhurst	15			11
Ruth Gonzales	20			16
Valley West	30			14
Verdell McKelvey	20			12
Early Head Start	42	20	20	40
<b>Mariposa County</b>	<b>20</b>			
Mariposa	20			20

CURRENT WAITING LIST

Table 4 below indicates the waiting list pulled from ChildPlus as of December 4, 2020.

TABLE 4

Service Area	Capacity	Waiting List as of December 4, 2020		
		Infants	Toddlers	Preschoolers
<b>Madera County</b>				
Chowchilla	40			5
Cottonwood	20			3
Eastside	20			0
Fairmead	17			2
Mis Tesoros	17			2
North Fork	17			4
Oakhurst	15			1
Ruth Gonzales	20			2
Valley West	30			5
Verdell McKelvey	30			2
Early Head Start	42	4	16	
<b>Mariposa County</b>				
Mariposa	20			2

Source: CAPMC, Waiting List





# Report to the Board of Directors

Agenda Item Number: D-18

Board of Directors Meeting for: December 9, 2021

Author: Maritza Gomez-Zaragoza

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DATE: November 4, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera / Mariposa Regional and Early Head Start Self-Assessment Procedure, Process, and Planning 2021-2022

**I. RECOMMENDATION:**

Review and consider approving the 2021 – 2022 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure.

**II. SUMMARY:**

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

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

**III. DISCUSSION:**

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

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

Once all information is gathered it will be used to identify possible trends, areas for strengths and areas for improvement. A report will be presented to the Policy Council and Board of Directors by January/February 2022 detailing the result of the program's self-assessment.

- The Annual Self-Assessment Procedure was reviewed and approved by the Policy Council on November 4, 2021.

IV. **FINANCING**: None



# Report to the Board of Directors

Agenda Item Number: D-19

Board of Directors Meeting for: December 9, 2021

Author: Jeannie Stapleton

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DATE: November 12, 2021

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Monitoring visit of the Weatherization Program conducted October 11, 2021 through October 12, 2021

**I. RECOMMENDATION:**

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

**II. SUMMARY:**

A representative of ConSol Incorporated conducted an on-site monitoring visit October 11, 2021 through October 12, 2021. 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 12 units were inspected, seven standard units were selected, three 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.
- Agency does an excellent job of organization, accuracy & completeness of files, including photographic documentation.
- General quality of work, appropriate material selection and customer satisfaction exceeds standards.

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) Ver12.19.19

**Agency's Name**

CAP of Madera

**Agency Representative**

Elizabeth Wisener

**Title of Representative**

Community Services Program Manager

**Representative Phone Number**

559-675-5742

**ConSol Inspector**

Geoff Cox

**Primary Reason For Visit**

Regular Inspection

**CSD Representative's Name**

N/A

**CSD Representative Present**

No

**Additional Personnel Attending The Exit Interview**

Armando Valenzuela

**Inspection Dates**

**From**

**Thru**

10/11/21

10/12/21

**Exit Interview Date**

10/13/21

**Last Inspection Date**

**From**

**Thru**

05/13/19

05/15/19

**Inspection Results Totals**

	Standard	Enhanced	Re-Inspection	Total
<b>Total Units Inspected</b>	7	3	2	12
<b>"Fail" Units</b>	2	0	1	3
<b>"Haz-Fail" Units</b>	0	0	2	2
<b>"Paper Fail" Units</b>	0	0	2	2
<b>"Remedied" Units</b>	0	0	1	1
<b>"File Review" Units</b>	1			
<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
<b>"File Review" Measures</b>	0			

**Single Family Units**

8

**Multi Family Units**

1

**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)**

11

**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		10/11/21	10/12/21
<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)			
Agency's Name		Inspection Dates	
CAP of Madera		10/11/21	10/12/21





**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:**

- Fax Or Email completed CIR, WIRs & questions to:
  - Email: JGarcia@consol.org
  - Attn: Juanita Garcia / FAX: (866) 377-6251 • Phone: (800) 424-3377
  - 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*	
Name of Person Receiving the CIR				Signature				Date	
				<i>Mattie Mendy</i>				10/22/2021	
Continuation Page Present:					No	Page	1 of	1	
Agency's Name				Inspection Dates					
CAP of Madera				10/11/21		10/12/21			

**Agency Name**

CAP of Madera

**Agency Job #**

**Assessment Type:** Other **1st Inspection Date:** 10/11/21  
**Inspection Stage:** Weatherization **Re-Inspection Date:**

Ibarra Maria 559-706-7204  
**Client's Last Name** **First Name** **Phone Number**

**RESIDENCE/UNIT INFORMATION**

1317 Wrenwood Way Madera CA 93638  
**Address (# and Street)** **Unit #** **City** **State** **Zip Code**  
**Housing Type:** Single Family Home **Housing Area:** Urban  
**Funding Source:** LIHEAP '21

**LEAD SAFE WEATHERIZATION**

**A. Is the home Pre-1978?** No  
**B. EPA Requirements Implemented Correctly?** Yes

MEASURES	Assessed	Feasible	Paperwork	Workmanship	Procedures
1. CAS Testing					
2. Blower Door					
3. Duct Blast					
5. Air Filters Furnace	Yes	Yes	Correct	Acceptable	Properly Performed
128. Microwave	Yes	Yes	Correct	Acceptable	Properly Performed

**ASSESSMENT**

**Name of Assessor(s):** Sergio Fuentes  
**Was Mechanical Ventilation Assessed As Required?:** 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**

**Post Inspector's name:**  
**Name of Crew Members:** Nate Boothe & Daniel Rivera  
 The workmanship was good and the measures are being installed per program policies and procedures.

**AGENCY FOLLOW UP**

Agency signature only acknowledges receipt of information

QA Inspector's signature required on all forms

Mattie Mendez 10/22/2021  
 Agency Signature & Date

[Signature] 10/11/2021  
 QA Signature & Date

Ver 07.09.19 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> 10/12/21
<b>Inspection Stage:</b> Weatherization	<b>Re-Inspection Date:</b>

Partida	George	559-706-6474
<b>Client's Last Name</b>	<b>First Name</b>	<b>Phone Number</b>

RESIDENCE/UNIT INFORMATION				
24414 Gardena Dr		Madera	CA	93637
<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 '21				

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
1. CAS Testing					
2. Blower Door	Yes	Yes	Correct	Acceptable	Properly Performed
3. Duct Blast	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> Robert Gregory & Jose Vega	
<b>Name of Crew Members:</b>	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>
 10/22/2021 Agency Signature & Date	 10/12/2021 QA Signature & Date

<b>Ver 07.09.2019</b>	<b>Agency Name</b>	CAP of Madera	<b>Agency Job #</b>	794
State of California Department of CSD WEATHERIZATION FILE REVIEW (WFR)				

<b>Assessment Type:</b> Other	<b>1st Inspection Date:</b>	10/11/2
<b>Inspection Type:</b> Standard	<b>Re-Inspection Date:</b>	

Padilla	Antonio	559-673-3080
<b>Client's Last Name</b>	<b>First Name</b>	<b>Phone Number</b>

RESIDENCE/UNIT INFORMATION				
101 E Adell St	181	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> Small MF (5-24 units)	<b>Housing Area:</b> Urban			
<b>Funding Source:</b> LIHEAP '20	<b>WX Completion Date:</b>		6/23/2	
<b>Name of Assessor:</b> Sergio Fuentes	<b>Date of Assessment:</b>		6/15/2	
<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:</b> Ber Xiong	<b>Date of Post Inspection:</b>		6/28/2	
<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> Yes	<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									LIHEAP '20
2. Blower Door	No	No											LIHEAP '20
3. Duct Blast	Yes	No	1	1									LIHEAP '20
129. Permits			1	1									LIHEAP '20
7. Carbon Monoxide Alarm			1	1									LIHEAP '20
138. Smoke Alarm			1	1									LIHEAP '20
159. Water Heater Replace/ Gas			1	1									LIHEAP '20
98. Infiltration Reduction - (Excludes Window and			3	1									LIHEAP '20
4. Air Filters AC			1	1									LIHEAP '20
75. Faucet Aerator			1	1									LIHEAP '20
146. Thermostatic Low Flow Showerhead TSV Cd			1	1									LIHEAP '20
106. Kitchen Exhaust Repair			1	1									LIHEAP '20
118. LED Nightlights			4	1									LIHEAP '20
120. LEDs (Thread Based)			4	1									LIHEAP '20
151. Water Heater Pipe Insulation			1	1									LIHEAP '20
119. LED Torchiere Lamp			2	1									LIHEAP '20
<b>TOTALS</b>				15	0	0	0	0	0	0	0		

**SUBCONTRACTORS**

NOTES	
98	Caulking, MER & 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)		
			10/11/2021
Agency Signature	Date	Inspector Signature	Date

<b>Ver 07.09.2019</b>		<b>Agency Name</b>	CAP of Madera	<b>Agency Job #</b>	786								
State of California Department of CSD WEATHERIZATION FILE REVIEW (WFR)													
<b>Assessment Type:</b>	Other	<b>1st Inspection Date:</b>	10/11/2										
<b>Inspection Type:</b>	Enhanced	<b>Re-Inspection Date:</b>											
Camacho		Maria		707-260-5366									
<b>Client's Last Name</b>		<b>First Name</b>		<b>Phone Number</b>									
<b>RESIDENCE/UNIT INFORMATION</b>													
23630 Uvas Ave			Madera	CA	93637								
<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 '20		<b>WX Completion Date:</b>	5/10/2									
<b>Name of Assessor:</b>	Chongge Moua		<b>Date of Assessment:</b>	5/4/2									
<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:</b>	Ber Xiong		<b>Date of Post Inspection:</b>		5/10/2								
<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>	Yes	<b>Were MV Assessment Forms Completed Correctly? (If no, requires field note)</b>			Yes								
<b>LEAD SAFE WEATHERIZATION</b>													
<b>A. Is the home pre-1978?</b>		No	<b>B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)</b>			Yes							
<small>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</small>													
<b>MEASURES</b>	<b>Agency</b>	<b>QAI</b>	<b>Qty</b>	<b>P</b>	<b>F</b>	<b>HF</b>	<b>PF</b>	<b>R</b>	<b>N</b>	<b>ON</b>	<b>NO</b>	<b>FC</b>	<b>Funding Source</b>
1. CAS Testing	Yes	No	1	1									LIHEAP '20
2. Blower Door	Yes	Yes	1	1									LIHEAP '20
3. Duct Blast	Yes	Yes	1	1									LIHEAP '20
129. Permits			1	1									LIHEAP '20
7. Carbon Monoxide Alarm			1	1									LIHEAP '20
138. Smoke Alarm			1	1									LIHEAP '20
98. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '20
100. Insulation Ceiling Batt R-12-19			1	1									LIHEAP '20
4. Air Filters AC			1	1									LIHEAP '20
75. Faucet Aerator			1	1									LIHEAP '20
147. Thermostatic Shower Valve (TSV Only)			1	1									LIHEAP '20
118. LED Nightlights			3	1									LIHEAP '20
126. Mechanical Ventilation - exhaust System			1	1									LIHEAP '20
164. Whole House Fan			1	1									LIHEAP '21
<b>TOTALS</b>				14	0	0	0	0	0	0	0	0	
<b>SUBCONTRACTORS</b>													
<b>NOTES</b>													
98	Caulking.												
<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>										
													
Agency Signature		Date		Inspector Signature									
				10/11/2021									
				Date									



Ver 07_09_2019		Agency Name	CAP of Madera	Agency Job #	799
State of California Department of CSD					
WEATHERIZATION FILE REVIEW (WFR)		Assessment Type: Other	1st Inspection Date:	10/11/2	
Inspection Type: Standard		Re-Inspection Date:			
Client's Last Name: Gaytan		First Name: Elizabeth		Phone Number: 559-536-8092	

**RESIDENCE/UNIT INFORMATION**

Address (# and Street): 205 E Dunham St		Unit #:	City: Madera	State: CA	Zip Code: 93637
Housing Type:	Single Family Home	Housing Area:	Urban		
Funding Source:	LIHEAP '20	WX Completion Date:	7/7/2		
Name of Assessor:	Chongge Moua	Date of Assessment:	3/16/2		
Is Assessment Form on File?	Yes	Was the Assesment Form Completed Correctly? (If no, requires field note)			Yes
Name of Post Inspector:	Ber Xiong	Date of Post Inspection:			7/7/2
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?	Yes	B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)	Yes
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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 '20
2. Blower Door	Yes	No	1	1									LIHEAP '20
3. Duct Blast	Yes	No	1	1									LIHEAP '20
93. Heating Replacement Package (Dual Pack)			1	1									ECIP '21
7. Carbon Monoxide Alarm			3	1									LIHEAP '20
138. Smoke Alarm			4	1									LIHEAP '20
155. Water Heater Repair/ Gas			1	1									LIHEAP '20
111. Lead-Safe Weatherization			1	1									LIHEAP '20
6. Attic Ventilation			5	1									LIHEAP '20
98. Infiltration Reduction - (Excludes Window and			3	1									LIHEAP '20
68. Door Repair Exterior			2	1									LIHEAP '20
72. Duct Repair and Replacement			1	1									LIHEAP '20
4. Air Filters AC			1	1									LIHEAP '20
75. Faucet Aerator			2	1									LIHEAP '20
118. LED Nightlights			3	1									LIHEAP '20
120. LEDs (Thread Based)			6	1									LIHEAP '20
166. Window Replace			3	1									LIHEAP '20
76. Floor Foundation Venting			1	1									LIHEAP '20
<b>TOTALS</b>				18	0	0	0	0	0	0	0		

**SUBCONTRACTORS**

**NOTES**

98	Caulking, glass replacement & MER.

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)		
			10/11/2021
Agency Signature	Date	Inspector Signature	Date

Ver 07.09.2019		<b>Agency Name</b>		CAP of Madera		<b>Agency Job #</b>		806					
State of California Department of CSD WEATHERIZATION FILE REVIEW (WFR)													
<b>Assessment Type:</b> Other		<b>1st Inspection Date:</b>						10/11/2					
<b>Inspection Type:</b> File Review		<b>Re-Inspection Date:</b>											
Olivera			Erica			559-330-4961							
<b>Client's Last Name</b>			<b>First Name</b>			<b>Phone Number</b>							
<b>RESIDENCE/UNIT INFORMATION</b>													
27186 Perkins Rd					Madera		CA		93637				
<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 '20		<b>WX Completion Date:</b>						8/9/2					
<b>Name of Assessor:</b> Sergio Fuentes		<b>Date of Assessment:</b>						5/13/2					
<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:</b> Ber Xiong		<b>Date of Post Inspection:</b>						8/16/2					
<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> Yes		<b>Were MV Assessment Forms Completed Correctly" (If no, requires field note)</b>					Yes						
<b>LEAD SAFE WEATHERIZATION</b>													
<b>A. Is the home pre-1978?</b> Yes			<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													
<b>MEASURES</b>	<b>Agency</b>	<b>QAI</b>	<b>Qty</b>	<b>P</b>	<b>F</b>	<b>HF</b>	<b>PF</b>	<b>R</b>	<b>N</b>	<b>ON</b>	<b>NO</b>	<b>FC</b>	<b>Funding Source</b>
1. CAS Testing	Yes		1										LIHEAP '20
2. Blower Door	No												LIHEAP '20
3. Duct Blast	Yes		1										LIHEAP '20
16. Cooling Repair Evaporative Cooler			1										ECIP '21
79. Heating Repair Forced Air Unit (Split System)			1										ECIP '21
7. Carbon Monoxide Alarm			1										LIHEAP '20
138. Smoke Alarm			4										LIHEAP '20
15. Cooling Repair AC Wall/Window			1										LIHEAP '20
26. CVA Venting All Other			1										LIHEAP '20
98. Infiltration Reduction - (Excludes Window and			5										LIHEAP '20
68. Door Repair Exterior			1										LIHEAP '20
133. Sliding Glass Door Repair - 72" x 80" and smal			1										LIHEAP '20
72. Duct Repair and Replacement			1										LIHEAP '20
75. Faucet Aerator			2										LIHEAP '20
122. Low Flow Handheld Showerhead			1										LIHEAP '20
146. Thermostatic Low Flow Showerhead TSV Co			1										LIHEAP '20
118. LED Nightlights			6										LIHEAP '20
120. LEDs (Thread Based)			12										LIHEAP '20
121. Limited Home Repair			1										LIHEAP '20
144. Thermostat Programmable			1										LIHEAP '20
76. Floor Foundation Venting			1										LIHEAP '20
<b>TOTALS</b>				0	0	0	0	0	0	0	0	0	
<b>SUBCONTRACTORS</b>													
<b>NOTES</b>													
98	Caulking, CP gaskets, MER, WS door & WS other.												
<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>									
													
				10/11/2021									
<b>Agency Signature</b>				<b>Date</b>		<b>Inspector Signature</b>				<b>Date</b>			





Ver 07.09.2019 State of California Department of CSD <b>WEATHERIZATION FILE REVIEW (WFR)</b>	<b>Agency Name</b>	CAP of Madera	<b>Agency Job #</b>	796
Assessment Type: Other	1st Inspection Date:		10/12/2	
Inspection Type: Standard	Re-Inspection Date:			

Childers	Margaret	559-674-5017
<i>Client's Last Name</i>	<i>First Name</i>	<i>Phone Number</i>

**RESIDENCE/UNIT INFORMATION**

26392 Old Mill Dr	Unit #	Madera	CA	93638
<i>Address (# and Street)</i>	<i>Unit #</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Housing Type: Single Family Home	Housing Area: Urban			
Funding Source: LIHEAP '20	WX Completion Date:		7/1/2	
Name of Assessor: Sergio Fuentes	Date of Assessment:		5/25/2	
Is Assessment Form on File? Yes	Was the Assesment Form Completed Correctly? (If no, requires field note)			Yes
Name of Post Inspector: Ber Xiong	Date of Post Inspection:			7/1/2
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
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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 '20
2. Blower Door	Yes	No	1	1									LIHEAP '20
3. Duct Blast	Yes	No	1	1									LIHEAP '20
7. Carbon Monoxide Alarm			2	1									CARES '20
138. Smoke Alarm			3	1									CARES '20
79. Heating Repair Forced Air Unit (Split System)			1	1									CARES '20
72. Duct Repair and Replacement			1	1									LIHEAP '20
129. Permits			1	1									LIHEAP '20
98. Infiltration Reduction - (Excludes Window and			3	1									LIHEAP '20
68. Door Repair Exterior			2	1									LIHEAP '20
75. Faucet Aerator			2	1									LIHEAP '20
106. Kitchen Exhaust Repair			1	1									LIHEAP '20
126. Mechanical Ventilation - exhaust System			1	1									LIHEAP '20
<b>TOTALS</b>				13	0	0	0	0	0	0	0		

**SUBCONTRACTORS**

**NOTES**

98	Caulking, WS door & WS other.

<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>	
		10/12/2021
Agency Signature	Date	Inspector Signature

<b>Ver 07.09.2019</b>		<b>Agency Name</b>	CAP of Madera	<b>Agency Job #</b>	790
State of California Department of CSD WEATHERIZATION FILE REVIEW (WFR)					
<b>Assessment Type:</b>	Other	<b>1st Inspection Date:</b>		10/12/21	
<b>Inspection Type:</b>	Enhanced	<b>Re-Inspection Date:</b>			
Hernandez		Marisol		559-246-7802	
<b>Client's Last Name</b>		<b>First Name</b>		<b>Phone Number</b>	

**RESIDENCE/UNIT INFORMATION**

28582 Avenue 13 1/2			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 '21		<b>WX Completion Date:</b>	6/4/21	
<b>Name of Assessor:</b>	Sergio Fuentes		<b>Date of Assessment:</b>	6/4/21	
<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:</b>	Ber Xiong		<b>Date of Post Inspection:</b>	6/15/21	
<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>	Yes	<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>	Yes	<b>B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)</b>	Yes
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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 '21
2. Blower Door	Yes	No	1	1									LIHEAP '21
3. Duct Blast	No	No											LIHEAP '21
7. Carbon Monoxide Alarm			4	1									LIHEAP '21
138. Smoke Alarm			4	1									LIHEAP '21
155. Water Heater Repair/ Gas			1	1									LIHEAP '21
6. Attic Ventilation			2	1									LIHEAP '21
101. Insulation Ceiling Batt R-20-30			1	1									LIHEAP '21
68. Door Repair Exterior			1	1									LIHEAP '21
75. Faucet Aerator			2	1									LIHEAP '21
98. Infiltration Reduction - (Excludes Window and			2	1									LIHEAP '21
107. Kitchen Exhaust Replace			1	1									LIHEAP '21
118. LED Nightlights			2	2									LIHEAP '21
120. LEDs (Thread Based)			9	2									LIHEAP '21
121. Limited Home Repair			1	1									LIHEAP '21
131. Refrigerator Replacement 19 cu. Ft.			1	1									LIHEAP '21
151. Water Heater Pipe Insulation			1	2									LIHEAP '21
146. Thermostatic Low Flower Showerhead TSV Co			1	1									LIHEAP '21
<b>TOTALS</b>				20	0	0	0	0	0	0	0		

**SUBCONTRACTORS**

**NOTES**

98	Caulking & glass replacement.
121	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)	
			10/12/2021
Agency Signature	Date	Inspector Signature	Date

Ver 07.09.2019		<b>Agency Name</b>	CAP of Madera	<b>Agency Job #</b>	793								
State of California Department of CSD													
WEATHERIZATION FILE REVIEW (WFR)													
<b>Assessment Type:</b>	Other	<b>1st Inspection Date:</b>		10/12/21									
<b>Inspection Type:</b>	Standard	<b>Re-Inspection Date:</b>											
Maya		Oralia		559-975-3144									
<b>Client's Last Name</b>		<b>First Name</b>		<b>Phone Number</b>									
<b>RESIDENCE/UNIT INFORMATION</b>													
13364 Fern 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 '21		<b>WX Completion Date:</b>	5/19/21									
<b>Name of Assessor:</b>	Sergio Fuentes		<b>Date of Assessment:</b>	4/14/21									
<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:</b>	Ber Xiong		<b>Date of Post Inspection:</b>	6/22/21									
<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>	Yes	<b>Were MV Assessment Forms Completed Correctly" (If no, requires field note)</b>			Yes								
<b>LEAD SAFE WEATHERIZATION</b>													
<b>A. Is the home pre-1978?</b>		Yes	<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									LIHEAP '21
2. Blower Door	No	No											LIHEAP '21
3. Duct Blast	No	No											LIHEAP '21
7. Carbon Monoxide Alarm			4	1									LIHEAP '21
138. Smoke Alarm			5	1									LIHEAP '21
155. Water Heater Repair/ Gas			1	1									LIHEAP '21
6. Attic Ventilation			4	1									LIHEAP '21
68. Door Repair Exterior			2	1									LIHEAP '21
69. Door Replace Exterior			1	1									LIHEAP '21
4. Air Filters AC			1	1									LIHEAP '21
5. Air Filters Furnace			1	1									LIHEAP '21
75. Faucet Aerator			2	1									LIHEAP '21
98. Infiltration Reduction - (Excludes Window and			2	1									LIHEAP '21
118. LED Nightlights			5	1									LIHEAP '21
120. LEDs (Thread Based)			29	1									LIHEAP '21
121. Limited Home Repair			1	1									LIHEAP '21
151. Water Heater Pipe Insulation			1	1									LIHEAP '21
146. Thermostatic Low Flow Showerhead TSV Co			1	1									LIHEAP '21
<b>TOTALS</b>				16	0	0	0	0	0	0	0	0	
<b>SUBCONTRACTORS</b>													
<b>NOTES</b>													
98	WS door & wall patch.												
121	Cover plate.												
<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>										
													
Agency Signature		Date	Inspector Signature		Date								
					10/12/2021								



# Report to the Board of Directors

Agenda Item Number: D-20

Board of Directors Meeting for: December 9, 2021

Author: Jeannie Stapleton

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DATE: November 17, 2021  
TO: Board of Directors  
FROM: Mattie Mendez, Executive Director  
SUBJECT: 2021 Desk Review Report – C-21-055

I. **RECOMMENDATION:**

Review and consider approving the results of the 2021 Desk Review Report dated November 3, 2021 conducted by Department of Community Services and Development.

II. **SUMMARY:**

The Department of Community Services and Development (CSD) conducted a desk review monitoring the agency for CSBG Contract 21F-4023; CSBG CARES contract 20F-3662; and the discretionary portions of CSBG contract 21F-4424 and CSBG CARES contract 20F-3662. The desk review included a review of the agency's administrative, board governance, prior monitoring reports, fiscal as well as programmatic documents.

III. **DISCUSSION:**

1. Two representatives from CSD conducted a thorough review of CAPMC's CSBG Contract 21F-4023; CSBG CARES contract 20F-3662; and the discretionary portions of CSBG contract 21F-4424 and CSBG CARES contract 20F-3662.
2. For the 2021 program year, the results of the desk review determined that the agency is in compliance with the contractual requirements and applicable federal and state laws.
3. For your review is a copy of the desk review. It is nice to see that the agency is in compliance with the rules and regulations set by CSD.

IV. **FINANCING:**

None



DAVID SCRIBNER  
DIRECTOR

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



GAVIN NEWSOM  
GOVERNOR

November 3, 2021

**VIA ELECTRONIC MAIL ONLY**

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

SUBJECT: 2021 DESK REVIEW REPORT- C-21-055

Dear Ms. Mendez:

The Department of Community Services and Development (CSD) has conducted a Monitoring Desk Review of your agency for CSBG contract 21F-4023; CSBG CARES contract 20F-3662; and the discretionary portions of CSBG contract 21F-4424 and CSBG CARES contract 20F-3662. The desk review included a review of your agency's administrative, board governance, prior monitoring reports, fiscal and programmatic documents.

For the 2021 program year, the results of the desk review have determined that your agency is in compliance with the contractual requirements and applicable federal and state laws.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions concerning the Desk Review, please contact me at (916) 576-7210 or [Caleb.Gendron@csd.ca.gov](mailto:Caleb.Gendron@csd.ca.gov).

Sincerely,

*Caleb Gendron*

Caleb Gendron,  
Associate Governmental Program Analyst

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



Department of Community Services and Development  
Community Services Division

**Agency & Report Information**

Agency Name	Community Action Partnership of Madera County, Inc.
Agency Type	Community Action Agency-Private
Report #	C-21-055
Field Representative	Stephanie Williams
Desk Review Analyst	Caleb Gendron
Initial Contact with Agency	9/27/2021
Desk Review Completed	11/3/2021

**Desk Review Documentation- Open Contract and Expenditure Progress Review**

1. Review of each contract.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Contract #: 21F-4023</li> <li>Term of Contract: 01/01/2021-5/31/2022</li> <li>Contract Amount: \$287,694.00</li> <li>Percent Expended to date: 52.43%</li> <li>Type of Contract: Regular CSBG</li> </ul> | <ul style="list-style-type: none"> <li>Contract #: 21F-4424</li> <li>Term of Contract: 06/01/2021-05/31/2022</li> <li>Contract Amount: \$28,250.00</li> <li>Percent Expended to date: 0.00%</li> <li>Type of Contract: Discretionary</li> </ul> |
|---|---|

<ul style="list-style-type: none"> <li>Contract #: 20F-3362</li> <li>Term of Contract: 03/27/2020-05/31/2022</li> <li>Contract Amount: \$390,168.00</li> <li>Percent Expended to date: 79.38%</li> <li>Type of Contract: CARES</li> </ul>	<ul style="list-style-type: none"> <li>Contract #: 20F-3362</li> <li>Term of Contract: 10/15/2020-05/31/2022</li> <li>Contract Amount: \$40,370.00</li> <li>Percent Expended to date: 45.22%</li> <li>Type of Contract: CARES Discretionary</li> </ul>
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***Prior Monitoring***

2. Review prior year's monitoring report and follow-up.

- Type of Monitoring Report: Desk Review
- Date of Report: 12/10/2020
- Report # C-20-055

List any Recommendation(s)/Observation(s)/Finding(s) if appropriate or

Status of the Recommendation(s)/Observation(s)/Finding(s):

- There were no compliance issues identified in prior year's monitoring report

### **Board Composition**

3. Assessment of the composition of the Agency's board of directors.
  - Agency's bylaws dated 8/9/2016 require the board of directors to have fifteen (15) members and define a quorum as: "Presence of a majority of the directors then in office at a meeting of the Board constitutes a quorum for the transaction of day-to-day business of the Agency.
  - Board Roster dated 6/2/2020 indicates there are no vacancies.

