



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

Agenda

**Thursday, December 12, 2024
CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

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

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

Please visit www.maderacap.org for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Kelly Ryan

PLEDGE OF ALLEGIANCE – Eric LiCalsi, *Chairperson*

A. PUBLIC COMMENT

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

B. ADOPTION OF THE AGENDA

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

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

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

C. TRAINING/ADVOCACY ISSUES

None

D. CONSENT ITEMS

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

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – October 10, 2024.

D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – October 8, 2024

D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – October 9, 2024.

D-4 Review and consider approving the Minutes for the Madera Regional & Early Head Start Executive Policy Council Committee Meeting – October 3, 2024.

D-5 Review and consider approving the Minutes for the Madera Regional & Early Head Start Executive Policy Council Committee Meeting – November 7, 2024.

D-6 Review and consider accepting the Bank of America Credit Card Statements:

- October 2024
- November 2024

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

- Monthly Enrollment Report – October and November 2024
- In-Kind Report – September and October 2024
- Program Information Report – September and October 2024
- CACFP Program Report – September and October 2024

D-8 Review and consider approving the following **Madera Regional Head Start** Reports:

- Monthly Enrollment Report – October and November 2024
- In-Kind Report – September and October 2024
- CACFP Program Report – September and October 2024

D-9 Review and consider approving the following **Madera Regional Early Head Start** Reports:

- Monthly Enrollment Report – October and November 2024
- In-Kind Report – September and October 2024

- D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start Reports**:
- Monthly Enrollment Report – October 2024
 - In-Kind Report – September 2024
 - CACFP Program Report – September 2024
- D-11 Review and consider ratifying the submission of the application requesting continued funding from the California Department of Social Services – Child Care and Development Division (CCDD) for Fiscal Year 2025-2026
- D-12 Review and consider adopting a Resolution to certify the approval of the Governing Board to enter into transaction and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for Fiscal Year 2025-2026.
- D-13 Review and consider approving the 2025 holiday schedule.
- D-14 Review and consider approving the results of the 2024-2025 Madera Migrant/Seasonal Head Start Program Monitoring Review.
- D-15 Review and consider approving Madera Migrant/Seasonal Head Start Program Information Report for 2023-2024
- D-16 Review and consider approving Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2023-2024
- D-17 Review and consider approving the 2024-2025 Madera Regional and Early Head Start Annual Self-Assessment Procedure.
- D-18 Review and consider approving the Fresno Migrant & Seasonal Head Start 2023-2024 Program Information Report
- D-19 Review and consider approving the 2024-2025 Madera Migrant/Seasonal Head Start Goals & Objectives – Year 2.
- D-20 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2025.
- D-21 Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program and authorize the Executive Director to sign and submit any amendments or extensions during the funding period
- D-22 Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2025, through December 31, 2025, and authorize the Executive Director to sign and submit any extensions and/or amendments during the funding period.

- D-23 Review and consider ratifying the submission of the City of Madera Community Development Block Grant (CDBG) for the Fresno Madera Continuum of Care (FMCoC) Membership Application for 2025 – 2026.
- D-24 Review and consider ratifying the Executive Director to sign and submit the City of Madera Community Development Block Grant (CDBG) Housing Stabilization Program 2025 – 2026 application.
- D-25 Review the Madera County Child Advocacy Center Report for October 2024. (Informational Only).
- D-26 Review the Child Care Alternative Payment and Resource & Referral Program Report for November 2024. (Informational Only).
- D-27 Review the Community Services Program Report for October 2024. (Informational Only).
- D-28 Review the Community Services Program Report for November 2024. (Informational Only).
- D-29 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for November 2024. (Informational Only).
- D-30 Review the Victim Services Report for November 2024. (Informational Only).

E. DISCUSSION ITEMS

- E-1 Elect a Nominating Committee to prepare a slate of nomination for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee.
- E-2 Review and consider approving the job description for Housing Support Specialist and reclassification of the existing staff member to the presented position.
- E-3 Review and consider approving the job descriptions for Homeless Services Coordinator and reclassification of existing staff members to the presented position.
- E-4 Review and consider ratifying the submission of the Community Action Partnership of Madera County’s 2025-2026 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education. The budgets were distributed during the Policy Committee Meeting.
- E-5 Staff recommends that the Board of Directors accept recommendation to authorize Mattie Mendez, Executive Director and one other bank signer, to close the money market account for Head Start at West America Bank and move balance of account to CAPMC savings account at the same bank.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – December 2024
- F-4 Financial Statements – September, October, November 2024

- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – October and November 2024
- F-7 CAPMC Board of Directors Attendance Report – October 10, 2024
- F-8 Staffing Changes Report for September 25, 2024 – December 3, 2024

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence from the Administration for Children & Families(ACF), Office of Head Start (OHS) from October 21-22, 2024.
- H-2 Correspondence from the Office of Head Start to All Head Start Preschool and Early Head Start Grant Recipients regarding the Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming – Technical Updates
- H-3 Correspondence from the Office of Head Start to Head Start Grant Recipients and Delegate Agencies regarding Facilities Guidance
- H-4 Correspondence from the Office of Head Start to All Head Start Preschool and Early Head Start Grant Recipients regarding the Final Rule to Delay Effective Date for Increasing the CLASS® Instructional Support Domain Competitive Threshold
- H-5 Correspondence from the Office of Head Start to All Head Start Grant Recipients regarding the Reporting Child Health and Safety Incidents.
- H-6 Correspondence from the Office of Head Start to All Head Start Recipients regarding the Fiscal Year 2025 Monitoring Process for Head Start Recipients.

I. ADJOURN

I, Kelly Ryan, Grant Management and Compliance Administrator / Executive Director Support, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for December 12, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on December 6, 2024.

Kelly Ryan

Grant Management and Compliance Administrator / Executive Director Support.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
October 10, 2024
1225 Gill Ave, Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:41 p.m. by Chairperson Eric LiCalsi

Members Present

Eric LiCalsi, Chairperson
David Hernandez, Vice-Chairperson
Supervisor Leticia Gonzalez
Councilmember Steve Montes
Councilmember Jeff Troost
Otilia Vasquez
Donald Holley
Diana Palmer

Members Absent

Sheriff Tyson Pogue, Secretary/Treasurer
Deborah Martinez
Debi Bray
Martha Garcia
Richard Gutierrez
Molly Hernandez
Aurora Flores

Personnel Present

Mattie Mendez
Nancy Contreras
Kelly Ryan
Maritza Gomez
Ana Gudino
Irene Yang
Donna Tooley

Public – Other Present

None

A. PUBLIC COMMENT

None

B. ADOPTION OF THE AGENDA

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

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVED with the ADDITION OF ITEM E-1.

Moved by Donald Holley, Seconded by Supervisor Leticia Gonzalez

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 – September 12, 2024.
- D-2 Review and consider approving the Minutes for the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – September 10, 2024
- D-3 Review and consider approving the Minutes for the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – September 11, 2024.
- D-4 Review and consider approving the Minutes for the Madera/ Mariposa Regional & Early Head Start Executive Policy Council Committee Meeting – September 5, 2024.
- D-5 Review and consider accepting the Bank of America Credit Card Statements
 - September 2024
- D-6 Review and consider accepting the America Express and All Other Credit Card Statements:
 - August 2024
- D-7 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
 - Monthly Enrollment Report – September 2024
 - In-Kind Report – August 2024
 - Program Information Report – August 2024
 - CACFP Program Report – August 2024
- D-8 Review and consider approving the following **Madera Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – September 2024
 - In-Kind Report – August 2024
 - CACFP Program Report – August 2024
- D-9 Review and consider approving the following **Madera Mariposa Regional Early Head Start** Reports:
 - Monthly Enrollment Report – September 2024
 - In-Kind – August 2024
- D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
 - Monthly Enrollment Report – September 2024
 - In-Kind Report – August 2024
 - CACFP Program Report – August 2024

- D-11 Review and consider approving the Madera Migrant/Seasonal Head Start 2024-2029 Community Assessment Executive Summary.
- D-12 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.
- D-13 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-14 Review and consider approving the California State Preschool 2024-2025 Program Philosophy, Goals and Parent Handbook.
- D-15 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-16 Review and consider approving the 2024-2025 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee
- D-17 Review and consider approving the 2024-2025 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee
- D-18 Review the Madera County Child Advocacy Center Report for September 2024. (Informational Only).
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for October 2024. (Informational Only).
- D-20 Review the Community Services Program Report for September 2024. (Informational Only).
- D-21 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for September 2024. (Informational Only).
- D-22 Review the Victim Services Report for October 2024. (Informational Only).

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Vice-Chairperson David Hernandez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

- E-1 Review and consider approving the corporate resolution to authorize CAPMC to utilize fund transfers and electronic payment services through the Automated Clearing House (ACH) agreement required by WestAmerica Bank.**

Donna Tooley, Interim Chief Financial Officer, presented regarding the corporate resolution to authorize CAPMC to utilize fund transfers and electronic payment services through the Automated Clearing House (ACH) agreement required by WestAmerica Bank. CAPMC offers electronic deposits to its employees for its bi-weekly payroll and subsidized childcare payments to its Alternative Payment Providers through its accounts payable system. Because of daily limits imposed by WestAmerica Bank, CAPMC has found it necessary to raise these limits. WestAmerica Bank requires a corporate resolution to name the authorized officer and enter into this agreement.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E-2 Review and consider approving a Resolution to the State Department of Social Services Community Care Licensing to authorize the Executive Director to act on behalf of Community Action Partnership of Madera County Head Start Programs.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Resolution to the State Department of Social Services Community Care Licensing to authorize the Executive Director to act on behalf of Community Action Partnership of Madera County Head Start Programs. Community Care Licensing requires that a Board Resolution be set in place authorizing Mattie Mendez, Executive Director, as the acting agent to submit, make decisions, and communicate with Community Care Licensing on any matters related to the Head Start Programs. The resolution will allow for CAPMC Head Start requests and/or changes to be processed in a timely manner and not affect the Head Start program's service delivery

Motion: APPROVE AS PRESENTED

Moved by Vice-Chairperson David Hernandez, Seconded by Donald Holley

Vote: Carried Unanimously

E-3 Review and consider approving the 2023-2024 Fresno Migrant Seasonal Head Start Self-Assessment Results.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the 2023-2024 Fresno Migrant Seasonal Head Start Self-Assessment Results. In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems that 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. Program processes 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 August 2024

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E-4 Review and consider approving the health insurance plan options that are effective January 1, 2025, and the employer contribution thresholds are at \$737.88 for medical and \$51.78 for dental/vision/life insurances per employee per month.

Irene Yang, Human Resources Director, presented regarding the health insurance plan options that are effective January 1, 2025, and the employer contribution thresholds are at \$737.88 for medical and \$51.78 for dental/vision/life insurances per employee per month. Kaiser medical plans: HMO15, HMO20A, HMO20B and Kaiser DHMO13858 plan came in at 5.89% increase during the initial renewal and down to 5% during negotiated renewal. Rate pass for dental/vision/life insurance coverage. An enhanced telemedicine option is created for employees to have additional support in the areas of mental health care, dermatology, neck and back care, and nutrition. This new option is set at \$15.50 per month for employees and their dependents.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E-5 Review and consider approving Executive Director to submit the 2025 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan on behalf of the Board of Directors to the Department of Community Services and Development (CSD).

Ana Gudino, Community Services Program Manager, presented regarding the 2025 Low Income Home and Energy Assistance Program (LIHEAP) Local Plan on behalf of the Board of Directors to the Department of Community Services and Development (CSD). Each year, CSD requests LIHEAP providers to submit a Local Plan that outlines the agency's policies and procedures for operating the LIHEAP program as well as CAPMC's priority plan for determining eligibility.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E-6 Review and consider approving the 403(b) audit report for the year ended December 31, 2023.

Donna Tooley, Interim Chief Financial Officer, presented regarding the 403(b) audit report for the year ended December 31, 2023. The agency is required to have an independent audit for its 403(b) retirement plan to comply with the Department of Labor Regulations. Hudson & Company, Inc., Certified Public Accountants, prepared the audit report on the financial statements for the year ended December 31, 2023. Recommended that the Board of Directors accept the audit report and the related financial statements for the period ended December 31, 2023.

Motion: APPROVE AS PRESENTED

Moved by Councilmember Steve Montes, Seconded by Vice-Chairperson David Hernandez

Vote: Carried Unanimously

E-7 Review and consider approving the submission of CAPMC 403(b) Form 5500 Tax Return

Donna Tooley, Interim Chief Financial Officer, presented regarding the submission of CAPMC 403(b) Form 5500 Tax Return. The agency is required to file a pension plan information return each year. Nexus Administrators, the third-party pension plan administrator, prepared the return from the financial statement information for the year ended December 31, 2023.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Vice-Chairperson David Hernandez

Vote: Carried Unanimously

E-8 Review and consider approving the discretionary employer contribution amount of \$600,886.05 for the plan year ended December 31, 2023.

Donna Tooley, Interim Chief Financial Officer, presented regarding the employer discretionary contribution of \$600,886.05 to CAPMC 403B retirement plan for calendar year 2023. The \$600,886.05

reflects the calculation of the 5% discretionary employer contribution for the period of January 1, 2023 through December 31, 2023. The employer contribution will be deposited with VOYA Life and Annuity Company, the plan custodian, by the due date of the Form 5500 with extension on or before October 15, 2024.

Motion: APPROVE AS PRESENTED

Moved by Vice-Chairperson David Hernandez, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – September 2024
- F-4 Financial Statements – August and September 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – September 2024
- F-7 CAPMC Board of Directors Attendance Report – September 12, 2024
- F-8 Staffing Changes Report for – September 4, 2024 – September 24, 2024

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence from the Department of Community Services and Development's (CSD) regarding CAPMC's Final Close-Out Letter and Worksheet for LIHEAP Contract 23B-5019.
- H-2 Correspondence from Victim Services regarding the 22nd Annual Soup Bowl Event for Domestic Violence on October 25, 2024.
- H-3 Correspondence from Victim services regarding Purple Day in honor of Domestic Violence Awareness Month on October 17, 2024

I. ADJOURN

Chairperson, Eric LiCalsi, adjourned the Board of Directors Meeting at 6:13 pm

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Vice-Chairperson David Hernandez

Vote: Carried Unanimously

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, October 8, 2024

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:47 p.m. by Catalina Venegas.

Committee Members Present

Yuritsi Ortiz
Catalina Venegas
Ramon Garcia
Guadalupe Galvez
Juana Perez Lopez

Committee Members Absent

Kevin Castillo
Pedro Angel
Fabiola Rendon

Personnel Present

Maribel Aguirre, Parent and Governance Specialist
Jissel Rodriguez, Executive Administrative Assistant
Maru Sanchez, Deputy Director of Direct Services

Others

None

A. Public Comment

Ms. Aguirre mentioned there are two handouts that were not included in the packet. Both handouts were given out. She also mentioned there a flyer for an event on the 18 of March of 2025 to advocate for Head Start in Sacramento.

B. Training

Teaching Pyramid Model – Program Wide Expectations – Ms. Aguirre asked if everyone received a letter with the expectations of a parent and children. When entering the classroom parents should see different signs with the expectations of the child in the classrooms as stated in the letter.

C. Adoption of the Agenda

C-2 Catalina Venegas asked for a motion to approve the agenda as presented. Motion made by Yuritsi Ortiz, seconded motion by Ramon Garcia to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Catalina Venegas requested a motion to approve the minutes of the meeting on September 10, 2024. Motion made by Juana Perez, seconded motion by Guadalupe Galvez to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and consider approving the Madera Migrant/Seasonal Head Start 2024-2029 Community Assessment Executive Summary – Ms. Sanchez mentioned we are in the second cycle. The information has been updated to reflect the current community. Ms. Sanchez reviewed the information. Catalina Venegas requested a motion to approve the Madera Migrant/Seasonal Head Start 2024-2029 Community Assessment Executive Summary. Yuritsi Ortiz made the first motion, seconded by Ramon Garcia. Motion carried unanimously.

F-2 Review the 2023-2024 CAPMC Madera Migrant/Seasonal Annual Report – Ms. Aguirre went over the annual report for the last program year. The report goes over different information regarding the program.

G. Administrative Reports

G-1 Staff Changes – (September 2024) Ms. Aguirre went over the staff changes.

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

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

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

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

G-6 CACFP Monthly Report (August 2024) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of June was \$11,769.00 for 3,458 meals. There were no questions.

G-7 PIR Program Information Monthly Report (August 2024) – Ms. Aguirre went over the PIR report.

H. Policy Committee Members Reports

H-1 Center Reports – **Juana Perez (LN)**: On September 16, we had a cultural event, and parents spoke about the projects.

Catalina (MA): On the 28th, they will be having their father figure project.

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

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza mentioned to remind parents to ensure the gates are closed. As well as double checking, how many children there are in class and if the whiteboard matches.

I. Correspondence

None.

J. Future Agenda Items

J-1 Approve 2025-2026 Application/Budget for Madera Migrant/Seasonal Head Start & Budgets

J-2 Monitoring Review Summary of Results and Corrective Plan of Action

K. Adjournment

Catalina Venegas requested a motion to adjourn the session. Motion made by Guadalupe Galvez to adjourn the meeting at 6:56 p.m., in the afternoon, seconded by Juana Perez. Motion approved unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start Policy Council Meeting
Wednesday, October 9, 2024

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:35 p.m. by Rosalia Ceja.

Committee Members Present

Karina Garcia
Anna Lisa Ayon
Jhoana Casillas Reynosa
Rosalia Ceja
Guillermo Garcia

Committee Members Absent

Aurora Flores
Marianayelly Angeles
Patricia Garcia

Personnel Present

Maru Sanchez, Deputy Director of Direct Services
Maribel Aguirre, Parent and Governance Specialist
Jissel Rodriguez, Executive Administrative Assistant
Maria Garcia, Disabilities/Mental Health Content Area Specialist

Others

None

A. Public Comment

For action item 1 a revised document was sent out to the Family Advocate to be given to PC parents.

B. Training

Conscious Discipline & Teaching Pyramid Model – Ms. Garcia explained to the members that Conscious Discipline is a variety of calming techniques that parents and teachers can implement with their children. Conscious Discipline applies a variety of breathing techniques and key phrases to calm children. Ms. Garcia asked if everyone received a letter with expectations for a parent and the children. Upon entering the classroom, parents should see different signs with the child's expectations in the classrooms as stated in the letter.