### **Board Meeting Minutes**

4. Review of the Board Minutes for timeliness and to assess the board's involvement in the development, planning, and implementation, and evaluation of the agency's programs, and to determine if a quorum was met at the meetings.
  - The three most recent Board/Council meetings:

<b>Date of Board Meeting</b>	<b>Date Minutes Approved by the Board</b>	<b>Timely Submission to CSD?</b>	<b>Minutes reflect Board Involvement? (Y/N)</b>	<b>Quorum? (Y/N)</b>
5/13/2021	6/10/2021	7/10/2021	Y	Y
6/10/2021	7/8/2021	8/07/2021	Y	Y
7/8/2021	8/12/2021	9/11/2021	Y	Y

### **Programmatic Reporting**

5. Programmatic Reporting
  - A. Review of the Annual Report for timely submission.
    - The 2020 CSBG Annual Report was due to CSD on or before March 1, 2021
    - Agency submitted the 2020 CSBG Annual Report to CSD by March 1, 2021
    - The 2020 CSBG CARES Annual Report was due to CSD on or before July 7, 2021
    - Agency submitted the 2020 CSBG CARES Annual Report to CSD by July 7, 2021
  - B. Review of the Organizational Standards state assessment report.
    - The agency is at 100%

### **Programmatic Performance and Alignment**

6. Review the most current Community Action Plan, Work Plan(s), and the Annual Report for program performance and alignment.
  - The agency's current work Plan is in alignment with the most recent CAP and the projections reported in eGov.



## ***CSBG CARES Enhanced Fiscal Review Update***

7. Review of the results of the monthly review EARS expenditure reports for CSBG CARES from March 2020 through August 2021 indicates 45.55% or \$176,440.00 of \$390,168.00 has been expended. According to CSD's monthly expenditure analysis tool, the agency is on track to fully expend the allocation by the end of the contract term.
- The results of the monthly review EARS expenditure reports for CSBG CARES Discretionary from March 2020 through August 2021 indicates 79.38% or \$32,046.00 of \$40,370.00 has been expended. According to CSD's expenditure analysis tool, the agency is on track to fully expend the allocation by the end of the contract term.
  - According to the most recent quarterly review September 2021 the Field Representative selected Operating Expenses. The Analyst reviewed the general ledger, agency invoices, and verified that the documentation supported the transactions sampled from expenditures reported in (EARS).
  - List any issues requiring follow-up during the Enhanced Quarterly Fiscal Review:
    - There were no compliance issues identified during the Enhanced Fiscal Review Process

## ***Disaster Relief Supplemental Funding (DRSF)***

- Not Applicable, the agency is not a DRSF Contractor

Finding(s), Observation(s), and Recommendation(s)

Finding(s): N/A

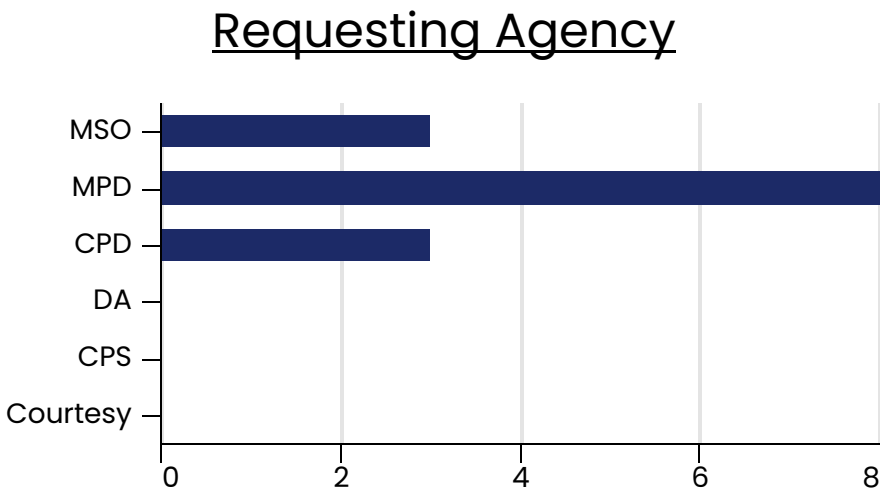
Observation(s): N/A

Recommendation(s): N/A



# Madera County Child Advocacy Center (CAC)

November 2021



## Counseling Services

Referrals Made: 6  
Onsite Counseling Sessions: 2

## Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2021	7	13	26	36	55	68	82	89	95	108	122	
2020	9	19	30	43	54	66	79	85	88	96	104	110



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

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

General Contract – CAPP & COVID-19	467
CalWORKs Stage 2 – C2AP	189
CalWORKs Stage 3 – C3AP	125
Bridge Program - BP	15
<b>Total Children Enrolled</b>	<b>796</b>

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

IN - HOME LICENSE CHILD CARE PROVIDERS – SMALL	48
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	35
LICENSE-EXEMPT CHILD CARE PROVIDERS	49
<b>Total Providers Enrolled</b>	<b>132</b>

**RESOURCE & REFERRAL LICENSED PROVIDERS**

ACTIVE - LICENSED CHILD CARE PROVIDERS	123
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

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

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

- APP Title 5 Regulations: Provider Payments (English) – Seven (7) participants
- APP Title 5 Regulations; Provider Payments (Spanish) – 33 participants
- Activity Planning for Children – 4 participants
- Activity Planning for Children (Spanish) – 30 participants

**Family, Friend and Neighbor Activity:**

- Play Group - 0 attendee

**Bridge Program**

- Spanish Coaching Session – 22 participants



## Community Services Monthly Report to the Board of Directors

### November 2021

#### LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	Fiscal YTD Totals
2021 Non-Emergency	6	1593
2021 Emergency	9	1379
2021 Wood/Propane/Oil	0	115

Program	Monthly Households Served	Fiscal YTD Totals
ARPA 2021- Non-Emergency	28	28
ARPA 2021 – Emergency	37	37
ARPA 2021 - WPO	10	10

#### HOMELESS PROGRAMS

Program	Residents	Vacancy
Shunammite Place	33	5
Madera Mental Health Service Act	12	0

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

Program	Seniors on Program	Vacancy
Home Delivered Meals	80	0

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

## November 2021 Homeless Prevention Assistance

Homeless Housing Assistance	1
FEMA CARES	0
CDBG CARES	0
Kaiser	0
Total	1

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

Numbers below reflect November 2021

#### Kaiser

	Award	YTD Expenses	Budget Balance	% Spent
Funding	\$90,000	\$89,689	\$311	99%
Objectives	Goal	YTD Achieved	Balance	% Achieved
Objective 1 Households assisted with Rapid Rehousing or Homeless Prevention	30	37	0	123%
Objective 2 Homeless individuals will receive a personal care kit	200	535	(335)	268%
Objective 3 Homeless individuals will be connected to at least one supportive service provided by Community Partners	100	TBD	100	0%

#### Kaiser Round II

	Award	YTD Expenses	Budget Balance	% Spent
Funding	\$25,000	\$16,581	\$3,419	66%
Objective	Goal	YTD Achieved	Balance	% Achieved
Assist 10 households				

## Emergency Rental Assistance Program

- Social media views Facebook = 197 reached – likes = 5
- Instagram = 3 likes
- Twitter = 0 likes
- Number of residents assisted with an on-line application = 38



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

Outreach and Case Management was conducted both in the City and in the County of Madera.  
Below are the number of unsheltered contacts that were made for the period of 11/1/2021 - 11/30/2021.

Location	Madera City & Surrounding Area	Oakhurst	Nipinnawasee	Coarsegold	Northfork	Chowchilla	Total Contact
Previous Month YTD	326	20	0	9	1	31	387
October 2021	103	3	0	7	0	24	137
YTD Total 7/1/21-6/30/22	429	23	0	16	1	55	524

OUTCOMES - SERVICES OFFERED			
TREATMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ENTERED DRUG PROGRAM	0	3	3
REFERRED TO MADERA BHS FOR ASSESSMENT	39	51	90
OBTAINED BHS DUE TO REFERRAL	11	17	28
SUICIDE PREVENTION	0	1	1
HOUSING SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
WENT INTO SHELTER	8	28	36
WENT INTO TRANSITIONAL / BRIDGE HOUSING	0	1	1
REUNITED WITH FAMILY VIA BUS OR AIRPLANE	0	1	1
ASSISTED WITH COLLECTING PAPERWORK TO HELP GET HOUSED	103	211	314
REFERRED TO PERMANENT SUPPORTIVE HOUSING	5	12	17
MOVED INTO PERMANENT SUPPORTIVE HOUSING	2	0	2
MOVED INTO PERMANENT HOUSING	1	7	8
EMPLOYMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED AND CONNECTED WITH WORKFORCE	8	7	15
ASSISTED WITH JOB INTERVIEW PROCESS	2	2	4
EMPLOYED AS A RESULT OF ASSISTANCE	0	1	1
ASSISTED IN OBTAINING BYCYCLE FOR TRANSPORTATION FOR WORK	0	0	0
OTHER NON-EMPLOYMENT INCOME	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	2	3	5
OTHER NON-CASH BENEFITS & SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	17	18	35
ASSISTED IN OBTAINING CASH AID / TANF	0	2	2
ASSISTED IN OBTAINING CALFRESH BENEFITS	5	12	17
ASSISTED IN OBTAINING HEALTH INSURANCE	5	9	14
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE APPOINTMENTS (MEDICAL, DENTAL, EYE CARE)	4	19	23
ASSISTED IN OBTAINING A GOVT. PHONE	3	3	6
ASSISTED IN OBTAINING PET DOCUMENTATION	0	2	2
ASSISTED IN OBTAINING BIRTH CERTIFICATE	8	13	21
ASSISTED IN OBTAINING DRIVER'S LICENSE	0	1	1
REFERRALS MADE TO DSS HSP	4	16	20
REFERRALS MADE TO THE VA	1	5	6
REFERRALS MADE TO CPS	1	3	4
REFERRALS MADE TO VICTIM SERVICES	1	6	7
REFERRAL TO FOSTER CARE SERVICES	0	0	0
PROVIDED SHOES OR CLOTHES TO CLIENT	4	7	11
PROVIDED DMV VOUCHER FOR ID	16	27	43
DELIVERED COMMODITIES	30	56	86
ARRANGED TRANSPORTATION	10	19	29

CONNECTED TO VOLUNTEER WORK	0	0	0
ADVOCACY WITH LEGAL MATTER	3	8	11
TRANSITIONAL AGE YOUTH CLIENTS	17	15	32

<b>OTHER HELP CENTER SERVICES</b>	
LIHEAP REFERRALS	7
HOUSING GUIDE PROVIDED	12
RENTAL ASSISTANCE APPLICATION PROVIDED	25
ONGOING RAPID REHOUSING	4
HOUSEHOLDS IN EMERGENCY SHELTER	13





# Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: December 9, 2021

Author: Irene Yang

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DATE: November 30, 2021  
TO: Board of Directors  
FROM: Irene Yang, Human Resources Director  
SUBJECT: 2022 Holiday Schedule

I. **RECOMMENDATION:**

Review and consider approving the 2022 Holiday Schedule.

II. **SUMMARY:**

The scheduled holidays are as follows:

New Year's Day observed	Friday, December 31
Martin Luther King, Jr. Day	Monday, January 17
President's Day	Monday, February 21
Spring Holiday	Friday, April 15
Memorial Day	Monday, May 30
Juneteenth observed	Monday, June 20
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Fall Holiday	Monday, October 10
Veterans' Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Day after Thanksgiving	Friday, November 25
Christmas Day observed	Monday, December 26

III. **DISCUSSION:**

The holiday schedule follows the Holiday Policy prescribed under the Agency's Personnel Policies and Procedures, and Memorandum of Understanding with SEIU Local 521.

IV. **FINANCING:** Costs are allocated to the appropriate funding sources.



# Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: December 9, 2021

Author: Jeannie Stapleton

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DATE: November 17, 2021

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: 2022 Community Services Block Grant (CSBG) Contract

**I. RECOMMENDATION:**

Review and consider authorizing the Executive Director to sign and submit the 2022 CSBG contract with the Department of Community Services & Development (CSD). Budget will be distributed at meeting.

**II. SUMMARY:**

CSBG is funded under the U.S. Department of Health and Human Services, Administration for Children and Families, passed through the State of California Community Services and Development. CSBG is designed to provide a range of services to assist low-income families and individuals.

**III. DISCUSSION:**

- A. CAPMC is one of 60 private non-profit and local government organizations referred to as eligible entities that receive CSBG funding. This network of eligible entities administer programs that assist low-income individuals and families with attaining the skills, knowledge, and motivation necessary to achieve self-sufficiency.
- B. The 2022 contract remains a two-part agreement. Part 1 consists of the base contract and Part 2 consists of Administrative, Financial and Programmatic Policies and Procedures.
- C. The CSBG contract will be amended as additional funds are appropriated.
- D. CSD is issuing a contract covering the period of January 1, 2022 through December 31, 2022.

**IV. FINANCING:**

The total allocation for Fiscal Year 2021 \$286,748. These funds will be used for administration at the Shunammite Place, Strengthening Families and the Child Forensic Interview Team. (CFIT)



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

In The Matter of	)	<b>Resolution No. 2021-</b>
2022 Community Services	)	Community Services
Block Grant	)	Block Grant
(CSBG)	)	Agreement Number
	)	22F-5023

As Chairperson of Community Action Partnership of Madera County, Inc., Board of Directors, and acting on behalf of the entire Board of Directors, I authorize the Executive Director to sign and submit the 2022 Community Services Block Grant contract with the Department of Community Services & Development.

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

Vote: \_\_\_\_\_ Ayes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ Noes: \_\_\_\_\_

Dated: \_\_\_\_\_  
 \_\_\_\_\_  
 Tyson Pogue, Board Chairperson

Dated: \_\_\_\_\_  
 \_\_\_\_\_  
 David Hernandez, Secretary/Treasurer

### CSBG CONTRACT BUDGET SUMMARY

Contractor Name: Community Action Partnership of Madera County, Inc.	Contract Number: 22F-5023	Amendment Number:
Prepared By: Daniel Seeto	Contract Term: 01/01/2022 - 12/31/2022	
Telephone Number: (559) 675-5755	Contract Amount: \$286,748	
Date: 12/6/2021	E-mail Address: <a href="mailto:dseeto@maderacap.org">dseeto@maderacap.org</a>	

#### SECTION 10: ADMINISTRATIVE COSTS

Line Item	Line Item	CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	\$99,945.00
2	Fringe Benefits	\$34,502.00
3	Operating Expenses	\$1,000.00
4	Equipment	
5	Out-of-State Travel	
6	Contract/Consultant Services	
7	Other Costs	
8	Disaster	
<b>Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)</b>		<b>\$135,447.00</b>

#### SECTION 20: PROGRAM COSTS

Line Item	Line Item	CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	\$76,029.00
2	Fringe Benefits	\$20,653.00
3	Operating Expenses	\$33,428.00
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor/Consultant Services	\$12,000.00
7	Other Costs	\$9,191.00
8	Disaster	
<b>Subtotal Section 20: Program Costs</b>		<b>\$151,301.00</b>

<b>SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) <span style="color: red;">Note: Total cannot exceed allocation amount.</span></b>	<b>\$286,748.00</b>
<b>SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG</b>	<b>\$29,327,563.00</b>
<b>SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)</b>	<b>\$29,614,311.00</b>
<b>SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)</b>	<b>0.46%</b>

**CSBG BUDGET SUPPORT -- PERSONNEL COSTS**

Contractor Name: Community Action Partnership of Madera County, Inc.	Contract Number: 22F-5023	Amendment Number:
Prepared By: Daniel Seeto	Contract Term: 01/01/2022 - 12/31/2022	
Telephone Number: (559) 675-5755	Contract Amount: \$286,748	
Date: 12/6/2021	E-mail Address: <a href="mailto:dseeto@maderacap.org">dseeto@maderacap.org</a>	

**Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES**

<u>A</u> No. of Positions	<u>B</u> Position Title	<u>C</u> Total Salary for each position	<u>D</u> Percent (%) of CSBG time allocated for each position	<u>E</u> Number of CSBG months allocated for each position	<u>F</u> Total CSBG Funds budgeted for each position
1	Executive Director	\$175,156.80	27.00%	12	\$47,292.34
1	Chief Financial Officer	\$111,282.64	20.00%	12	\$22,256.53
1	Accountant Program Manager	\$85,342.40	25.00%	12	\$21,335.60
1	Assistant to Executive Director / Strategic Planning Coordinator	\$60,403.20	15.00%	12	\$9,060.48
<b>Total (must match Section 10: Administrative Costs line item 1 on the CSD 425.S Budget Summary form)</b>					<b>\$99,945</b>

**SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES**

1	Community Services Program Manager	\$73,590.40	20.00%	12	\$14,718.08
1	Community Services Coordinator	\$58,926.40	15.00%	12	\$8,838.96
1	Shunammite Place Resident Manager	\$56,076.80	3.00%	12	\$1,682.30
1	Housing Case Worker	\$51,930.93	1.50%	12	\$778.96
1	Child Advocacy Case Worker	\$50,010.35	100.00%	12	\$50,010.35
<b>Total (must match Section 20: Program Costs line item 1 on the CSD 425.S Budget Summary form)</b>					<b>\$76,029</b>

**FRINGE BENEFITS**

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)	Percentage	Section 10 Administrative Costs List CSBG funds Budgeted Line 2	Section 20 Program Costs List CSBG funds Budgeted Line 2
FICA, FICAMed, SUI, Retirement, PERS, Workers Comp, Health Insurance	34.52%	\$34,502.00	
FICA, FICAMed, SUI, Retirement, Workers Compensation, Health Insurance	27.17%		\$20,653.00
<b>TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 425.S (BUDGET SUMMARY)</b>		<b>\$34,502</b>	<b>\$20,653</b>

**CSBG BUDGET SUPPORT -- NON PERSONNEL COSTS**

Contractor Name: Community Action Partnership of Madera County, Inc.	Contract Number: 22F-5023	Amendment Number:
Prepared By: Daniel Seeto	Contract Term: 01/01/2022 - 12/31/2022	
Telephone Number: (559) 675-5755	Contract Amount: 286,748	
Date: 12/6/2021	E-mail Address: <a href="mailto:dseeto@maderacap.org">dseeto@maderacap.org</a>	

*Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.*

LIST EACH LINE ITEM Totals must match CSD 425.S Budget Summary form Attach additional sheet(s) if necessary	CSBG	
	Section 10: Administrative Costs	Section 20: Program Costs
List all Operating Expenses Consumable and Furnishing Supplies, Occupancy, Communications, Travel, Training, and Membership Fees	3 <i>sum should equal total on line item 3 of CSD 425.S Budget Summary form</i> \$1,000	3 <i>sum should equal total on line item 3 of CSD 425.S Budget Summary form</i> \$33,428
List all Equipment Purchases	4 <i>sum should equal total on line item 4 of CSD 425.S Budget Summary form</i>	4 <i>sum should equal total on line item 4 of CSD 425.S Budget Summary form</i>
List all Out-of-State Travel: <i>Name of conference; Specify location; Cost per trip</i>	5 <i>sum should equal total on line item 5 of CSD 425.S Budget Summary form</i>	5 <i>sum should equal total on line item 5 of CSD 425.S Budget Summary form</i>
List all Contract/Consultant Services	6 <i>sum should equal total on line item 6 of CSD 425.S Budget Summary form</i>	
List all Subcontractor/Consultant Services Various consultants to provide staff training and client counseling services as necessary throughout the year		6 <i>sum should equal total on line item 6 of CSD 425.S Budget Summary form</i> \$12,000
<b>Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):</b>	<b>Section 10: Administrative Costs</b>	<b>Section 20: Program Cost</b>
i Direct Assistance - Food, supplies, medical & dental services, hotel vouchers, and transportation vouchers for participants in permanent and emergency supportive housing program.		\$9,191
ii		
iii		
iv		
<b>Total Other Costs (Sum of i, ii, iii, iv):</b>	7 <i>sum should equal total on line item 7 of CSD 425.S Budget Summary form</i>	7 <i>sum should equal total on line item 7 of CSD 425.S Budget Summary form</i> \$9,191.00

**CSBG Budget Support -- Other Agency Operating Funds**

Contractor Name: Community Action Partnership of Madera County, Inc.	Contract Number: 22F-5023	Amendment Number:
Prepared By: Daniel Seeto	Contract Term: 01/01/2022 - 12/31/2022	
Telephone Number: (559) 675-5755	Contract Amount: \$286,748	
Date: 12/6/2021	E-mail Address: <a href="mailto:dseeto@maderacap.org">dseeto@maderacap.org</a>	

Funding Source (DO NOT ABBREVIATE)	Funding Type Federal, State, Local, Private, Other	Funding Amount
U.S. Department of Health & Human Services:		
Regional Head Start	Federal	\$4,759,838
Madera Migrant Head Start: Pass-Through Stanislaus County Office of Education	Federal	\$4,760,924
Fresno Migrant Head Start: Pass-Through Community Action Partnership of San Luis Obispo	Federal	\$4,944,147
Community Services Block Grant: Pass-Through California Department of Community Services & Development	Federal	\$338,542
LIHEAP: Pass-Through California Department of Community Services & Development	Federal	\$512,141
Disbursement Assistance Program: Pass-Through California Department of Community Services & Development	Federal	\$21,939
Alternative Payment: Pass-Through California Department of Education	Federal	\$1,850,887
Alternative Payment: Pass-Through California Department of Education	State	\$1,581,676
Alternative Payment - Stage II: Pass-Through California Department of Education	Federal	\$376,610
Alternative Payment - Stage II: Pass-Through California Department of Education	State	\$2,418,471
Alternative Payment - Stage III: Pass-Through California Department of Education	Federal	\$765,707
Alternative Payment - Stage III: Pass-Through California Department of Education	State	\$546,399
Child Care Initiative Project: Pass-Through California Department of Education	Federal	\$76,957
CCDF Health & Safety: Pass-Through California Department of Education	Federal	\$4,702
Resource & Referral: Pass-Through California Department of Education	Federal	\$30,405
Resource & Referral: Pass-Through California Department of Education	State	\$356,007
Emergency Child Care Bridge Program for Foster Children: Pass-Through County of Madera Department of Social Services	State	\$243,485
State Migrant: Pass-Through Stanislaus County Office of Education	State	\$1,090,444
California State Preschool Program Regional Head Start Layered: Pass-Through Stanislaus County Office of Education	State	\$651,629
Quality Rating: Pass-Through Fresno County Office of Education	State	\$36,000
Comprehensive Shelter: Pass-Through California Office of Emergency Services	Federal	\$273,108
Senior Meals: Pass-Through County of Madera	Federal	\$40,000
U.S. Department of Agriculture:		
Child Care Food Program - Centers: Pass-Through California Department of Education	Federal	\$412,884
U.S. Department of Justice:		
Transitional Housing Program: Pass-Through California Office of Emergency Services	Federal	\$125,558
Rape & Sexual Assault Program: Pass-Through California Office of Emergency Services	Federal	\$315,600
Rape & Sexual Assault Program: Pass-Through California Office of Emergency Services	State	\$44,311
<b>Total Other Agency Operating Funds to Support CSBG</b> <i>(Total should match total on CSD 425 S form, Section 70)</i>		<b>\$26,578,371</b>

**CSBG Budget Support -- Other Agency Operating Funds**

Contractor Name:	Community Action Partnership of Madera County, Inc.	Contract Number:	22F-5023	Amendment Number:	
Prepared By:	Daniel Seeto	Contract Term:	01/01/2022 - 12/31/2022		
Telephone Number:	(559) 675-5755	Contract Amount:	\$286,748		
Date:	12/6/2021	E-mail Address:	<a href="mailto:dseeto@maderacap.org">dseeto@maderacap.org</a>		

Funding Source (DO NOT ABBREVIATE)	Funding Type Federal, State, Local, Private, Other	Funding Amount
U.S. Department of Justice (Continued):		
Victim Witness: Pass-Through California Office of Emergency Services	Federal	\$314,357
Victim Witness: Pass-Through California Office of Emergency Services	State	\$40,201
Advocacy & Outreach Program: Pass-Through California Office of Emergency Services	Federal	\$103,687
Comprehensive Shelter: Pass-Through California Office of Emergency Services	Federal	\$111,480
Comprehensive Shelter: Pass-Through California Office of Emergency Services	State	\$245,210
California Immigration Legal Assistance: Pass-Through California Coalition Against Sexual Assault	Federal	\$24,737
U.S. Department of Housing & Urban Development:		
Permanent Supportive Housing	Federal	\$288,476
Community Development Block Grant: Pass-Through City of Madera	Federal	\$18,000
Emergency Solutions Grant Program: Pass-Through County of Fresno	Federal	\$37,450
Federal Emergency Management Agency:		
Emergency Food & Shelter: Pass-Through United Way FEMA Board	Federal	\$3,307
Other:		
Emergency Tank Water Continuation: California Office of Emergency Services	State	\$723,360
CAA Interim Emergency Drinking Water: California Department of Water Resources	State	\$22,430
Mental Health Services Act: Pass-Through County of Madera Behavioral Health, California Department of Healthcare Services	State	\$125,013
Projects for Assistance in Transition from Homelessness: Pass-Through County of Madera Behavioral Health, California Department of Healthcare Services	Federal	\$39,048
Homeless Housing & Assistance Program: Pass-Through County of Madera Behavioral Health, California Homeless Coordinating & Financing Council	State	\$45,601
Homeless Outreach CCP - AB109: Pass-Through County of Madera, California Community Development Block Grant AB109	State	\$59,000
VITA & CalEITC: Pass-Through United Way Fresno and Madera Counties, California Franchise Tax Board	State	\$8,000
Senior Meal Services: Pass-Through County of Madera	Local	\$47,425
Senior Meal Services: Pass-Through City of Chowchilla	Local	\$3,155
Other Programs: Pass-Through County of Madera	Local	\$231,644
Donations & Other Revenue	Local	\$257,611
<b>Total Other Agency Operating Funds to Support CSBG</b> (Total should match total on CSD 425 S form, Section 70)		\$2,749,192



### CSBG Contract Budget Narrative

Contractor Name: Community Action Partnership of Madera County, Inc.	Contract Number: 22F-5023	Amendment Number:
Prepared By: Daniel Seeto	Contract Term: 01/01/2022 - 12/31/2022	
Telephone Number: (559) 675-5755	Contract Amount: \$286,748	
Date: 12/6/2021	E-mail Address: <a href="mailto:dseeto@maderacap.org">dseeto@maderacap.org</a>	

#### Budget Narrative

**Section 10 – Administrative Costs – Salaries and Wages:**

Executive Director - .27 FTE  
(\$14,596.40/mo. x 12 months x 27%) \$ 47,292  
Responsible for the day-to-day operations and activities of the agency. Oversees and administers the policies and procedures adopted by the agency's Board of Directors.

This position was budgeted to provide strong leadership and direction for the agency. Oversees all the agency's services to low-income children and families.

Chief Financial  
(\$9,273.55/mo. x 12 months x 20%) \$ 22,257  
Responsible for the day-to-day operations and activities of the fiscal department. Prepares budgets, reporting, cash management for CSBG and other grants of the agency to provide services to low-income children and families.

This position was budgeted to provide strong leadership and direction for the fiscal department. Oversees all the agency's fiscal services to low-income children and families.

Accountant Program Manager- .25 FTE  
(\$7,111.87/mo. x 12 months x 25%) \$ 21,336  
Responsible for the agency's financial reporting, including budget development and monitoring of grants and financial awards to assist low-income children and families.

This position was budgeted to provide support the agency's fiscal department and program managers to ensure compliance with its financial reporting obligations.

Assistant to the Executive Director/Strategic Planning Coordinator - .15 FTE  
(\$5,033.60/mo. x 12 months x 15%) \$ 9,060  
Responsible for the agency's strategic plan development and reporting. Assists Executive Director in the overall day-to-day operations.

This position was budgeted to provide direction and allocation of resources to the top priorities of the agency.

**Total Section 10 – Administrative Costs – Salaries and Wages \$ 99,945**

**Section 10 – Administrative Costs – Fringe Benefits:**

FICA (7.65%)	\$ 4,028
State Unemployment Insurance	\$ 183
Health, Dental, Vision, and Life Insurance	\$ 2,697
Worker's Compensation Insurance	\$ 1,518
Director Fringe	\$ 22,843
VOYA Retirement	\$ 3,233

**Total Section 10 – Administrative Costs – Fringe Benefits \$ 34,502**

### CSBG Contract Budget Narrative

Contractor Name: Community Action Partnership of Madera County, Inc.	Contract Number: 22F-5023	Amendment Number:
Prepared By: Daniel Seeto	Contract Term: 01/01/2022 - 12/31/2022	
Telephone Number: (559) 675-5755	Contract Amount: \$286,748	
Date: 12/6/2021	E-mail Address: <a href="mailto:dseeto@maderacap.org">dseeto@maderacap.org</a>	

#### Budget Narrative

**Section 10 – Administrative Costs – Operating Expenses:**

Dues and Fees  
(\$1,000 one-time annual fee) \$ 1,000

This will provide for the agency membership fee to the national Community Action Partnership Association and the California Community Action Partnership Association helping to keep staff informed about developing trends and provide necessary training and knowledge about CSBG activities and operations.

**Total Section 10 - Administrative Costs - Operating Expenses \$ 1,000**

**Section 20 – Program Costs – Salaries and Wages:**

Community Services Program Manager - .20 FTE  
(\$6,132.53/mo. x 12 months x 20%) \$ 14,718

Provide day-to-day support for operations of the department. This department provides emergency services. This position is also responsible for CSBG statistical reporting, CSBG goals and NPI reporting.

This position was budgeted to address emergency services, homelessness, and senior meals in Madera County and will help support and improve the service delivery.

Community Services Coordinator - .15 FTE  
(\$4,910.53/mo. x 12 months x 15%) \$ 8,839

Supports the function and operation of the shelters and emergency services. This position also assists the Community Services Program Manager with the CSBG statistical reporting, CSBG goals and NPI reporting.

This position was budgeted to provide support and funding for emergency services activities along with the CSBG statistical reporting, CSBG goals and NPI reporting

Shunammite Place Resident Manager – .03 FTE  
(\$4,673.07/mo. x 12 months x 3%) \$ 1,682

Provide supportive services to chronic homeless individuals with disabilities. Oversee the day-to-day operations of the shelter.

This position was budgeted to address and alleviate homelessness in Madera County. This position will help support and improve the service delivery system.

Housing Case Worker - .015 FTE  
(\$4,327.58/mo. x 12 months x 1.5%) \$ 779

Provides supportive services to chronic homeless women with disabilities and support the function and operation of the shelter.

This position was budgeted to address and alleviate homelessness in Madera County. This position will help support and improve the service delivery system.

### CSBG Contract Budget Narrative

Contractor Name: Community Action Partnership of Madera County, Inc.	Contract Number: 22F-5023	Amendment Number:
Prepared By: Daniel Seeto	Contract Term: 01/01/2022 - 12/31/2022	
Telephone Number: (559) 675-5755	Contract Amount: \$286,748	
Date: 12/6/2021	E-mail Address: <a href="mailto:dseeto@maderacap.org">dseeto@maderacap.org</a>	

#### Budget Narrative

**Section 20 – Program Costs – Salaries and Wages (Continued):**

Child Advocacy Center Case Worker – 1.0 FTE (\$4,167.53/mo. x 12 months x 100%)	\$	50,011
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Develop and facilitate the Child Forensic Interview Team program that provides services to children that have disclosed allegations of sexual assault.

This position was budgeted to reduce the trauma to children by aiming to conduct a single forensic interview by a multi-disciplinary team. This is done by creating a child-focused setting designed to provide a safe, comfortable and neutral place where forensic interviews and other child advocacy center services can be provided for children and families such as case consultation and discussions, for meetings or interviews, and for clients awaiting services.

Total Section 20 – Program Costs – Salaries and Wages:	\$	76,029
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**Section 20 – Program Costs – Fringe Benefits:**

FICA (7.65%)	\$	5,816
State Unemployment Insurance (6.2%)	\$	522
Health, Dental, Vision, and Life Insurance	\$	10,128
Worker's Compensation Insurance	\$	386
Retirement (5% eligible employees)	\$	3,801

Total Section 20 – Program Costs – Fringe Benefits	\$	20,653
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**Section 20 – Program Costs – Operating Expenses:**

Travel and Training Costs (\$241.67/mo. x 12 months)	\$	2,900
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These budgeted amounts will provide mileage reimbursement to staff of the Shunammite Program to transport clients. It will also reimburse Community Services staff for mileage or pay for gas to attend various meetings. Should conditions change with respect to COVID-19, it will also provide for out-of-town travel accommodations (rental car, hotel, meal per diems) for staff to attend meetings or other training opportunities.

Consumable Supplies, Office and Shelter Furnishings and Photocopy Expenses (\$604.20/mo. x 12 months)	\$	7,250
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This will provide for office supplies, postage, office and shelter furnishings, data processing and program supplies for staff to effectively perform their jobs.

Occupancy Costs – Rent, Utilities and Maintenance (\$1,594.00/mo. x 12 months)	\$	19,128
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This will provide for rent, utilities, insurance and maintenance for the Shunammite Program, Child Forensic Interview Program and other various programs housed at the agency's main office. The Shunammite Program provides housing for homeless individuals in seven three-bedroom and one two-bedroom apartments. This will provide a warm and safe housing option for homeless people to leave the streets and emergency shelters. The Child Forensic Interview Team (CFIT) Program offers services and forensic interviews to children of alleged sexual assault.

**CSBG Contract Budget Narrative**

Contractor Name: Community Action Partnership of Madera County, Inc.	Contract Number: 22F-5023	Amendment Number:
Prepared By: Daniel Seeto	Contract Term: 01/01/2022 - 12/31/2022	
Telephone Number: (559) 675-5755	Contract Amount: \$286,748	
Date: 12/6/2021	E-mail Address: <a href="mailto:dseeto@maderacap.org">dseeto@maderacap.org</a>	

**Budget Narrative**

Section 20 – Program Costs – Operating Expenses (Continued):

Communication  
 (\$262.50/mo. x 12 months) \$ 3,150

This will provide for telephone and internet services for the Shunammite Program and Child Forensic Interview Team Program offices. The Shunammite Program provides housing for homeless people in seven three-bedroom and one two-bedroom apartments, one of which is used for the office and to offer supportive services to the residents.

Dues and Fees  
 (\$1000 one-time annual fee) \$ 1,000

This will provide for the agency membership fee to the National Children's Alliance to maintain CAPMC's accreditation for its Child Advocacy Center, provide tools to benchmark programs, and training that helps the Child Advocacy Center serve children better.

Total Section 20 – Program Costs – Operating Expenses: \$ 33,428

Section 20 - Program Costs - Subcontracts/Consultants:

Consultants and Consultant Expenses:  
 (\$1,000/mo. x 12 months) \$ 12,000

The amount budgeted will supplement various programs' budgets for consultants. The agency plans to provide consultants and consultant expenses to conduct the child forensic interviews with the child victims of sexual assault. The agency also plans to have consultants prepare the Community Needs Assessment.

Total Section 20 - Program Costs - Subcontracts/Consultants: \$ 12,000

Section 20 – Program Costs – Other Costs:

Motel Vouchers Emergency Shelter - Participants  
 (\$95.74/night x 96 nights spread across about 25 clients) \$ 9,191

The amount budgeted will provide for emergency shelter at motels for homeless or at-risk of homelessness individuals and families. This will provide a temporary warm and safe place to live while CAPMC's Outreach Workers and Case Managers assist them with other alternatives.

Total Section 20 – Program Costs – Other Costs: \$ 9,191

Total CSBG 2022 Annual Budget: \$ 286,748



# Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: December 9, 2021

Author: Maritza Gomez-Zaragoza

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DATE: April 27, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2020-2021 Budget Carry-Over for the Regional Head Start Basic Budget

**I. RECOMMENDATION:**

Review and consider ratifying the carry-over funds for the 2020 – 2021 Regional Head Start Basic Grant to the 2021 – 2022 Grant year beginning June 1, 2021.

**II. SUMMARY:**

CAPMC identified budget savings in the 2020-2021 Regional Head Start basic grant and is proposing a carry-over of the funds to the 2021-2022 program year to support the extension of child services into June 2021.

**III. DISCUSSION:**

- A. Upon review of the 2020-2021 budget – past and current payroll, program expenses and projected expenditures up to the end of the funding year – May 31, 2021, staff have identified budget savings. Some of the savings are due to COVID funding from Office of Head Start that supported expenses for PPE and other health & safety supplies. Additionally, wage credits provided by the state when staff were out due to COVID also created a surplus in funding.
- B. Staff have shared the potential of budget savings with the Region IX Specialist that oversees CAPMC's grant. Region IX is in support of the proposal to carry-over funds as long as proper approvals and submission is done in a timely manner.
- C. The carry-over funds will be utilized to extend child services until June of 2021. Where the typical school year ends at the end of May, staff is proposing to continue services since the centers recently reopened for in-person services. The extension will provide children an opportunity to continue to be in school for a longer period of time.
- D. Additionally, staff is proposing to keep staff employed instead of laying them off to provide additional cleaning, preparation, and training time. This means that staff will remain employed year-round until May 2022. This will provide additional income and health insurance.

E. This proposal was approved by the Policy Council on May of 2021. However, at that time, staff did not have a final carry over amount since final expenses and reporting had not be done. The final report was submitted early November that allowed for proper planning. Attached is the budget that will be submitted to Region IX.

IV. **FINANCING:**

Carry Over Budget \$268,359

**Community Action Partnership of Madera County  
Madera Regional / Mariposa Head Start  
Carry Over Budget  
PY 2021-2022**

**PERSONNEL**

6a.	<b>SALARIES</b>		\$100,079
	Extension of Staff Days - 17 work days		
6b.	<b>FRINGE BENEFITS</b>		\$35,301
	Total Salaries and Fringe Benefits		<b>\$ 135,380</b>

**OPERATIONAL EXPENSES**

6c.	<b>TRAVEL</b>		<b>\$0</b>
6d.	<b>EQUIPMENT</b>		<b>\$105,659</b>
	Counter Top Steamer	\$9,497.00	
	Commercial Stove	\$7,500.00	
	AC Unit for Mis Tesoros	\$15,800.00	
	Maintenance Trailer	\$23,300.00	
	Hearing Screener (\$5,768 X 4)	\$23,072.00	
	Vision Screener - (\$8,830 x 3)	\$26,490.00	
6e.	<b>SUPPLIES</b>		<b>\$ 15,000</b>
	Data Supplies	\$5,000.00	
	Transition Kits	\$5,000.00	
	Social Emotional Kits	\$5,000.00	

6f. **CONTRACTUAL** **\$0**

6g. **CONSTRUCTION** **\$0**

6h. **OTHER** **\$ -**

TOTAL DIRECT CHARGES **\$ 256,039**

6i. **INDIRECT COSTS** \$ 135,380 **X** 9.10% \$12,320

**TOTAL ONE TIME SUPPLEMENTAL BUDGET** **\$268,359**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED NOVEMBER 30, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
CSBG (01/01/21 - 12/31/21) 218	287,694.00	251,729.24	91.67%	87.50%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY 2021 (06/01/21 - 5/31/22) 217	28,250.00	8,203.80	50.00%	29.04%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 (03/27/20 - 5/31/22) 219	390,168.00	319,783.58	76.92%	81.96%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
CSBG CARES DISCRETIONARY (03/27/20 - 5/31/22) 251	40,370.00	41,850.84	76.92%	103.67%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
<b>HEAD START &amp; CHILD DEVELOPMENT</b>					
HEAD START REGIONAL (06/1/21 - 05/31/22) 311/380	4,060,640.00	1,888,763.67	50.00%	46.51%	Provide HS services to 246 low income preschool children and families
HEAD START T/TA (06/01/21 - 05/31/22) 310	46,025.00	31,783.20	50.00%	69.06%	Provide training for staff and parents
EARLY HEAD START REGIONAL (06/01/21 - 05/31/22) 312	601,117.00	293,935.48	50.00%	48.90%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA (06/01/21 - 05/31/22) 309	13,373.00	10,177.37	50.00%	76.10%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED (07/01/21 - 06/30/22) 319	761,724.00	257,365.61	41.67%	33.79%	Provide child care services to HS preschool children and families
REGIONAL HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 814	344,592.00	257,365.61	33.33%	74.69%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MADERA STATE CSPP/RHS - AB82 07/01/2021 - 06/30/2022 815	54,023.00	11,729.10	41.67%	21.71%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
REGIONAL HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 818	86,679.00	4,354.88	33.33%	5.02%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
CHILD & ADULT CARE FOOD PROGRAM (10/01/21 - 09/30/22) 390	513,902.00	47,393.74	16.67%	9.22%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START (03/01/21 - 02/28/22) 321/362	5,159,852.00	3,960,063.54	75.00%	76.75%	Provide HS services to 458 migrant and 121 seasonal children and families
MADERA MIGRANT HS TRAINING (03/01/21 - 02/28/22) 320	31,845.00	26,256.99	75.00%	82.45%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR (07/01/21 - 06/30/22) 322/324	883,339.00	243,484.97	41.67%	27.56%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV (07/01/21 - 06/30/22) 325	134,765.00	61,855.14	41.67%	45.90%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
MADERA MIGRANT HEAD START - CARES 03/01/2021 - 02/28/2022 821	189,396.00	72,471.75	75.00%	38.26%	Provide funds to prevent, prepare for and respond to COVID-19 in the Madera Migrant Head Start



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.  
FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED NOVEMBER 30, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
MADERA MIGRANT CHILD CARE - PART YEAR COVID FUND - CMIG AB82 07/01/2021 - 06/30/22 822	28,114.00	12,806.79	41.67%	45.55%	Provide funds to prevent, prepare for and respond to COVID-19 in the Madera Migrant Child Care program
MADERA MIGRANT HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 826	163,857.00	0.00	33.33%	0.00%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MIGRANT HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 827	535,575.00	74,283.16	33.33%	13.87%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
FRESNO MIGRANT HEAD START (09/01/21 - 08/31/22) 331	4,652,471.00	1,435,193.74	25.00%	30.85%	Provide HS services to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING (09/01/21 - 08/31/22) 330	82,690.00	6,755.43	25.00%	8.17%	Provide training for staff and parents
FRESNO MIGRANT EARLY HEAD START (09/01/21 - 08/31/22) 337	330,420.00	8.38	25.00%	0.00%	Provide early HS services to 30 low income infant, toddlers and pregnant women
FRESNO MIGRANT EARLY HS -TRAINING (09/01/21 - 08/31/22) 338	Inactive	Inactive	#VALUE!	#VALUE!	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES (09/01/21 - 08/31/22) 831	60,391.06	16.32	25.00%	0.03%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
FRESNO MIGRANT EARLY HEAD START CARES (09/01/21 - 08/31/22) 837	0.00	0.00	#DIV/0!	#DIV/0!	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Early Head Start
DSS STRENGTHENING FAMILIES (07/01/2021 - 06/30/2022) 371	189,600.00	73,167.62	41.67%	38.59%	Provides training and education to parents to strengthen family relationships
<b>RESOURCE &amp; REFERRAL:</b>					
CCDF-HEALTH & SAFETY (07/01/21 - 06/30/22) CONTRACT PENDING 411	4,702.00	0.00	41.67%	0.00%	Training and supplies for child care providers
R & R GENERAL (07/01/21 - 06/30/22) CONTRACT PENDING 401	196,708.00	86,140.01	41.67%	43.79%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM (07/01/21 - 06/30/23) CONTRACT PENDING 407	394,276.00	58,566.47	41.67%	14.85%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT (07/01/21 - 06/30/22) CONTRACT PENDING 424	33,509.00	8,749.31	41.67%	26.11%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT (07/01/20 - 06/30/22) 426/432	6,544,277.00	4,799,220.92	70.83%	73.33%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 (07/01/21 - 06/30/22) CONTRACT PENDING 427	2,659,629.00	604,465.40	41.67%	22.73%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 (07/01/21 - 06/30/22) CONTRACT PENDING 428	1,317,464.00	368,622.67	41.67%	27.98%	Provide subsidized child care for eligible families
CRRSA ONE TIME ONLY PROVIDER STIPENDS (04/01/20 - 06/30/22) 440	433,833.75	431,628.75	74.07%	99.49%	Provide supplies and one-time stipend to child care providers through the Coronavirus Response and Relief Supplemental Appropriations Act.

**FISCAL EXPENDITURE REPORT  
FOR THE PERIOD ENDED NOVEMBER 30, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
<b>VICTIM SERVICES:</b>					
RSVP/CALOES (10/01/21 - 09/30/22) 500	332,174.00	42,378.52	16.67%	12.76%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/21 - 09/30/22) 501	354,836.00	51,689.30	16.67%	14.57%	Assist victims of crime
DOM. VIO. MARRIAGE LICENSE (07/01/21 - 06/30/22) 502	57,200.00	1,873.79	41.67%	3.28%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/21 - 06/30/22) 504	5,000.00	177.76	41.67%	3.56%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/21 - 06/30/22) DONATIONS ONLY 507/525	2,000.00	1,045.38	41.67%	52.27%	Assist victims of domestic violence
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/21 - 12/31/21) 508	162,896.00	149,930.01	91.67%	92.04%	Assist unserved/underserved, primarily Hispanic, victims of crime
VICTIM SERVICES CENTER FUND (07/01/21 - 06/30/22) DONATIONS ONLY 510	2,500.00	1,829.65	41.67%	73.19%	Assist with program operations for all Victim Services clients
SHELTER-BASED DOMESTIC VIOLENCE (10/01/20 - 09/30/22) 533	1,140,174.00	662,467.53	58.33%	58.10%	Provide shelter services for domestic violence victims
TRANSITIONAL HOUSING (01/01/21 - 12/31/21) 531	126,808.00	112,510.26	91.67%	88.72%	Provide long-term shelter services for domestic violence and human trafficking victims
<b>YOUTH AND SPECIALIZED SERVICES:</b>					
MENTAL HEALTH FULL SERVICES (07/01/21 - 6/30/22) 607	5,000.00	420.25	41.67%	8.41%	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/21 - 6/30/22) 516	1,000.00	312.88	41.67%	31.29%	Provide child sexual assault interviews
<b>COMMUNITY SERVICES - EMERGENCY &amp; OTHER SERVICES:</b>					
E.C.I.P./LIHEAP (10/01/19 - 10/31/21) 203	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills and weatherization services
FEMA (01/01/20 - 10/31/21) 205	Inactive	Inactive	#VALUE!	#VALUE!	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/20 - 06/30/22) 207	684,900.00	354,225.35	65.00%	51.72%	Assistance for low income clients for energy bills and weatherization services
FEMA (01/01/20 - 10/31/21) 235	Inactive	Inactive	#VALUE!	#VALUE!	Administration of the FEMA program
LIHEAP CARES (07/01/20 - 09/30/21) 234	Inactive	Inactive			Assistance for low income clients for energy bills impacted by COVID-19
SENIOR MEAL - MADERA COUNTY (07/01/21 - 06/30/22) 237	43,734.00	10,015.04	41.67%	22.90%	Provides lunch meal program for seniors in eastern Madera County & Ranchos

FOR THE PERIOD ENDED NOVEMBER 30, 2021

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
MADERA CO. SENIOR MEAL HOME DELIVERY (07/01/21 - 06/30/22) 247	350,000.00	77,564.39	30.30%	22.16%	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions
DRINKING WATER - STATE WATER RESOURCES (07/01/19 - 02/28/22) 252	115,500.00	65,188.04	90.63%	56.44%	Provides bottled water for continuation of drought water assistance
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/21 - 06/30/22) 216	50,000.00	6,185.95	41.67%	12.37%	Provides property management services for the County of Madera Behavioral Health
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
FEMA CARES (01/27/20 - 10/31/21) 210	Inactive	Inactive	#VALUE!	#VALUE!	Housing assistance for clients impacted by COVID-19 and administration of FEMA CARES
SHUNAMMITE PLACE (11/01/21 - 10/31/22) 224	581,016.00	34,729.11	108.33%	5.98%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG (07/01/21 - 06/30/22) CONTRACT PENDING 231	20,000.00	3,018.46	41.67%	15.09%	Provides funding for Fresno-Madera Continuum of Care and homeless support
CITY OF MADERA - CDBG CARES (07/01/21 - 06/30/22) CONTRACT EXTENDED 244	90,000.00	5,238.35	25.00%	5.82%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	336,497.84	36.73%	81.79%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
KAISER RAPID REHOUSING (12/01/2020 - 12/31/2021) 249	90,000.00	90,000.00	92.31%	100.00%	Provides rental assistance to clients
WESTCARE RAPID REHOUSING (03/01/2021 - 2/28/2022) 253	65,000.00	4,083.19	75.00%	6.28%	Provides rent, security deposits, utility deposits, and moving and storage costs for homeless clients
BEHAVIORAL HEALTH PATH PROGRAM (07/01/2021 - 06/30/2022) CONTRACT PENDING 259	39,136.00	12,370.56	41.67%	31.61%	Provides rental assistance to clients
EMERGENCY RENTAL ASSISTANCE PROGRAM MADERA COUNTY (05/17/21 - 12/31/21) 261	61,745.00	6,098.54	86.67%	9.88%	Provides promotion, advertising, and outreach activities to deliver information and technical assistance for rental program related to Covid 19
EMERGENCY SOLUTIONS GRANT (01/01/21 - 12/31/21) 268	110,000.00	25,483.37	91.67%	23.17%	Provides funds for hotel emergency housing, rapid rehousing, homeless prevention, HMIS and outreach
ESG CARES (01/01/21 - 12/31/21) CONTRACT PENDING 269	396,000.00	134,771.64	91.67%	34.03%	Provides emergency shelter and rapid rehousing to homeless
HOMELESS OUTREACH CCP AB109 (07/01/21 - 06/30/22) CONTRACT PENDING 272	231,000.00	93,696.27	41.67%	40.56%	Provides outreach workers to offer case management and resources to homeless or at-risk
CITY OF MADERA - CDBG CARES ROUND 2 (07/01/21 - 06/30/22) CONTRACT PENDING	122,322.19	0.00	41.67%	0.00%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CAPITAL PROJECT FUND (07/01/21 - 06/30/22) CONTRACT PENDING	345,000.00	0.00	41.67%	0.00%	Provides housing, supportive services, and landlord engagement activities

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**  
**Consolidated Balance Sheet by Object October 31, 2021**

	<u><b>This Year</b></u>
<b>Assets</b>	
1113- CASH IN WESTAMERICA PAYROLL CK	3,899.25
1115- CASH IN WESTAMERICA MENTAL HEALTH	4,501.61
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,514.70
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	172,088.99
1122- SAVINGS - WESTAMERICA	2,561,774.13
1130- PETTY CASH	810.00
1310- GRANTS RECEIVABLE	3,817,479.49
1320- ACCOUNTS RECEIVABLE	2,977.21
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	1,162.30
1327- A/R-OTHER	241.33
1329- ADVANCE CLEARING	12,235.13
1410- PREPAID EXPENSES	76,916.97
1420- SECURITY DEPOSITS	37,366.04
1421- WORKERS' COMP DEPOSIT	66,009.87
1450- INVENTORY	25,316.03
1512- EQUIPMENT	1,194,731.87
1513- VEHICLES	842,974.24
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	180,369.83
1516- BUILDING IMPROVEMENTS	72,459.76
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(889,832.07)
1523- ACC DEPR - VEHICLES	(740,258.13)
1524- ACC DEPR - BUILDINGS	(3,317,018.45)
1525- ACC DEPR - LAND IMPROVE.	(123,189.99)
1526- ACC DEPR - BUILDING IMPROVE.	(71,202.78)
Total Assets	8,357,442.78
<b>Liabilities and Net Assets</b>	
2101- ACCOUNTS PAYABLE	1,486,328.84
2111- ACCOUNTS PAYABLE - MANUAL	181,162.99
2112- ACCOUNTS PAY-FUNDING SOURCE	216,953.84
2115- A/P OTHERS	2,830.31
2121- ACCRUED PAYROLL	693,505.56
2122- ACCRUED VACATION	1,289,409.75
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	2,284.06
2212- FICA-MED PAYABLE	534.18
2213- FIT PAYABLE	6,245.00
2215- SIT PAYABLE	3,277.78
2216- SDI PAYABLE	221.04

2217- SUI PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	46,442.03
2231- RETIREMENT PAYABLE-ER CONTRIB	475,732.20
2244- KAISER MID20	441.91
2245- KAISER HIGH15	81,457.11
2248- KAISER LOW30	0.04
2252- SELF INSURANCE - LIFE & ADD	(98.78)
2253- VISION INSURANCE PAYABLE	(186.17)
2254- SELF INSURANCE - DENTAL	83,558.52
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	12.00
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	6,291.02
2410- DEFERRED GRANT REVENUE	1,422,666.14
2415- RESERVE ACCOUNT	39,974.00
2420- OTHER DEFERRED REVENUE	10,206.17
Total Liabilities	<u>6,054,699.76</u>
3000- NET ASSETS W/O DONOR RESTRICTIONS	339,987.55
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,480,328.32
Change in Net Assets	<u>(77,572.85)</u>
Total Net Assets	<u>2,302,743.02</u>
Total Liabilities and Net Assets	<u>8,357,442.78</u>

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<b>COMMUNITY ACTION PARTERNSHIP OF MADERA COUNTY, INC.</b> <b>Consolidated Revenue and Expense</b> <b>October 31, 2021</b>
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**Year-To-Date**