C. Adoption of the Agenda

C-2 Rosalia Ceja asked for a motion to approve the agenda as presented. Motion made by Karina Garcia, seconded motion by Guillermo Garcia to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Rosalia Ceja requested a motion to approve the minutes of the meeting on September 11, 2024. A correction was made to the list of present members. Guillermo Garcia was present for the meeting. The first motion was made by Karina Garcia, seconded by Jhoana Casillas Reynosa to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and consider approving the 2023-2024 Fresno Migrant Seasonal Head Start Self-Assessment Results - Ms. Gomez-Zaragoza went over the Self-Assessments. She reviewed the strengths and highlights as well as the findings and the plan of action.

Rosalia Ceja requested a motion to approve the 2023-2024 Fresno Migrant Seasonal Head Start Self-Assessment Results. Guillermo Garcia made the first motion, seconded by Karina Garcia. Motion carried unanimously.

G. Administrative Reports

G-1 Staff Changes (September 2024) – Ms. Aguirre went over the staffing changes.

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

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

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

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

G-6 CACFP Monthly Report (August 2024) – Ms. Aguirre reviewed CACFPs.

H. Policy Committee Members Reports

H-1 Center Reports – Guillermo (Selma): There are some repairs going on at the center. Which he is happy to see.

H-2 Board of Directors Report – Everything presented today will be taken to the Board of Directors.

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza went over the active supervision the teachers are being training on. She also mentioned the whiteboard that is in the classroom should match the amount of children in the classroom.

I. Correspondence

J. Future Agenda Items

J-1 2020-2025 Goals and Objectives Year Five Update

J-2 Basic 2023-2024 Program Information Report – PIR numbers

J-3 Training: Child Outcomes 2023-2024

K. Adjournment

Rosalia Ceja requested a motion to adjourn the session. Motion made by Karina Garcia to adjourn the meeting at 6:36 p.m., in the afternoon, seconded by Guillermo Garcia. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera Regional & Early Head Start Policy Council Committee Meeting
Thursday, October 3, 2024
MINUTES

The Madera Regional & Early Head Start Policy Council Committee meeting was called to order by Otilia Vasquez at 5:33 p.m.

Committee Members Present

Alexandra Parkill
Monica Juarez
Ana Rodriguez
Jasmin Lucas
Griselda Solorio
Otilia Vasquez
Michelle Manning
Arianna Ruiz

Committee Members Absent

Connie Hernandez-Gomez
Martha Garcia

Personnel Present

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

ROLL CALL

A. PUBLIC COMMENT

Ms. Aguirre mentioned the monthly enrollment was placed in front of you.

B. TRAINING – Conscious Discipline & Teaching Pyramid Model Program Wide Expectations – Ms. Doll asked parents if they have seen the safe place in the classroom.

C. ADOPTION OF THE AGENDA

C-2 Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Irene Gomez, seconded by Griselda Solorio to approve the agenda as presented. Motion carried unanimously.

D. ADJOURN TO CLOSED SESSION – None

E. APPROVAL OF MINUTES

E-1 Minutes Madera Regular Regional Head Start Policy Council Meeting – September 1, 2024. Motion made by Irene Gomez, seconded motion by Griselda Solorio. Motion carried unanimously.

F. DISCUSSION / ACTION ITEMS

F-1 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 mentioned the procedure is in place in case both Board of Directors and Policy Council do not agree on an action item. Otilia Vasquez requested the 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. Irene Gomez made the first motion, seconded by Jasmin Lucas.

F-2 Review and consider approving the Suspension and Expulsion for the Madera/Mariposa Regional and Early Head Start Program – Ms. Gomez-Zaragoza mentioned the procedure goes over all the steps we will take to avoid Suspension and Expulsion. We will also work with the family with any support we could provide to the family.

Otilia Vasquez requested the motion to approve the Suspension and Expulsion for the Madera/Mariposa Regional and Early Head Start Program. Jasmin Lucas made the first motion, seconded by Irene Gomez.

F-3 Review and consider approving the California State Preschool 2024-2025 Program Philosophy, Goals and Parent Handbook – Ms. Aguirre the parent handbook is now a QR code for an easier access for parents. She went over the different information the handbook contains.

Otilia Vasquez requested the motion to approve the member of the Policy Council to serve on the Community Action Partnership of Madera County Board of Directors. Jasmin Lucas made the first motion, seconded by Arianna Ruiz.

F-4 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards – Ms. Gomez-Zaragoza mentioned that our No Fee Policy means the program is free. No one should be asking for payment for the program.

Otilia Vasquez requested the motion to approve the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards. Jasmin Lucas made the first motion, seconded by Ana Rodriguez.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (August 2024) – Ms. Aguirre went over the staffing changes.

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

G-3 Budget Status Reports (August 2024) – Ms. Aguirre reviewed the current budget.

G-4 In-Kind Report (August 2024) – Ms. Aguirre reviewed the in-kind percentages for the Regional and Early programs.

G-5 Program Enrollment & Attendance Report (August 2024) – Ms. Aguirre went over the enrollment and attendance report for the Early program.

G-6 CACFP Monthly Report (August 2024) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for august.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – Otilia (MT) – the children attending the old timer's parade.

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

H-3 Active Supervision – Ms. Gómez-Zaragoza we ask that when entering the center you make sure that the gates are closed.

I. CORRESPONDENCE

I-1 Information Memorandum notice from the Office of Head Start regarding, *Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start*; Issuance Date: 06/27/2024

I-2 Program Instruction notice from the Office of Head Start regarding, *Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming*; Issuance Date: 08/21/2024

J. FUTURE AGENDA ITEMS

J-1 First reading of the 2024-2025 Bylaws

J-2 2023-2024 Program Information Report (PIR)

J-3 Self-Assessment Process

J-4 CLASS Training

K. ADJOURNMENT

Otilia Vasquez asked for a motion to adjourn the meeting at 6:34 p.m. Motion made by Griselda Solorio, seconded by Jasmin Lucas. Motion carried unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera Regional & Early Head Start Policy Council Committee Meeting
Thursday, November 7, 2024
MINUTES

The Madera Regional & Early Head Start Policy Council Committee meeting was called to order by Otilia Vasquez at 5:32 p.m.

Committee Members Present

Ana Rodriguez
Michelle Manning
Otilia Vasquez
Arianna Ruiz
Griselda Solorio
Connie Hernandez-Gomez
Alexandra Parkill
Michelle Castro

Committee Members Absent

Jasmin Lucas
Martha Garcia
Irene Gomez

Personnel Present

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

ROLL CALL

A. PUBLIC COMMENT

Ms. Aguirre mentioned the Bylaws and the Power Point presentation for the training were passed out prior to the training beginning.

- B. TRAINING** – CLASS: Ms. Martinez 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

C-2 Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Ana Rodriguez, seconded by Arianna Ruiz to approve the agenda as presented. Motion carried unanimously.

- D. ADJOURN TO CLOSED SESSION** – None

E. APPROVAL OF MINUTES

E-1 Minutes Madera Regular Regional and Early Head Start Policy Council Meeting – October 3, 2024. Motion made by Alexandra Parkill, seconded motion by Griselda Solorio. Motion carried unanimously.

F. DISCUSSION / ACTION ITEMS

F-1 First reading of the 2024-2025 By-Laws for the Madera/Mariposa Regional & Early Head Start Policy Council – Ms. Aguirre mentioned the Bylaws were given out at the beginning at the meeting. The Bylaws are our rules that we follow. Everything in red is the correction. Parents are asked to review and bring any corrections and/or changes to the next meeting.

F-2 Madera/Mariposa Regional Head Start and Early Head Start Information - Ms. Gomez-Zaragoza mentioned the PIR is a report that is submitted yearly. She went over the main points are the report. The one that still needs work on is finding a dental home for the children.

F-3 Review and consider approving the 2024-2025 Madera/Mariposa Regional and Early Head Start Annual Self-Assessment Procedure – Ms. Gomez-Zaragoza mentioned this is the procedure that we will be following. It is a self-audit to ensure we are following all the regulations. A report will be presented to PC council in January. Ms. Gomez-Zaragoza asked parent if they would to participate in the self-assessment. Otilia Vasquez requested the motion to approve the 2024-2025 Madera/Mariposa Regional and Early Head Start Self-Assessment Procedure. Griselda Solorio made the first motion, seconded by Ana Rodriguez.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (October 2024) – Ms. Aguirre mentioned staffing changes will be presented next month.

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

G-3 Budget Status Reports (September 2024) – Ms. Aguirre reviewed the current budget.

G-4 In-Kind Report (September 2024) – Ms. Aguirre reviewed the in-kind percentages for the Regional and Early programs.

G-5 Program Enrollment & Attendance Report (October 2024) – Ms. Aguirre went over the enrollment and attendance report for the Early program.

G-6 CACFP Monthly Report (September 2024) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for September.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – Griselda (Fairmead) – The center had a Harvest festival.

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

H-3 Active Supervision – Ms. Gomez-Zaragoza asked parents to make sure that gates are locked, to remind parents to supervise their own children. If there is anything concerning at the center contact the director and if it continues contact Maribel.

I. CORRESPONDENCE

I-1 Program Instruction from the Office of Head Start regarding *Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming – Technical Updates*; Issuance Date: 10/31/2024

J. FUTURE AGENDA ITEMS

J-1 Approval of the 2024-2025 Bylaws

J-2 2024-2025 Community Assessment Update

J-3 2024-2025 Goals & Objectives Update

J-4 Training – Child Outcomes

K. ADJOURNMENT

Otilia Vasquez asked for a motion to adjourn the meeting at 6:14 p.m. Motion made by Arianna Ruiz, seconded by Michelle Manning. Motion carried unanimously.

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

October 2024 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
09/04/24	MONTEREY PLAZA HOTEL	No	Lodging hold for Mattie Mendez for 2024 CalCAPA Annual Conference Monterey, CA (11/19 - 11/21)	\$340.20	200.0-6730-2.0-000-90	No
09/09/24	MAILCHIMP	No	Mass Communication Software (IT)	\$60.00	200.0-6130-2.0-000-90	Yes
09/10/24	SAVEMART #77	No	Coffee for Gill Office breakroom	\$26.98	200.0-6120-2.0-000-90	Yes
09/11/24	THE MADERA MAIL DROP	No	Shipping cost to send check to National Migrant Seasonal Head Start	\$14.00	200.0-6170-2.0-000-90	Yes
09/11/24	THE MADERA MAIL DROP	No	Mailbox Renewal for HELP CCP	\$240.00	272.0-6130-2.0-000-00	Yes
09/12/24	SALS MEXICAN	No	Food for Board of Directors Meeting	\$307.82	200.0-6121-2.0-000-90	Yes
09/13/24	THE MADERA MAIL DROP	No	Shipping cost to send check to Fis Lockbox Operation, Pitney Bowes Bank Inc Box	\$14.00	200.0-6170-2.0-000-90	Yes
09/25/24	CALENDLY	No	Scheduling Software	\$96.00	200.0-6130-2.0-000-90	No
09/30/24	REGION IX HEAD START	No	Registration for Mattie Mendez for Family Engagement Conference, Honolulu HI (10/23-10/25)	\$1,080.00	200.0-6742-2.0-000-90	Yes
09/30/24	PAYPAL *RHSA	No	Head Start Commemorative T-Shirt for Mattie Mendez for Family Engagement Conference.	\$33.57	200.0-6130-2.0-000-90	Yes
10/01/24	WIPFLI LLP	26915	Webinar in-Depth training on OMB's Uniform Guidance for Kelly Ryan (10/22 - 10/24)	\$975.00	200.0-6742-2.0-000-90	Yes
10/02/24	FAST TRACK CAR WASH	No	Car wash for Administration's company car.	\$17.00	200.0-6640-2.0-000-90	Yes
10/02/24	GEORGES AUTO SUPPLY	No	Windshield wiper replacement for Administration's company car.	\$31.44	200.0-6640-2.0-000-90	Yes
			Total	\$3,236.01		

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: October 7, 2024

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

November 2024 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
10/08/24	DICICCOS I* MADERA CA	No	Dinner for Board of Directors Meeting	\$302.04	200.0-6121-2.0-000-90	Yes
10/09/24	DOORDASH ME-N-EDS SAN FRANCISCO CA	No	Head Start: Lunch for Nurturing the Promise Regional Roundtables, San Francisco	\$93.29	321.0-6121-3.2-000-00	Yes
10/09/24	MAILCHIMP	No	Mass Communication Software (IT)	\$60.00	200.0-6130-2.0-000-90	Yes
10/15/24	FAST TRACK CAR WASH	No	Car wash for Administration's company car	\$17.00	200.0-6640-2.0-000-90	Yes
10/22/24	NATIONAL HEADSTART	No	Registration for Mattie Mendez for NHSA Parent & Family Engagement Conference, San Diego CA (12/16-12/19)	\$875.00	200.0-6742-2.0-000-90	Yes
10/23/24	HILTON HOTEL SAN DIEGO	No	Lodging hold for Mattie Mendez for NHSA Parent & Family Engagement Conference, San Diego CA (12/16-12/19)	\$298.88	200.0-6714-2.0-000-90	No
10/26/24	UNITED AIRLINES 1ST CHECKED BAG	No	Baggage fee for Mattie Mendez - Region 9 Family Engagement Conference, Honolulu HI (10/23-10/25)	\$40.00	200.0-6714-2.0-000-90	Yes
10/26/24	UNITED AIRLINES 2ND CHECKED BAG	No	Baggage fee for Mattie Mendez - Region 9 Family Engagement Conference, Honolulu HI (10/23-10/25)	\$50.00	200.0-6714-2.0-000-90	Yes
10/26/24	PRINCE HOTEL	No	Lodging for Mattie Mendez - Region 9 Family Engagement Conference, Honolulu HI (10/23-10/25)	\$1,586.10	200.0-6714-2.0-000-90	Yes
11/02/24	MENTIMETER	No	Presentation software	\$143.88	200.0-6130-2.0-000-90	Yes
			Total	\$3,466.19		

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)

Mattie Mendez, Executive Director

Date: November 8, 2024

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

October 2024 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
9/10/2024	Biometrics4all, Inc.	No	Livescan relay fees	1.50 1.50 0.75 2.25 0.75	200.0-6852-2.0-000-90 272.0-6852-2.0-000-00 311.0-6852-3.1-000-00 321.0-6852-3.2-000-00 331.0-6852-3.3-000-00	Yes
9/18/2024	Hobby Lobby	No	Materials for the Employees Wellness Event	51.28	200.0-1410-2.0-000-90	Yes
10/2/2024	Indeed	No	Vacancy posting	43.25	272.0-6312-2.0-000-00	Yes
TOTAL:				101.28		

Bank of America Business Card
Credit Card Charges

November 2024 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
10/10/2024	Biometrics4all, Inc.	No	Livescan relay fees	0.75 0.75 0.75 2.25	100.0-6852-1.0-000-00 200.0-6852-2.0-000-90 311.0-6852-3.1-000-00 321.0-6852-3.2-000-00	Yes
10/23/2024	Community Action Partnership training	No	Peer Reviewer training	449.00	200.0-6742-2.0-000-90	Yes
11/2/2024	Indeed	No	Vacancy posting	45.88	272.0-6312-2.0-000-00	Yes
TOTAL:				499.38		

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

**October 2024 Statement
Ana Gudino / Community Services**

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
9/6/2024	Greyhound	No	Transport homeless client to home in Abilene KM & BC	\$537.95	226.0-7210-2.0-000-00	Yes
9/9/2024	VCN Oregon Vital Rec	NO	Birth Certificate for HARNM	\$43,259.00	246.0-6850-2.0-000-74	Yes
9/10/2024	Community Action P DC	No	60 year logo shirt for Odalys	\$25.00	272.0-6130-2.0-000-00	Yes
9/27/2024	Amtrak	No	Transport homeless client PT to home in Dallas TX, (cancelled wait for credit)	\$225.00	226.0-7210-2.0-000-00	Yes
9/27/2024	Amtrak	No	Transport homeless client PT to home in Dallas, TX (account credited)	\$-225.00	226.0-7210-2.0-000-00	No
10/3/2024	Greyhound	No	Transport homeless client PT to home in Dallas TX	232.97	226.0-7210-2.0-000-00	Yes
			Total	\$839.17		

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 7, 2024

Ana Gudino, Program Manager
Community Services

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

**November 2024 Statement
Ana Gudino / Community Services**

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
10/5/2024	Greyhound	No	Transport homeless client to home in Dallas Texas	\$235.97	226.0-7210-2.0-000-00	Yes
10/16/2024	Chevron	NO	Fuel for agency car – LIHEAP Training	\$61.71	207.0-6610-2.0-000-00	Yes
10/16/2024	Chevron	No	Fuel for agency car – LIHEAP Training	\$18.00	207.0-6610-2.0-000-00	Yes
10/16/2024	Springhill Suites Sacramento	No	Lodging for LIHEAP Training	\$444.89	207.0-6712-2.0-000-19	Yes
10/16/2024	Springhill Suites Sacramento	No	Overcharge on lodging – LIHEAP Training	-20.79	207.0-6712-2.0-000-19	No
10/23/2024	Hyatt Centric Sacramento	No	Lodging for ROMA Training	\$644.56	218.0-6712-2.0-000-00	Yes
10/24	Hyatt Centric Sacramento	No	Lodging for Roma Training	\$714.55	218.0-6712-2.0-000-00	Yes
			Total	\$2,098.89		

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)