Revenues

4110- GRANT INCOME-FEDERAL	8,781,726.12
4120- GRANT INCOME-STATE	2,339,983.31
4130- GRANT INCOME-AREA	93,128.37
4210- DONATIONS	5,231.18
4220- IN KIND CONTRIBUTIONS	710,131.75
4315- CHILD CRE REVENUE-STATE	0.00
4320- INTEREST INCOME	518.26
4330- SALE OF ASSETS	3,000.00
4350- RENTAL INCOME	20,727.60
4370- MERCHANDISE SALES	0.00
4390- MISCELLANEOUS INCOME	547.60
4900- INDIRECT COST REIMBURSEMENT	855,662.63
Total Revenues	<u>12,810,656.82</u>

Expenses

5010- SALARIES & WAGES	4,960,756.09
5012- DIRECTOR'S SALARY	57,622.93
5020- ACCRUED VACATION PAY	287,498.18
5112- HEALTH INSURANCE	433,655.37
5114- WORKER'S COMPENSATION	131,798.96
5116- PENSION	281,257.76
5122- FICA	386,933.73
5124- SUI	9,330.50
5125- DIRECTOR'S FRINGE	25,634.76
5130- ACCRUED VACATION FRINGE	17,695.54
6110- OFFICE SUPPLIES	35,512.34
6112- DATA PROCESSING SUPPLIES	127,406.76
6121- FOOD	136,513.77
6122- KITCHEN SUPPLIES	25,554.20
6130- PROGRAM SUPPLIES	661,224.48
6132- MEDICAL & DENTAL SUPPLIES	1,646.81
6134- INSTRUCTIONAL SUPPLIES	3,708.42
6140- CUSTODIAL SUPPLIES	32,752.40
6142- LINEN/LAUNDRY	0.00
6143- FURNISHINGS	32,972.61
6160- RESALE ITEMS	242.27
6170- POSTAGE & SHIPPING	10,619.17
6180- EQUIPMENT RENTAL	45,572.26
6181- EQUIPMENT MAINTENANCE	13,205.44
6221- EQUIPMENT OVER > \$5000	111,020.48
6310- PRINTING & PUBLICATIONS	1,195.38
6312- ADVERTISING & PROMOTION	456.26

6320- TELEPHONE	177,762.07
6410- RENT	385,413.92
6420- UTILITIES/ DISPOSAL	150,384.96
6432- BUILDING REPAIRS/ MAINTENANCE	84,822.94
6433- GROUNDS MAINTENANCE	28,437.24
6436- PEST CONTROL	6,532.32
6437- BURGLAR & FIRE ALARM	10,205.19
6440- PROPERTY INSURANCE	9,638.70
6510- AUDIT	3,500.00
6520- CONSULTANTS	32,533.05
6522- CONSULTANT EXPENSES	3,534.86
6524- CONTRACTS	177,604.44
6530- LEGAL	83,021.23
6540- CUSTODIAL SERVICES	39,957.45
6555- MEDICAL SCREENING/DEAT/STAFF	885.00
6610- GAS & OIL	11,970.50
6620- VEHICLE INSURANCE	12,578.75
6630- VEHICLE LICENSE & FEES	430.00
6640- VEHICLE REPAIR & MAINTENANCE	27,099.02
6712- STAFF TRAVEL-LOCAL	7,442.09
6714- STAFF TRAVEL-OUT OF AREA	(782.20)
6722- PER DIEM - STAFF	198.00
6742- TRAINING - STAFF	59,260.58
6745- TRAINING - PARTICIPANT/CLIENTS	0.00
6810- BANK CHARGES	2,251.96
6832- LIABILITY INSURANCE	12,687.99
6834- STUDENT ACTIVITY INSURANCE	2,726.58
6840- PROPERTY TAXES	(835.01)
6850- FEES & LICENSES	10,708.80
6851- CPR FEES	0.00
6852- FINGERPRINT	422.50
6875- EMPLOYEE HEALTH & WELFARE COSTS	20,188.45
7111- PARENT MILEAGE	186.36
7114- PC ALLOWANCE	2,330.00
7116- POLICY COUNCIL FOOD ALLOWANCE	393.46
7210- TRANSPORTATION VOUCHERS	533.35
7224- CLIENT RENT	76,407.22
7226- CLIENT LODGING/SHELTER	143,965.06
7230- CLIENT FOOD	166.16
7234- FOOD - INDIVIDUAL	9.04
7240- DIRECT BENEFITS	1,896,325.69
7245- DIRECT BENEFITS - STATE	0.00
7250- FURNACE REPAIRS/REPLACEMENT	9,750.70
8110- IN KIND SALARIES	529,111.91
8120- IN KIND RENT	180,647.84
8130- IN KIND - OTHER	372.00
9010- INDIRECT COST ALLOCATION	855,662.63
Total Expenses	<u>12,888,229.67</u>
Excess Revenue Over (Under) Expenditures	<u>(77,572.85)</u>

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
October 31, 2021**

<u>207 0 HOME ENERGY ASSIST. PROG.</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual October 31, 2021</u>	<u>YTD Budget October 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbran ce</u>	<u>Actual Plus Encumbran ce</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	407,634.00	37,169.26	331,411.29	407,634.00	(0.81)	0.00	331,411.29	76,222.71
Total Revenues	407,634.00	37,169.26	331,411.29	407,634.00	(0.81)	0.00	331,411.29	76,222.71
<u>Expenses</u>								
5010- SALARIES & WAGES	106,857.00	25,452.57	136,291.58	106,857.00	1.28	0.00	136,291.58	(29,434.58)
5020- ACCRUED VACATION PAY	0.00	1,324.50	8,138.52	0.00	0.00	0.00	8,138.52	(8,138.52)
5112- HEALTH INSURANCE	13,156.00	2,142.18	16,613.40	13,156.00	1.26	0.00	16,613.40	(3,457.40)
5114- WORKER'S COMPENSATION	581.00	103.27	688.24	581.00	1.18	0.00	688.24	(107.24)
5116- PENSION	5,592.00	1,241.42	7,114.19	5,592.00	1.27	0.00	7,114.19	(1,522.19)
5122- FICA	8,353.00	1,986.82	10,842.28	8,353.00	1.30	0.00	10,842.28	(2,489.28)
5124- SUI	1,108.00	0.00	769.57	1,108.00	0.69	0.00	769.57	338.43
5130- ACCRUED VACATION FICA	0.00	83.51	113.12	0.00	0.00	0.00	113.12	(113.12)
6110- OFFICE SUPPLIES	2,500.00	243.49	5,479.07	2,500.00	2.19	0.00	5,479.07	(2,979.07)
6112- DATA PROCESSING SUPPLIES	15,264.00	1,170.57	14,226.64	15,264.00	0.93	0.00	14,226.64	1,037.36
6130- PROGRAM SUPPLIES	10.00	40.28	99.44	10.00	9.94	0.00	99.44	(89.44)
6142- LINEN/LAUNDRY	5.00	0.00	0.00	5.00	0.00	0.00	0.00	5.00
6143- FURNISHINGS	0.00	1,627.00	1,627.00	0.00	0.00	0.00	1,627.00	(1,627.00)
6170- POSTAGE & SHIPPING	1,200.00	271.99	5,249.46	1,200.00	4.37	0.00	5,249.46	(4,049.46)
6180- EQUIPMENT RENTAL	1,500.00	36.08	6,356.64	1,500.00	4.24	0.00	6,356.64	(4,856.64)
6181- EQUIPMENT MAINTENANCE	1,800.00	91.70	781.02	1,800.00	0.43	0.00	781.02	1,018.98
6310- PRINTING & PUBLICATIONS	25.00	54.12	81.18	25.00	3.25	0.00	81.18	(56.18)
6312- ADVERTISING & PROMOTION	2,990.00	0.00	0.00	2,990.00	0.00	0.00	0.00	2,990.00
6320- TELEPHONE	8,200.00	122.58	4,060.18	8,200.00	0.50	0.00	4,060.18	4,139.82
6410- RENT	16,900.00	1,074.50	13,060.47	16,900.00	0.77	0.00	13,060.47	3,839.53
6420- UTILITIES/ DISPOSAL	3,566.00	100.52	2,069.36	3,566.00	0.58	0.00	2,069.36	1,496.64
6432- BUILDING REPAIRS/ MAINTENANCE	20.00	0.00	678.61	20.00	33.93	0.00	678.61	(658.61)
6440- PROPERTY INSURANCE	575.00	0.00	838.30	575.00	1.46	0.00	838.30	(263.30)
6524- CONTRACTS	180,864.00	0.00	56,344.32	180,864.00	0.31	0.00	56,344.32	124,519.68
6530- LEGAL	88.00	0.00	0.00	88.00	0.00	0.00	0.00	88.00



6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	255.50	0.00	0.00	0.00	255.50	(255.50)
6610- GAS & OIL	30.00	0.00	80.84	30.00	2.69	0.00	80.84	(50.84)
6640- VEHICLE REPAIR & MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6712- STAFF TRAVEL-LOCAL	125.00	0.00	0.00	125.00	0.00	0.00	0.00	125.00
6742- TRAINING - STAFF	428.00	0.00	0.00	428.00	0.00	0.00	0.00	428.00
6810- BANK CHARGES	0.00	0.00	25.00	0.00	0.00	0.00	25.00	(25.00)
6820- INTEREST EXPENSE	1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	10.00	0.00	76.23	10.00	7.62	0.00	76.23	(66.23)
6850- FEES & LICENSES	150.00	0.00	1,318.53	150.00	8.79	0.00	1,318.53	(1,168.53)
6852- FINGERPRINT	0.00	0.00	17.75	0.00	0.00	0.00	17.75	(17.75)
6875- EMPLOYEE HEALTH & WELFARE	60.00	2.16	111.17	60.00	1.85	11.32	122.49	(62.49)
7240- DIRECT BENEFITS	6,000.00	0.00	8,386.00	6,000.00	1.40	0.00	8,386.00	(2,386.00)
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	9,185.68	10,000.00	0.92	0.00	9,185.68	814.32
9010- INDIRECT COST ALLOCATION	19,666.00	0.00	20,432.00	19,666.00	1.04	0.00	20,432.00	(766.00)
Total Expenses	<u>407,634.00</u>	<u>37,169.26</u>	<u>331,411.29</u>	<u>407,634.00</u>	<u>0.81</u>	<u>11.32</u>	<u>331,422.61</u>	<u>76,211.39</u>
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(11.32)</b>	<b>(11.32)</b>	<b>11.32</b>
<b>Expenditures</b>								
<b>Beginning Net Assets - Unrestricted</b>	<u>0.00</u>	<u>(38.11)</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	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>(38.11)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(11.32)</u>	<u>(11.32)</u>	<u>11.32</u>

**U.S Department of Housing and Urban Development Shunammite Place Grant Period November 2020 through October 2021 Revenue and Expense with Encumbrance and Net Assets October 2021**

<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual October 31, 2021</u>	<u>YTD Budget October 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	541,520.00	140,070.53	529,491.56	0.00	(0.98)	0.00	529,491.56	12,028.44
4220- IN KIND CONTRIBUTIONS	0.00	0.00	10,262.20	0.00	0.00	0.00	10,262.20	(10,262.20)
4350- RENTAL INCOME	0.00	4,671.97	46,434.21	0.00	0.00	0.00	46,434.21	(46,434.21)
Total Revenues	541,520.00	144,742.50	586,187.97	0.00	(1.08)	0.00	586,187.97	(44,667.97)
<u>Expenses</u>								
5010- SALARIES & WAGES	157,808.00	19,507.26	148,928.56	0.00	0.94	0.00	148,928.56	8,879.44
5020- ACCRUED VACATION PAY	0.00	866.51	8,797.23	0.00	0.00	0.00	8,797.23	(8,797.23)
5112- HEALTH INSURANCE	22,695.00	1,799.00	16,095.61	0.00	0.71	0.00	16,095.61	6,599.39
5114- WORKER'S COMPENSATION	9,123.00	897.43	7,301.56	0.00	0.80	0.00	7,301.56	1,821.44
5116- PENSION	6,312.00	829.81	6,005.35	0.00	0.95	0.00	6,005.35	306.65
5122- FICA	12,072.00	1,693.28	12,278.71	0.00	1.02	0.00	12,278.71	(206.71)
5124- SUI	1,517.00	0.00	1,715.89	0.00	1.13	0.00	1,715.89	(198.89)
5130- ACCRUED VACATION FICA	0.00	(17.94)	77.94	0.00	0.00	0.00	77.94	(77.94)
6110- OFFICE SUPPLIES	2,900.00	0.00	1,956.54	0.00	0.67	0.00	1,956.54	943.46
6112- DATA PROCESSING SUPPLIES	7,402.00	2,583.82	17,982.35	0.00	2.43	0.00	17,982.35	(10,580.35)
6122- KITCHEN SUPPLIES	0.00	1,297.82	3,362.22	0.00	0.00	0.00	3,362.22	(3,362.22)
6130- PROGRAM SUPPLIES	8,230.00	6,252.97	16,722.22	0.00	2.03	0.00	16,722.22	(8,492.22)
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	1,904.00	0.00	0.00	0.00	1,904.00	(1,904.00)
6140- CUSTODIAL SUPPLIES	1,250.00	440.11	2,040.67	0.00	1.63	0.00	2,040.67	(790.67)
6143- FURNISHINGS	25,272.00	10,858.70	47,716.61	0.00	1.89	0.00	47,716.61	(22,444.61)
6170- POSTAGE & SHIPPING	150.00	0.00	43.90	0.00	0.29	0.00	43.90	106.10
6180- EQUIPMENT RENTAL	1,350.00	59.45	770.32	0.00	0.57	0.00	770.32	579.68
6181- EQUIPMENT MAINTENANCE	2,065.00	137.09	962.48	0.00	0.47	0.00	962.48	1,102.52
6221- EQUIPMENT OVER > \$5000	0.00	28,784.38	28,784.38	0.00	0.00	0.00	28,784.38	(28,784.38)
6310- PRINTING & PUBLICATIONS	150.00	54.12	162.37	0.00	1.08	0.00	162.37	(12.37)
6320- TELEPHONE	4,945.00	282.99	5,262.29	0.00	1.06	0.00	5,262.29	(317.29)
6410- RENT	197,157.00	14,997.15	168,966.64	0.00	0.86	0.00	168,966.64	28,190.36
6420- UTILITIES/ DISPOSAL	28,048.00	1,843.81	25,148.43	0.00	0.90	0.00	25,148.43	2,899.57
6432- BUILDING REPAIRS/ MAINTENANCE	7,700.00	350.00	7,079.32	0.00	0.92	0.00	7,079.32	620.68
6433- GROUNDS MAINTENANCE	1,860.00	160.00	2,770.00	0.00	1.49	0.00	2,770.00	(910.00)
6440- PROPERTY INSURANCE	1,880.00	0.00	2,000.42	0.00	1.06	0.00	2,000.42	(120.42)
6530- LEGAL	6,569.00	262.50	7,037.50	0.00	1.07	0.00	7,037.50	(468.50)
6540- CUSTODIAL SERVICES	0.00	450.00	7,736.82	0.00	0.00	0.00	7,736.82	(7,736.82)
6562- MEDICAL EXAM	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00

**U.S Department of Housing and Urban Development Shunammite Place Grant Period November 2020 through October 2021 Revenue and Expense with Encumbrance and Net Assets October 2021**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>			<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Budget</u>	<u>Month</u>	<u>October 31,</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>	<u>2021</u>	<u>2021</u>					
6566- DENTAL EXAM	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6610- GAS & OIL	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6640- VEHICLE REPAIR & MAINTENANCE	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6712- STAFF TRAVEL-LOCAL	682.00	74.48	556.08	0.00	0.82	0.00	556.08	125.92	
6742- TRAINING - STAFF	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	
6745- TRAINING - PARTICIPANT/CLIENTS	47.00	0.00	0.00	0.00	0.00	0.00	0.00	47.00	
6832- LIABILITY INSURANCE	25.00	1.35	21.07	0.00	0.84	0.00	21.07	3.93	
6850- FEES & LICENSES	5,241.00	0.00	733.00	0.00	0.14	624.00	1,357.00	3,884.00	
6875- EMPLOYEE HEALTH & WELFARE	0.00	2.29	82.02	0.00	0.00	12.00	94.02	(94.02)	
7210- TRANSPORTATION VOUCHERS	320.00	162.00	585.70	0.00	1.83	0.00	585.70	(265.70)	
7226- CLIENT LODGING/SHELTER	0.00	1,000.00	1,675.00	0.00	0.00	0.00	1,675.00	(1,675.00)	
7230- CLIENT FOOD	575.00	0.00	169.65	0.00	0.30	0.00	169.65	405.35	
8130- IN KIND - OTHER	0.00	0.00	10,262.20	0.00	0.00	0.00	10,262.20	(10,262.20)	
9010- INDIRECT COST ALLOCATION	26,445.00	0.00	22,492.92	0.00	0.85	0.00	22,492.92	3,952.08	
Total Expenses	541,520.00	95,630.38	586,187.97	0.00	1.08	636.00	586,823.97	(45,303.97)	
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>49,112.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(636.00)</b>	<b>(636.00)</b>	<b>636.00</b>	
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Ending Net Assets</b>	<b>0.00</b>	<b>49,112.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(636.00)</b>	<b>(636.00)</b>	<b>636.00</b>	

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
October 31, 2021**

<u>246 0 HOMELESS HOUSING ASSIST. &amp; PREVENTION (HHAP) - MADERA CO BEHAVIORAL HEALTH</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual October 31, 2021</u>	<u>YTD Budget October 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4120- GRANT INCOME-STATE	411,434.00	14,422.65	334,808.28	0.00	(0.81)	0.00	334,808.28	76,625.72
Total Revenues	411,434.00	14,422.65	334,808.28	0.00	(0.81)	0.00	334,808.28	76,625.72
<u>Expenses</u>								
5010- SALARIES & WAGES	55,865.00	1,045.63	17,957.71	0.00	0.32	0.00	17,957.71	37,907.29
5020- ACCRUED VACATION PAY	0.00	54.70	2,349.57	0.00	0.00	0.00	2,349.57	(2,349.57)
5112- HEALTH INSURANCE	3,455.00	96.29	2,005.83	0.00	0.58	0.00	2,005.83	1,449.17
5114- WORKER'S COMPENSATION	303.00	3.58	129.81	0.00	0.43	0.00	129.81	173.19
5116- PENSION	2,344.00	49.69	834.35	0.00	0.36	0.00	834.35	1,509.65
5122- FICA	4,483.00	76.01	1,398.23	0.00	0.31	0.00	1,398.23	3,084.77
5124- SUI	445.00	0.00	203.29	0.00	0.46	0.00	203.29	241.71
5130- ACCRUED VACATION FICA	0.00	4.19	90.27	0.00	0.00	0.00	90.27	(90.27)
6110- OFFICE SUPPLIES	0.00	0.00	31.80	0.00	0.00	0.00	31.80	(31.80)
6112- DATA PROCESSING SUPPLIES	500.00	452.57	577.80	0.00	1.16	0.00	577.80	(77.80)
6130- PROGRAM SUPPLIES	1,379.00	0.00	0.00	0.00	0.00	0.00	0.00	1,379.00
6180- EQUIPMENT RENTAL	300.00	0.00	222.65	0.00	0.74	0.00	222.65	77.35
6181- EQUIPMENT MAINTENANCE	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6320- TELEPHONE	600.00	18.36	403.01	0.00	0.67	0.00	403.01	196.99
6410- RENT	1,300.00	61.63	1,016.65	0.00	0.78	0.00	1,016.65	283.35
6420- UTILITIES/ DISPOSAL	400.00	10.78	154.20	0.00	0.39	0.00	154.20	245.80
6610- GAS & OIL	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
6640- VEHICLE REPAIR & MAINTENANCE	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6712- STAFF TRAVEL-LOCAL	3,242.00	0.00	0.00	0.00	0.00	0.00	0.00	3,242.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.23	7.59	0.00	0.00	1.19	8.78	(8.78)
7210- TRANSPORTATION VOUCHERS	3,750.00	0.00	130.99	0.00	0.03	0.00	130.99	3,619.01
7224- CLIENT RENT	297,420.00	11,346.00	279,368.27	0.00	0.94	0.00	279,368.27	18,051.73
7230- CLIENT FOOD	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
9010- INDIRECT COST ALLOCATION	34,318.00	1,202.99	27,926.26	0.00	0.81	0.00	27,926.26	6,391.74
Total Expenses	411,434.00	14,422.65	334,808.28	0.00	0.81	1.19	334,809.47	76,624.53
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1.19)</b>	<b>(1.19)</b>	<b>1.19</b>
<b>Beginning Net Assets - Unrestricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1.19)</b>	<b>(1.19)</b>	<b>1.19</b>

**Victim Services-Domestic Violence Program  
October 1, 2020 to October 31, 2021**

<b>533 0 SHELTER BASED DV SERVICES</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual October 31, 2021</b>	<b>YTD Budget October 31, 2021</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	647,857.00	42,265.16	421,921.28	0.00	(0.65)	0.00	421,921.28	225,935.72
4120- GRANT INCOME-STATE	492,317.00	0.00	203,823.00	0.00	(0.41)	0.00	203,823.00	288,494.00
4220- IN KIND CONTRIBUTIONS	0.00	0.00	21,284.00	0.00	0.00	0.00	21,284.00	(21,284.00)
<b>Total Revenues</b>	<b>1,140,174.00</b>	<b>42,265.16</b>	<b>647,028.28</b>	<b>0.00</b>	<b>(0.57)</b>	<b>0.00</b>	<b>647,028.28</b>	<b>493,145.72</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	707,164.00	28,031.81	365,585.25	0.00	0.52	0.00	365,585.25	341,578.75
5020- ACCRUED VACATION PAY	0.00	1,217.62	16,046.40	0.00	0.00	0.00	16,046.40	(16,046.40)
5112- HEALTH INSURANCE	60,788.00	1,896.83	27,337.56	0.00	0.45	0.00	27,337.56	33,450.44
5114- WORKER'S COMPENSATION	14,585.00	643.67	9,415.30	0.00	0.65	0.00	9,415.30	5,169.70
5116- PENSION	30,900.00	1,596.43	17,738.17	0.00	0.57	0.00	17,738.17	13,161.83
5122- FICA	54,487.00	2,188.53	29,227.65	0.00	0.54	0.00	29,227.65	25,259.35
5124- SUJ	7,824.00	59.48	3,898.12	0.00	0.50	0.00	3,898.12	3,925.88
5130- ACCRUED VACATION FICA	0.00	16.48	61.25	0.00	0.00	0.00	61.25	(61.25)
6110- OFFICE SUPPLIES	3,120.00	0.00	2,276.32	0.00	0.73	0.00	2,276.32	843.68
6112- DATA PROCESSING SUPPLIES	1,980.00	275.91	7,350.36	0.00	3.71	0.00	7,350.36	(5,370.36)
6121- FOOD	0.00	0.00	296.02	0.00	0.00	0.00	296.02	(296.02)
6130- PROGRAM SUPPLIES	10,437.00	194.45	6,284.61	0.00	0.60	0.00	6,284.61	4,152.39
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	148.18	0.00	0.00	0.00	148.18	(148.18)
6140- CUSTODIAL SUPPLIES	720.00	48.73	388.02	0.00	0.54	0.00	388.02	331.98
6143- FURNISHINGS	0.00	0.00	59.26	0.00	0.00	0.00	59.26	(59.26)
6170- POSTAGE & SHIPPING	540.00	12.72	151.97	0.00	0.28	0.00	151.97	388.03
6180- EQUIPMENT RENTAL	2,400.00	16.63	1,407.51	0.00	0.59	0.00	1,407.51	992.49
6181- EQUIPMENT MAINTENANCE	720.00	0.00	173.78	0.00	0.24	0.00	173.78	546.22
6310- PRINTING & PUBLICATIONS	319.00	79.95	236.15	0.00	0.74	0.00	236.15	82.85
6312- ADVERTISING & PROMOTION	960.00	0.00	604.97	0.00	0.63	0.00	604.97	355.03
6320- TELEPHONE	18,840.00	1,248.17	13,189.65	0.00	0.70	0.00	13,189.65	5,650.35
6410- RENT	28,310.00	1,143.48	14,865.24	0.00	0.53	0.00	14,865.24	13,444.76
6420- UTILITIES/ DISPOSAL	25,080.00	1,170.17	16,325.16	0.00	0.65	0.00	16,325.16	8,754.84
6432- BUILDING REPAIRS/ MAINTENANCE	4,800.00	0.00	3,415.82	0.00	0.71	0.00	3,415.82	1,384.18
6433- GROUNDS MAINTENANCE	8,280.00	775.00	6,325.00	0.00	0.76	0.00	6,325.00	1,955.00
6436- PEST CONTROL	3,000.00	124.00	1,612.00	0.00	0.54	0.00	1,612.00	1,388.00
6437- BURGLAR & FIRE ALARM	3,960.00	235.57	2,120.46	0.00	0.54	0.00	2,120.46	1,839.54
6440- PROPERTY INSURANCE	5,280.00	0.00	2,627.82	0.00	0.50	0.00	2,627.82	2,652.18
6520- CONSULTANTS	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
6530- LEGAL	0.00	0.00	700.00	0.00	0.00	0.00	700.00	(700.00)
6540- CUSTODIAL SERVICES	5,400.00	261.14	4,444.98	0.00	0.82	0.00	4,444.98	955.02
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	120.00	0.00	0.00	0.00	120.00	(120.00)
6610- GAS & OIL	2,400.00	271.97	2,179.09	0.00	0.91	0.00	2,179.09	220.91
6620- VEHICLE INSURANCE	5,160.00	0.00	2,333.66	0.00	0.45	0.00	2,333.66	2,826.34
6640- VEHICLE REPAIR & MAINTENANCE	1,320.00	21.00	1,869.24	0.00	1.42	0.00	1,869.24	(549.24)
6712- STAFF TRAVEL-LOCAL	290.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00
6830- INSURANCE & BONDING	720.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
6832- LIABILITY INSURANCE	972.00	76.50	1,104.20	0.00	1.14	0.00	1,104.20	(132.20)
6840- PROPERTY TAXES	876.00	0.00	925.62	0.00	1.06	0.00	925.62	(49.62)
6850- FEES & LICENSES	1,920.00	0.00	1,166.58	0.00	0.61	0.00	1,166.58	753.42
6852- FINGERPRINT	0.00	0.00	58.75	0.00	0.00	0.00	58.75	(58.75)
6875- EMPLOYEE HEALTH & WELFARE	0.00	78.22	500.47	0.00	0.00	29.57	530.04	(530.04)

**Victim Services-Domestic Violence Program**  
**October 1, 2020 to October 31, 2021**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual October 31, 2021</u>	<u>YTD Budget October 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<b>533 0 SHELTER BASED DV SERVICES</b>								
<b>Expenses (Continued)</b>								
7226- CLIENT LODGING/SHELTER	25,720.00	0.00	8,414.40	0.00	0.33	0.00	8,414.40	17,305.60
7230- CLIENT FOOD	0.00	0.00	287.15	0.00	0.00	0.00	287.15	(287.15)
7240- DIRECT BENEFITS	800.00	0.00	46.50	0.00	0.06	0.00	46.50	753.50
8120- IN KIND RENT	0.00	0.00	20,718.00	0.00	0.00	0.00	20,718.00	(20,718.00)
8130- IN KIND - OTHER	0.00	0.00	566.00	0.00	0.00	0.00	566.00	(566.00)
9010- INDIRECT COST ALLOCATION	95,102.00	3,757.81	52,425.64	0.00	0.55	0.00	52,425.64	42,676.36
<b>Total Expenses</b>	<u>1,140,174.00</u>	<u>45,442.27</u>	<u>647,028.28</u>	<u>0.00</u>	<u>0.57</u>	<u>29.57</u>	<u>647,057.85</u>	<u>493,116.15</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<u>0.00</u>	<u>(3,177.11)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(29.57)</u>	<u>(29.57)</u>	<u>29.57</u>
<b>Beginning Net Assets - Unrestricted</b>	<u>0.00</u>	<u>(82.75)</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	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>(3,259.86)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(29.57)</u>	<u>(29.57)</u>	<u>29.57</u>



**Fiscal Year July 2021- June 2022**  
**October 31, 2021**

<b>427 0 ALT. PYMT. PROG. STG 2 - FEDERAL</b>	<b>Grant Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual October 31, 2021</b>	<b>YTD Budget October 31, 2021</b>	<b>% Spent</b>	<b>YTD Encumbrance</b>	<b>Actual Plus Encumbrance</b>	<b>Budget Balance</b>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	454,317.00	0.00	0.00	0.00	0.00	0.00	0.00	454,317.00
4120- GRANT INCOME-STATE	2,205,312.00	139,369.25	588,455.54	0.00	(0.27)	0.00	588,455.54	1,616,856.46
<b>Total Revenues</b>	<b>2,659,629.00</b>	<b>139,369.25</b>	<b>588,455.54</b>	<b>0.00</b>	<b>(0.22)</b>	<b>0.00</b>	<b>588,455.54</b>	<b>2,071,173.46</b>
<b>EXPENSES</b>								
5010- SALARIES & WAGES	158,285.00	15,764.50	40,051.05	0.00	0.25	0.00	40,051.05	118,233.95
5020- ACCRUED VACATION PAY	5,330.00	718.93	1,879.11	0.00	0.35	0.00	1,879.11	3,450.89
<b>Total Salaries</b>	<b>163,615.00</b>	<b>16,483.43</b>	<b>41,930.16</b>	<b>0.00</b>	<b>0.26</b>	<b>0.00</b>	<b>41,930.16</b>	<b>121,684.84</b>
5112- HEALTH INSURANCE	21,838.00	953.02	3,494.56	0.00	0.16	0.00	3,494.56	18,343.44
5114- WORKER'S COMPENSATION	743.00	88.19	185.30	0.00	0.25	0.00	185.30	557.70
5116- PENSION	5,190.00	804.31	2,034.73	0.00	0.39	0.00	2,034.73	3,155.27
5122- FICA	12,110.00	1,217.03	3,084.19	0.00	0.25	0.00	3,084.19	9,025.81
5124- SUI	1,164.00	0.00	0.00	0.00	0.00	0.00	0.00	1,164.00
5130- ACCRUED VACATION FICA	121.00	25.34	70.01	0.00	0.58	0.00	70.01	50.99
<b>Fringe Benefits</b>	<b>41,166.00</b>	<b>3,087.89</b>	<b>8,868.79</b>	<b>0.00</b>	<b>0.22</b>	<b>0.00</b>	<b>8,868.79</b>	<b>32,297.21</b>
6110- OFFICE SUPPLIES	2,000.00	135.91	309.88	0.00	0.15	0.00	309.88	1,690.12
6112- DATA PROCESSING SUPPLIES	2,333.00	237.56	1,076.58	0.00	0.46	0.00	1,076.58	1,256.42
6130- PROGRAM SUPPLIES	1,250.00	0.00	299.01	0.00	0.24	0.00	299.01	950.99
6143- FURNISHINGS	3,305.00	2,039.26	2,580.28	0.00	0.78	0.00	2,580.28	724.72
6170- POSTAGE & SHIPPING	1,250.00	210.48	1,000.92	0.00	0.80	0.00	1,000.92	249.08
<b>Supplies</b>	<b>10,138.00</b>	<b>2,623.21</b>	<b>5,266.67</b>	<b>0.00</b>	<b>0.52</b>	<b>0.00</b>	<b>5,266.67</b>	<b>4,871.33</b>
6180- EQUIPMENT RENTAL	1,375.00	148.79	709.01	0.00	0.52	0.00	709.01	665.99
6181- EQUIPMENT MAINTENANCE	825.00	92.87	92.87	0.00	0.11	0.00	92.87	732.13
6310- PRINTING & PUBLICATIONS	480.00	0.00	0.00	0.00	0.00	42.75	42.75	437.25
6312- ADVERTISING & PROMOTION	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6320- TELEPHONE	1,550.00	71.00	292.96	0.00	0.19	0.00	292.96	1,257.04
6410- RENT	17,950.00	2,269.12	9,076.48	0.00	0.51	0.00	9,076.48	8,873.52
6420- UTILITIES/ DISPOSAL	1,675.00	299.42	1,568.73	0.00	0.94	0.00	1,568.73	106.27
6432- BUILDING REPAIRS/ MAINTENANCE	750.00	0.00	125.51	0.00	0.17	0.00	125.51	624.49
6440- PROPERTY INSURANCE	225.00	0.00	80.05	0.00	0.36	0.00	80.05	144.95
6520- CONSULTANTS	417.00	0.00	0.00	0.00	0.00	416.10	416.10	0.90
6530- LEGAL	1,000.00	72.44	464.60	0.00	0.46	0.00	464.60	535.40
6555- MEDICAL SCREENING/DEAT/STAFF	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6610- GAS & OIL	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6620- VEHICLE INSURANCE	30.00	0.00	31.27	0.00	1.04	0.00	31.27	(1.27)
6640- VEHICLE REPAIR & MAINTENANCE	25.00	1.52	1.52	0.00	0.06	0.00	1.52	23.48
6712- STAFF TRAVEL-LOCAL	125.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
6742- TRAINING - STAFF	225.00	0.00	72.00	0.00	0.32	0.00	72.00	153.00
6840- PROPERTY TAXES	50.00	0.00	22.06	0.00	0.44	0.00	22.06	27.94
6850- FEES & LICENSES	1,000.00	0.00	1.00	0.00	0.00	0.00	1.00	999.00
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	180.00	2.49	83.99	0.00	0.47	13.05	97.04	82.96
<b>Total Other &amp; Services</b>	<b>28,677.00</b>	<b>2,957.65</b>	<b>12,622.05</b>	<b>0.00</b>	<b>0.44</b>	<b>471.90</b>	<b>13,093.95</b>	<b>15,583.05</b>
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	2,194,194.00	102,339.73	470,684.96	0.00	0.21	0.00	470,684.96	1,723,509.04
<b>Direct Benefits</b>	<b>2,194,194.00</b>	<b>102,339.73</b>	<b>470,684.96</b>	<b>0.00</b>	<b>0.21</b>	<b>0.00</b>	<b>470,684.96</b>	<b>1,723,509.04</b>
9010- INDIRECT COST ALLOCATION	221,839.00	11,624.75	49,082.91	0.00	0.22	0.00	49,082.91	172,756.09
<b>TOTAL EXPENSES</b>	<b>2,659,629.00</b>	<b>139,116.66</b>	<b>588,455.54</b>	<b>0.00</b>	<b>0.22</b>	<b>471.90</b>	<b>588,927.44</b>	<b>2,070,701.56</b>
<b>Excess Revenue Over (Under)</b>	<b>0.00</b>	<b>252.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(471.90)</b>	<b>(471.90)</b>	<b>471.90</b>

July 21-



**Fiscal Year July 2021- June 2022  
October 31, 2021**

<b>428 0 ALT. PYMT. PROG. STG 3 - FEDERAL</b>	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>October 31, 2021</u>	<u>YTD Budget</u> <u>October 31,</u> <u>2021</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	760,218.00	54,561.70	178,864.43	0.00	(0.24)	0.00	178,864.43	581,353.57
4120- GRANT INCOME-STATE	623,354.00	44,641.39	181,901.12	0.00	(0.29)	0.00	181,901.12	441,452.88
<b>Total Revenues</b>	<b>1,383,572.00</b>	<b>99,203.09</b>	<b>360,765.55</b>	<b>0.00</b>	<b>(0.26)</b>	<b>0.00</b>	<b>360,765.55</b>	<b>1,022,806.45</b>
<b>Expenses</b>								
5010- SALARIES & WAGES	81,481.00	8,398.09	21,638.78	0.00	0.27	0.00	21,638.78	59,842.22
5020- ACCRUED VACATION PAY	2,744.00	323.39	870.96	0.00	0.32	0.00	870.96	1,873.04
<b>Total Salaries</b>	<b>84,225.00</b>	<b>8,721.48</b>	<b>22,509.74</b>	<b>0.00</b>	<b>0.27</b>	<b>0.00</b>	<b>22,509.74</b>	<b>61,715.26</b>
5112- HEALTH INSURANCE	12,065.00	584.70	2,076.10	0.00	0.17	0.00	2,076.10	9,988.90
5114- WORKER'S COMPENSATION	382.00	72.87	125.66	0.00	0.33	0.00	125.66	256.34
5116- PENSION	2,744.00	423.47	1,207.34	0.00	0.44	0.00	1,207.34	1,536.66
5122- FICA	6,234.00	645.19	1,681.29	0.00	0.27	0.00	1,681.29	4,552.71
5124- SUI	669.00	0.00	0.00	0.00	0.00	0.00	0.00	669.00
5130- ACCRUED VACATION FICA	134.00	17.28	34.76	0.00	0.26	0.00	34.76	99.24
<b>Fringe Benefits</b>	<b>22,228.00</b>	<b>1,743.51</b>	<b>5,125.15</b>	<b>0.00</b>	<b>0.23</b>	<b>0.00</b>	<b>5,125.15</b>	<b>17,102.85</b>
6110- OFFICE SUPPLIES	1,820.00	64.39	140.55	0.00	0.08	0.00	140.55	1,679.45
6112- DATA PROCESSING SUPPLIES	2,012.00	154.24	628.59	0.00	0.31	0.00	628.59	1,383.41
6130- PROGRAM SUPPLIES	650.00	0.00	5.66	0.00	0.01	0.00	5.66	644.34
6143- FURNISHINGS	159.00	873.98	1,109.03	0.00	6.98	0.00	1,109.03	(950.03)
6170- POSTAGE & SHIPPING	650.00	65.15	313.40	0.00	0.48	0.00	313.40	336.60
<b>Supplies</b>	<b>5,291.00</b>	<b>1,157.76</b>	<b>2,197.23</b>	<b>0.00</b>	<b>0.42</b>	<b>0.00</b>	<b>2,197.23</b>	<b>3,093.77</b>
6180- EQUIPMENT RENTAL	715.00	50.80	249.06	0.00	0.35	0.00	249.06	465.94
6181- EQUIPMENT MAINTENANCE	429.00	31.71	31.71	0.00	0.07	0.00	31.71	397.29
6310- PRINTING & PUBLICATIONS	250.00	0.00	0.00	0.00	0.00	20.25	20.25	229.75
6312- ADVERTISING & PROMOTION	345.00	0.00	0.00	0.00	0.00	0.00	0.00	345.00
6320- TELEPHONE	806.00	28.90	120.11	0.00	0.15	0.00	120.11	685.89
6410- RENT	9,334.00	972.48	3,889.92	0.00	0.42	0.00	3,889.92	5,444.08
6420- UTILITIES/ DISPOSAL	871.00	128.03	670.75	0.00	0.77	0.00	670.75	200.25
6432- BUILDING REPAIRS/ MAINTENANCE	390.00	0.00	59.45	0.00	0.15	0.00	59.45	330.55
6440- PROPERTY INSURANCE	117.00	0.00	36.91	0.00	0.32	0.00	36.91	80.09
6520- CONSULTANTS	198.00	0.00	0.00	0.00	0.00	197.10	197.10	0.90
6530- LEGAL	520.00	22.29	142.92	0.00	0.27	0.00	142.92	377.08
6555- MEDICAL SCREENING/DEAT/STAFF	104.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00
6610- GAS & OIL	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6620- VEHICLE INSURANCE	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6640- VEHICLE REPAIR & MAINTENANCE	13.00	0.72	0.72	0.00	0.06	0.00	0.72	12.28
6712- STAFF TRAVEL-LOCAL	65.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
6742- TRAINING - STAFF	117.00	0.00	34.11	0.00	0.29	0.00	34.11	82.89
6840- PROPERTY TAXES	26.00	0.00	6.83	0.00	0.26	0.00	6.83	19.17
6850- FEES & LICENSES	520.00	0.00	0.00	0.00	0.00	0.00	0.00	520.00
6852- FINGERPRINT	39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00
6875- EMPLOYEE HEALTH & WELFARE	93.00	1.07	35.99	0.00	0.39	5.70	41.69	51.31
<b>Total Other &amp; Services</b>	<b>14,978.00</b>	<b>1,236.00</b>	<b>5,278.48</b>	<b>0.00</b>	<b>0.35</b>	<b>223.05</b>	<b>5,501.53</b>	<b>9,476.47</b>
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,141,447.00	77,991.66	295,563.60	0.00	0.26	0.00	295,563.60	845,883.40
<b>Direct Benefits</b>	<b>1,141,447.00</b>	<b>77,991.66</b>	<b>295,563.60</b>	<b>0.00</b>	<b>0.26</b>	<b>0.00</b>	<b>295,563.60</b>	<b>845,883.40</b>
9010- INDIRECT COST ALLOCATION	115,403.00	8,274.50	30,091.35	0.00	0.26	0.00	30,091.35	85,311.65
<b>TOTAL EXPENSES</b>	<b>1,383,572.00</b>	<b>99,124.91</b>	<b>360,765.55</b>	<b>0.00</b>	<b>0.26</b>	<b>223.05</b>	<b>360,988.60</b>	<b>1,022,583.40</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>78.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(223.05)</b>	<b>(223.05)</b>	<b>223.05</b>

**Fresno Migrant Head Start  
Budget to Actual (331 Basic)  
Period Ending Sep-21**

Account Description	Grant Budget	Current	Current Mth	Prior Month	YTD Budget	% Spent	Encumbered	YTD Actual +	
		Period	YTD	YTD				Encumbered	Budget Balance
<b>REVENUES</b>									
4110 GRANT INCOME-FEDERAL	4,652,471.00	369,780.12	369,780.12		0.00	7.95%	51,715.15	421,495.27	(4,230,975.73)
4130 GRANT INCOME-AREA	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
4220 IN KIND CONTRIBUTIONS	645,704.00	56,203.50	56,203.50		0.00	8.70%	0.00	56,203.50	(589,500.50)
4330- SALE OF ASSETS		2,250.00	2,250.00		0.00	0.00%	0.00	2,250.00	2,250.00
4390 MISC INCOME	0.00	0.00				0.00%	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>5,298,175.00</b>	<b>428,233.62</b>	<b>428,233.62</b>	<b>-</b>	<b>-</b>	<b>8.08%</b>	<b>51,715.15</b>	<b>479,948.77</b>	<b>(4,818,226.23)</b>
5010 SALARIES & WAGES	6A 2,781,656.00	221,475.19	221,475.19		0.00	7.96%	0.00	221,475.19	(2,560,180.81)
5012- DIRECTOR'S SALARY	6A 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
5019- SALARIES & WAGES C19	6A 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A 169,703.00	13,176.46	13,176.46		0.00	7.76%	0.00	13,176.46	(156,526.54)
5112 HEALTH INSURANCE	6B 180,114.00	24,453.82	24,453.82		0.00	13.58%	0.00	24,453.82	(155,660.18)
5114 WORKER'S COMPENSATION	6B 111,323.00	7,188.03	7,188.03		0.00	6.46%	0.00	7,188.03	(104,134.97)
5115- Worker's Compensation C19	6B 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B 158,842.00	16,503.22	16,503.22		0.00	10.39%	0.00	16,503.22	(142,338.78)
5117- Pension C19	6B 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
5121- FICA C19	6B 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
5122 FICA	6B 209,737.00	17,249.88	17,249.88		0.00	8.22%	0.00	17,249.88	(192,487.12)
5124 SUI	6B 41,926.00	25.81	25.81		0.00	0.06%	0.00	25.81	(41,900.19)
5125- DIRECTOR'S FRINGE	6B 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B 12,795.00	1,007.89	1,007.89		0.00	7.88%	0.00	1,007.89	(11,787.11)
6714 STAFF TRAVEL-OUT OF AREA	6C 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
6722 PER DIEM - STAFF	6C 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
6221 EQUIPMENT OVER > \$5000	6D 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
6110 OFFICE SUPPLIES	6E 20,000.00	5,071.01	5,071.01		0.00	25.36%	414.43	5,485.44	(14,514.56)
6112 DATA PROCESSING SUPPLIES	6E 27,000.00	1,749.04	1,749.04		0.00	6.48%	1,515.73	3,264.77	(23,735.23)
6121 FOOD	6E 4,000.00	0.00			0.00	0.00%	0.00	0.00	(4,000.00)
6122 KITCHEN SUPPLIES	6E 1,050.00	0.00			0.00	0.00%	156.70	156.70	(893.30)
6130 PROGRAM SUPPLIES	6E 34,886.00	1,111.61	1,111.61		0.00	3.19%	25,499.46	26,611.07	(8,274.93)
6134 INSTRUCTIONAL SUPPLIES	6E 4,400.00	0.00			0.00	0.00%	224.00	224.00	(4,176.00)
6140 CUSTODIAL SUPPLIES	6E 38,285.00	164.96	164.96		0.00	0.43%	0.00	164.96	(38,120.04)
6142 LINEN/LAUNDRY	6E 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E 1,500.00	33.31	33.31		0.00	2.22%	0.00	33.31	(1,466.69)
6132 MEDICAL & DENTAL SUPPLIES	6H 140.00	0.00			0.00	0.00%	0.00	0.00	(140.00)
6150 UNIFORM RENTAL/PURCHASE	6H 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
6180 EQUIPMENT RENTAL	6H 21,984.00	2,603.48	2,603.48		0.00	11.84%	0.00	2,603.48	(19,380.52)
6181 EQUIPMENT MAINTENANCE	6H 18,120.00	0.00			0.00	0.00%	0.00	0.00	(18,120.00)
6212 EQUIPMENT PURCHASES < \$500	6H 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
6216 EQUIPMENT OVER > \$1000	6H 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
6232 BUILDING IMPROVEMENTS	6H 0.00	0.00			0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H 7,000.00	0.00			0.00	0.00%	0.00	0.00	(7,000.00)
6312 ADVERTISING & PROMOTION	6H 250.00	0.00			0.00	0.00%	0.00	0.00	(250.00)
6320 TELEPHONE	6H 73,782.00	11,831.31	11,831.31		0.00	16.04%	0.00	11,831.31	(61,950.69)
6410 RENT	6H 77,036.00	8,059.77	8,059.77		0.00	10.46%	0.00	8,059.77	(68,976.23)
6420 UTILITIES/ DISPOSAL	6H 53,136.00	3,439.35	3,439.35		0.00	6.47%	0.00	3,439.35	(49,696.65)
6432 BUILDING REPAIRS/ MAINT	6H 57,000.00	22.84	22.84		0.00	0.04%	5,333.84	5,356.68	(51,643.32)
6433 GROUNDS MAINTENANCE	6H 17,940.00	35.04	35.04		0.00	0.20%	140.00	175.04	(17,764.96)
6436 PEST CONTROL	6H 6,600.00	537.00	537.00		0.00	8.14%	0.00	537.00	(6,063.00)
6437 BURGLAR & FIRE ALARM	6H 2,155.00	122.50	122.50		0.00	5.68%	0.00	122.50	(2,032.50)
6440 PROPERTY INSURANCE	6H 12,048.00	0.00			0.00	0.00%	0.00	0.00	(12,048.00)
6520 CONSULTANTS	6H 3,590.00	420.00	420.00		0.00	11.70%	7,775.00	8,195.00	4,605.00

**Fresno Migrant Head Start  
Budget to Actual (331 Basic)  
Period Ending Sep-21**

Account Description		Current	Current Mth	Prior Month				YTD Actual +	
	Grant Budget	Period	YTD	YTD	YTD Budget	% Spent	Encumbered	Encumbered	Budget Balance
6522 CONSULTANT EXPENSES	6H	800.00	70.51	70.51	0.00	8.81%	1,240.00	1,310.51	510.51
6524 CONTRACTS	6H	24,912.00	0.00		0.00	0.00%	0.00	0.00	(24,912.00)
6530 LEGAL	6H	9,000.00	0.00		0.00	0.00%	0.00	0.00	(9,000.00)
6540 CUSTODIAL SERVICES	6H	4,776.00	398.00	398.00	0.00	8.33%	0.00	398.00	(4,378.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00		0.00	0.00%	0.00	0.00	(1,000.00)
6562 MEDICAL EXAM	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	10,000.00	618.03	618.03	0.00	6.18%	0.00	618.03	(9,381.97)
6620 VEHICLE INSURANCE	6H	12,000.00	0.00		0.00	0.00%	0.00	0.00	(12,000.00)
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	15,000.00	2,990.28	2,990.28	0.00	19.94%	5,102.44	8,092.72	(6,907.28)
6712 STAFF TRAVEL-LOCAL	6H	3,294.00	204.02	204.02	0.00	6.19%	0.00	204.02	(3,089.98)
6724 PER DIEM - PARENT	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6744 TRAINING - VOLUNTEER	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	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
6820 INTEREST EXPENSE	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	504.00	36.36	36.36	0.00	7.21%	0.00	36.36	(467.64)
6834 STUDENT ACTIVITY INSURAN	6H	1,175.00	190.47	190.47	0.00	16.21%	0.00	190.47	(984.53)
6840 PROPERTY TAXES	6H	5,260.00	0.00		0.00	0.00%	0.00	0.00	(5,260.00)
6850 FEES & LICENSES	6H	17,850.00	0.00		0.00	0.00%	0.00	0.00	(17,850.00)
6851 CPR FEES	6H	240.00	0.00		0.00	0.00%	0.00	0.00	(240.00)
6852 FINGER PRINTING	6H	75.00	0.00		0.00	0.00%	0.00	0.00	(75.00)
6860 DEPRECIATION EXPENSE	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	8,475.00	0.00		0.00	0.00%	0.00	0.00	(8,475.00)
6892 CASH SHORT/OVER	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	700.00	0.00		0.00	0.00%	0.00	0.00	(700.00)
7111- PARENT MILEAGE	6H	750.00	0.00		0.00	0.00%	0.00	0.00	(750.00)
7112 PARENT INVOLVEMENT	6H	0.00	0.00		0.00	0.00%	0.00	0.00	0.00
7114 PC ALLOWANCE	6H	0.00	210.00	210.00	0.00	0.00%	0.00	210.00	210.00
7116 PC FOOD	6H	600.00	0.00		0.00	0.00%	0.00	0.00	(600.00)
8110 INKIND SALARIES		560,230.00	41,295.75	41,295.75	0.00	7.37%	0.00	41,295.75	(518,934.25)
8120 INKIND RENT		83,944.00	14,907.75	14,907.75	0.00	17.76%	0.00	14,907.75	(69,036.25)
8130 INKIND OTHER		1,530.00	0.00		0.00	0.00%	0.00	0.00	(1,530.00)
9010 INDIRECT EXPENSE	6J	388,062.00	31,030.93	31,030.93	0.00	8.00%	4,313.55	35,344.48	(352,717.52)
<b>TOTAL EXPENSES</b>		<b>5,298,175.00</b>	<b>428,233.62</b>	<b>428,233.62</b>	<b>0.00</b>	<b>8.08%</b>	<b>51,715.15</b>	<b>479,948.77</b>	<b>(4,818,226.23)</b>

**CHANGE IN NET ASSETS**

4,652,471.00  
423,745.27  
9%

Prior Mth  
Curr Mth

TOTAL YTD	9.1%
INDIRECT EXP	INDIRECT EXP
0.00	<b>0.00</b>
340,999.19	<b>31,030.93</b>
0.00	0.00

Administrative	
YTD Expense	375,190.64
YTD Inkind	56,203.50
	<b>431,394.14</b>
YTD Admin	33,766.00
YTD %	7.83%

**FUND #311 Basic**  
**Madera Regional Head Start**  
**Budget to Actual**  
**For the period ending September 30, 2021**

Account	Grant	Current	Current Mth	Prior Mth	YTD				
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance
Revenues									
4110- GRANT INCOME-FEDERAL	4,110,180.00	312,559.36	1,115,947.18	803,387.82		29%	57,612.82	1,173,560.00	(2,936,620.00)
4210- DONATIONS	-	-	-	-		0%	-	-	-
4220- IN KIND CONTRIBUTIONS	1,039,051.00	68,199.22	160,769.00	92,569.78		15%	-	160,769.00	(878,282.00)
4330- SALE OF ASSETS	-	-	-	-		0%	-	-	-
4350- RENTAL INCOME	-	-	-	-		0%	-	-	-
4390- MISC INCOME	-	-	-	-		0%	-	-	-
Total Revenues	<b>5,149,231.00</b>	<b>380,758.58</b>	<b>1,276,716.18</b>	<b>895,957.60</b>		<b>25%</b>	<b>57,612.82</b>	<b>1,334,329.00</b>	<b>(3,814,902.00)</b>
5010 SALARIES & WAGES	2,214,386.00	116,916.53	536,873.00	419,956.47		24%	-	536,873.00	(1,677,513.00)
5019- SALARIES & WAGES C19	-	-	-	-		0%	-	-	-
5020 ACCRUED VACATION PAY	150,147.00	4,917.04	29,785.30	24,868.26		20%	-	29,785.30	(120,361.70)
5112 HEALTH INSURANCE	278,976.00	31,677.71	63,648.68	31,970.97		23%	-	63,648.68	(215,327.32)
5114 WORKER'S COMPENSATION	87,529.00	3,844.03	17,061.22	13,217.19		19%	-	17,061.22	(70,467.78)
5115- Worker's Compensation C19	-	31,714.76	31,714.76	-		0%	-	31,714.76	31,714.76
5116 PENSION	139,381.00	(22,551.76)	-	22,551.76		0%	-	-	(139,381.00)
5117- Pension C19	-	-	-	-		0%	-	-	-
5121- FICA C19	-	-	-	-		0%	-	-	-
5122 FICA	165,643.00	9,598.24	43,114.33	33,516.09		26%	-	43,114.33	(122,528.67)
5123- SUI C19	-	-	-	-		0%	-	-	-
5124 SUI	32,508.00	244.85	596.42	351.57		2%	-	596.42	(31,911.58)
5130 ACCRUED VACATION FRINGE	11,231.00	376.16	2,277.70	1,901.54		20%	-	2,277.70	(8,953.30)
6110 OFFICE SUPPLIES	30,070.00	3,128.52	5,410.39	2,281.87		19%	346.86	5,757.25	(24,312.75)
6112 DATA PROCESSING	50,000.00	4,719.85	12,875.45	8,155.60		51%	12,521.98	25,397.43	(24,602.57)
6121 FOOD	4,000.00	14.06	14.06	-		0%	-	14.06	(3,985.94)
6122 KITCHEN SUPPLIES	1,000.00	49.22	49.22	-		5%	-	49.22	(950.78)
6130 PROGRAM SUPPLIES	52,003.00	6,862.61	22,704.76	15,842.15		64%	10,820.04	33,524.80	(18,478.20)
6132 MEDICAL & DENTAL SUPPLIES	7,195.00	-	-	-		0%	-	-	(7,195.00)
6134 INSTRUCTIONAL SUPPLIES	22,200.00	655.14	2,380.85	1,725.71		11%	-	2,380.85	(19,819.15)
6140 CUSTODIAL SUPPLIES	20,200.00	4,611.05	5,432.83	821.78		27%	-	5,432.83	(14,767.17)
6142 LINEN/LAUNDRY	1,200.00	-	-	-		0%	-	-	(1,200.00)
6150 UNIFORM RENTAL/PURCHASE	300.00	-	-	-		0%	-	-	(300.00)
6170 POSTAGE & SHIPPING	900.00	10.57	285.23	274.66		32%	-	285.23	(614.77)
6180 EQUIPMENT RENTAL	31,200.00	3,850.41	7,081.64	3,231.23		23%	-	7,081.64	(24,118.36)
6181 EQUIPMENT MAINTENANCE	13,700.00	2,975.50	4,668.15	1,692.65		34%	-	4,668.15	(9,031.85)
6221 EQUIPMENT OVER >\$5000	-	-	-	-		0%	-	-	-
6231- BUILDING RENOVATION	-	-	-	-		0%	-	-	-
6310 PRINTING & PUBLICATIONS	5,500.00	18.11	366.66	348.55		7%	-	366.66	(5,133.34)
6312 ADVERTISING & PROMOTION	1,000.00	-	-	-		0%	-	-	(1,000.00)
6320 TELEPHONE	48,000.00	18,327.75	80,968.13	62,640.38		169%	-	80,968.13	32,968.13
6410 RENT	113,786.00	16,037.72	63,926.55	47,888.83		56%	-	63,926.55	(49,859.45)
6420 UTILITIES/ DISPOSAL	76,404.00	15,649.02	30,926.43	15,277.41		40%	-	30,926.43	(45,477.57)
6432 BUILDING REPAIRS/ MAINTEN	45,000.00	6,546.62	13,880.68	7,334.06		43%	5,346.59	19,227.27	(25,772.73)
6433 GROUNDS MAINTENANCE	21,652.00	1,950.00	6,181.85	4,231.85		29%	-	6,181.85	(15,470.15)
6435 BUILDING IMPROVEMENTS	-	-	-	-		0%	-	-	-
6436 PEST CONTROL	5,292.00	843.36	1,807.20	963.84		34%	-	1,807.20	(3,484.80)
6437 BURGLAR & FIRE ALARM	1,630.00	47.05	613.28	566.23		38%	-	613.28	(1,016.72)
6440 PROPERTY INSURANCE	7,772.00	-	2,613.63	2,613.63		34%	-	2,613.63	(5,158.37)
6520 CONSULTANTS	-	1,365.00	1,365.00	-		0%	12,000.00	13,365.00	13,365.00
6522 CONSULTANT EXPENSES	-	181.44	181.44	-		0%	-	181.44	181.44
6524 CONTRACTS	41,930.00	-	-	-		0%	-	-	(41,930.00)
6530 LEGAL	-	1,968.75	2,143.75	175.00		0%	-	2,143.75	2,143.75
6540 CUSTODIAL SERVICES	-	1,611.53	2,664.02	1,052.49		0%	11,340.00	14,004.02	14,004.02
6555 MEDICAL SCREENING/DEAT/ST	1,500.00	200.00	340.00	140.00		23%	-	340.00	(1,160.00)
6562 MEDICAL EXAM	-	-	-	-		0%	-	-	-
6564 MEDICAL FOLLOW-UP	-	-	-	-		0%	-	-	-