November 6, 2024

Ana Gudino, Program Manager
Community Services

MBNA America Business Card
 Credit Card Charges
October / octubre 2024 Statement
Maritza Gomez / Madera Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
09/05/2024	26676	Walmart.com	Lunch Bags	\$253.06	390.2-6122-3.9-000-00	Yes
09/10/2024	26620	SJCOE - Edjoin	Job Recruitment website fees	\$350.00	321.0-6312-3.2-000-00	Yes
09/11/2024	NA	Ihop	MHS PC Meal	\$166.85	321.0-7116-3.2-000-00	Yes
09/18/2024	NA	Aramark Asilmar Resort	Hotel reservation deposit – Directors Retreat	\$231.05	320.0-6714-3.2-000-00	Yes
09/18/2024	26676	Walmart.com	Lunch bags returned	-\$83.27	390.2-6122-3.9-000-00	Yes
09/18/2024	26676	Walmart.com	Lunch bags returned	-\$83.28	390.2-6122-3.9-000-00	Yes
09/17/2024	NA	Barnes Welding Supply	Propane refill for forklift	\$15.92	321.0-6044-3.2-000-00 36%	Yes
09/17/2024	NA	Office Depot	Printer Ink	\$42.84	321.0-6112-3.2-000-00 35%	Yes
09/19/2024	NA	Zoom	Video Conferencing system	\$8.00	321.0-6130-3.2-000-00 50%	Yes
09/23/2024	NA	Amazon	Pocketalk – translation device	\$113.98	321.0-6130-3.2-000-00 35%	
10/01/2024	NA	EveryChild	Enrolling Families Webinar for state program	\$399.00	380.0-6714-3.1-000-00 50% (\$199.50) 362.0-6714-3.2-000-00 50% (\$199.50)	Yes
10/02/2024	26866	Passion Planner	Planners for Office Staff	\$317.76	321.0-6130-3.2-000-00	Yes
10/03/2024	NA	Venngage.com	Monthly subscription for flyer software	\$8.58	321.0-6130-3.2-000-00 35%	No
TOTAL				\$1,740.49		

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

 Maritza Gomez, Head Start Director

 Date

MBNA America Business Card
Credit Card Charges
October / octubre 2024 Statement
Maritza Gomez / Regional Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
09/04/2024	NA	Hilton	Hotel reservation hold	-\$168.13	310.0-6714-3.1-000-00 50%	No
09/04/2024	NA	Hilton	Hotel reservation hold	-\$168.13	310.0-6714-3.1-000-00 50%	No
09/06/2024	NA	Ihop	RHS PC Meal	\$206.52	311.0-7116-3.1-000-00	Yes
09/10/2024	26620	SJCOE - Edjoin	Job Recruitment website fees	\$350.00	311.0-6312-3.1-000-00	Yes
09/13/2024	NA	Ilikai Hotel	Hotel reservation hold – Family Engagement Conf.	\$152.76	310.0-6742-3.1-000-00	No
09/13/2024	NA	Ilikai Hotel	Hotel reservation hold - Family Engagement Conf.	\$152.76	310.0-6742-3.1-000-00	No
09/13/2024	NA	Ilikai Hotel	Hotel reservation hold - Family Engagement Conf.	\$152.76	310.0-6742-3.1-000-00	No
09/17/2024	NA	Barnes Welding Supply	Propane refill for forklift	\$13.71	311.0-6044-3.1-000-00 31%	Yes
09/17/2024	NA	Office Depot	Office items	\$95.41	331.0-6110-3.3-000-00	Yes
09/17/2024	NA	Office Depot	Printer Ink	\$42.84	311.0-6112-3.1-000-00 35%	Yes
09/19/2024	NA	Zoom	Video Conferencing system	\$7.99	311.0-6130-3.1-000-00 50%	Yes
09/23/2024	NA	Lyft	Transportation from airport to hotel (Fall Leadership conf.)	\$15.48	311.0-6130-3.1-000-00 50%	Yes
09/23/2024	NA	Amazon	Pocketalk – translation device	\$113.99	311.0-6130-3.1-000-00 35%	
09/23/2024	NA	Lyft	Transportation from airport to hotel (Fall Leadership conf.)	\$6.87	311.0-6130-3.1-000-00 50%	Yes
09/27/2024	NA	Dollar General	Diapers for Mis Tesoros	\$13.00	311.0-6432-3.1-016-00	Yes
09/28/2024	NA	Lyft	Transportation from airport to hotel (Fall Leadership conf.)	\$9.99	311.0-6130-3.1-000-00 50%	Yes
10/01/2024	NA	EveryChild	Enrolling Families Webinar for state program	\$199.50	380.0-6714-3.1-000-00 50%	Yes
10/02/2024	26866	Passion Planner	Planners for Office Staff	\$249.82	311.0-6130-3.1-000-00 (\$223.62) 312.0-6130-3.1-000-00 (\$26.20)	Yes
10/03/2024	NA	Venngage.com	Monthly subscription for flyer software	\$24.50	311.0-6130-3.1-000-00 30% (\$7.35) 312.0-6130-3.1-000-00 5% (\$1.23)	No
10/04/2024	NA	Me n Eds	RHS PC Meal	\$8.58	311.0-7116-3.1-000-00	Yes
TOTAL				\$1,480.22		

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
November / Novembre 2024 Statement
Maritza Gomez / Regional Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
10/05/2024	NA	Prestige Custom Glass	Replace broken window for Verdell	\$320.00	311.0-6432-3.1-001-00	Yes
10/16/2024	26854	Ilikai Hotel	Hotel reservation - Family Engagement Conf.	\$305.52	310.0-6742-3.1-000-00	Yes
10/16/2024	26854	Ilikai Hotel	Hotel reservation - Family Engagement Conf.	\$305.52	310.0-6742-3.1-000-00	Yes
10/16/2024	26854	Ilikai Hotel	Hotel reservation - Family Engagement Conf.	\$305.52	310.0-6742-3.1-000-00	Yes
10/16/2024	NA	City of Chowchilla	Halloween Recruitment event	\$10.00	311.0-6130-000-00	Yes
10/19/2024	NA	Zoom	Video Conferencing system	\$7.99	311.0-6130-3.1-000-00 50%	Yes
10/26/2024	NA	Lyft	Transportation from hotel to airport (Family & Parent Engagement conf.)	\$28.68	311.0-6714-3.1-000-00	Yes
11/03/2024	NA	Venngage.com	Monthly subscription for flyer software	\$8.57	311.0-6130-3.1-000-00 30% (\$7.35) 312.0-6130-3.1-000-00 5% (\$1.22)	No
TOTAL				\$1,291.80		

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).

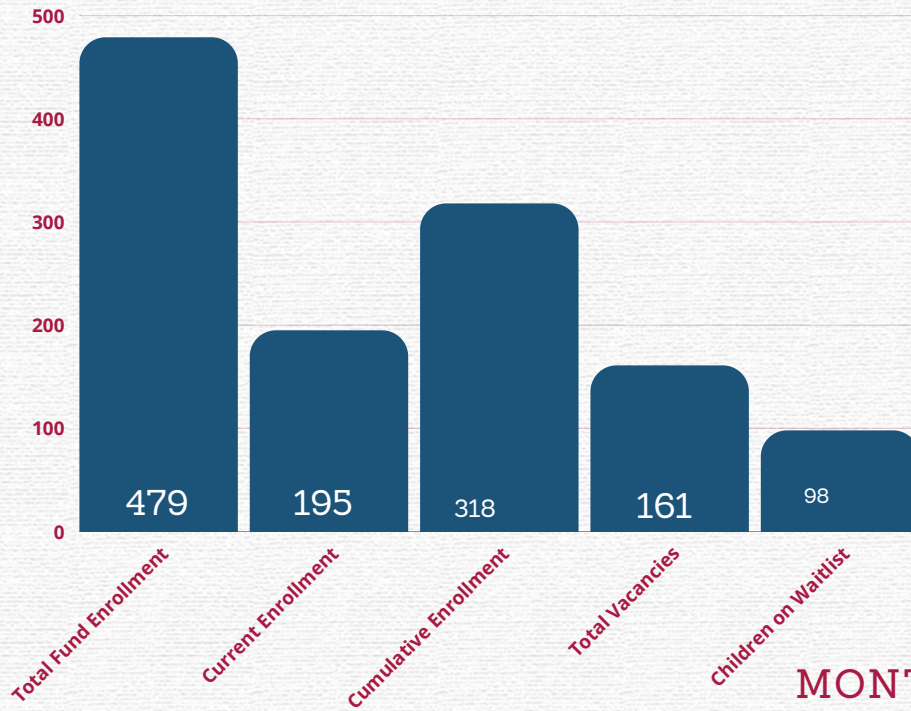
 Maritza Gomez, Head Start Director

 Date

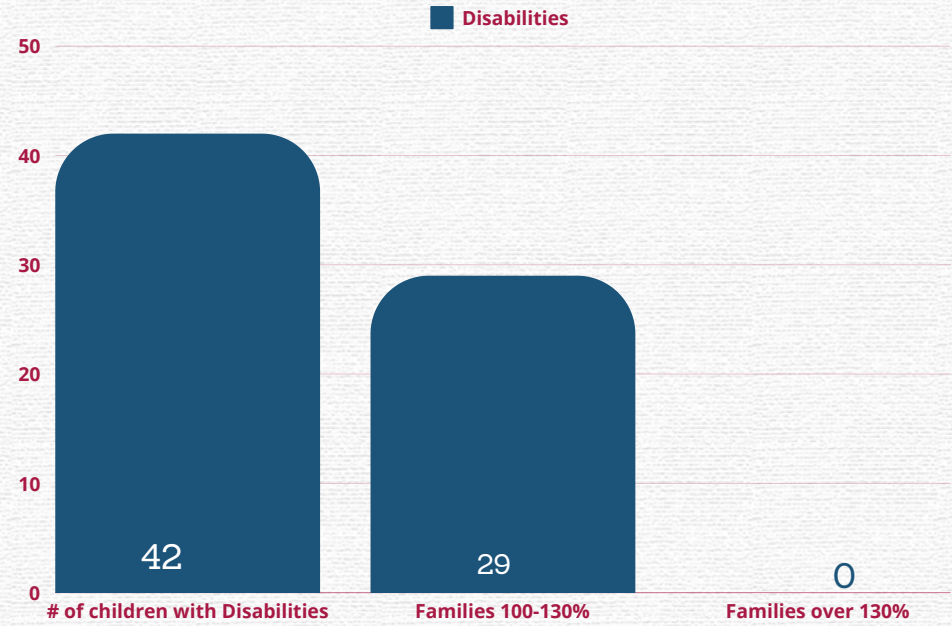


Madera Migrant Seasonal Head Start Monthly Enrollment Report October 2024

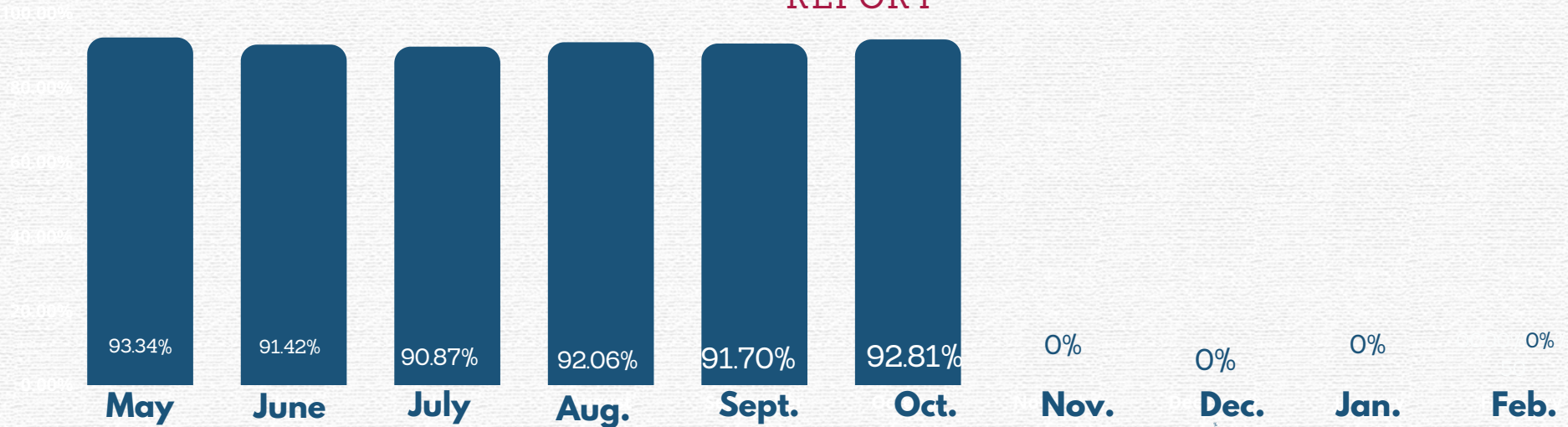
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



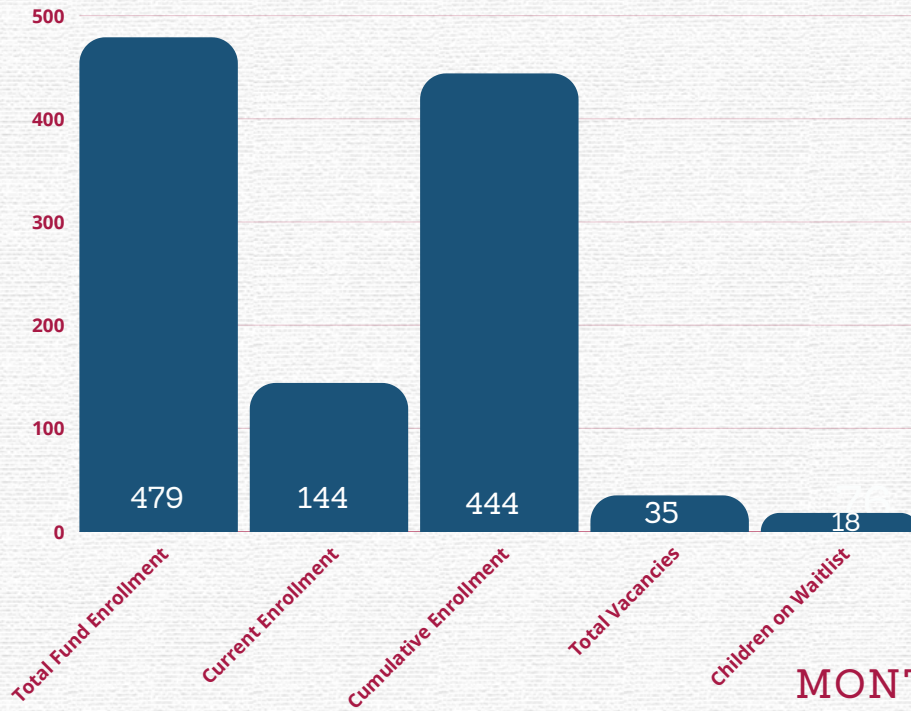
MONTHLY ATTENDANCE REPORT



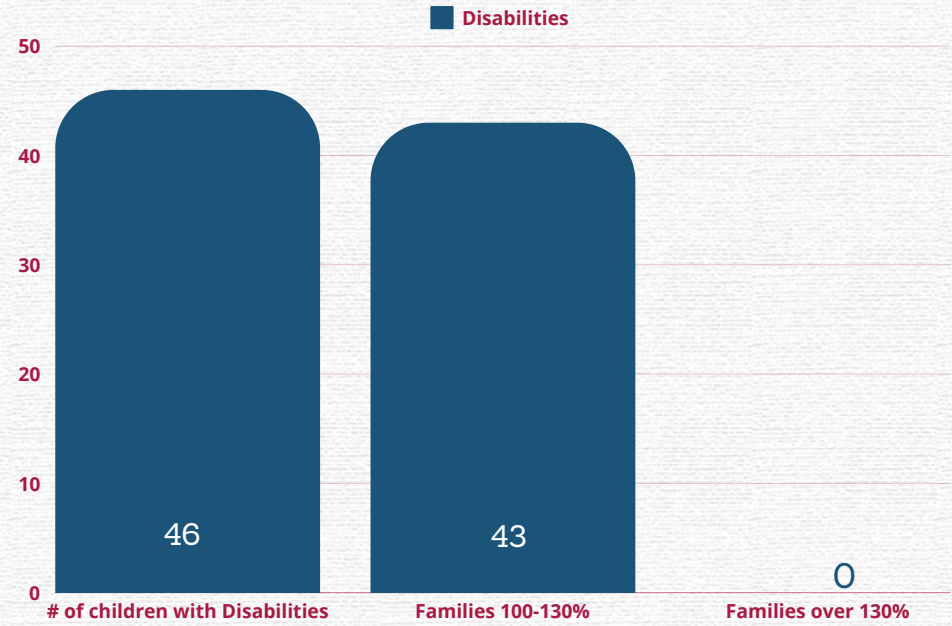


Madera Migrant Seasonal Head Start Monthly Enrollment Report November 2024

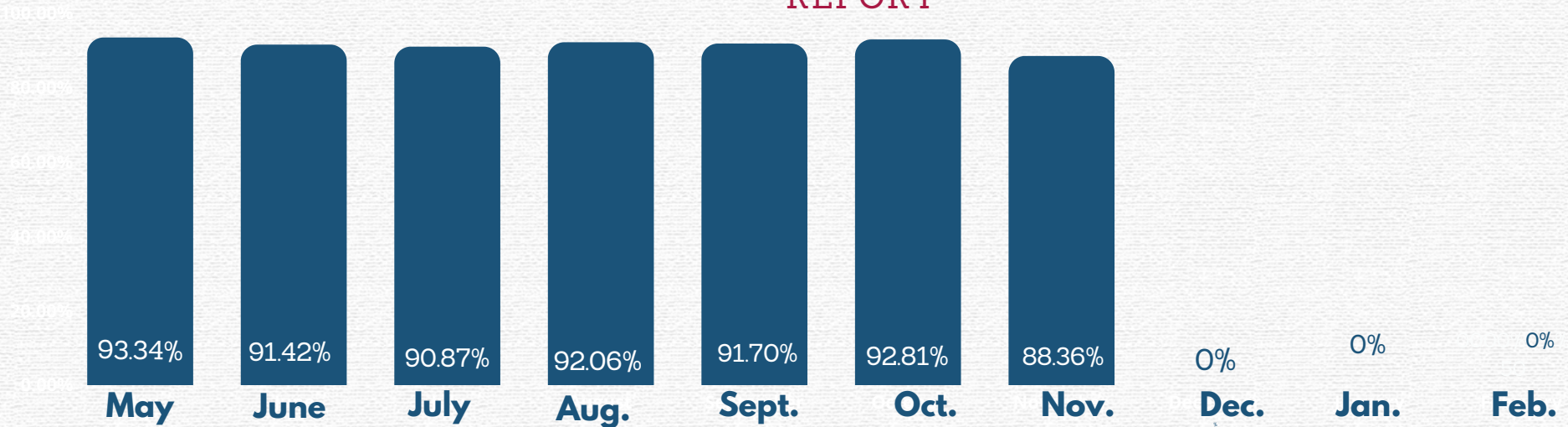
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