**FUND #311 Basic**  
**Madera Regional Head Start**  
**Budget to Actual**  
**For the period ending September 30, 2021**

Account	Grant	Current	Current Mth	Prior Mth	YTD				
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance
6566 DENTAL EXAM		-				0%			
6568 DENTAL FOLLOW-UP		-				0%			
6610 GAS & OIL	2,100.00	854.55	2,650.45	1,795.90		126%	-	2,650.45	550.45
6620 VEHICLE INSURANCE	13,992.00	-	2,977.54	2,977.54		21%	-	2,977.54	(11,014.46)
6640 VEHICLE REPAIR & MAINTENA	6,000.00	67.00	3,333.91	3,266.91		63%	436.32	3,770.23	(2,229.77)
6712 STAFF TRAVEL-LOCAL	4,300.00	386.40	1,311.13	924.73		30%	-	1,311.13	(2,988.87)
6714 STAFF TRAVEL-OUT OF AREA	9,500.00	-	-	-		0%	-	-	(9,500.00)
6722 PER DIEM - STAFF	100.00	-	-	-		0%	-	-	(100.00)
6724 PER DIEM - PARENT		-				0%			
6730 VOLUNTEER TRAVEL		-				0%			
6742 TRAINING - STAFF	10,000.00	14,939.75	15,419.75	480.00		154%	-	15,419.75	5,419.75
6744 TRAINING VOLUNTEERS		-				0%			
6746 TRAINING PARENTS		-				0%			
6748 EDUCATION REIMBURSEMENT		-				0%			
6750 FIELD TRIPS	2,800.00	-	-	-		0%	-	-	(2,800.00)
6810 BANK CHARGES		-				0%			
6820 INTEREST CHARGES		-				0%			
6832 LIABILITY INSURANCE	840.00	26.93	106.93	80.00		13%	-	106.93	(733.07)
6834 STUDENT ACTIVITY INSURANC	2,010.00	205.52	618.90	413.38		31%	-	618.90	(1,391.10)
6840 PROPERTY TAXES		-				0%			
6850 FEES & LICENSES	5,374.00	1.00	513.00	512.00		10%	-	513.00	(4,861.00)
6851 CPR FEES		-				0%			
6852 FINGER PRINTING	1,500.00	222.00	222.00	-		15%	-	222.00	(1,278.00)
6860 DEPRECIATION EXPENSE		-				0%			
6870 EMPLOYEE RECOGNITION		-				0%			
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	1,244.89	1,550.13	305.24		13%	(4.44)	1,545.69	(10,454.31)
6880 VOLUNTEER RECONGNITION		-				0%			
6892 CASH SHORT / OVER		-				0%			
7110 PARENT ACTIVITIES		-				0%			
7111 PARENT MILEAGE	1,200.00	-	-	-		0%	-	-	(1,200.00)
7112 PARENT INVOLVEMENT	8,100.00	-	-	-		0%	-	-	(8,100.00)
7114 PPC ALLOWANCE	3,300.00	180.00	210.00	30.00		6%	-	210.00	(3,090.00)
7115 PPC FOOD ALLOWANCE		-				0%			
7116 POLICY COUN. FOOD ALLOWAN	1,000.00	-	-	-		0%	-	-	(1,000.00)
8110 IN KIND SALARIES	85,394.00	48,372.67	81,462.80	33,090.13		95%	-	81,462.80	(3,931.20)
8120 IN KIND RENT	318,251.00	19,826.55	79,306.20	59,479.65		25%	-	79,306.20	(238,944.80)
8130 IN KIND - OTHER	635,406.00	-	-	-		0%	-	-	(635,406.00)
9010 INDIRECT COST ALLOCATION	342,829.00	26,070.48	93,080.83	67,010.35		29%	4,805.47	97,886.30	(244,942.70)
<b>Total Expenses</b>	<b>5,149,231.00</b>	<b>380,758.58</b>	<b>1,276,716.18</b>	<b>895,957.60</b>		<b>26%</b>	<b>57,612.82</b>	<b>1,334,329.00</b>	<b>(3,814,902.00)</b>
Excess Revenue Over (Under) Expenditures	-	-	-	-			-	-	-
		286,488.88	1,022,866.35	736,377.47					
		26,070.49	93,080.84	67,010.35	9.10%				

<b>ADMINISTRATIVE EXPENSES</b>	<b>\$137,800.32</b>
<b>PERCENT ADMINISTATIVE</b>	<b>10.57%</b>
<b>LIMIT IS 15%</b>	

**YTD Contract % 28.55%**

State Migrant Full-Day Program - Basic Program  
Budget to Actual

For the Period Ending

9/30/2021

Start Date 7/1/2021  
Current Mnth 3  
27%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4120	GRANT INCOME-STATE	750,881	61,167.70	179,546.92	118,379.22	187,723	23.91%	-	179,546.92	571,334.08
4220	IN KIND CONTRIBUTIONS		-					-		
4315	CHILD CRE REVENUE-STATE		-					-		
4350	RENTAL INCOME		-					-		
	<b>TOTAL REVENUES</b>	<b>750,881</b>	<b>61,167.70</b>	<b>179,546.92</b>	<b>118,379.22</b>	<b>187,723</b>	<b>23.91%</b>	<b>-</b>	<b>179,546.92</b>	<b>571,334.08</b>
<b>EXPENDITURES</b>										
5010	SALARIES & WAGES	496,680	36,992.32	117,401.73	80,409.41	124,170	23.64%	-	117,401.73	379,278.27
5020	ACCRUED VACATION PAY	31,000	2,478.42	7,173.75	4,695.33	7,750	23.14%	-	7,173.75	23,826.25
5112	HEALTH INSURANCE	56,742	6,497.86	15,519.74	9,021.88	14,186	27.35%	-	15,519.74	41,222.26
5114	WORKER'S COMPENSATION	22,734	3,293.87	6,234.31	2,940.44	5,684	27.42%	-	6,234.31	16,499.69
5116	PENSION	27,992	2,187.78	6,820.67	4,632.89	6,998	24.37%	-	6,820.67	21,171.33
5122	FICA	36,367	2,580.56	8,701.10	6,120.54	9,092	23.93%	-	8,701.10	27,665.90
5124	SUI	6,610	-	163.90	163.90	1,653	2.48%	-	163.90	6,446.10
5130	ACCRUED VACATION FRINGE	2,100	151.77	510.83	359.06	525	24.33%	-	510.83	1,589.17
6110	OFFICE SUPPLIES	673	-			168		-		673.00
6112	DATA PROCESSING SUPPLIES	-	-					-		
6121	FOOD	-	-					-		
6122	KITCHEN SUPPLIES	-	-					-		
6130	PROGRAM SUPPLIES	3,202	-			801	0.00%	-		3,202.00
6132	MEDICAL & DENTAL SUPPLIES	-	-					-		
6134	INSTRUCTIONAL SUPPLIES	-	-					-		
6140	CUSTODIAL SUPPLIES	2,700	1,600.90	1,600.90		675	59.29%	-	1,600.90	1,099.10
6170	POSTAGE & SHIPPING	-	-					-		
6180	EQUIPMENT RENTAL	-	-					-		
6181	EQUIPMENT MAINTENANCE	-	-					-		
6221	EQUIPMENT OVER > \$5000	-	-					-		
6310	PRINTING & PUBLICATIONS	-	-					-		
6312	ADVERTISING & PROMOTION	-	-					-		
6320	TELEPHONE	-	-					-		
6410	RENT	-	-					-		
6420	UTILITIES/ DISPOSAL	-	-					-		
6432	BUILDING REPAIRS/ MAINTENANCE	-	-					-		
6433	GROUNDS MAINTENANCE	-	-					-		
6540	CUSTODIAL SERVICES	-	-					-		
6610	GAS & OIL	320	151.50	162.97	11.47	80	50.93%	-	162.97	157.03
6620	VEHICLE INSURANCE	810	-	66.65	66.65	203	8.23%	-	66.65	743.35
6630	VEHICLE LICENSE & FEES	320	130.73	214.40	83.67	80	67.00%	-	214.40	105.60
6640	VEHICLE REPAIR & MAINTENANCE	-	-					-		
6742	TRAINING - STAFF	-	-					-		
6834	STUDENT ACTIVITY INSURANCE	-	-					-		
6850	FEES & LICENSES	-	-					-		
6852	FINGER PRINTING	-	-					-		
6875	EE HEALTH & WELFARE COSTS	-	-					-		
9010	INDIRECT COST ALLOCATION	62,631	5,101.99	14,975.97	9,873.98	15,658	23.91%	-	14,975.97	47,655.03
	Total Expenses	<b>750,881</b>	<b>61,167.70</b>	<b>179,546.92</b>	<b>118,379.22</b>	<b>187,723</b>	<b>23.91%</b>	<b>-</b>	<b>179,546.92</b>	<b>571,334.08</b>
									23.9%	

In Direct Calc. @ 9.1%
14,975.97
14,975.97 Total

Madera Migrant Head Start  
Budget to Actual

For the Period Ending **9/30/2021**

Start Date 3/1/2021  
Current Mnth 7.00  
58%

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-FEDERAL	5,468,877	377,411.56	2,855,120.25	2,477,708.69	3,190,178.24	52%	54,566.00	2,909,686.25	2,559,190.75
4220	IN KIND CONTRIBUTIONS	364,695	90,994.59	297,997.97	207,003.38	212,738.75	82%	-	297,997.97	66,697.03
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS INCOME	-	-	54,901.33	54,901.33	-	-	-	54,901.33	(54,901.33)
	<b>TOTAL REVENUES</b>	<b>5,833,572</b>	<b>468,406.15</b>	<b>3,208,019.55</b>	<b>2,739,613.40</b>	<b>3,402,916.99</b>	<b>55%</b>	<b>54,566.00</b>	<b>3,262,585.55</b>	<b>2,570,986.45</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	2,981,231	131,430.11	1,504,231.13	1,372,801.02	1,739,051.42	50%	-	1,504,231.13	1,476,999.87
5020	Accrued Vacation Pay	184,000	8,848.88	92,320.88	83,472.00	107,333.33	50%	-	92,320.88	91,679.12
5112	Health Insurance	321,025	27,586.67	187,835.84	160,249.17	187,264.58	59%	-	187,835.84	133,189.16
5114	Worker's Compensation	101,848	9,672.92	58,844.48	49,171.56	59,411.33	58%	-	58,844.48	43,003.52
5116	Pension	139,365	8,310.66	87,444.55	79,133.89	81,296.25	63%	-	87,444.55	51,920.45
5122	FICA	225,552	10,211.17	119,698.24	109,487.07	131,572.00	53%	-	119,698.24	105,853.76
5124	SUI	37,910	-	4,486.42	4,486.42	22,114.17	12%	-	4,486.42	33,423.58
5130	Accrued Vacation Fringe	14,200	714.71	7,099.91	6,385.20	8,283.33	50%	-	7,099.91	7,100.09
6110	Office supplies	25,003	1,949.40	11,437.23	9,487.83	14,585.08	46%	82.48	11,519.71	13,483.29
6112	Data Processing Supplies	87,245	3,305.12	69,446.10	66,140.98	50,892.92	80%	4,683.42	74,129.52	13,115.48
6121	Food	9,500	43.46	5,857.78	5,814.32	5,541.67	62%	-	5,857.78	3,642.22
6122	Kitchen Supplies	1,250	-	-	-	729.17	0%	-	-	1,250.00
6130	Program Supplies	182,124	3,956.94	46,009.69	42,052.75	106,239.00	25%	4,856.25	50,865.94	131,258.06
6132	Medical & Dental Supplies	17,000	-	5,433.83	5,433.83	9,916.67	32%	-	5,433.83	11,566.17
6134	Instructional Supplies	14,850	-	4,412.20	4,412.20	8,662.50	30%	-	4,412.20	10,437.80
6140	Custodial Supplies	42,000	5,812.80	19,381.32	13,568.52	24,500.00	46%	-	19,381.32	22,618.68
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	15,000	-	11,928.61	11,928.61	8,750.00	-	-	11,928.61	3,071.39
6150	Uniform Rental / Purchases	300	-	150.00	150.00	175.00	50%	-	150.00	150.00
6170	Postage & Shipping	650	24.10	274.92	250.82	379.17	42%	-	274.92	375.08
6221	Equipment Over > \$5,000	52,844	50,892.55	50,892.55	-	30,825.67	96%	29,693.63	80,586.18	(27,742.18)
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	22,800	4,560.06	12,813.05	8,252.99	13,300.00	56%	-	12,813.05	9,986.95
6181	Equipment Maintenance	8,050	1,776.37	4,708.43	2,932.06	4,695.83	58%	500.00	5,208.43	2,841.57
6310	Printing & Publications	9,000	-	5,037.35	5,037.35	5,250.00	56%	-	5,037.35	3,962.65
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	36,017	13,164.85	74,978.96	61,814.11	21,009.92	208%	-	74,978.96	(38,961.96)
6410	Rent	98,130	14,946.28	89,156.93	74,210.65	57,242.50	91%	-	89,156.93	8,973.07
6420	Utilities / Disposal	103,150	24,522.15	63,413.87	38,891.72	60,170.83	61%	-	63,413.87	39,736.13
6432	Building Repairs / Maintenance	48,600	2,095.01	28,714.50	26,619.49	28,350.00	59%	2,675.62	31,390.12	17,209.88
6433	Grounds Maintenance	30,000	1,857.02	26,147.95	24,290.93	17,500.00	87%	-	26,147.95	3,852.05
6436	Pest Control	2,600	421.26	1,496.19	1,074.93	1,516.67	58%	-	1,496.19	1,103.81
6437	Burglar & Fire Alarm	2,890	217.23	2,446.61	2,229.38	1,685.83	85%	-	2,446.61	443.39
6440	Property Insurance	16,300	-	8,395.75	8,395.75	9,508.33	52%	-	8,395.75	7,904.25
6521 / 6520	Consultants	45,000	-	-	-	26,250.00	0%	10,000.00	10,000.00	35,000.00
6522	Consultants Expense	100	-	-	-	58.33	0%	-	-	100.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	7,700	1,093.75	2,531.25	1,437.50	4,491.67	33%	-	2,531.25	5,168.75
6540	Custodial Services	48,760	18,219.01	33,022.01	14,803.00	28,443.33	68%	-	33,022.01	15,737.99
6555	Medical Screening / DEAT / Staff	3,550	-	1,813.31	1,813.31	2,070.83	51%	-	1,813.31	1,736.69
6562	Medical Exam	-	-	-	-	-	#DIV/0!	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	#DIV/0!	-	-	-

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance	58%
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-	-
6610	Gas & Oil	6,600	655.93	3,432.69	2,776.76	3,850.00	52%	-	3,432.69	3,167.31	
6620	Vehicle Insurance	17,800	-	6,243.79	6,243.79	10,383.33	35%	-	6,243.79	11,556.21	
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-	
6640	Vehicle Repair & Maintenananc	10,700	1,471.66	10,729.21	9,257.55	6,241.67	100%	-	10,729.21	(29.21)	
6712	Staff Travel-Local	600	-	8.96	8.96	350.00	1%	-	8.96	591.04	
6714	Staff Travel-Out of Area	463	-	-	-	270.08	0%	-	-	463.00	
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-	
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-	
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-	
6742	Training - Staff	6,050	-	2,467.66	2,467.66	3,529.17	41%	-	2,467.66	3,582.34	
6746	Training - Parent	-	-	-	-	-	-	-	-	-	
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-	
6750	Field Trips	-	-	-	-	-	-	-	-	-	
6810	Bank Charges	-	-	-	-	-	-	-	-	-	
6820	Interest Expense	-	-	-	-	-	-	-	-	-	
6832	Liability Insurance	640	37.72	243.74	206.02	373.33	38%	-	243.74	396.26	
6834	Student Activity Insurance	2,200	217.23	1,120.87	903.64	1,283.33	51%	-	1,120.87	1,079.13	
6840	Property Taxes	-	1.48	1.48	-	-	-	-	1.48	(1.48)	
6850	Fees & Licenses	10,000	7.00	297.63	290.63	5,833.33	3%	-	297.63	9,702.37	
6852	Finger Printing	1,100	-	523.25	523.25	641.67	48%	-	523.25	576.75	
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-	
6875	Employee Health & Welfare	8,730	1,659.83	2,505.82	845.99	5,092.50	29%	-	2,505.82	6,224.18	
7110	Parent Activities	9,000	-	-	-	5,250.00	0%	-	-	9,000.00	
7111	Parent Mileage	500	35.40	192.04	156.64	291.67	38%	-	192.04	307.96	
7112	Parent Involvement	2,600	-	-	-	1,516.67	0%	-	-	2,600.00	
7114	PPC Allowance	3,600	210.00	1,520.00	1,310.00	2,100.00	42%	-	1,520.00	2,080.00	
7116	PPC Food Allowance	1,000	247.97	393.46	145.49	583.33	39%	-	393.46	606.54	
8110	In-Kind Salaries	238,563	80,566.93	225,004.35	144,437.42	139,161.75	94%	-	225,004.35	13,558.65	
8120	In-Kind Rent	125,132	10,427.66	72,993.62	62,565.96	72,993.67	58%	-	72,993.62	52,138.38	
8130	In-Kind Other	1,000	-	-	-	583.33	0%	-	-	1,000.00	
9010	In-Direct Cost Allocation	451,750	27,234.86	238,479.14	211,244.28	263,520.83	53%	2,074.60	240,553.74	211,196.26	
<b>Total Expenses</b>		<b>5,833,572</b>	<b>468,406.15</b>	<b>3,208,019.55</b>	<b>2,739,613.40</b>	<b>3,402,916.99</b>	<b>55%</b>	<b>54,566.00</b>	<b>3,262,585.55</b>	<b>2,570,986.45</b>	
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses w/o In Kind</b>		<b>5,468,877</b>	<b>377,411.56</b>	<b>2,910,021.58</b>	<b>2,532,610.02</b>				<b>2,964,587.58</b>	<b>2,504,289.42</b>	
<b>In-Kind</b>		<b>364,695</b>	<b>90,994.59</b>						<b>54.21%</b>		

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$616,514</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$318,200</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>4.95%</b>
<b>ADMINIISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	238,479.14
	<b>238,479.14</b>



**FUND #311 Basic**  
**Madera Regional Head Start**  
**Budget to Actual**  
**For the period ending October 31, 2021**

Account	Grant	Current	Current Mth	Prior Mth	YTD					
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance	
Revenues										
4110- GRANT INCOME-FEDERAL	4,110,180.00	557,227.39	1,673,174.57	1,115,947.18	1,483,807.89	42%	38,049.06	1,711,223.63	(2,398,956.37)	
4210- DONATIONS	-	-	-	-	-	0%	-	-	-	
4220- IN KIND CONTRIBUTIONS	1,039,051.00	55,616.43	216,385.43	160,769.00	358,209.00	21%	-	216,385.43	(822,665.57)	
4330- SALE OF ASSETS	-	-	-	-	-	0%	-	-	-	
4350- RENTAL INCOME	-	-	-	-	-	0%	-	-	-	
4390- MISC INCOME	-	-	-	-	-	0%	-	-	-	
Total Revenues	<b>5,149,231.00</b>	<b>612,843.82</b>	<b>1,889,560.00</b>	<b>1,276,716.18</b>	<b>1,842,016.89</b>	<b>37%</b>	<b>38,049.06</b>	<b>1,927,609.06</b>	<b>(3,221,621.94)</b>	
5010 SALARIES & WAGES	2,214,386.00	320,386.17	857,259.17	536,873.00	799,409.49	39%	-	857,259.17	(1,357,126.83)	
5019- SALARIES & WAGES C19	-	-	-	-	-	0%	-	-	-	
5020 ACCRUED VACATION PAY	150,147.00	18,937.66	48,722.96	29,785.30	54,053.00	32%	-	48,722.96	(101,424.04)	
5112 HEALTH INSURANCE	278,976.00	22,722.72	86,371.40	63,648.68	89,274.15	31%	-	86,371.40	(192,604.60)	
5114 WORKER'S COMPENSATION	87,529.00	14,522.82	31,584.04	17,061.22	31,596.00	36%	-	31,584.04	(55,944.96)	
5115- Worker's Compensation C19	-	(31,714.76)	-	31,714.76	-	0%	-	-	-	
5116 PENSION	139,381.00	48,152.01	48,152.01	-	50,318.00	35%	-	48,152.01	(91,228.99)	
5117- Pension C19	-	-	-	-	-	0%	-	-	-	
5121- FICA C19	-	-	-	-	-	0%	-	-	-	
5122 FICA	165,643.00	24,467.67	67,582.00	43,114.33	59,800.00	41%	-	67,582.00	(98,061.00)	
5123- SUI C19	-	-	-	-	-	0%	-	-	-	
5124 SUI	32,508.00	604.11	1,200.53	596.42	11,737.00	4%	-	1,200.53	(31,307.47)	
5130 ACCRUED VACATION FRINGE	11,231.00	1,448.69	3,726.39	2,277.70	4,055.00	33%	-	3,726.39	(7,504.61)	
6110 OFFICE SUPPLIES	30,070.00	940.87	6,351.26	5,410.39	11,093.00	22%	140.94	6,492.20	(23,577.80)	
6112 DATA PROCESSING	50,000.00	11,314.12	24,189.57	12,875.45	16,715.00	59%	5,530.37	29,719.94	(20,280.06)	
6121 FOOD	4,000.00	-	14.06	14.06	450.00	0%	-	14.06	(3,985.94)	
6122 KITCHEN SUPPLIES	1,000.00	-	49.22	49.22	500.00	5%	-	49.22	(950.78)	
6130 PROGRAM SUPPLIES	52,003.00	9,356.09	32,060.85	22,704.76	17,885.00	70%	4,524.94	36,585.79	(15,417.21)	
6132 MEDICAL & DENTAL SUPPLIES	7,195.00	-	-	-	2,157.00	0%	-	-	(7,195.00)	
6134 INSTRUCTIONAL SUPPLIES	22,200.00	402.16	2,783.01	2,380.85	6,891.00	13%	-	2,783.01	(19,416.99)	
6140 CUSTODIAL SUPPLIES	20,200.00	310.86	5,743.69	5,432.83	6,060.00	28%	-	5,743.69	(14,456.31)	
6142 LINEN/LAUNDRY	1,200.00	-	-	-	360.00	0%	-	-	(1,200.00)	
6150 UNIFORM RENTAL/PURCHASE	300.00	-	-	-	300.00	0%	-	-	(300.00)	
6170 POSTAGE & SHIPPING	900.00	-	285.23	285.23	375.00	32%	-	285.23	(614.77)	
6180 EQUIPMENT RENTAL	31,200.00	806.84	7,888.48	7,081.64	11,635.00	25%	-	7,888.48	(23,311.52)	
6181 EQUIPMENT MAINTENANCE	13,700.00	881.22	5,549.37	4,668.15	4,250.00	41%	-	5,549.37	(8,150.63)	
6221 EQUIPMENT OVER >\$5000	-	-	-	-	-	0%	-	-	-	
6231- BUILDING RENOVATION	-	-	-	-	-	0%	-	-	-	
6310 PRINTING & PUBLICATIONS	5,500.00	(18.11)	348.55	366.66	2,750.00	6%	-	348.55	(5,151.45)	
6312 ADVERTISING & PROMOTION	1,000.00	-	-	-	500.00	0%	-	-	(1,000.00)	
6320 TELEPHONE	48,000.00	11,756.79	92,724.92	80,968.13	20,000.00	193%	-	92,724.92	44,724.92	
6410 RENT	113,786.00	15,894.72	79,821.27	63,926.55	46,012.00	70%	-	79,821.27	(33,964.73)	
6420 UTILITIES/ DISPOSAL	76,404.00	8,782.53	39,708.96	39,926.43	31,835.00	52%	-	39,708.96	(36,695.04)	
6432 BUILDING REPAIRS/ MAINTEN	45,000.00	13,484.82	27,365.50	13,880.68	18,750.00	63%	1,113.12	28,478.62	(16,521.38)	
6433 GROUNDS MAINTENANCE	21,652.00	4,338.06	10,519.91	6,181.85	9,021.25	49%	-	10,519.91	(11,132.09)	
6435 BUILDING IMPROVEMENTS	-	-	-	-	-	0%	-	-	-	
6436 PEST CONTROL	5,292.00	447.49	2,254.69	1,807.20	2,205.00	43%	-	2,254.69	(3,037.31)	
6437 BURGLAR & FIRE ALARM	1,630.00	1,089.62	1,702.90	613.28	1,406.00	104%	-	1,702.90	72.90	
6440 PROPERTY INSURANCE	7,772.00	-	2,613.63	2,613.63	2,355.00	34%	-	2,613.63	(5,158.37)	
6520 CONSULTANTS	-	1,520.00	2,885.00	1,365.00	-	0%	12,000.00	14,885.00	14,885.00	
6522 CONSULTANT EXPENSES	-	249.76	431.20	181.44	-	0%	-	431.20	431.20	
6524 CONTRACTS	41,930.00	-	-	-	11,453.00	0%	-	-	(41,930.00)	
6530 LEGAL	-	-	2,143.75	2,143.75	700.00	0%	-	-	2,143.75	
6540 CUSTODIAL SERVICES	-	3,909.00	6,573.02	2,664.02	-	0%	11,340.00	17,913.02	17,913.02	
6555 MEDICAL SCREENING/DEAT/ST	1,500.00	385.00	725.00	340.00	800.00	48%	-	725.00	(775.00)	
6562 MEDICAL EXAM	-	-	-	-	-	0%	-	-	-	
6564 MEDICAL FOLLOW-UP	-	-	-	-	-	0%	-	-	-	

**FUND #311 Basic**  
**Madera Regional Head Start**  
**Budget to Actual**  
**For the period ending October 31, 2021**

Account	Grant	Current	Current Mth	Prior Mth	YTD					
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance	
6566 DENTAL EXAM		-				0%		-	-	
6568 DENTAL FOLLOW-UP		-				0%		-	-	
6610 GAS & OIL	2,100.00	406.98	3,057.43	2,650.45	875.00	146%	-	3,057.43	957.43	
6620 VEHICLE INSURANCE	13,992.00	-	2,977.54	2,977.54	5,830.00	21%	-	2,977.54	(11,014.46)	
6640 VEHICLE REPAIR & MAINTENA	6,000.00	1,792.16	5,126.07	3,333.91	2,500.00	85%	-	5,126.07	(873.93)	
6712 STAFF TRAVEL-LOCAL	4,300.00	377.44	1,688.57	1,311.13	1,290.00	39%	-	1,688.57	(2,611.43)	
6714 STAFF TRAVEL-OUT OF AREA	9,500.00	-	-	-	9,500.00	0%	-	-	(9,500.00)	
6722 PER DIEM - STAFF	100.00	-	-	-	100.00	0%	-	-	(100.00)	
6724 PER DIEM - PARENT		-				0%		-	-	
6730 VOLUNTEER TRAVEL		-				0%		-	-	
6742 TRAINING - STAFF	10,000.00	330.87	15,750.62	15,419.75	5,100.00	158%	-	15,750.62	5,750.62	
6744 TRAINING VOLUNTEERS		-				0%		-	-	
6746 TRAINING PARENTS		-				0%		-	-	
6748 EDUCATION REIMBURSEMENT		-				0%		-	-	
6750 FIELD TRIPS	2,800.00	-	-	-	-	0%	-	-	(2,800.00)	
6810 BANK CHARGES		-				0%		-	-	
6820 INTEREST CHARGES		-				0%		-	-	
6832 LIABILITY INSURANCE	840.00	26.93	133.86	106.93	350.00	16%	-	133.86	(706.14)	
6834 STUDENT ACTIVITY INSURANC	2,010.00	205.52	824.42	618.90	603.00	41%	-	824.42	(1,185.58)	
6840 PROPERTY TAXES		2.23	2.23			0%	-	2.23	2.23	
6850 FEES & LICENSES	5,374.00	15.00	528.00	513.00	2,245.00	10%	-	528.00	(4,846.00)	
6851 CPR FEES		-				0%		-	-	
6852 FINGER PRINTING	1,500.00	2.25	224.25	222.00	750.00	15%	-	224.25	(1,275.75)	
6860 DEPRECIATION EXPENSE		-				0%		-	-	
6870 EMPLOYEE RECOGNITION		-				0%		-	-	
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	1,845.73	3,395.86	1,550.13	-	30%	226.03	3,621.89	(8,378.11)	
6880 VOLUNTEER RECONGNITION		-				0%		-	-	
6892 CASH SHORT / OVER		-				0%		-	-	
7110 PARENT ACTIVITIES		-				0%		-	-	
7111 PARENT MILEAGE	1,200.00	41.20	41.20	-	360.00	3%	-	41.20	(1,158.80)	
7112 PARENT INVOLVEMENT	8,100.00	-	-	-	2,430.00	0%	-	-	(8,100.00)	
7114 PPC ALLOWANCE	3,300.00	300.00	510.00	210.00	990.00	15%	-	510.00	(2,790.00)	
7115 PPC FOOD ALLOWANCE		-				0%		-	-	
7116 POLICY COUN. FOOD ALLOWAN	1,000.00	-	-	-	419.00	0%	-	-	(1,000.00)	
8110 IN KIND SALARIES	85,394.00	35,417.88	116,880.68	81,462.80	29,439.00	137%	-	116,880.68	31,486.68	
8120 IN KIND RENT	318,251.00	19,826.55	99,132.75	79,306.20	109,716.00	31%	-	99,132.75	(219,118.25)	
8130 IN KIND - OTHER	635,406.00	372.00	372.00	-	219,054.00	0%	-	372.00	(635,034.00)	
9010 INDIRECT COST ALLOCATION	342,829.00	46,515.15	139,595.98	93,080.83	123,765.00	42%	3,173.66	142,769.64	(200,059.36)	
<b>Total Expenses</b>	<b>5,149,231.00</b>	<b>612,856.82</b>	<b>1,889,560.00</b>	<b>1,276,716.18</b>	<b>1,842,016.89</b>	<b>37%</b>	<b>38,049.06</b>	<b>1,927,622.06</b>	<b>(3,221,608.94)</b>	
<b>Excess Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>(13.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>(13.00)</b>	<b>(13.00)</b>	
		510,725.24	1,533,578.59	1,022,866.35						
		46,476.00	139,555.65	93,080.84	9.10%					

ADMINISTRATIVE EXPENSES	\$210,055.21
PERCENT ADMINISTATIVE	10.95%
LIMIT IS 15%	

**YTD Contract %      41.63%**

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 10/31/2021**

	Grant Budget	Current Month Actual	YTD Actual October 31, 2021	YTD Budget October 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>330 0 HEAD START-FRESNO MIGRANT T&amp;TA</b>								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	82,690.00	67.27	3,413.83	0.00	(0.04)	0.00	3,413.83	79,276.17
Total Revenues	<u>82,690.00</u>	<u>67.27</u>	<u>3,413.83</u>	<u>0.00</u>	<u>(0.04)</u>	<u>0.00</u>	<u>3,413.83</u>	<u>79,276.17</u>
<b>Expenses</b>								
6130- PROGRAM SUPPLIES	3,080.00	0.00	0.00	0.00	0.00	0.00	0.00	3,080.00
6410- RENT	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6520- CONSULTANTS	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6712- STAFF TRAVEL-LOCAL	25,101.00	0.00	0.00	0.00	0.00	0.00	0.00	25,101.00
6714- STAFF TRAVEL-OUT OF AREA	14,950.00	0.00	0.00	0.00	0.00	0.00	0.00	14,950.00
6722- PER DIEM - STAFF	4,462.00	0.00	0.00	0.00	0.00	0.00	0.00	4,462.00
6742- TRAINING - STAFF	10,200.00	0.00	2,095.00	0.00	0.21	1,800.00	3,895.00	6,305.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	61.66	1,034.08	0.00	0.00	322.92	1,357.00	(1,357.00)
9010- INDIRECT COST ALLOCATION	6,897.00	5.61	284.75	0.00	0.04	0.00	284.75	6,612.25
Total Expenses	<u>82,690.00</u>	<u>67.27</u>	<u>3,413.83</u>	<u>0.00</u>	<u>0.04</u>	<u>2,122.92</u>	<u>5,536.75</u>	<u>77,153.25</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(2,122.92)</u></b>	<b><u>(2,122.92)</u></b>	<b><u>2,122.92</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>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(2,122.92)</u></b>	<b><u>(2,122.92)</u></b>	<b><u>2,122.92</u></b>

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2021 to 10/31/2021

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual October 31, 2021	YTD Budget October 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	4,652,471.00	762,946.55	1,135,244.41	0.00	(0.24)	0.00	1,135,244.41	3,517,226.59
4220- IN KIND CONTRIBUTIONS	645,704.00	0.00	56,203.50	0.00	(0.09)	0.00	56,203.50	589,500.50
4330- SALE OF ASSETS	0.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	(2,250.00)
Total Revenues	<u>5,298,175.00</u>	<u>762,946.55</u>	<u>1,193,697.91</u>	<u>0.00</u>	<u>(0.23)</u>	<u>0.00</u>	<u>1,193,697.91</u>	<u>4,104,477.09</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	2,781,656.00	493,450.27	714,925.46	0.00	0.26	0.00	714,925.46	2,066,730.54
5020- ACCRUED VACATION PAY	169,703.00	30,877.76	44,054.22	0.00	0.26	0.00	44,054.22	125,648.78
5112- HEALTH INSURANCE	180,114.00	23,645.52	48,099.32	0.00	0.27	0.00	48,099.32	132,014.68
5114- WORKER'S COMPENSATION	111,323.00	16,230.13	23,418.16	0.00	0.21	0.00	23,418.16	87,904.84
5116- PENSION	158,842.00	28,871.35	45,374.57	0.00	0.29	0.00	45,374.57	113,467.43
5122- FICA	209,737.00	38,209.43	55,459.31	0.00	0.26	0.00	55,459.31	154,277.69
5124- SUI	41,926.00	0.00	25.81	0.00	0.00	0.00	25.81	41,900.19
5130- ACCRUED VACATION FICA	12,795.00	2,362.07	3,369.96	0.00	0.26	0.00	3,369.96	9,425.04
6110- OFFICE SUPPLIES	20,000.00	415.89	1,421.69	0.00	0.07	872.89	2,294.58	17,705.42
6112- DATA PROCESSING SUPPLIES	27,000.00	3,059.82	4,808.86	0.00	0.18	6,436.92	11,245.78	15,754.22
6121- FOOD	4,000.00	0.00	13.13	0.00	0.00	0.00	13.13	3,986.87
6122- KITCHEN SUPPLIES	1,050.00	114.84	114.84	0.00	0.11	0.00	114.84	935.16
6130- PROGRAM SUPPLIES	34,886.00	8,095.32	11,571.16	0.00	0.33	1,406.68	12,977.84	21,908.16
6132- MEDICAL & DENTAL SUPPLIES	140.00	0.00	0.00	0.00	0.00	0.00	0.00	140.00
6134- INSTRUCTIONAL SUPPLIES	4,400.00	0.00	0.00	0.00	0.00	224.00	224.00	4,176.00
6140- CUSTODIAL SUPPLIES	38,285.00	7,357.69	7,522.65	0.00	0.20	0.00	7,522.65	30,762.35
6170- POSTAGE & SHIPPING	1,500.00	32.17	65.48	0.00	0.04	0.00	65.48	1,434.52
6180- EQUIPMENT RENTAL	21,984.00	933.07	3,560.74	0.00	0.16	0.00	3,560.74	18,423.26
6181- EQUIPMENT MAINTENANCE	18,120.00	1,944.29	1,944.29	0.00	0.11	0.00	1,944.29	16,175.71
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
6312- ADVERTISING & PROMOTION	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6320- TELEPHONE	73,782.00	7,443.58	19,274.89	0.00	0.26	0.00	19,274.89	54,507.11
6410- RENT	77,036.00	8,564.77	18,604.54	0.00	0.24	0.00	18,604.54	58,431.46
6420- UTILITIES/ DISPOSAL	53,136.00	8,212.01	11,561.71	0.00	0.22	0.00	11,561.71	41,574.29
6432- BUILDING REPAIRS/ MAINTENANCE	57,000.00	5,361.70	5,455.04	0.00	0.10	6,670.00	12,125.04	44,874.96
6433- GROUNDS MAINTENANCE	17,940.00	2,808.05	4,163.03	0.00	0.23	0.00	4,163.03	13,776.97
6436- PEST CONTROL	6,600.00	602.00	1,139.00	0.00	0.17	0.00	1,139.00	5,461.00
6437- BURGLAR & FIRE ALARM	2,155.00	886.16	1,008.66	0.00	0.47	0.00	1,008.66	1,146.34
6440- PROPERTY INSURANCE	12,048.00	0.00	0.00	0.00	0.00	0.00	0.00	12,048.00
6520- CONSULTANTS	3,590.00	0.00	420.00	0.00	0.12	0.00	420.00	3,170.00
6522- CONSULTANT EXPENSES	800.00	0.00	70.51	0.00	0.09	0.00	70.51	729.49
6524- CONTRACTS	24,912.00	0.00	0.00	0.00	0.00	0.00	0.00	24,912.00
6530- LEGAL	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00
6540- CUSTODIAL SERVICES	4,776.00	398.00	796.00	0.00	0.17	0.00	796.00	3,980.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6610- GAS & OIL	10,000.00	1,424.00	2,082.03	0.00	0.21	0.00	2,082.03	7,917.97
6620- VEHICLE INSURANCE	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00
6630- VEHICLE LICENSE & FEES	0.00	430.00	430.00	0.00	0.00	0.00	430.00	(430.00)

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 10/31/2021**

	Grant Budget	Current Month Actual	YTD Actual October 31, 2021	YTD Budget October 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6640- VEHICLE REPAIR & MAINTENANCE	15,000.00	4,289.55	7,279.83	0.00	0.49	0.00	7,279.83	7,720.17
6712- STAFF TRAVEL-LOCAL	3,294.00	283.81	1,054.63	0.00	0.32	0.00	1,054.63	2,239.37
6742- TRAINING - STAFF	0.00	0.00	72.00	0.00	0.00	0.00	72.00	(72.00)
6832- LIABILITY INSURANCE	504.00	36.36	72.72	0.00	0.14	0.00	72.72	431.28
6834- STUDENT ACTIVITY INSURANCE	1,175.00	190.47	380.94	0.00	0.32	0.00	380.94	794.06
6840- PROPERTY TAXES	5,260.00	0.00	3.83	0.00	0.00	0.00	3.83	5,256.17
6850- FEES & LICENSES	17,850.00	0.00	8.00	0.00	0.00	0.00	8.00	17,842.00
6851- CPR FEES	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	2,659.31	2,659.31	0.00	0.31	1,524.37	4,183.68	4,291.32
7110- PARENT ACTIVITIES	700.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	750.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
7114- PC ALLOWANCE	0.00	120.00	330.00	0.00	0.00	0.00	330.00	(330.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	560,230.00	0.00	41,295.75	0.00	0.07	0.00	41,295.75	518,934.25
8120- IN KIND RENT	83,944.00	0.00	14,907.75	0.00	0.18	0.00	14,907.75	69,036.25
8130- IN KIND - OTHER	1,530.00	0.00	0.00	0.00	0.00	0.00	0.00	1,530.00
9010- INDIRECT COST ALLOCATION	388,062.00	63,637.16	94,878.09	0.00	0.24	0.00	94,878.09	293,183.91
Total Expenses	<u>5,298,175.00</u>	<u>762,946.55</u>	<u>1,193,697.91</u>	<u>0.00</u>	<u>0.23</u>	<u>17,134.86</u>	<u>1,210,832.77</u>	<u>4,087,342.23</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(17,134.86)</b>	<b>(17,134.86)</b>	<b>17,134.86</b>
Beginning Net Assets - Unrestricted	0.00	(9,001.05)	(9,001.05)	0.00	0.00	0.00	(9,001.05)	9,001.05
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>(9,001.05)</b>	<b>(9,001.05)</b>	<b>0.00</b>	<b>0.00</b>	<b>(17,134.86)</b>	<b>(26,135.91)</b>	<b>26,135.91</b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 10/31/2021**

	Grant Budget	Current Month Actual	YTD Actual October 31, 2021	YTD Budget October 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
351 0 FRESNO COE 1-TIME FUND								
<b>Revenues</b>								
4120- GRANT INCOME-STATE	116,800.00	0.00	112,410.74	0.00	(0.96)	0.00	112,410.74	4,389.26
Total Revenues	<u>116,800.00</u>	<u>0.00</u>	<u>112,410.74</u>	<u>0.00</u>	<u>(0.96)</u>	<u>0.00</u>	<u>112,410.74</u>	<u>4,389.26</u>
<b>Expenses</b>								
6110- OFFICE SUPPLIES	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6130- PROGRAM SUPPLIES	92,058.00	0.00	0.00	0.00	0.00	0.00	0.00	92,058.00
9010- INDIRECT COST ALLOCATION	9,742.00	0.00	0.00	0.00	0.00	0.00	0.00	9,742.00
Total Expenses	<u>116,800.00</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>116,800.00</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>112,410.74</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>112,410.74</u></b>	<b><u>(112,410.74)</u></b>
Beginning Net Assets - Unrestricted	0.00	56,112.32	56,112.32	0.00	0.00	0.00	56,112.32	(56,112.32)
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>56,112.32</u></b>	<b><u>168,523.06</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>168,523.06</u></b>	<b><u>(168,523.06)</u></b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 10/31/2021**

831 0 COVID-19 CARES - FRESNO MHS	Grant Budget	Current Month Actual	YTD Actual October 31, 2021	YTD Budget October 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	60,931.06	0.00	0.00	0.00	0.00	0.00	0.00	60,931.06
Total Revenues	<u>60,931.06</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>60,931.06</u>
<b>Expenses</b>								
6130- PROGRAM SUPPLIES	55,848.82	0.00	0.00	0.00	0.00	0.00	0.00	55,848.82
9010- INDIRECT COST ALLOCATION	5,082.24	0.00	0.00	0.00	0.00	0.00	0.00	5,082.24
Total Expenses	<u>60,931.06</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>60,931.06</u>
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 10/31/2021**

837 0 COVID-19 CARES - FRESNO EHS	Grant Budget	Current Month Actual	YTD Actual October 31, 2021	YTD Budget October 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Expenses</b>								
Total Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Beginning Net Assets - Unrestricted	0.00	(326.84)	(326.84)	0.00	0.00	0.00	(326.84)	326.84
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>(326.84)</b>	<b>(326.84)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(326.84)</b>	<b>326.84</b>



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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 10/31/2021**

	Grant Budget	Current Month Actual	YTD Actual October 31, 2021	YTD Budget October 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
838 0 COVID-19 ARP - FRESNO MHS								
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	335,513.00	58,260.55	61,870.57	0.00	(0.18)	0.00	61,870.57	273,642.43
Total Revenues	<u>335,513.00</u>	<u>58,260.55</u>	<u>61,870.57</u>	<u>0.00</u>	<u>(0.18)</u>	<u>0.00</u>	<u>61,870.57</u>	<u>273,642.43</u>
<b>Expenses</b>								
5010- SALARIES & WAGES	229,961.00	45,665.00	45,665.00	0.00	0.20	0.00	45,665.00	184,296.00
5020- ACCRUED VACATION PAY	15,478.00	0.00	0.00	0.00	0.00	0.00	0.00	15,478.00
5112- HEALTH INSURANCE	20,511.00	0.00	0.00	0.00	0.00	0.00	0.00	20,511.00
5114- WORKER'S COMPENSATION	9,150.00	1,483.37	1,483.37	0.00	0.16	0.00	1,483.37	7,666.63
5116- PENSION	13,923.00	2,050.00	2,050.00	0.00	0.15	0.00	2,050.00	11,873.00
5122- FICA	18,506.00	3,493.34	3,493.34	0.00	0.19	0.00	3,493.34	15,012.66
6130- PROGRAM SUPPLIES	0.00	709.34	4,018.25	0.00	0.00	4,428.00	8,446.25	(8,446.25)
9010- INDIRECT COST ALLOCATION	27,984.00	4,859.50	5,160.61	0.00	0.18	0.00	5,160.61	22,823.39
Total Expenses	<u>335,513.00</u>	<u>58,260.55</u>	<u>61,870.57</u>	<u>0.00</u>	<u>0.18</u>	<u>4,428.00</u>	<u>66,298.57</u>	<u>269,214.43</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>(4,428.00)</u>	<u>(4,428.00)</u>	<u>4,428.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Ending Net Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,428.00)</u>	<u>(4,428.00)</u>	<u>4,428.00</u>

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

**Revenue & Expense with Encumbrances**

**From 9/01/2021 to 10/31/2021**

Report Recap	Grant Budget	Current Month Actual	YTD Actual October 31, 2021	YTD Budget October 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<b>Revenues</b>								
4110- GRANT INCOME-FEDERAL	5,131,605.06	821,274.37	1,200,528.81	0.00	(0.23)	0.00	1,200,528.81	3,931,076.25
4120- GRANT INCOME-STATE	116,800.00	0.00	112,410.74	0.00	(0.96)	0.00	112,410.74	4,389.26
4220- IN KIND CONTRIBUTIONS	645,704.00	0.00	56,203.50	0.00	(0.09)	0.00	56,203.50	589,500.50
4330- SALE OF ASSETS	0.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	(2,250.00)
Total Revenues	5,894,109.06	821,274.37	1,371,393.05	0.00	(0.23)	0.00	1,371,393.05	4,522,716.01
<b>Expenses</b>								
5010- SALARIES & WAGES	3,011,617.00	539,115.27	760,590.46	0.00	0.25	0.00	760,590.46	2,251,026.54
5020- ACCRUED VACATION PAY	185,181.00	30,877.76	44,054.22	0.00	0.24	0.00	44,054.22	141,126.78
5112- HEALTH INSURANCE	200,625.00	23,645.52	48,099.32	0.00	0.24	0.00	48,099.32	152,525.68
5114- WORKER'S COMPENSATION	120,473.00	17,713.50	24,901.53	0.00	0.21	0.00	24,901.53	95,571.47
5116- PENSION	172,765.00	30,921.35	47,424.57	0.00	0.27	0.00	47,424.57	125,340.43
5122- FICA	228,243.00	41,702.77	58,952.65	0.00	0.26	0.00	58,952.65	169,290.35
5124- SUI	41,926.00	0.00	25.81	0.00	0.00	0.00	25.81	41,900.19
5130- ACCRUED VACATION FICA	12,795.00	2,362.07	3,369.96	0.00	0.26	0.00	3,369.96	9,425.04
6110- OFFICE SUPPLIES	35,000.00	415.89	1,421.69	0.00	0.04	872.89	2,294.58	32,705.42
6112- DATA PROCESSING SUPPLIES	27,000.00	3,059.82	4,808.86	0.00	0.18	6,436.92	11,245.78	15,754.22
6121- FOOD	4,000.00	0.00	13.13	0.00	0.00	0.00	13.13	3,986.87
6122- KITCHEN SUPPLIES	1,050.00	114.84	114.84	0.00	0.11	0.00	114.84	935.16
6130- PROGRAM SUPPLIES	185,872.82	8,804.66	15,589.41	0.00	0.08	5,834.68	21,424.09	164,448.73
6132- MEDICAL & DENTAL SUPPLIES	140.00	0.00	0.00	0.00	0.00	0.00	0.00	140.00
6134- INSTRUCTIONAL SUPPLIES	4,400.00	0.00	0.00	0.00	0.00	224.00	224.00	4,176.00
6140- CUSTODIAL SUPPLIES	38,285.00	7,357.69	7,522.65	0.00	0.20	0.00	7,522.65	30,762.35
6170- POSTAGE & SHIPPING	1,500.00	32.17	65.48	0.00	0.04	0.00	65.48	1,434.52
6180- EQUIPMENT RENTAL	21,984.00	933.07	3,560.74	0.00	0.16	0.00	3,560.74	18,423.26
6181- EQUIPMENT MAINTENANCE	18,120.00	1,944.29	1,944.29	0.00	0.11	0.00	1,944.29	16,175.71
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
6312- ADVERTISING & PROMOTION	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6320- TELEPHONE	73,782.00	7,443.58	19,274.89	0.00	0.26	0.00	19,274.89	54,507.11
6410- RENT	80,036.00	8,564.77	18,604.54	0.00	0.23	0.00	18,604.54	61,431.46
6420- UTILITIES/ DISPOSAL	53,136.00	8,212.01	11,561.71	0.00	0.22	0.00	11,561.71	41,574.29
6432- BUILDING REPAIRS/ MAINTENANCE	57,000.00	5,361.70	5,455.04	0.00	0.10	6,670.00	12,125.04	44,874.96
6433- GROUNDS MAINTENANCE	17,940.00	2,808.05	4,163.03	0.00	0.23	0.00	4,163.03	13,776.97
6436- PEST CONTROL	6,600.00	602.00	1,139.00	0.00	0.17	0.00	1,139.00	5,461.00
6437- BURGLAR & FIRE ALARM	2,155.00	886.16	1,008.66	0.00	0.47	0.00	1,008.66	1,146.34
6440- PROPERTY INSURANCE	12,048.00	0.00	0.00	0.00	0.00	0.00	0.00	12,048.00
6520- CONSULTANTS	18,590.00	0.00	420.00	0.00	0.02	0.00	420.00	18,170.00
6522- CONSULTANT EXPENSES	800.00	0.00	70.51	0.00	0.09	0.00	70.51	729.49
6524- CONTRACTS	24,912.00	0.00	0.00	0.00	0.00	0.00	0.00	24,912.00
6530- LEGAL	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00
6540- CUSTODIAL SERVICES	4,776.00	398.00	796.00	0.00	0.17	0.00	796.00	3,980.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6610- GAS & OIL	10,000.00	1,424.00	2,082.03	0.00	0.21	0.00	2,082.03	7,917.97
6620- VEHICLE INSURANCE	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00

# COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

## Revenue & Expense with Encumbrances

From 9/01/2021 to 10/31/2021

Report Recap	Grant Budget	Current Month Actual	YTD Actual October 31, 2021	YTD Budget October 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6630- VEHICLE LICENSE & FEES	0.00	430.00	430.00	0.00	0.00	0.00	430.00	(430.00)
6640- VEHICLE REPAIR & MAINTENANCE	15,000.00	4,289.55	7,279.83	0.00	0.49	0.00	7,279.83	7,720.17
6712- STAFF TRAVEL-LOCAL	28,395.00	283.81	1,054.63	0.00	0.04	0.00	1,054.63	27,340.37
6714- STAFF TRAVEL-OUT OF AREA	14,950.00	0.00	0.00	0.00	0.00	0.00	0.00	14,950.00
6722- PER DIEM - STAFF	4,462.00	0.00	0.00	0.00	0.00	0.00	0.00	4,462.00
6742- TRAINING - STAFF	10,200.00	0.00	2,167.00	0.00	0.21	1,800.00	3,967.00	6,233.00
6832- LIABILITY INSURANCE	504.00	36.36	72.72	0.00	0.14	0.00	72.72	431.28
6834- STUDENT ACTIVITY INSURANCE	1,175.00	190.47	380.94	0.00	0.32	0.00	380.94	794.06
6840- PROPERTY TAXES	5,260.00	0.00	3.83	0.00	0.00	0.00	3.83	5,256.17
6850- FEES & LICENSES	17,850.00	0.00	8.00	0.00	0.00	0.00	8.00	17,842.00
6851- CPR FEES	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	2,720.97	3,693.39	0.00	0.44	1,847.29	5,540.68	2,934.32
7110- PARENT ACTIVITIES	700.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	750.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
7114- PC ALLOWANCE	0.00	120.00	330.00	0.00	0.00	0.00	330.00	(330.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	560,230.00	0.00	41,295.75	0.00	0.07	0.00	41,295.75	518,934.25
8120- IN KIND RENT	83,944.00	0.00	14,907.75	0.00	0.18	0.00	14,907.75	69,036.25
8130- IN KIND - OTHER	1,530.00	0.00	0.00	0.00	0.00	0.00	0.00	1,530.00
9010- INDIRECT COST ALLOCATION	437,767.24	68,502.27	100,323.45	0.00	0.23	0.00	100,323.45	337,443.79
<b>Total Expenses</b>	<b>5,894,109.06</b>	<b>821,274.37</b>	<b>1,258,982.31</b>	<b>0.00</b>	<b>0.21</b>	<b>23,685.78</b>	<b>1,282,668.09</b>	<b>4,611,440.97</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>112,410.74</b>	<b>0.00</b>	<b>0.00</b>	<b>(23,685.78)</b>	<b>88,724.96</b>	<b>(88,724.96)</b>
Beginning Net Assets - Unrestricted	0.00	46,784.43	46,784.43	0.00	0.00	0.00	46,784.43	(46,784.43)
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>46,784.43</b>	<b>159,195.17</b>	<b>0.00</b>	<b>0.00</b>	<b>(23,685.78)</b>	<b>135,509.39</b>	<b>(135,509.39)</b>