MONTHLY ATTENDANCE REPORT



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

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







MIGRANT AND SEASONAL HEAD START 2024-2025 MIGRANTE/TEMPORAL HEAD START 2024-2025
Month-Year SEPTEMBER 2024/ Mes-Año SEPTIEMBRE 2024

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	420,096.00	333,955.55	205,799.81	539,755.36	(119,659.36)
A. Professional Services/Servicios Profesionales	0.00	1,126.25	2,577.00	3,703.25	(3,703.25)
B. Center Volunteers/Voluntarios en el Centro	420,096.00	332,829.30	203,222.81	536,052.11	(115,956.11)
Other/Policy Council/Otro/Comité de Póliza	0.00	1,807.74	0.00	1,807.74	(1,807.74)
State Collaboration/Colaboracion de Estado	1,015,474.00	351,806.51	90,970.60	442,777.11	572,696.89
Donated Supplies/Materiales Donanos	1,006.00	0.00	0.00	0.00	1,006.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	111,010.00	55,506.00	9,251.00	64,757.00	46,253.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,547,586.00	743,075.80	306,021.41	1,049,097.21	498,488.79

A. Y-T-D In-Kind / In-Kind asta ahora	1,049,097.21
B. Contracted In-Kind/ In-kind Contratado	1,547,586.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	67.79%

MIGRANT OCTOBER 2024 - OCTUBRE 2024

CENTER IN-KIND SUMMARY REPORT/REPORTE DE IN KIND DEL CENTRO

CENTER/Centro	BUDGET	PREVIOUS/ Previo	CURRENT/ Al Dia	Y-T-D/Hasta ahora	REMAINING IN KIND NEEDED	% Completed
	Presupuesto	TOTAL	TOTAL	TOTAL	Resto de In kind Para recaudar	% Completado
Eastin Arcola	\$ 33,002	\$ 43,730.81	\$ 13,207.04	\$ 56,937.85	\$ (23,935.85)	 173%
Los Ninos	\$ 33,002	\$ 185,788.31	\$ 20,164.52	\$ 205,952.83	\$ (172,950.83)	 624%
Mis Angelito's	\$ 77,004	\$ 140,016.87	\$ 18,183.99	\$ 158,200.86	\$ (81,196.86)	 205%
Pomona	\$ -	\$ -		\$ -	\$ -	#DIV/0!
Sierra Vista	\$ 88,921	\$ 171,674.12	\$ 19,956.40	\$ 191,630.52	\$ (102,709.52)	 216%
Valley West Kinder	\$ 1,997	\$ -		\$ -	\$ 1,997.00	0%
Eastside Kinder	\$ 2,000	\$ 214.24		\$ 214.24	\$ 1,785.76	11%
L.N. Winter	\$ 33,002	\$ -		\$ -	\$ 33,002.00	0%
M.A. Winter	\$ 62,336	\$ -		\$ -	\$ 62,336.00	0%
P.O. Winter	\$ -	\$ -		\$ -	\$ -	#DIV/0!
S.V. Winter	\$ 89,838	\$ -		\$ -	\$ 89,838.00	0%
State Collaboration	\$ 1,015,474	\$ 442,627.11	\$ 90,970.60	\$ 533,597.71	\$ 481,876.29	 53%
Office	\$ -	\$ 268.75		\$ 268.75	\$ (268.75)	#DIV/0!
Rent	\$ 111,010	\$ 64,757.00	\$ 9,251.00	\$ 74,008.00	\$ 37,002.00	 67%
TOTAL IN-KIND	\$ 1,547,586	\$ 1,049,077.21	\$ 171,733.55	\$ 1,220,810.76	\$ 326,775.24	

A. YTD In-Kind/Cantidad de In Kind al Dia **\$1,220,810.76**

B. Contracted In-Kind/Cantidad a Recaudar **\$1,547,586**

C. Percent YTD In-Kind/Porcentaje de In Kind al Dia Contract Amount	 78.88%
--	---

*This total (A.) should equal the "YTD Total" of the

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

September 2024

 **317** cumulative children
  **346** cumulative families
  **42** teaching staff

PRIMARY TYPE OF ELIGIBILITY

(#)		(%)
6	Homeless Children	2%
	Foster Children	0%
142	Receives Public Assistance	45%
140	Income Below Federal Poverty	44%
	Near Low Income (waiver required)	
29	Over Income (maximum 10%)	9%

CHILDREN WITH DISABILITIES

(#)		(%)
38	Disabilities	8%
	(% of funded; minimum 10%)	

DEVELOPMENTAL SCREENING OF NEW ENROLLEES

(#)		(%)
63	New Enrollees (cumulative)	20%
44	Received Screening <45 Days	70%
	(Of new enrollees)	

CHILDREN'S HEALTH

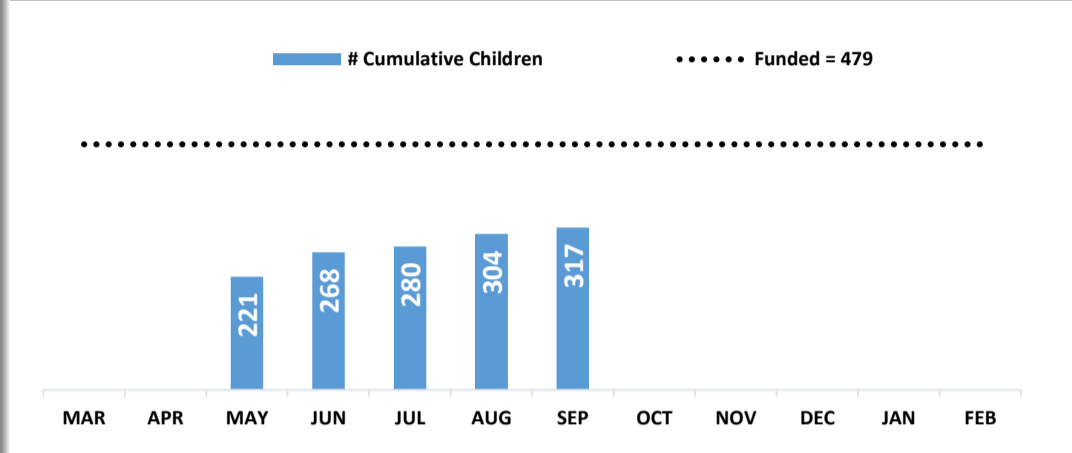
(#)		(%)
317	Has Health Insurance	100%
199	EPSDT Up-to-Date	63%
27	Chronic Health Condition	9%
27	Received Medical Treatment	100%
	(Of children with diagnosed chronic health conditions)	
317	Immunizations Up-to-Date	100%
	(Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)	
317	Access to Dental Care	100%
262	Completed Dental Exam	119%
31	Received Dental Treatment	89%
	(Of children who needed dental treatment other	
134	Healthy BMI	69%
	(Children under 3 years are excluded)	

STAFF EDUCATION

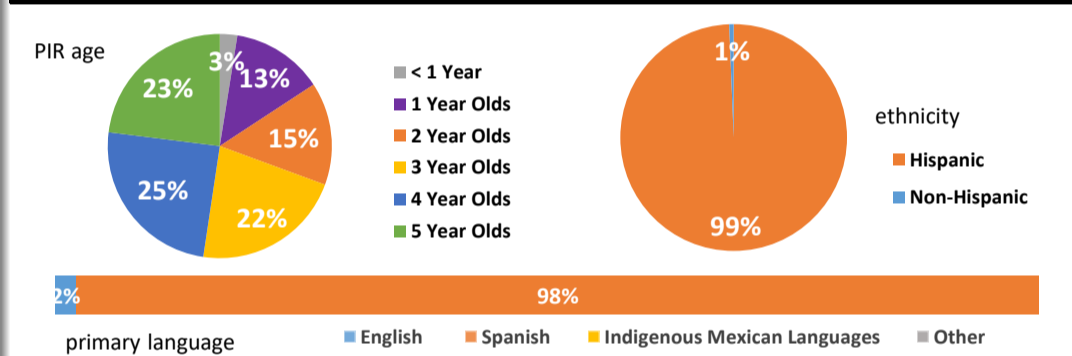
# Staff		% Meet Minimum Education Requirements
10	Preschool Teacher: BA+	30%
	Preschool Teacher: AA+	100%
	(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).	
11	Preschool Assistant: CDA+	82%
21	Infant/Toddler Teacher: CDA+	100%
	(Includes those who are currently enrolled in a CDA/equivalent program	

All staff should meet minimum education requirements for their position.

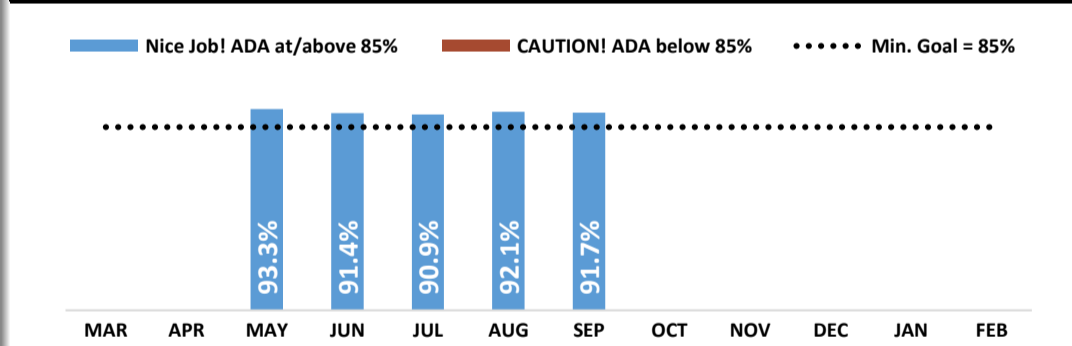
CUMULATIVE ENROLLMENT OF CHILDREN



DEMOGRAPHICS OF ENROLLED CHILDREN

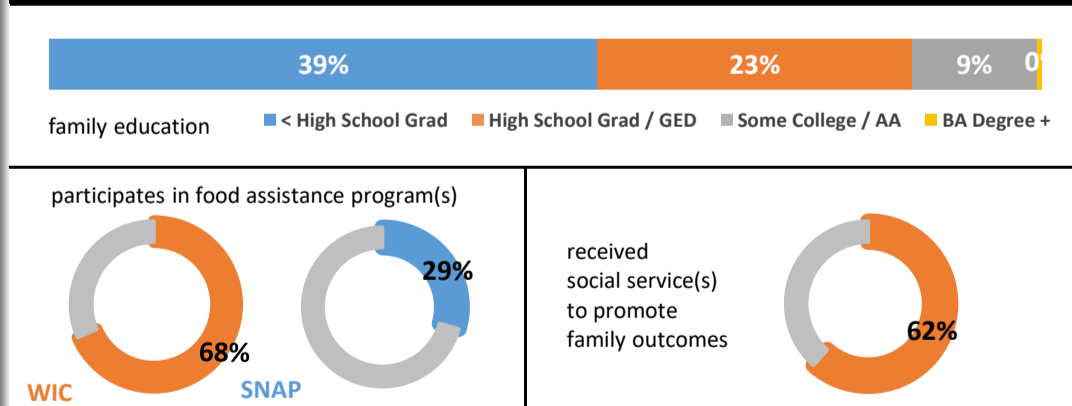


AVERAGE DAILY ATTENDANCE (ADA)



% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): **33%**

FAMILY INFORMATION



symbol key:

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

▶ = Caution!
Results lower than expected

✘ = Take Action!
Does not meet Head Start regulations

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

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

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

septiembre 2024

317
Niños Acumulados

346
Familias Acumuladas

42
Maestras

Tipo de Elegibilidad

(#)		(%)
6	Niños Sin Hogar	2%
	Niños en Adopción Temporal	0%
142	Recibe Asistencia Pública	45%
140	Ingresos por Debajo de la Pobreza Federal	44%
	Ingresos Cerca de Bajos (requiere una exención)	
29	Ingresos Sobre las Pautas (maximo 10%)	9%

Niños con Discapacidades

(#)		(%)
38	Discapacidades	8%
	(% de la matrícula contratada; mínimo 10%)	

Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos

(#)		(%)
63	Nuevos Niños(as) Inscritos (acumulados)	20%
44	Recibió Evaluación <45 días de los Nuevos Niños(as) Inscritos	70%

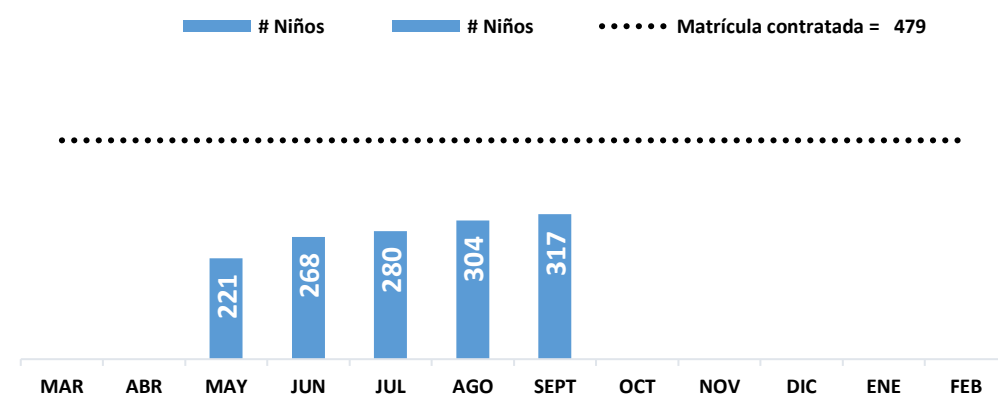
Salud de los Niños

(#)		(%)
317	Tiene Seguro Médico	100%
199	al Día Con el Cuidado de Salud Preventivo	63%
27	Condición de Salud Crónica	9%
27	Recibieron Tratamiento Médico de niños con enfermedades crónicas diagnosticadas	100%
317	al Día con las Vecunas <i>También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad</i>	100%
317	Acceso a Servicios Dentales	100%
262	Completaron Exámenes Dentales Profesional	119%
31	Recibió Tratamiento Dental <i>(de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)</i>	89%
134	BMI Saludable <i>(los niños menores de 3 años están excluidos)</i>	69%

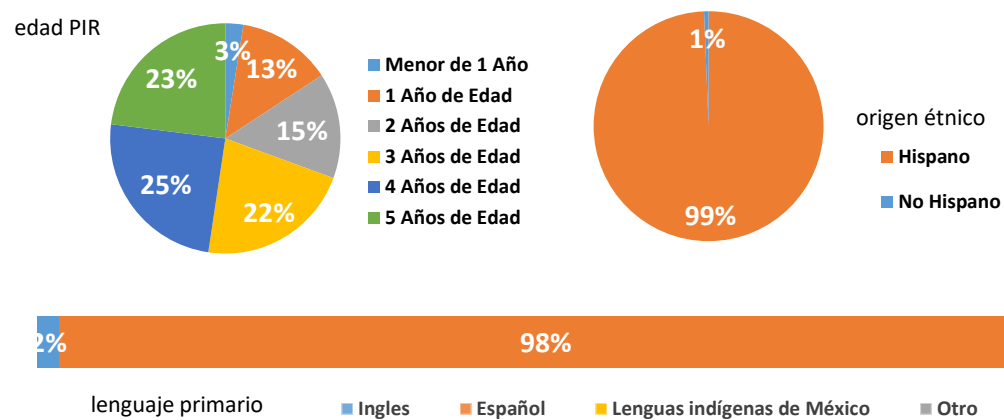
Educación del Personal

# Personal	% llenan los requisitos mínimo de educación
10	Maestras de la Clase Preescolar: BA+ 30%
	Maestras de la Clase Preescolar: AA+ 100%
	<i>(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)</i>
11	Asistentes de Maestra de la Clase Preescolar: CDA+ 82%
21	Maestras de la Clase de Infantes / Niños Pequeños: CDA+ 100%
	<i>(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en ingles)</i>
	<i>(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto).</i>

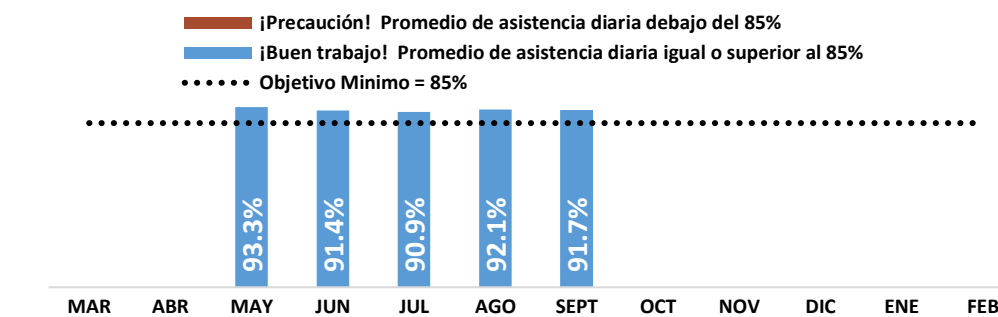
Matrícula Cumulativa de Niños



Demografía de los Niños Matriculados

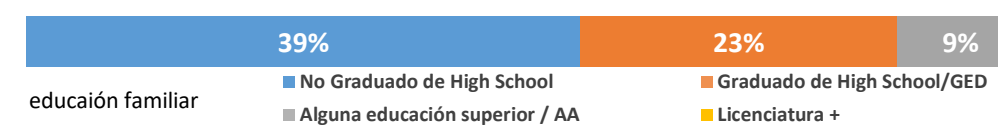


Promedio de Asistencia Diaria

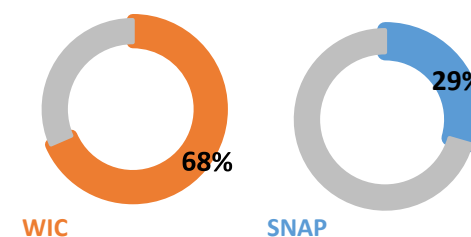


% de niños crónicamente ausentes (ausente más del 10% de los días de clase): 33%

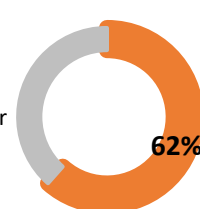
Información Familiar



participa en programas de asistencia alimentaria



recibió servicios sociales para promover resultados familiares



simbolo clave:

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

⚠ = ¡Precaución!
Resultados más bajos de lo esperado

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

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

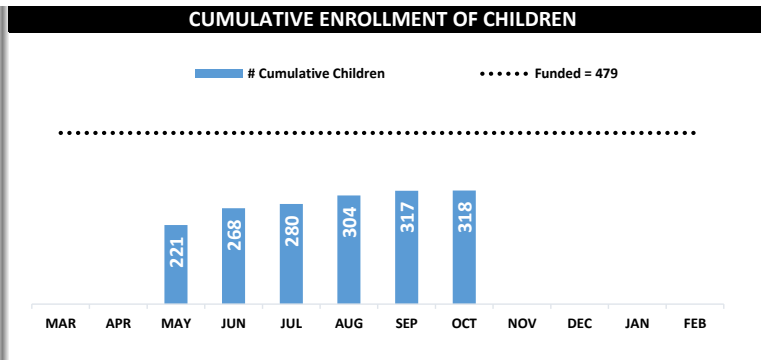
Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

October 2024

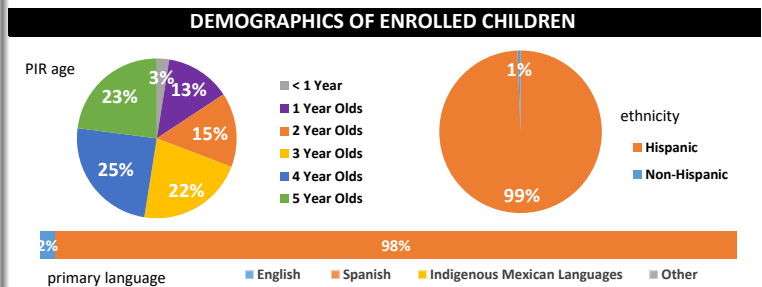
0 current enrollment 318 cumulative children 247 cumulative families 43 teaching staff

PRIMARY TYPE OF ELIGIBILITY		
(#)		(%)
6	Homeless Children	2%
	Foster Children	0%
143	Receives Public Assistance	45%
140	Income Below Federal Poverty	44%
	Near Low Income (waiver required)	
29	Over Income (maximum 10%)	9%

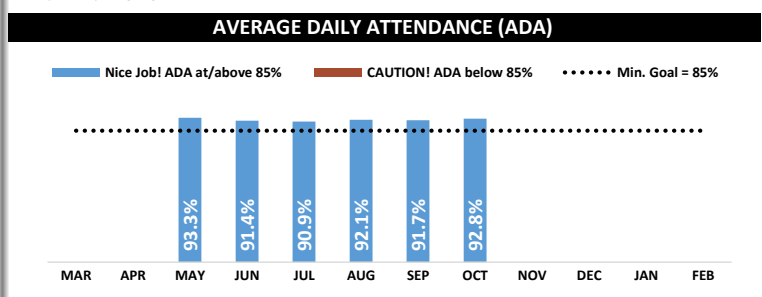


CHILDREN WITH DISABILITIES		
(#)		(%)
0	Disabilities (current; minimum 10%)	
42	Disabilities (cumulative)	13%

of children with a Disability Assessment PENDING: 0

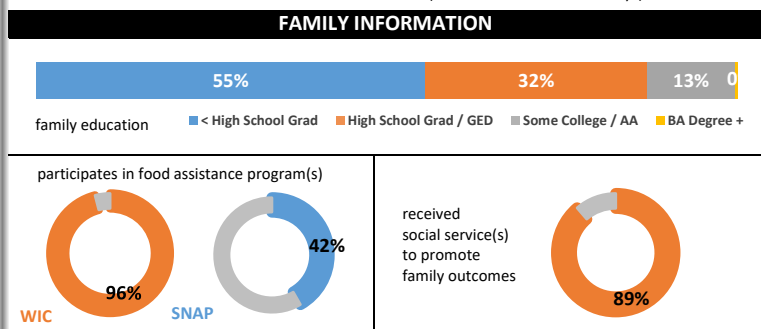


DEVELOPMENTAL SCREENING OF NEW ENROLLEES		
(#)		(%)
64	New Enrollees (cumulative)	20%
56	Received Screening <45 Days (Of new enrollees)	88%



CHILDREN'S HEALTH		
(#)		(%)
318	Has Health Insurance	100%
275	EPSDT Up-to-Date	86%
28	Chronic Health Condition	9%
28	Received Medical Treatment (Of children with diagnosed chronic health conditions)	100%
318	Immunizations Up-to-Date (Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)	100%
318	Access to Dental Care	100%
267	Completed Dental Exam	84%
31	Received Dental Treatment (Of children who needed dental treatment other)	82%
134	Healthy BMI (Children under 3 years are excluded)	68%

STAFF EDUCATION		
# Staff		% Meet Minimum Education Requirements
11	Preschool Teacher: BA+	27%
	Preschool Teacher: AA+	100%
<i>(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).</i>		
11	Preschool Assistant: CDA+	36%
21	Infant/Toddler Teacher: CDA+	100%
<i>(Includes those who are currently enrolled in a CDA/equivalent program)</i>		
All staff should meet minimum education requirements for their position.		



symbol key:

★ = Nice job!

Meets or exceeds Head Start regulations or expectations

⚠ = Caution!

Results lower than expected

✖ = Take Action!

Does not meet Head Start regulations

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

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

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

octubre 2024

0 Matrícula Actual 318 Niños Acumulados 247 Familias Acumuladas 43 Maestras

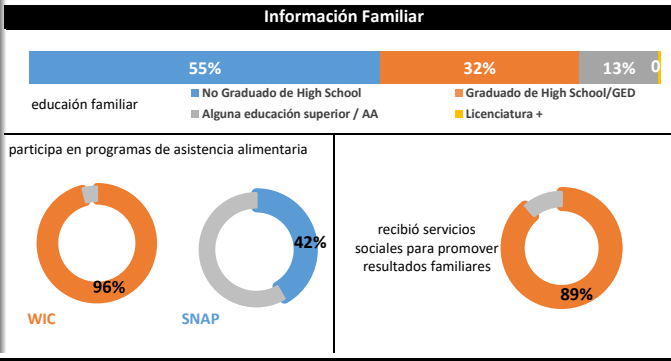
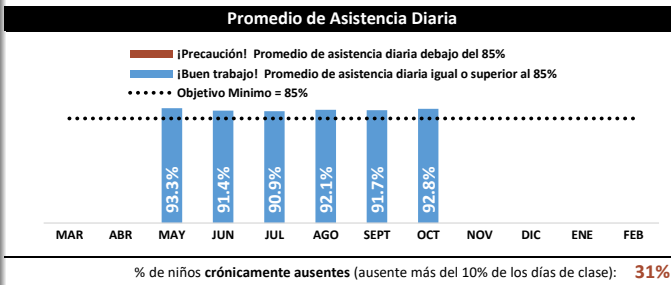
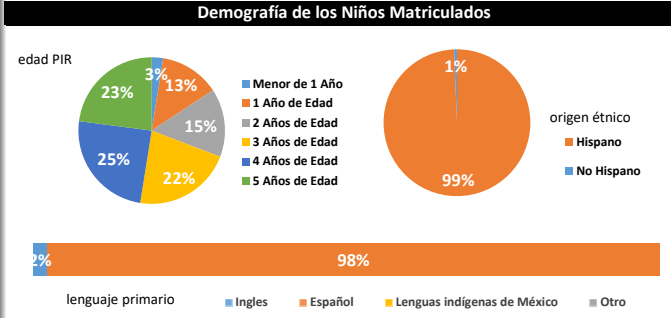
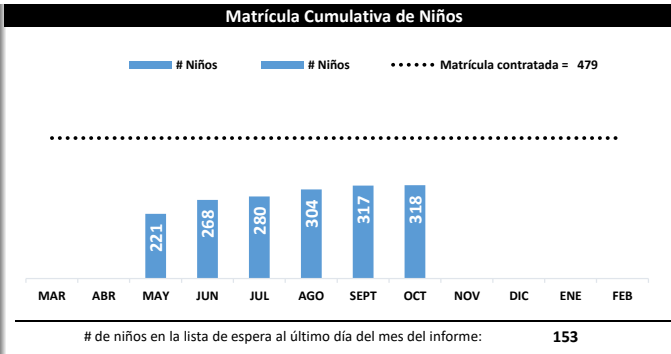
Tipo de Elegibilidad		
(#)		(%)
6	Niños Sin Hogar	2%
	Niños en Adopción Temporal	0%
143	Recibe Asistencia Pública	45%
140	Ingresos por Debajo de la Pobreza Federal	44%
	Ingresos Cerca de Bajos (requiere una exención)	
29	Ingresos Sobre las Pautas (máximo 10%)	9%

Niños con Discapacidades		
(#)		(%)
0	Discapacidades (actuales; mínimo 10%)	
42	Discapacidades (acumuladas)	13%
# de niños con una evaluación de discapacidad pendiente: 0		

Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos		
(#)		(%)
64	Nuevos Niños(as) Inscritos (acumulados)	20%
56	Recibieron Evaluación <45 días de los Nuevos Niños(as) Inscritos	88%

Salud de los Niños		
(#)		(%)
318	Tiene Seguro Médico	100%
275	al Día Con el Cuidado de Salud Preventivo	86%
28	Condición de Salud Crónica	9%
28	Recibieron Tratamiento Médico de niños con enfermedades crónicas diagnosticadas	100%
318	al Día con las Vecunas	100%
<i>También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad</i>		
318	Acceso a Servicios Dentales	100%
267	Completaron Exámenes Dentales Profesional	84%
31	Recibieron Tratamiento Dental (de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)	82%
134	BMI Saludable (los niños menores de 3 años están excluidos)	68%

Educación del Personal		
# Personal		% llenan los requisitos mínimo de educación
11	Maestras de la Clase Preescolar: BA+	27%
	Maestras de la Clase Preescolar: AA+	100%
<i>(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)</i>		
11	Asistentes de Maestra de la Clase Preescolar: CDA+	36%
21	Maestras de la Clase de Infantes / Niños Pequeños: CDA+	100%
<i>(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en ingles)</i>		
<i>(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto).</i>		



simbolo clave: ★ = ¡Buen trabajo! Cumple o excede las regulaciones o expectativas de Head Start. ⚠ = ¡Precaución! Resultados más bajos de lo esperado. ❌ = ¡Tomar acción! No cumple con las regulaciones de Head Start.

Fuentes: (1) Informe de datos actualizados del programa (PIR), (2) COPA #201 (asistencia), (3) COPA #241S (asistencia crónica). Todos los datos son acumulativos al mes del informe, a menos que se indique lo contrario.

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

FREE MEALS	208		83
REDUCED	0		0
BASE	0		0
TOTAL	208		83

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	3,432	X	100.0000%	X	\$2.3700	=	\$8,133.84
LUNCH:	2,001	X	100.0000%	X	\$4.4300	=	\$8,864.43
	1,311	X	100.0000%	X	\$4.4300	=	\$5,807.73
SUPPLEMENTS:	1,642	X	100.0000%	X	\$1.2100	=	\$1,986.82
	1,005	X	100.0000%	X	\$1.2100	=	\$1,216.05

	9,391	TOTAL FEDERAL REIMBURSEMENT		\$26,008.87
CASH IN LIEU:		LUNCHES X \$0.3000		\$993.60
TOTAL REIMBURSEMENT				\$27,002.47

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE		% ALLOC		TOTAL STATE EARNINGS
TOTAL BREAKFAST	3,432	X	\$0.2160	X	100%		\$741.31
TOTAL LUNCHES	3,312	X	\$0.2160	X	100%		\$715.39
TOTAL:							\$1,456.70

TOTAL OF FEDERAL & STATE REIMBURESMENTS:

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	1,311	1,005	2,316
MMHS-MADERA MIGRANT HEAD START	3,432	2,001	1,642	7,075
	3,432	3,312	2,647	9,391
	MMHS	CMIG	Total	
TOTAL FEDERAL REIMBURSEMENT:	\$18,985.09	\$7,023.78	\$26,008.87	
CASH IN LIEU:	\$600.30	\$393.30	\$993.60	
TOTAL STATE REIMBURSEMENTS:	\$1,173.53	\$283.18	\$1,456.71	
	\$20,758.92	\$7,700.26	\$28,459.18	

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

FREE MEALS	203		82
REDUCED	0		0
BASE	0		0
TOTAL	203		82

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	3,510	X	100.0000%	X	\$2.3700	=	\$8,318.70
LUNCH:	2,026	X	100.0000%	X	\$4.4300	=	\$8,975.18
	1,436	X	100.0000%	X	\$4.4300	=	\$6,361.48
SUPPLEMENTS:	1,621	X	100.0000%	X	\$1.2100	=	\$1,961.41
	1,013	X	100.0000%	X	\$1.2100	=	\$1,225.73

	9,606			\$26,842.50
		TOTAL FEDERAL REIMBURSEMENT		
CASH IN LIEU:		LUNCHES X	\$0.3000	\$1,038.60
TOTAL REIMBURSEMENT				\$27,881.10

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE		% ALLOC		TOTAL STATE EARNINGS
TOTAL BREAKFAST	3,510	X	\$0.2160	X	100%		\$758.16
TOTAL LUNCHES	3,462	X	\$0.2160	X	100%		\$747.79
TOTAL:							\$1,505.95

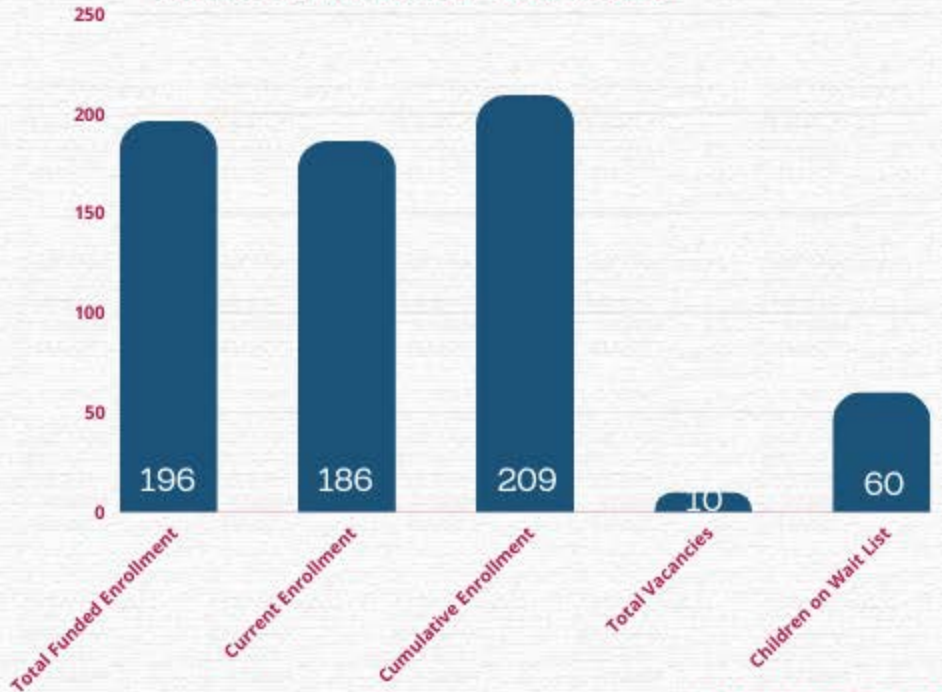
TOTAL OF FEDERAL & STATE REIMBURESMENTS:

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	1,436	1,013	2,449
MMHS-MADERA MIGRANT HEAD START	3,510	2,026	1,621	7,157
	3,510	3,462	2,634	9,606
	MMHS	CMIG	Total	
TOTAL FEDERAL REIMBURSEMENT:	\$19,255.29	\$7,587.21	\$26,842.50	
CASH IN LIEU:	\$607.80	\$430.80	\$1,038.60	
TOTAL STATE REIMBURSEMENTS:	\$1,195.78	\$310.18	\$1,505.96	
	\$21,058.87	\$8,328.19	\$29,387.06	

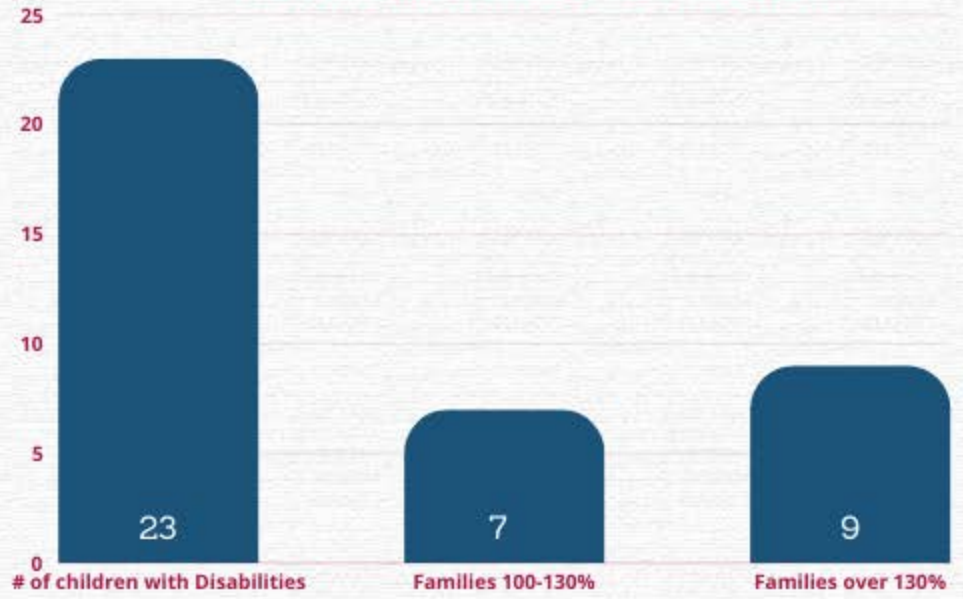


Madera Regional Head Start Monthly Enrollment Report October 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