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets  
October 31, 2021**

<u>203 0 HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual October 31, 2021</u>	<u>YTD Budget October 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	754,299.00	0.00	738,892.51	754,299.00	(0.98)	0.00	738,892.51	15,406.49
Total Revenues	754,299.00	0.00	738,892.51	754,299.00	(0.98)	0.00	738,892.51	15,406.49
<u>Expenses</u>								
5010- SALARIES & WAGES	203,621.00	0.00	182,351.16	203,621.00	0.90	0.00	182,351.16	21,269.84
5019- SALARIES & WAGES C19	0.00	0.00	7,500.45	0.00	0.00	0.00	7,500.45	(7,500.45)
5020- ACCRUED VACATION PAY	0.00	0.00	13,986.18	0.00	0.00	0.00	13,986.18	(13,986.18)
5112- HEALTH INSURANCE	22,592.00	0.00	16,324.74	22,592.00	0.72	0.00	16,324.74	6,267.26
5114- WORKER'S COMPENSATION	1,254.00	0.00	1,132.78	1,254.00	0.90	0.00	1,132.78	121.22
5115- Worker's Compensation C19	0.00	0.00	39.90	0.00	0.00	0.00	39.90	(39.90)
5116- PENSION	11,529.00	0.00	8,063.74	11,529.00	0.70	0.00	8,063.74	3,465.26
5117- Pension C19	0.00	0.00	223.01	0.00	0.00	0.00	223.01	(223.01)
5121- FICA C19	0.00	0.00	559.00	0.00	0.00	0.00	559.00	(559.00)
5122- FICA	16,131.00	0.00	14,721.93	16,131.00	0.91	0.00	14,721.93	1,409.07
5124- SUI	2,356.00	0.00	2,867.57	2,356.00	1.22	0.00	2,867.57	(511.57)
5130- ACCRUED VACATION FICA	0.00	0.00	306.39	0.00	0.00	0.00	306.39	(306.39)
6110- OFFICE SUPPLIES	3,747.00	0.00	3,294.29	3,747.00	0.88	0.00	3,294.29	452.71
6112- DATA PROCESSING SUPPLIES	16,335.00	0.00	18,523.67	16,335.00	1.13	0.00	18,523.67	(2,188.67)
6130- PROGRAM SUPPLIES	650.00	0.00	673.47	650.00	1.04	0.00	673.47	(23.47)
6142- LINEN/LAUNDRY	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6170- POSTAGE & SHIPPING	2,360.00	0.00	2,225.39	2,360.00	0.94	0.00	2,225.39	134.61
6180- EQUIPMENT RENTAL	3,030.00	0.00	2,487.68	3,030.00	0.82	0.00	2,487.68	542.32
6181- EQUIPMENT MAINTENANCE	4,505.00	0.00	3,190.74	4,505.00	0.71	0.00	3,190.74	1,314.26
6310- PRINTING & PUBLICATIONS	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6312- ADVERTISING & PROMOTION	30.00	0.00	5,155.14	30.00	171.84	0.00	5,155.14	(5,125.14)
6320- TELEPHONE	7,050.00	0.00	8,594.54	7,050.00	1.22	0.00	8,594.54	(1,544.54)
6410- RENT	16,400.00	0.00	17,231.61	16,400.00	1.05	0.00	17,231.61	(831.61)
6420- UTILITIES/ DISPOSAL	3,160.00	0.00	3,680.91	3,160.00	1.16	0.00	3,680.91	(520.91)
6432- BUILDING REPAIRS/ MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6440- PROPERTY INSURANCE	770.00	0.00	576.03	770.00	0.75	0.00	576.03	193.97



State Migrant Full-Day Program - Basic Program  
Budget to Actual

For the Period Ending

10/31/2021

Start Date 7/1/2021  
Current Mnth 4  
36%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4120	GRANT INCOME-STATE	750,881	62,145.37	241,692.29	179,546.92	250,293	32.19%	-	241,692.29	509,188.71
4220	IN KIND CONTRIBUTIONS		-					-		
4315	CHILD CRE REVENUE-STATE		-					-		
4350	RENTAL INCOME		-					-		
	<b>TOTAL REVENUES</b>	<b>750,881</b>	<b>62,145.37</b>	<b>241,692.29</b>	<b>179,546.92</b>	<b>250,293</b>	<b>32.19%</b>	<b>-</b>	<b>241,692.29</b>	<b>509,188.71</b>
<b>EXPENDITURES</b>										
5010	SALARIES & WAGES	496,680	42,595.10	159,996.83	117,401.73	165,560	32.21%	-	159,996.83	336,683.17
5020	ACCRUED VACATION PAY	31,000	2,556.82	9,730.57	7,173.75	10,333	31.39%	-	9,730.57	21,269.43
5112	HEALTH INSURANCE	56,742	3,591.50	19,111.24	15,519.74	18,914	33.68%	-	19,111.24	37,630.76
5114	WORKER'S COMPENSATION	22,734	1,574.61	7,808.92	6,234.31	7,578	34.35%	-	7,808.92	14,925.08
5116	PENSION	27,992	2,570.51	9,391.18	6,820.67	9,331	33.55%	-	9,391.18	18,600.82
5122	FICA	36,367	3,269.61	11,970.71	8,701.10	12,122	32.92%	-	11,970.71	24,396.29
5124	SUI	6,610	61.96	225.86	163.90	2,203	3.42%	-	225.86	6,384.14
5130	ACCRUED VACATION FRINGE	2,100	195.57	706.40	510.83	700	33.64%	-	706.40	1,393.60
6110	OFFICE SUPPLIES	673	-			224		-		673.00
6112	DATA PROCESSING SUPPLIES	-	-			-		-		-
6121	FOOD	-	-			-		-		-
6122	KITCHEN SUPPLIES	-	-			-		-		-
6130	PROGRAM SUPPLIES	3,202	-			1,067	0.00%	-		3,202.00
6132	MEDICAL & DENTAL SUPPLIES	-	-			-		-		-
6134	INSTRUCTIONAL SUPPLIES	-	-			-		-		-
6140	CUSTODIAL SUPPLIES	2,700	-	1,600.90	1,600.90	900	59.29%	-	1,600.90	1,099.10
6170	POSTAGE & SHIPPING	-	-			-		-		-
6180	EQUIPMENT RENTAL	-	-			-		-		-
6181	EQUIPMENT MAINTENANCE	-	-			-		-		-
6221	EQUIPMENT OVER > \$5000	-	-			-		-		-
6310	PRINTING & PUBLICATIONS	-	-			-		-		-
6312	ADVERTISING & PROMOTION	-	-			-		-		-
6320	TELEPHONE	-	-			-		-		-
6410	RENT	-	-			-		-		-
6420	UTILITIES/ DISPOSAL	-	-			-		-		-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-			-		-		-
6433	GROUNDS MAINTENANCE	-	-			-		-		-
6540	CUSTODIAL SERVICES	-	-			-		-		-
6610	GAS & OIL	320	136.99	299.96	162.97	107	93.74%	-	299.96	20.04
6620	VEHICLE INSURANCE	810	-	66.65	66.65	270	8.23%	-	66.65	743.35
6630	VEHICLE LICENSE & FEES	320	409.18	623.58	214.40	107	194.87%	-	623.58	(303.58)
6640	VEHICLE REPAIR & MAINTENANCE	-	-			-		-		-
6742	TRAINING - STAFF	-	-			-		-		-
6834	STUDENT ACTIVITY INSURANCE	-	-			-		-		-
6850	FEES & LICENSES	-	-			-		-		-
6852	FINGER PRINTING	-	-			-		-		-
6875	EE HEALTH & WELFARE COSTS	-	-			-		-		-
9010	INDIRECT COST ALLOCATION	62,631	5,183.52	20,159.49	14,975.97	20,877	32.19%	-	20,159.49	42,471.51
	Total Expenses	<b>750,881</b>	<b>62,145.37</b>	<b>241,692.29</b>	<b>179,546.92</b>	<b>250,293</b>	<b>32.19%</b>	<b>-</b>	<b>241,692.29</b>	<b>509,188.71</b>
									32.2%	

In Direct Calc. @ 9.1%
20,159.49
20,159.49 Total

Madera Migrant Head Start  
Budget to Actual

For the Period Ending **10/31/2021**

Start Date 3/1/2021  
Current Mnth 8.00  
67%

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
<b>REVENUES</b>										
4110	GRANT INCOME-FEDERAL	5,468,877	601,628.87	3,456,749.12	2,855,120.25	3,645,918.01	63%	52,173.26	3,508,922.38	1,959,954.62
4220	IN KIND CONTRIBUTIONS	364,695	46,203.47	344,201.44	297,997.97	243,130.00	94%	-	344,201.44	20,493.56
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS INCOME	-	-	54,901.33	54,901.33	-	-	-	54,901.33	(54,901.33)
	<b>TOTAL REVENUES</b>	<b>5,833,572</b>	<b>647,832.34</b>	<b>3,855,851.89</b>	<b>3,208,019.55</b>	<b>3,889,048.01</b>	<b>66%</b>	<b>52,173.26</b>	<b>3,908,025.15</b>	<b>1,925,546.85</b>
<b>EXPENDITURES</b>										
5010	Salaries & Wages	2,981,231	367,772.63	1,872,003.76	1,504,231.13	1,987,487.33	63%	-	1,872,003.76	1,109,227.24
5020	Accrued Vacation Pay	184,000	21,717.74	114,038.62	92,320.88	122,666.67	62%	-	114,038.62	69,961.38
5112	Health Insurance	321,025	28,096.22	215,932.06	187,835.84	214,016.67	67%	-	215,932.06	105,092.94
5114	Worker's Compensation	105,848	11,864.18	70,708.66	58,844.48	70,565.33	67%	-	70,708.66	35,139.34
5116	Pension	139,365	19,430.48	106,875.03	87,444.55	92,910.00	77%	-	106,875.03	32,489.97
5122	FICA	222,552	27,996.03	147,694.27	119,698.24	148,368.00	66%	-	147,694.27	74,857.73
5124	SUI	37,910	103.69	4,590.11	4,486.42	25,273.33	12%	-	4,590.11	33,319.89
5130	Accrued Vacation Fringe	13,200	1,661.39	8,761.30	7,099.91	8,800.00	66%	-	8,761.30	4,438.70
6110	Office supplies	22,503	1,353.73	12,790.96	11,437.23	15,002.00	57%	82.48	12,873.44	9,629.56
6112	Data Processing Supplies	89,745	2,901.23	72,347.33	69,446.10	59,830.00	81%	568.23	72,915.56	16,829.44
6121	Food	9,500	-	5,857.78	5,857.78	6,333.33	62%	-	5,857.78	3,642.22
6122	Kitchen Supplies	1,250	-	-	-	833.33	0%	-	-	1,250.00
6130	Program Supplies	182,124	4,351.46	50,361.15	46,009.69	121,416.00	28%	3,310.85	53,672.00	128,452.00
6132	Medical & Dental Supplies	17,000	-	5,433.83	5,433.83	11,333.33	32%	-	5,433.83	11,566.17
6134	Instructional Supplies	14,850	75.99	4,488.19	4,412.20	9,900.00	30%	-	4,488.19	10,361.81
6140	Custodial Supplies	42,000	398.21	19,779.53	19,381.32	28,000.00	47%	-	19,779.53	22,220.47
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	15,000	-	11,928.61	11,928.61	10,000.00	-	489.14	12,417.75	2,582.25
6150	Uniform Rental / Purchases	300	-	150.00	150.00	200.00	50%	-	150.00	150.00
6170	Postage & Shipping	650	-	274.92	274.92	433.33	42%	-	274.92	375.08
6221	Equipment Over > \$5,000	52,844	-	50,892.55	50,892.55	35,229.33	96%	29,693.63	80,586.18	(27,742.18)
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	22,000	1,347.06	14,160.11	12,813.05	14,666.67	64%	-	14,160.11	7,839.89
6181	Equipment Maintenance	8,050	670.86	5,379.29	4,708.43	5,366.67	67%	3,289.41	8,668.70	(618.70)
6310	Printing & Publications	8,000	-	5,037.35	5,037.35	5,333.33	63%	-	5,037.35	2,962.65
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	36,017	9,752.48	84,731.44	74,978.96	24,011.33	235%	-	84,731.44	(48,714.44)
6410	Rent	98,130	14,658.28	103,815.21	89,156.93	65,420.00	106%	-	103,815.21	(5,685.21)
6420	Utilities / Disposal	103,150	10,582.84	73,996.71	63,413.87	68,766.67	72%	-	73,996.71	29,153.29
6432	Building Repairs / Maintenance	48,600	8,668.28	37,382.78	28,714.50	32,400.00	77%	2,563.12	39,945.90	8,654.10
6433	Grounds Maintenance	34,400	3,338.04	29,485.99	26,147.95	22,933.33	86%	-	29,485.99	4,914.01
6436	Pest Control	2,600	212.05	1,708.24	1,496.19	1,733.33	66%	-	1,708.24	891.76
6437	Burglar & Fire Alarm	1,200	1,638.39	4,085.00	2,446.61	800.00	340%	-	4,085.00	(2,885.00)
6440	Property Insurance	16,300	-	8,395.75	8,395.75	10,866.67	52%	-	8,395.75	7,904.25
6521 / 6520	Consultants	45,000	487.50	487.50	-	30,000.00	1%	10,000.00	10,487.50	34,512.50
6522	Consultants Expense	100	85.12	85.12	-	66.67	85%	-	85.12	14.88
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	6,500	-	2,531.25	2,531.25	4,333.33	39%	-	2,531.25	3,968.75
6540	Custodial Services	48,760	7,332.25	40,354.26	33,022.01	32,506.67	83%	-	40,354.26	8,405.74
6555	Medical Screening / DEAT / Staff	3,100	-	1,813.31	1,813.31	2,066.67	58%	-	1,813.31	1,286.69
6562	Medical Exam	-	-	-	-	-	#DIV/0!	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	#DIV/0!	-	-	-

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance	67%
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-	-
6610	Gas & Oil	6,600	486.57	3,919.26	3,432.69	4,400.00	59%	-	3,919.26	2,680.74	
6620	Vehicle Insurance	17,800	-	6,243.79	6,243.79	11,866.67	35%	-	6,243.79	11,556.21	
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-	
6640	Vehicle Repair & Maintenananc	11,700	997.76	11,726.97	10,729.21	7,800.00	100%	-	11,726.97	(26.97)	
6712	Staff Travel-Local	490	-	8.96	8.96	326.67	2%	-	8.96	481.04	
6714	Staff Travel-Out of Area	463	-	-	-	308.67	0%	-	-	463.00	
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-	
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-	
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-	
6742	Training - Staff	6,050	-	2,467.66	2,467.66	4,033.33	41%	-	2,467.66	3,582.34	
6746	Training - Parent	-	-	-	-	-	-	-	-	-	
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-	
6750	Field Trips	-	-	-	-	-	-	-	-	-	
6810	Bank Charges	-	-	-	-	-	-	-	-	-	
6820	Interest Expense	-	-	-	-	-	-	-	-	-	
6832	Liability Insurance	640	37.72	281.46	243.74	426.67	44%	-	281.46	358.54	
6834	Student Activity Insurance	2,200	217.23	1,338.10	1,120.87	1,466.67	61%	-	1,338.10	861.90	
6840	Property Taxes	-	-	1.48	1.48	-	-	-	1.48	(1.48)	
6850	Fees & Licenses	10,000	-	297.63	297.63	6,666.67	3%	-	297.63	9,702.37	
6852	Finger Printing	1,000	-	523.25	523.25	666.67	52%	-	523.25	476.75	
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-	
6875	Employee Health & Welfare	8,730	2,639.82	5,145.64	2,505.82	5,820.00	59%	301.38	5,447.02	3,282.98	
7110	Parent Activities	9,000	-	-	-	6,000.00	0%	-	-	9,000.00	
7111	Parent Mileage	450	61.94	253.98	192.04	300.00	56%	-	253.98	196.02	
7112	Parent Involvement	2,600	-	-	-	1,733.33	0%	-	-	2,600.00	
7114	PPC Allowance	3,600	510.00	2,030.00	1,520.00	2,400.00	56%	-	2,030.00	1,570.00	
7116	PPC Food Allowance	1,000	-	393.46	393.46	666.67	39%	-	393.46	606.54	
8110	In-Kind Salaries	238,563	35,775.81	260,780.16	225,004.35	159,042.00	109%	-	260,780.16	(22,217.16)	
8120	In-Kind Rent	125,132	10,427.66	83,421.28	72,993.62	83,421.33	67%	-	83,421.28	41,710.72	
8130	In-Kind Other	1,000	-	-	-	666.67	0%	-	-	1,000.00	
9010	In-Direct Cost Allocation	451,750	50,181.70	288,660.84	238,479.14	301,166.67	64%	1,875.02	290,535.86	161,214.14	
<b>Total Expenses</b>		<b>5,833,572</b>	<b>647,832.34</b>	<b>3,855,851.89</b>	<b>3,208,019.55</b>	<b>3,889,048.01</b>	<b>66%</b>	<b>52,173.26</b>	<b>3,908,025.15</b>	<b>1,925,546.85</b>	
<b>Excess Revenue Over</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses w/o In Kind</b>		<b>5,468,877</b>	<b>601,628.87</b>	<b>3,511,650.45</b>	<b>2,910,021.58</b>				<b>3,563,823.71</b>	<b>1,905,053.29</b>	
<b>In-Kind</b>		<b>364,695</b>	<b>46,203.47</b>						<b>65.17%</b>		

<b>ADMINISTRATION BUDGET LIMIT</b>	<b>\$616,514</b>
<b>YEAR-TO DATE ADMIN EXP.</b>	<b>\$382,862</b>
<b>PERCENT OF TOTAL EXPENSES</b>	<b>5.96%</b>
<b>ADMINIISTRATION LIMIT IS 9.5%</b>	

ID Cost Calc. @ 9.1%	288,660.84
	<b>288,660.84</b>



**CAPMC**  
**Work Related Injuries Report - November 2021**  
**BOARD OF DIRECTORS**

**Recordable Injuries**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Associate Teacher	Mis Angelitos	Strain	11/4/2021	11:40AM	EE was bending down to get child from under table when she felt a strain in her right knee.	0	11/04/21: EE declined to seek medical treatment.
Teacher	Mendota	Strain	11/8/2021	8:00AM	EE was assisting a child with washing his hands. The child threw himself down and when EE tried to pick up the child she felt a strain in her right shoulder.		11/09/21: EE went to Kaiser to seek medical treatment. EE was placed on modified activity. The Agency accommodated the restrictions. 11/23/21: EE released to regular duty.
Instructional Aide I/ Janitor	Valley West	Contusion	11/8/2021	9:08AM	A child approached EE as she was assisting another child, then the child kicked EE on the right shin causing a bruise.	0	11/08/21: EE declined to seek medical treatment.
Associate Teacher	Valley West	Bite	11/8/2021	11:25AM	EE was re-directing a child from trying to take a toy from another child. Then the child bit her right lower arm during the process.	0	11/08/21: EE declined to seek medical treatment.
Instructional Aide II/ Janitor	Mis Angelitos	Pain	11/15/2021	9:30AM	EE was walking to classroom when EE felt pain in right calf.	0	11/15/21: EE declined to seek treatment.
Teacher	Sierra Vista	Fall	11/15/2021	2:50pm	EE was handing a child over to the parent when the sibling of the child came running in front of EE. EE did not see the sibling and cause EE to fall landing on right hand/wrist, left elbow and knee.	8	11/16/21: EE went to Concentra to seek medical treatment. EE was placed on modified activity. The Agency is not able to accommodate the restrictions.

**First Aid**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days
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**Claims**

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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**Up To Date Injuries: January 2021 to December 2021**

(4) Hand Injuries	(1) Feet Injuries	( ) Chest Injuries					
(3) Back Injuries	(1) Eye Injuries	( ) Neck Injuries	(3) Bottom				
(12) Knee Injuries	(4) Leg Injuries	(1) Head Injuries	(3) Hip				
(3) Arm Injuries	(3) Wrist Injuries	(8) Ankle Injuries	(2) Psyche				
(1) Elbow Injuries	( ) Burn Injuries	( ) Respiratory Injuries					
(4) Shoulder Injuries	(1) Abdomen Injuries	( ) Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					



# BOARD OF DIRECTORS 2021 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
<b>Public Officials</b>													
Deborah Martinez A: Miguel Gonzalez	Department of Social Services	P	X	P	X	P	X	X	P	Quorum Not Established. Meeting Canceled.	X		
David Hernandez <i>Secretary/Treasurer</i>	Madera Unified School District	P	P	P	P	P	P	P	P		P		
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	P	P	P	P	P	A		P		
Steve Montes A: Artemio Villegas	Madera City Council	P	P/A	P/A	P	P	A	P	P		P		
John Chavez A: Diana Palmer	Chowchilla City Council	P	X	X	P	P	P	P	X		P		Meeting Canceled due to Veteran's Day Holiday.
<b>Private Sector Officials</b>													
Debi Bray	Madera Chamber of Commerce	P	X	X	P	X	P	X	P		P		
Patricia Trevino	Head Start Policy Council	P	X	X	X	P	X	X	X		X		
Donald Holley	Community Affairs	P	P	P	P	P	P	P	P		P		
Eric LiCalsi <i>Vice-Chairperson</i>	Attorney at Law	P	P	P	P	X	P	P	X		P		
Vicki Bandy	Early Childhood Education & Development	P	P	P	X	X	P	X	P		X		
<b>Low-Income Target Area Officials</b>													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P	P	P	P	P	P	P	X		P		
Tyson Pogue <i>Chairperson</i>	Eastern Madera County	P	X	P	P	P	P	X	P		P		
Richard Gutierrez	Eastside/Parksdale	P	P	X	X	X	P	P	P		P		
Molly Hernandez	Fairmead/Chowchilla	P	P	P	P	P	P	X	X		P		
Aurora Flores A: Octavio Pineda	Monroe/Washington	X	P	P	X	P	X	P	X		P		
<i>Total Directors</i>		14/15	10/15	11/15	10/15	11/15	12/15	9/15	9/15	0/0	12/15	0/0	

P = Primary Present | A = Alternate Present | X = Absent

**STAFFING CHANGES**  
**October 6, 2021 - November 30, 2021**  
**BOARD OF DIRECTORS**

<b>NON-HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61316	Customer Assistance Technician	Gill - Community Services	10/8/2021	80	Open Position
61328	Housing Case Worker	Gill - Community Services	10/18/2021	80	Open Position
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
60298	Community Services Program Manager	Gill - Community Services	10/29/2021	80	Resignation
<b>TERMINATION</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>HEAD START DEPARTMENTS</b>					
<b>NEW HIRES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61330	Instructional Aide I / Janitor	Mariposa - Madera Regional Head Start	10/25/2021	80	Open Position
60575	Parent and governance Content Specialist	Pine - Madera & Fresno Head Start	10/28/2021	80	Open Position
61331	Food Service Worker I	Fairmead - Madera Regional Head Start	11/8/2021	80	Open Position
61305	Instructional Aide II / Janitor	Fairmead - Madera Regional Head Start	11/9/2021	80	Open Position
61125	Advocate III	Fairmead - Madera Regional Head Start	11/22/2021	80	Open Position
<b>SUBSTITUTES</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
<b>VOLUNTARY RESIGNATIONS</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification
61127	Instructional Aide II / Janitor	Verdell - Madera Regional Head Start	10/8/2021	80	Resignation
61288	Advocate III	Fairemead - Madera Regional Head Start	10/8/2021	80	Resignation
61303	Program Technician	Pine - Madera Migrant Head Start	10/15/2021	80	Resignation
61186	Site Supervisor / Teacher	Oakhurst - Madera Regional Head Start	11/19/2021	80	Resignation
61249	Associate Teacher	North Fork - Madera Regional Head Start	11/19/2021	80	Resignation
61178	Food Service / Cook	Inez Rodriguez - Fresno Migrant Head Start	11/24/2021	80	Termination - Exhaustion of Recall Period
61261	Associate Teacher	Five Points - Fresno Migrant Head Start	11/24/2021	80	Termination - Exhaustion of Recall Period
<b>TERMINATION</b>					
Identification Number	Position	Location	Effective Date	Hours	Justification



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

November 10, 2021

**Grant No. 09CH011519**

**Dear Head Start Grantee:**

An application for funding for the upcoming budget period must be submitted by March 1, 2022.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start	Early Head Start
Program Operations	\$4,110,180	\$608,451
Training and Technical Assistance	\$46,025	\$13,373
<b>Total Funding</b>		<b>\$4,778,029</b>

Program	Head Start	Early Head Start
Federal Funded Enrollment	246	42

**Period of Funding: 06/01/2022 - 05/31/2023**

### **Application Submission Requirements**

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

**Incomplete applications will not be processed.**

*Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Resources” section of the HSES.

Please contact Chris Pflaumer, Head Start Program Specialist, at 415-437-8445 or [chris.pflaumer@acf.hhs.gov](mailto:chris.pflaumer@acf.hhs.gov) or Matthew Louie, Grants Management Specialist, at 415-437-8662 or [matthew.louie@acf.hhs.gov](mailto:matthew.louie@acf.hhs.gov) with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Cynthia Yao/

Cynthia Yao  
Regional Program Manager  
Office of Head Start



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](https://eclkc.ohs.acf.hhs.gov)

September 29, 2021

Ms. Maritza Gomez-Zaragoza, Head Start Director  
Madera County Board of Supervisors/CAPMC  
Re: Grant No. 09CH011519

Dear Ms. Gomez-Zaragoza,

The Office of Head Start (OHS) will conduct a Focus Area 1 (FA1) monitoring review of Madera County Board of Supervisors/CAPMC (09CH011519) during the week of 11/15/2021. Please note: Review dates are firm, and the OHS will not authorize date changes.

Your review will be led by Ms. Rosemarie Franchi, who will be in contact with you in the next several weeks to schedule a series of calls and other offsite activities for this review. Also, in preparation for the review, please ensure program information, such as center and classroom-level data and contact information, is up to date in the Head Start Enterprise System.

Lastly, OHS will provide monitoring resources for grantees on the Early Childhood Learning and Knowledge Center (ECLKC) at <https://eclkc.ohs.acf.hhs.gov/federal-monitoring> and the Aligned Monitoring System Virtual Expo at <https://onlinexperiences.com/Launch/Event.htm?ShowKey=43448>.

Sincerely,

OHS Monitoring Team



HUMAN TRAFFICKING  
AWARENESS  
DAY  
1/11/22  
WEAR BLUE