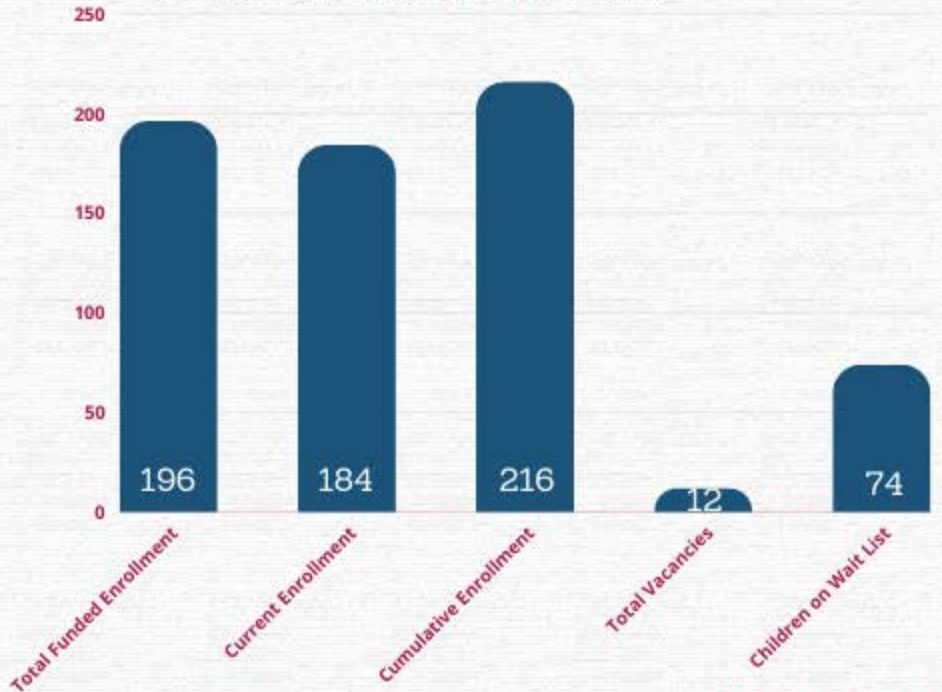
ATTENDANCE REPORT



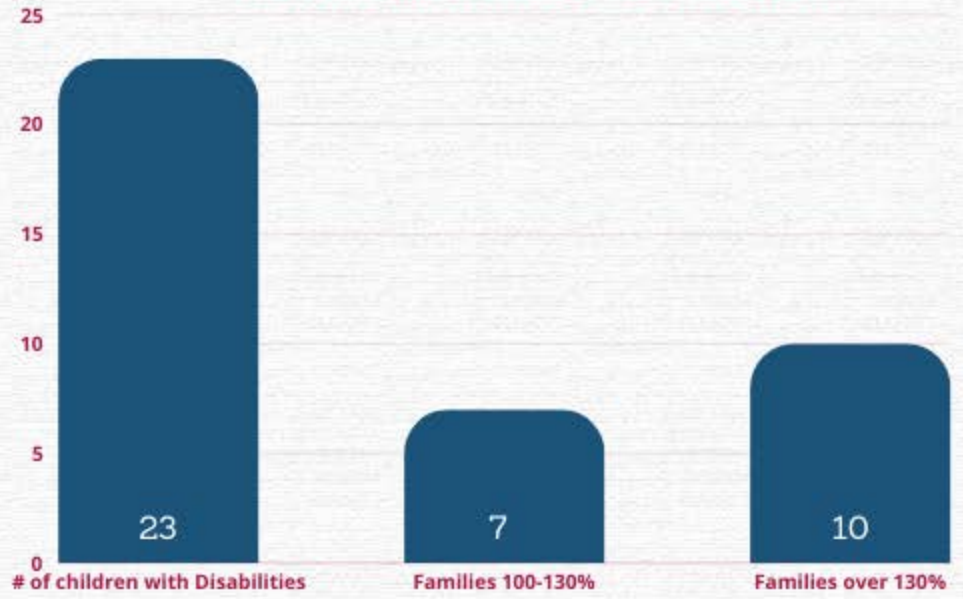


Madera Regional Head Start Monthly Enrollment Report November 2024

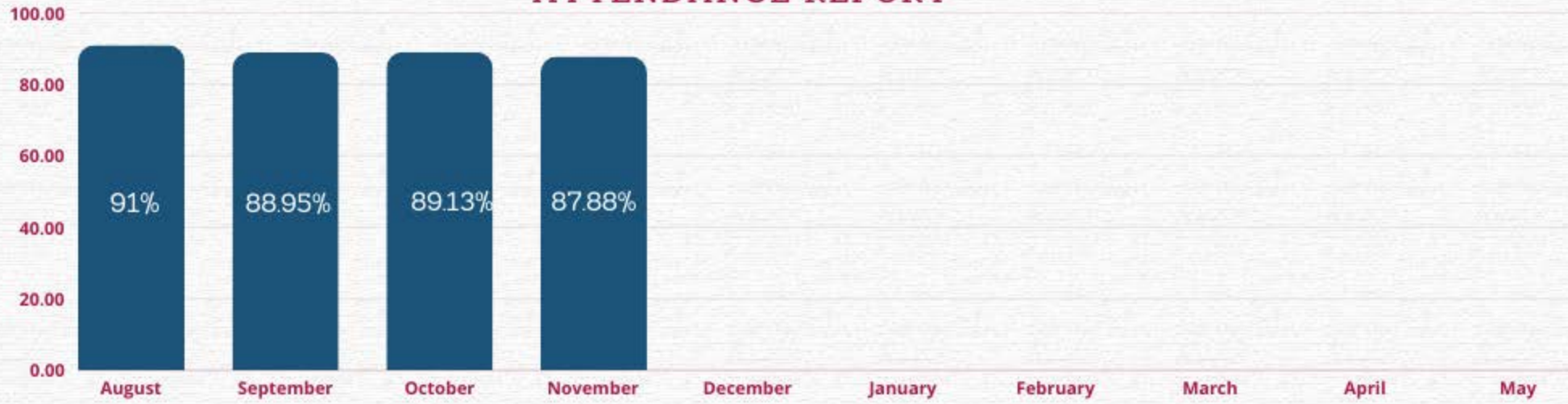
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



ATTENDANCE REPORT



IN-KIND MONTHLY SUMMARY REPORT

Month **September** **Year** **2024-25**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	136,819.00	17,859.10	53,118.58	70,977.68	65,841.32
A. Professional Services/Servicios Profesionales	-	0.00	176.00	176.00	(176.00)
B. Center Volunteers/Voluntarios en el Centro	134,118.00	17,830.78	52,942.58	70,773.36	63,344.64
C. Other/Policy Council/Otro/Comité de Póliza	2,701.00	28.32		28.32	2,672.68
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	4,697.00	0.00	95.00	95.00	4,602.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	318,251.00	39,353.10	19,676.55	59,029.65	259,221.35
Transportation/ Transportación	-	0.00		-	
TOTAL IN-KIND	459,767.00	57,212.20	72,890.13	130,102.33	329,664.67
State Fund 319	\$676,616	100,350.00	119,167.00	219,517.00	457,099.00
Grand Total	1,136,383.00	157,562.20	192,057.13	349,619.33	786,763.67

B. Contracted In-Kind \$ 349,619.33

C. Percent Y-T-D In-Kind 30.77%

IN-KIND MONTHLY SUMMARY REPORT

Month

October

Year

2024-25

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	136,819.00	75,062.90	32,303.71	107,366.61	29,452.39
A. Professional Services/Servicios Profesionales	-	176.00		176.00	(176.00)
B. Center Volunteers/Voluntarios en el Centro	134,118.00	74,858.58	32,303.71	107,162.29	26,955.71
C. Other/Policy Council/Otro/Comité de Póliza	2,701.00	28.32		28.32	2,672.68
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	4,697.00	165.00		165.00	4,532.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	318,251.00	78,706.20	19,676.55	98,382.75	219,868.25
Transportation/ Transportación	-	0.00		-	-
REGIONAL TOTAL IN-KIND	459,767.00	153,934.10	51,980.26	205,914.36	253,852.64
STATE FUND 319	\$676,616	219,517.00	125,439.00	344,956.00	331,660.00
Grand Total	1,136,383.00	373,451.10	177,419.26	550,870.36	585,512.64

	Contract	Booked	Residual
A. Regional YTD In-kind	459,767.00	\$ 205,914.36	253,853
B. State YTD In-kind	676,616.00	344,956.00	331,660
Total	1,136,383.00	\$ 550,870.36	585,513

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

FREE MEALS	185		132
REDUCED	0		0
BASE	0		0
TOTAL	185		132

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	2,318	X	100.0000%	X	\$2.3700		\$5,493.66
LUNCH:	2,736	X	100.0000%	X	\$4.4300		\$12,120.48
SUPPLEMENTS:	195	X	100.0000%	X	\$1.2100		\$235.95

	5,249	
TOTAL FEDERAL REIMBURSEMENT		\$17,850.09

CASH IN LIEU:		
LUNCHES X \$0.3000		\$820.80

TOTAL REIMBURSEMENT		\$18,670.89
----------------------------	--	--------------------

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE		% ALLOC	TOTAL STATE EARNINGS
TOTAL BREAKFAST	2,318	X	\$0.2137	X	100%	\$495.36
TOTAL LUNCHES	2,736	X	\$0.2137	X	100%	\$584.68
TOTAL:						\$1,080.04

TOTAL OF FEDERAL & STATE REIMBURESMENTS:		\$19,750.93
---	--	--------------------

	Breakfast	Lunch	Snack	Total
RHS	304	2,736	195	3,235
CSPP	2,014	-	-	2,014
	2,318	2,736	195	5,249

	RHS	CSPP	Total
TOTAL FEDERAL REIMBURSEMENT:	\$13,076.91	\$4,773.18	\$17,850.09
CASH IN LIEU:	\$820.80	\$0.00	\$820.80
TOTAL STATE REIMBURSEMENTS:	\$495.36	\$584.68	\$1,080.04
	\$14,393.07	\$5,357.86	\$19,750.93

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

FREE MEALS	193		138
REDUCED	0		0
BASE	0		0
TOTAL	193		138

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	2,543	X	100.0000%	X	\$2.3700		\$6,026.91
LUNCH:	3,024	X	100.0000%	X	\$4.4300		\$13,396.32
SUPPLEMENTS:	217	X	100.0000%	X	\$1.2100		\$262.57

	5,784			
		TOTAL FEDERAL REIMBURSEMENT		\$19,685.80

CASH IN LIEU:		LUNCHES X \$0.3000		\$907.20
----------------------	--	--------------------	--	-----------------

TOTAL REIMBURSEMENT	\$20,593.00
----------------------------	--------------------

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE		% ALLOC	TOTAL STATE EARNINGS
TOTAL BREAKFAST	2,543	X	\$0.2137	X	100%	\$543.44
TOTAL LUNCHES	3,024	X	\$0.2137	X	100%	\$646.23
TOTAL:						\$1,189.67

TOTAL OF FEDERAL & STATE REIMBURESMENTS:	\$21,782.67
---	--------------------

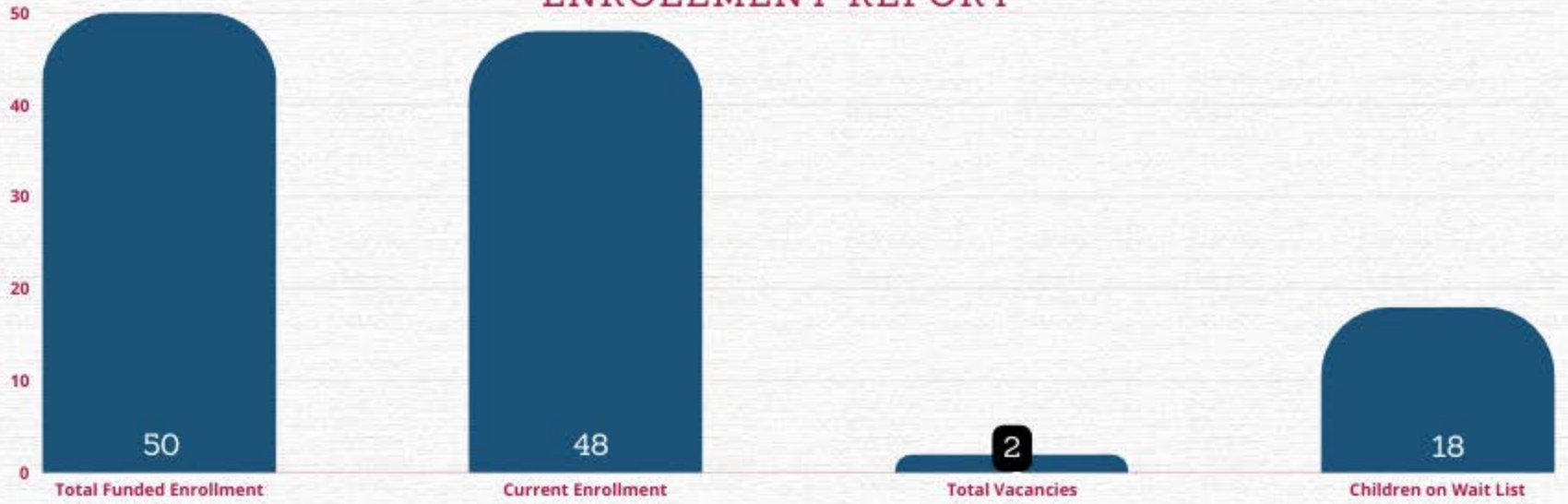
	Breakfast	Lunch	Snack	Total
RHS	346	3,024	217	3,587
CSPP	2,197	-	-	2,197
	2,543	3,024	217	5,784

	RHS	CSPP	Total
TOTAL FEDERAL REIMBURSEMENT:	\$14,478.91	\$5,206.89	\$19,685.80
CASH IN LIEU:	\$907.20	\$0.00	\$907.20
TOTAL STATE REIMBURSEMENTS:	\$543.44	\$646.23	\$1,189.67
	\$15,929.55	\$5,853.12	\$21,782.67

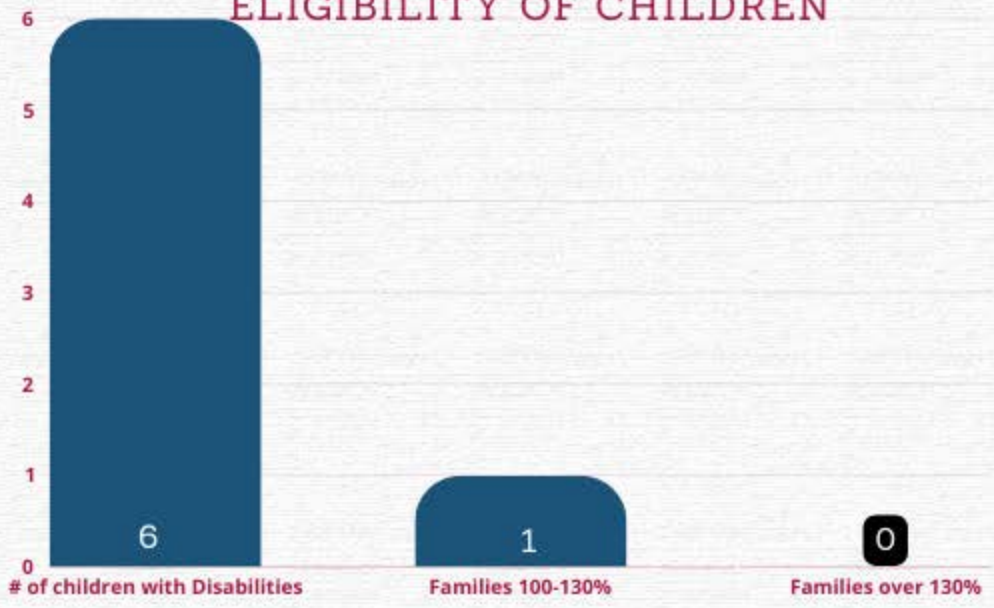


Madera Early Head Start Monthly Enrollment Report October 2024

ENROLLMENT REPORT

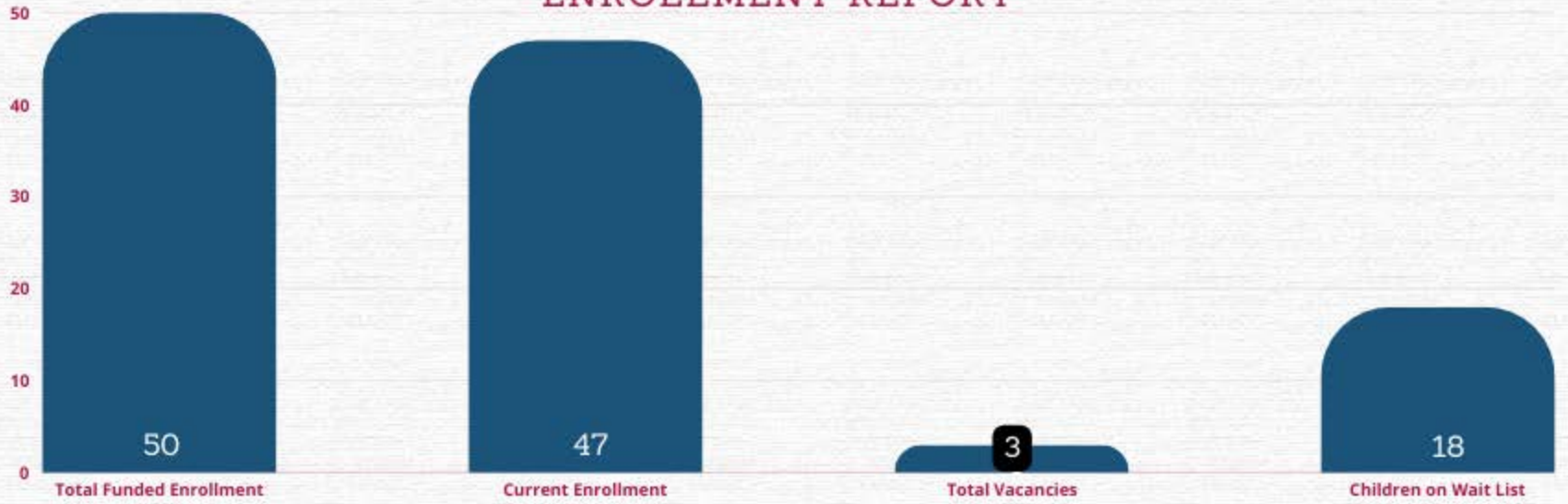


DISABILITIES & ELIGIBILITY OF CHILDREN

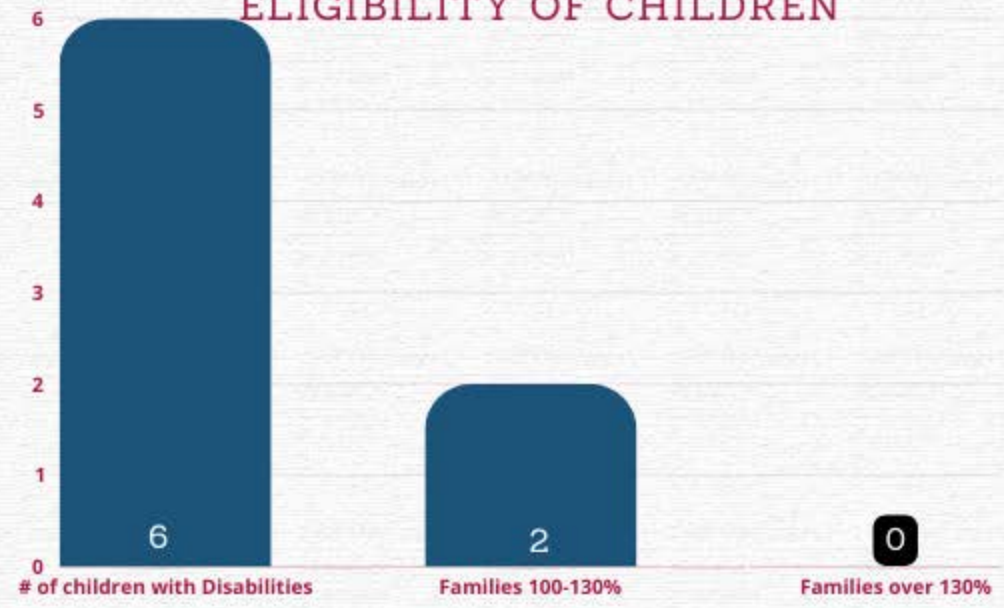


Madera Early Head Start Monthly Enrollment Report November 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



IN-KIND MONTHLY SUMMARY REPORT

Month

September

Year

2024

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	208,787.00	53,507.40	30,726.23	84,233.63	124,553.37
A. Professional Services/Servicios Profesionales	-	0.00		-	-
B. Center Volunteers/Voluntarios en el Centro	206,086.00	53,507.40	30,726.23	84,233.63	121,852.37
C. Other/Policy Council/Otro/Comité de Póliza	2,701.00	0.00		-	2,701.00
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	451.00	0.00		-	451.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	-	0.00		-	-
Transportation/ Transportación	-	0.00		-	-
TOTAL IN-KIND	209,238.00	53,507.40	30,726.23	84,233.63	125,004.37
	0.00	0.00	-	-	-
Grand Total	209,238.00	53,507.40	30,726.23	84,233.63	125,004.37

B. Contracted In-Kind \$ 84,233.63

C. Percent Y-T-D In-Kind 40.26%

IN-KIND MONTHLY SUMMARY REPORT

Month

October

Year

2024

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	208,787.00	92,098.96	23,251.29	115,350.25	93,436.75
A. Professional Services/Servicios Profesionales	-	0.00		-	-
B. Center Volunteers/Voluntarios en el Centro	206,086.00	92,098.96	23,251.29	115,350.25	90,735.75
C. Other/Policy Council/Otro/Comité de Póliza	2,701.00	0.00		-	2,701.00
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	451.00	0.00		-	451.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	-	0.00		-	-
Transportation/ Transportación	-	0.00		-	-
TOTAL IN-KIND	209,238.00	92,098.96	23,251.29	115,350.25	93,887.75
Grand Total	209,238.00	92,098.96	23,251.29	115,350.25	93,887.75

B. Contracted In-Kind

\$ 115,350.25

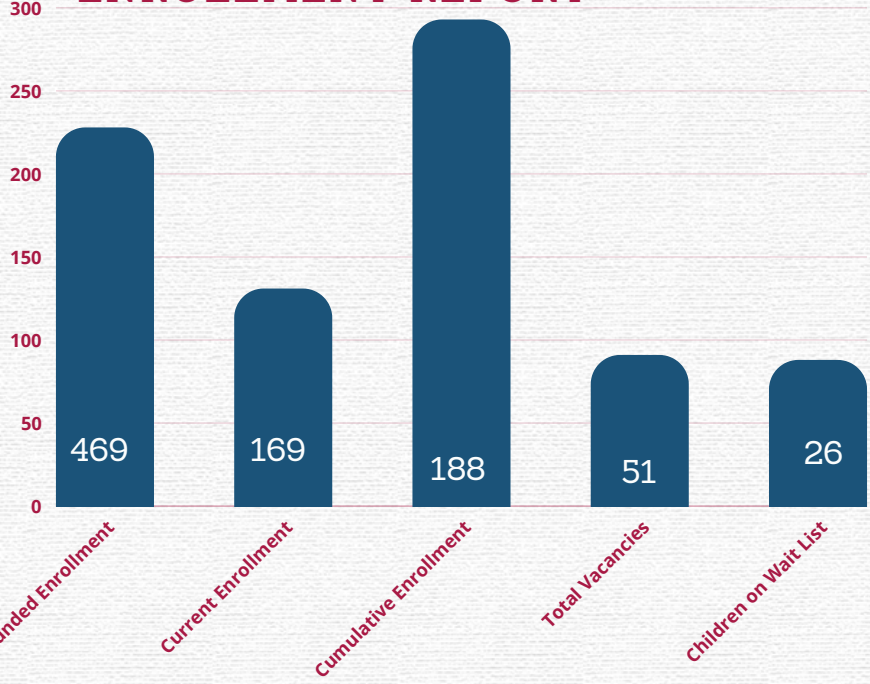
C. Percent Y-T-D In-Kind

55.13%

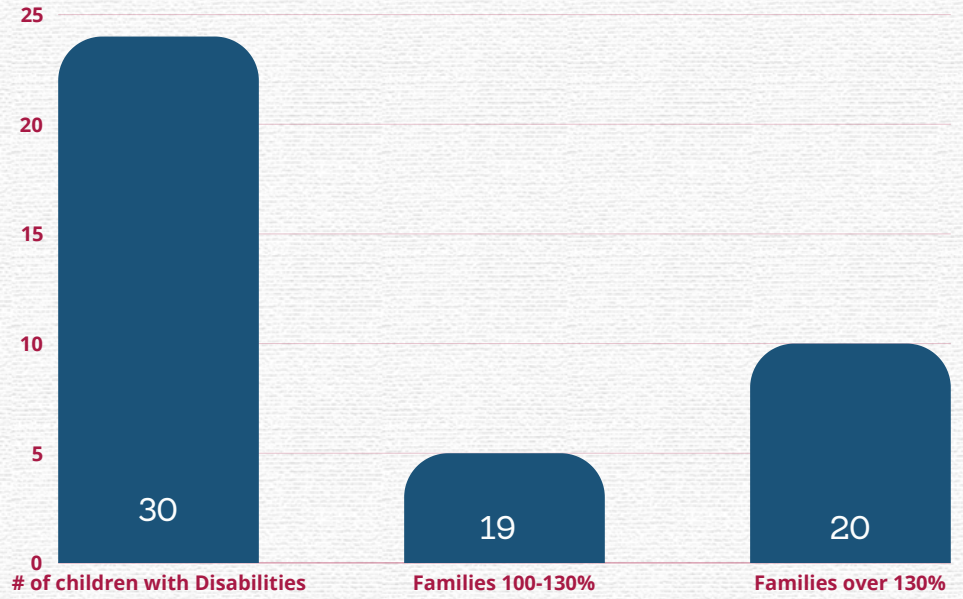


Fresno Migrant Seasonal Head Start Monthly Enrollment Report October 2024

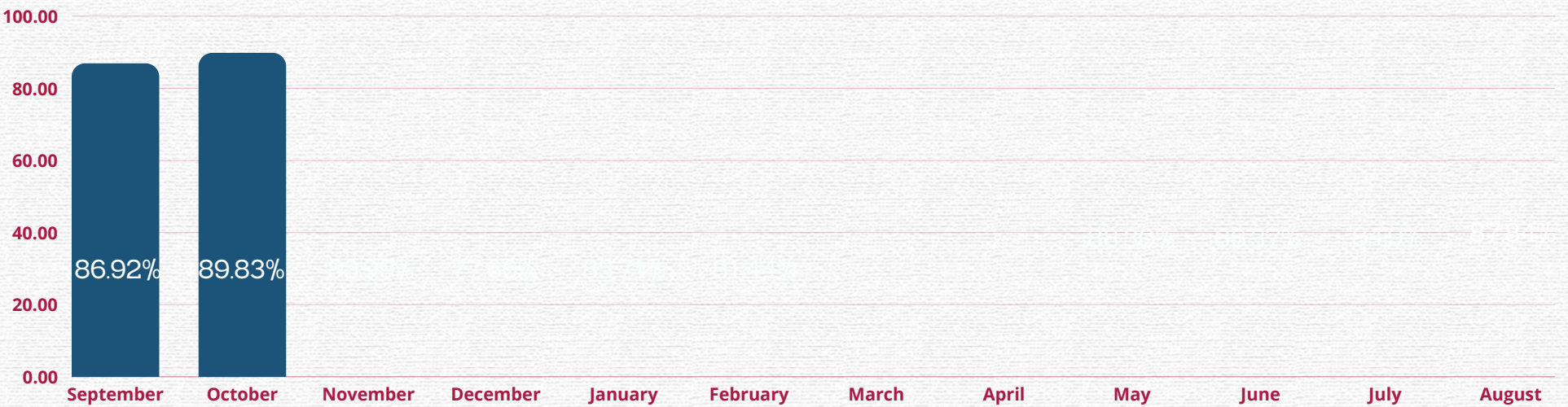
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



ATTENDANCE REPORT



IN-KIND MONTHLY SUMMARY REPORT

Month **September** Year **2024**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	1,436,988	0.00	93,922.41	93,922.41	(1,343,065.59)
A. Professional Services	0.00	0.00		0.00	0.00
B. Center Volunteers	1,434,094.08	0.00		0.00	(1,434,094.08)
C. Policy Concl/Committee	2,894.40	0.00	93,922.41	93,922.41	91,028.01
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	7,883.00	0.00		0.00	(7,883.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - SPACE	0.00	0.00		0.00	0.00
DONATED - RENT	217,266.00	0.00	13,658.58	13,658.58	(203,607.42)
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	1,662,137.00	0.00	107,580.99	107,580.99	(1,554,556.01)

C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
---------------------------	------	------	--	------	------

Grand Total	1,662,137.00	0.00	107,580.99	107,580.99	(1,554,556.01)
--------------------	---------------------	-------------	-------------------	-------------------	-----------------------

A. Y-T-D In-Kind 107,580.99
 B. Contracted In-Kind 1,662,137.00
 C. Percent Y-T-D In-Kind 6.47%

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

FREE MEALS	179
REDUCED	-
BASE	-
TOTAL	179

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	2,796	X	100.0000%	X	\$2.3700	=	\$6,626.52
LUNCH:	2,748	X	100.0000%	X	\$4.4300	=	\$12,173.64
SUPPLEMENTS:	2,422	X	100.0000%	X	\$1.2100	=	\$2,930.62

	7,966						
		TOTAL FEDERAL REIMBURSEMENT					\$21,730.78

CASH IN LIEU:	LUNCHES X \$0.3000						\$824.40
----------------------	--------------------	--	--	--	--	--	----------

TOTAL REIMBURSEMENT	\$22,555.18
----------------------------	--------------------

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE				
TOTAL BREAKFAST	2,796	X	\$0.2160	X	100%		\$603.94
TOTAL LUNCHES	2,748	X	\$0.2160	X	100%		\$593.57

TOTAL STATE REIMBURSEMENT	\$1,197.51
----------------------------------	-------------------

TOTAL OF FEDERAL & STATE REIMBURESMENTS:	\$23,752.69
---	--------------------



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: December 12, 2024

Author: Leticia Murillo

DATE: December 12, 2024

TO: Board of Directors

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

SUBJECT: **Continued Funding Application Fiscal Year 2025-2026**

I. RECOMMENDATION:

Review and consider ratifying the submission of the application requesting continued funding from the California Department of Social Services – Child Care and Development Division (CCDD) for Fiscal Year 2025-2026

II. SUMMARY:

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

III. DISCUSSION:

- The application was submitted on December 3, 2024.
- If, and when the contracts are approved, amendments may occur with the current contracts.

IV. FINANCING:

Current contract amounts for 2023-24 are as follows:

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

Alternative Payment ((Madera County)	\$16,439,589.00
CalWORKs Stage 2 (Madera County)	\$1,785,876.00
CalWORKs Stage 3 (Madera County)	\$1,245,481.00
Resource & Referral (Madera County)	\$ 297,087.00
Bridge Program (Madera County)	\$197,138.00

CONTINUED FUNDING APPLICATION FISCAL YEAR 2025-26

1. Introduction

Contractors who wish to be considered for continued funding for Fiscal Year (FY) 2025-26 must read the accompanying instructions and fully and accurately complete this application for continued funding. Please note that contractors have no vested right to a subsequent contract. Failure to respond to this application by the due date of 11:59 p.m., December 20, 2024 shall constitute notice to the Child Care and Development Division (CCDD) of the intent to discontinue services at the end of the current contract year unless the contractor has received a written notice of extension of time from the CCDD. If this application is returned to the CCDD by the due date, but is not fully and accurately completed, continued funding for FY 2025-26 may not be awarded, or funding may be delayed. Completion of this Continued Funding Application (CFA) does not guarantee a renewal of funding. Any contractors who are approved for continued funding will be expected to execute a contract with the California Department of Social Services (CDSS) and comply with all applicable federal and state laws as well as all Funding Terms and Conditions and applicable Program Requirements incorporated into the contract.

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

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

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

2. Section I – Contractor Information

1. Legal Name of Contractor

Community Action Partnership of Madera County, Inc.

2. Contractor "Doing Business As" (DBA)

Community Action Partnership of Madera County, Inc.

3. Headquartered County

Madera

4. Vendor Number

B509

5. Contact Person Completing Application

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

Full Name

Leticia Murillo

Title

Alternative Payment and Resource & Referral Program Manager

Telephone Number (999-999-9999)

559-675-5733

Email Address

lmurillo@maderacap.org

6. Executive Director Information

Full Name

Mattie Mendez

Telephone Number (999-999-9999)

559-675-5749

Email Address

mmendez@maderacap.org

7. Program Director Information

Full Name

Mattie Mendez

Telephone Number (999-999-9999)

559-675-5749

Email Address

mmendez@maderacap.org

8. Legal Business Address

Street Address

1225 Gill Avenue

City

Madera

Zip Code

93637

10. Recipients of Federal funding must be registered and be active in SAM.gov. Please provide your SAM.gov unique ID number.

<https://sam.gov/content/home>

V9D5YUNVFNA4

3. Section II – Contract Types

My agency currently has a contract to administer the programs indicated below.

Check all applicable boxes indicating the programs the contractor intends to continue to administer for FY 2025-26. The contractor agrees to continue implementation of these programs with funds provided by the CDSS.

11. Center-Based Programs:

Not applicable

12. Family Child Care Home Education Networks:

Not applicable

13. Alternative Payment Programs:

Alternative Payment Program (CAPP)

CalWORKs Stage 2 (C2AP)

CalWORKs Stage 3 (C3AP)

14. Other Programs:

Resource and Referral (CRRP)

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

Child Care Bridge Program

16. Please provide the number of children currently on your agency's waitlist by contract type:

General Child Care and Development (CCTR) – Birth to Age 3

General Child Care and Development (CCTR) – Three and Four-Year-Olds

General Child Care and Development (CCTR) – TK through Age 13

Program for Special Needs (Handicapped) Children (CHAN)

General Child Care and Development (CCTR) – Family Child Care Home Education Network

Migrant Center-Based (CMIG)

Family Child Care Home Education Networks (CFCC) Program

Alternative Payment Program (CAPP)

349

CalWORKs Stage 2 (C2AP)

0

CalWORKs Stage 3 (C3AP)

0

Migrant Alternative Payment (CMAP)

17. Are any children listed on more than one waitlist per the different contracts your agency holds?

No

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

Board of Directors

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

18. I have a board of directors, board of trustees, board of education, or other governing authority to execute this CFA.

Yes

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

Yes

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

Click "Add Another Officer, Board Member, Owner or Governing Individual" as necessary.

First Name

Deborah

Last Name

Martinez

Title

Member/Public Official

Telephone Number (999-999-9999)

559-675-7841

Email Address

deborah.martinez@maderacounty.com

Address

1626 Sunrise Avenue, Madera, CA 93638

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

No

First Name

Leticia

Last Name

Gonzalez

Title

Member/Public Official

Telephone Number (999-999-9999)

559-675-7000

Email Address

leticia.gonzalez@maderacounty.com

Address

200 W 4th Street, Madera, CA 93637

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

No

First Name

Steve

Last Name

Montes

Title

Member/Public Official

Telephone Number (999-999-9999)

559-871-5255

Email Address

smontes@madera.gov

Address

205 W 4th Street, Madera, CA 93637

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

No

5. Section IV – Board Resolution

20. Please make one selection:

My agency does not yet have either of the required approvals referenced in the above selection but will be able to obtain the necessary documents prior to the FY 2025-26 contract's execution.

21. Please upload a copy of your upcoming board agenda showing that approval of the FY 2025-26 CFA is an agenda item at your upcoming board meeting.

[2025-26 BOD Agenda Resolution.pdf](#)

6. Section V – Subcontractor Certification

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

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

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

22. I subcontract part of my subsidized funding.

No

23. By checking the box below, the authorized representative certifies under penalty of perjury that they are duly authorized to legally bind the prospective contractor to the clause(s) listed above. This certification is made under the laws of the State of California.

The authorized representative certifies under penalty of perjury that they are duly authorized to legally bind the prospective contractor to the clause(s) listed above.

7. Section VI – Contractor Certifications

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

Personnel Certification

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

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

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

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

No

Program and Fiscal Operations

Applies to all applying agencies.

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

I am familiar with and will ensure that the Contractor complies with all applicable program requirements, statutes, and regulations, including: Prohibitions on conflicts of interests, including (i) the assurances required to establish that transactions with officers, directors and other related party transactions are conducted at arm's length, and (ii) employment limitations stated in W&IC 10399.

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

All subcontractors' audits and fiscal reporting and submission requirements.

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

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

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

Operational and programmatic requirements.

25. By checking the checkbox below, the authorized representative certifies under penalty of perjury that they are duly authorized to legally bind the prospective contractor to the clause(s) listed above. This certification is made under the laws of the State of California.

The authorized representative certifies under penalty of perjury that they are duly authorized to legally bind the prospective contractor to the clause(s) listed above.

8. Section VII – Certification of Contractor Information in the CDMIS

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

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

Executive Director/Superintendent information

Program Director information

Sites and Licenses and/or Office information

Family Child Care Home summary information

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

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

9. Section VIII – Contract Requirements

27. Are you a public agency

No – My organization is none of the above entity types.

28. Are you a tax-exempt entity?

Yes

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

No

10. Section IX – Required Contract Attachments

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

30. [Fiscal Year 2025-26 Program Calendar \(CCD 33\)](#)

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

[CCD 33 \(September 2024\) - Fiscal Year 2025-26 Program Calendar.pdf](#)

Has the Minimum Days of Operation (MDO) changed from the previous year's Program Calendar?

No

31. [Payee Data Record \(STD. 204\)](#)

Required for non-public agencies only.

[STD 204 Signed and Dated.pdf](#)

11. Section X – Self-Certifications

Check the boxes to self-certify that your agency meets the requirements below.

32. Contractors must self-certify that they are not listed as a delinquent tax payor on the Franchise Tax Board's [Corporate Income Tax List Top 500 Tax Delinquencies](#).

By checking this checkbox, the applicant certifies that their agency meets this requirement.

33. Contractors must self-certify that they are not listed as a delinquent tax payor on the Department of Tax & Fee Administration's [Top 500 Sales & Use Delinquencies in California](#).

By checking this checkbox, the applicant certifies that their agency meets this requirement.

34. Contractors must self-certify that they are not on the list of sanctioned entities in response to Russian Aggression in Ukraine. Contractors may search the U.S. Treasury's [Office of Foreign Assets Control Sanctions List Search](#)

By checking this checkbox, the applicant certifies that their agency meets this requirement.

35. Non-public agencies must self-certify that they are registered with 'active' status on the [California Secretary of State Business Search](#) web page.

By checking this checkbox, the applicant certifies that their agency meets this requirement.

36. Contractors who identified as tax-exempt entities must self-certify that their organization has active 501 (c)(3) or 501 (c)(5) status. To access and save proof of active status, visit the [Internal Revenue Service Tax Exempt Organization Search](#) web page.

By checking this checkbox, the applicant certifies that their agency meets this requirement.

12. Section X – Self-Certifications (Cont'd)

37. Federal Certifications

Check the box at the end of the page to self-certify that your agency meets the requirements below.

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 93, "New restrictions on Lobbying," , 2 CFR Part 376, "Government-wide Debarment and Suspension (Non procurement), and 2 CFR Part 382.10 "Government-wide requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Social Services determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 45 CFR Part 93, Sections 93.105 and 93.110, the applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- (b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 2 CFR part 376 , for prospective participants in primary or a lower tier covered transactions.

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 382.10. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing an on-going drug-free awareness program to inform employees about-
 - (1) The danger of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 382.10.

- (a) As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W.(Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

ENVIRONMENTAL TOBACCO SMOKE ACT

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and Implemented at 20 U.S.C. Section 7973, Public Law 103-277, Title X, Part C requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, and portions of facilities used for in-patient drug and alcohol treatment.)

By checking this checkbox, the authorized representative certifies that their agency will comply with the above certifications.

13. Section X – Self-Certifications (Cont'd)

38. Contractor Certification Clauses

Check the box at the end of the page to self-certify that your agency meets the requirements below.

STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- (a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- (b) Establish a Drug-Free Awareness Program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the person's or organization's policy of maintaining a drug-free workplace;
 - (3) any available counseling, rehabilitation and employee assistance programs; and,
 - (4) penalties that may be imposed upon employees for drug abuse violations.
- (c) Every employee who works on the proposed Agreement will:
 - (1) receive a copy of the company's drug-free workplace policy statement; and,
 - (2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following

has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been Issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003. Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State. Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

SWEATFREE CODE OF CONDUCT:

(a) All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweat free Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

(b) The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

(a) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

(b) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

(a) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

(b) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

(c) If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

(d) Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA: When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

"Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) In violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

By checking this checkbox, the authorized representative certifies under penalty of perjury that they are duly authorized to legally bind the prospective contractor to the clause(s) listed above. This certification is made under the laws of the State of California.

14. Review

Would you like to receive a copy of your responses for review purposes prior to submitting your application?
If you select "Yes" and click "Next," an email with your current responses (attached as a PDF) will be sent to this email address: lmurillo@maderacap.org.

Yes

15. Submission Page

Signature Check: Please ensure that the following sections are complete prior to submitting the application.

39. Section IV – Board Resolution

I have uploaded my agency's upcoming board meeting agenda showing the CDSS FY 2025-26 CFA as an agenda item. I will email CFA@dss.ca.gov when my agency receives the required approval.

40. Section IX Attachment – Payee Data Record (STD. 204)

Check to confirm this section has been signed.

By signing this CFA, Community Action Partnership of Madera County, Inc. is indicating that it wishes to automatically renew the current contract for FY 2025-26 and, if approved, is willing to, and does accept, all terms and conditions of the contract, which will be provided to the contractor no later than July 1, 2025. The Community Action Partnership of Madera County, Inc. may reject the FY 2025-26 contract by providing the CDSS with a written notice of rejection no later than June 30, 2025.

Contractors that wish to reject the terms of the FY 2025-26 contract must provide written notice that the terms of the contract are rejected by emailing ChildCareContracts@dss.ca.gov and their [Program Quality and Improvement Assigned Consultant](#) on or before June 30, 2025. The email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2025-26 contract, if applicable, are rejected. Contractors providing such notice to the CDSS of the rejection of the terms of the contract(s) will not have a contract(s) in effect for FY 2025-26.

41. Final Signature

AGREEMENT: By signing this application electronically, I, the authorized designee, agree that my electronic signature is the legally binding equivalent to my handwritten signature.

Signature of the Contractor's Authorized Representative

A handwritten signature in black ink, appearing to read 'L. Murillo', with a long horizontal flourish extending to the right.

Signature of: Leticia Murillo

Title of Contractor's Authorized Representative

Alternative Payment and Resource & Referral Program Manager

Date of Signature

12/03/2024

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

559-675-5733

Authorized Representative's Email Address

lmurillo@maderacap.org

16. Thank You!

Thank you for completing the Continued Funding Application (CFA) for Fiscal Year 2025-26. You will receive an email confirming your submission to the California Department of Social Services, Child Care and Development Division (CCDD). A copy of your responses and any attachments will accompany the confirmation email. The PDF copy of your application will be password protected. Please use **CFA25-26** to access your file. If you have any questions, please contact the CCDD CFA Team at CFA@dss.ca.gov.

SUBCONTRACT CERTIFICATION

INSTRUCTIONS: Please complete one form per subcontractor.

Please Note: Family Child Care Home Education Network (FCCHEN) providers are not considered contractors and should not be included on this form.

Contractor Name Community Action Partnership of Madera County, Inc.		Vendor Number B509	County 20 Madera <input type="button" value="v"/>			
Subcontractor Legal Name Resource & Referral (CRRP)		Contracted Program Type Resource and Referral (CRRP) <input type="button" value="v"/>				
Contract Maximum Reimbursable Amount (MRA)		Total Percentage of MRA Subcontracted _____ %				
How many children does this subcontractor serve?		Does this subcontractor also contract with the CCDD? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Site #	Site Name	Site Address	New Subcontractor	Service County	Percentage of MRA Subcontracted	Approved (CCDD ONLY)
1			<input type="checkbox"/> Yes <input type="checkbox"/> No			
2			<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
5			<input type="checkbox"/> Yes <input type="checkbox"/> No			
6			<input type="checkbox"/> Yes <input type="checkbox"/> No			

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

FOR CCDD USE ONLY – PROGRAM CONSULTANT APPROVAL

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge. I acknowledge that by providing my electronic signature for this form, I agree my electronic signature is the legal binding equivalent to my handwritten signature. I hereby confirm that my electronic signature represents my execution of authentication of this form, and my intent to be bound by it.

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

Indicate any notes on subcontractor sites not approved:

INSTRUCTIONS:

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

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

SUBCONTRACT CERTIFICATION

INSTRUCTIONS: Please complete one form per subcontractor.

Please Note: Family Child Care Home Education Network (FCCHEN) providers are not considered contractors and should not be included on this form.

Contractor Name Community Action Partnership of Madera County, Inc.		Vendor Number B509	County 20 Madera			
Subcontractor Legal Name CalWORKs Stage 3 (C3AP)		Contracted Program Type CalWORKs Stage 3 (C3AP)				
Contract Maximum Reimbursable Amount (MRA)		Total Percentage of MRA Subcontracted _____%				
How many children does this subcontractor serve?		Does this subcontractor also contract with the CCDD? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Site #	Site Name	Site Address	New Subcontractor	Service County	Percentage of MRA Subcontracted	Approved (CCDD ONLY)
1			<input type="checkbox"/> Yes <input type="checkbox"/> No			
2			<input type="checkbox"/> Yes <input type="checkbox"/> No			
3			<input type="checkbox"/> Yes <input type="checkbox"/> No			
4			<input type="checkbox"/> Yes <input type="checkbox"/> No			
5			<input type="checkbox"/> Yes <input type="checkbox"/> No			
6			<input type="checkbox"/> Yes <input type="checkbox"/> No			

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

FOR CCDD USE ONLY – PROGRAM CONSULTANT APPROVAL

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge. I acknowledge that by providing my electronic signature for this form, I agree my electronic signature is the legal binding equivalent to my handwritten signature. I hereby confirm that my electronic signature represents my execution of authentication of this form, and my intent to be bound by it.

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

Indicate any notes on subcontractor sites not approved:

INSTRUCTIONS:

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

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

SUBCONTRACT CERTIFICATION

INSTRUCTIONS: Please complete one form per subcontractor.

Please Note: Family Child Care Home Education Network (FCCHEN) providers are not considered contractors and should not be included on this form.

Contractor Name Community Action Partnership of Madera County, Inc.		Vendor Number B509	County 20 Madera ▼
Subcontractor Legal Name CalWORKs Stage 2 (C2AP)		Contracted Program Type CalWORKs Stage 2 (C2AP) ▼	
Contract Maximum Reimbursable Amount (MRA)		Total Percentage of MRA Subcontracted _____%	
How many children does this subcontractor serve?		Does this subcontractor also contract with the CCDD? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

FOR CCDD USE ONLY – PROGRAM CONSULTANT APPROVAL

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge. I acknowledge that by providing my electronic signature for this form, I agree my electronic signature is the legal binding equivalent to my handwritten signature. I hereby confirm that my electronic signature represents my execution of authentication of this form, and my intent to be bound by it.

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

Indicate any notes on subcontractor sites not approved:

INSTRUCTIONS:

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

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

SUBCONTRACT CERTIFICATION

INSTRUCTIONS: Please complete one form per subcontractor.

Please Note: Family Child Care Home Education Network (FCCHEN) providers are not considered contractors and should not be included on this form.

Contractor Name Community Action Partnership of Madera County, Inc.		Vendor Number B509	County 20 Madera <input type="button" value="v"/>			
Subcontractor Legal Name Alternative Payment Program (CAPP)		Contracted Program Type Alternative Payment Program (CAPP) <input type="button" value="v"/>				
Contract Maximum Reimbursable Amount (MRA)		Total Percentage of MRA Subcontracted _____%				
How many children does this subcontractor serve?		Does this subcontractor also contract with the CCDD? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Site #	Site Name	Site Address	New Subcontractor	Service County	Percentage of MRA Subcontracted	Approved (CCDD ONLY)
1			<input type="checkbox"/> Yes <input type="checkbox"/> No			
2			<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No			
5			<input type="checkbox"/> Yes <input type="checkbox"/> No			
6			<input type="checkbox"/> Yes <input type="checkbox"/> No			

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

FOR CCDD USE ONLY – PROGRAM CONSULTANT APPROVAL

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge. I acknowledge that by providing my electronic signature for this form, I agree my electronic signature is the legal binding equivalent to my handwritten signature. I hereby confirm that my electronic signature represents my execution of authentication of this form, and my intent to be bound by it.

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

Indicate any notes on subcontractor sites not approved:

INSTRUCTIONS:

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

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

FISCAL YEAR 2025-26 PROGRAM CALENDAR

INSTRUCTIONS:

1. Contractor Name: Enter the contractor's name.
2. Vendor Number: Enter the contractor's vendor number.
3. County: Select the contractor's headquartered county from the drop-down menu.
4. Contract Type(s): Select the contracted program type(s). Check all that apply.
5. Calendar: Click on the date for the days of operation and enter an uppercase 'X' for all days the program will serve subsidized children during the FY 2025-26 contract period (Center-Based programs and CFCC). AP and R&R programs should mark the days the program office is open for business. The total number of days marked with a capital letter 'X' for each contract will constitute each contract's MDO. The totals for "Days of Operation," "Quarter Subtotals," and "Total Days of Operation" will then automatically calculate. Please verify accuracy.
6. Minimum Days of Operation: If your MDO has changed from the previous year, please provide a brief explanation in the space provided.

CONTRACTOR AND CONTRACT INFORMATION:

CONTRACTOR NAME Community Action Partnership of Madera County, Inc.	VENDOR NUMBER B509	COUNTY NAME Madera <div style="text-align: right; border: 1px solid black; width: 20px; height: 20px; margin-left: 5px; display: flex; align-items: center; justify-content: center;">▼</div>
CONTRACT TYPE(S) SELECT ALL THAT APPLY.		
<input type="checkbox"/> General Child Care And Development (CCTR) <input type="checkbox"/> Program for Special Needs (Handicapped) Children (CHAN) <input type="checkbox"/> Migrant Center-Based (CMIG) <input type="checkbox"/> Family Child Care Home Education Networks (CFCC) Program <input checked="" type="checkbox"/> California Alternative Payment Program (CAPP) <input checked="" type="checkbox"/> CalWORKs Stage 2 (C2AP) <input checked="" type="checkbox"/> CalWORKs Stage 3 C3AP <input checked="" type="checkbox"/> Resource & Referral Program (CRRP) <input type="checkbox"/> Migrant Alternative Payment Program (CMAP)		
IF THERE ARE CHANGES TO THE MINIMUM DAYS OF OPERATION (MDO), PLEASE EXPLAIN WHY.		

FISCAL YEAR 2025-26 PROGRAM CALENDAR

	S	M	T	W	T	F	S
JULY 2025			1 x	2 x	3 x	4	5
DAYS OF OPERATION	6	7 x	8 x	9 x	10 x	11 x	12
22	13	14 x	15 x	16 x	17 x	18 x	19
	20	21 x	22 x	23 x	24 x	25 x	26
	27	28 x	29 x	30 x	31 x		

	S	M	T	W	T	F	S
AUGUST 2025						1 x	2
DAYS OF OPERATION	3	4 x	5 x	6 x	7 x	8 x	9
21	10	11 x	12 x	13 x	14 x	15 x	16
	17	18 x	19 x	20 x	21 x	22 x	23
	24	25 x	26 x	27 x	28 x	29 x	30
	31						

	S	M	T	W	T	F	S	
SEPTEMBER 2025			1	2 x	3 x	4 x	5 x	6
DAYS OF OPERATION	7	8 x	9 x	10 x	11 x	12 x	13	
21	14	15 x	16 x	17 x	18 x	19 x	20	
	21	22 x	23 x	24 x	25 x	26 x	27	
	28	29 x	30 x					

FIRST QUARTER SUBTOTAL 64

	S	M	T	W	T	F	S
OCTOBER 2025				1 x	2 x	3 x	4
DAYS OF OPERATION	5	6 x	7 x	8 x	9 x	10 x	11
22	12	13	14 x	15 x	16 x	17 x	18
	19	20 x	21 x	22 x	23 x	24 x	25
	26	27 x	28 x	29 x	30 x	31 x	

	S	M	T	W	T	F	S
NOVEMBER 2025							1
DAYS OF OPERATION	2	3 x	4 x	5 x	6 x	7 x	8
17	9	10 x	11	12 x	13 x	14 x	15
	16	17 x	18 x	19 x	20 x	21 x	22
	23	24 x	25 x	26 x	27	28	29
	30						

	S	M	T	W	T	F	S
DECEMBER 2025		1 x	2 x	3 x	4 x	5 x	6
DAYS OF OPERATION	7	8 x	9 x	10 x	11 x	12 x	13
22	14	15 x	16 x	17 x	18 x	19 x	20
	21	22 x	23 x	24 x	25	26 x	27
	28	29 x	30 x	31 x			

SECOND QUARTER SUBTOTAL 61

	S	M	T	W	T	F	S	
JANUARY 2026						1	2 x	3
DAYS OF OPERATION	4	5 x	6 x	7 x	8 x	9 x	10	
20	11	12 x	13 x	14 x	15 x	16 x	17	
	18	19	20 x	21 x	22 x	23 x	24	
	25	26 x	27 x	28 x	29 x	30 x	31	

	S	M	T	W	T	F	S
FEBRUARY 2026	1	2 x	3 x	4 x	5 x	6 x	7
DAYS OF OPERATION	8	9 x	10 x	11 x	12 x	13 x	14
19	15	16	17 x	18 x	19 x	20 x	21
	22	23 x	24 x	25 x	26 x	27 x	28

	S	M	T	W	T	F	S
MARCH 2026	1	2 x	3 x	4 x	5 x	6 x	7
DAYS OF OPERATION	8	9 x	10 x	11 x	12 x	13 x	14
21	15	16 x	17 x	18 x	19 x	20 x	21
	22	23 x	24 x	25 x	26 x	27	28
	29	30 x	31 x				

THIRD QUARTER SUBTOTAL 60

	S	M	T	W	T	F	S
APRIL 2026				1 x	2 x	3 x	4
DAYS OF OPERATION	5	6 x	7 x	8 x	9 x	10 x	11
22	12	13 x	14 x	15 x	16 x	17 x	18
	19	20 x	21 x	22 x	23 x	24 x	25
	26	27 x	28 x	29 x	30 x		

	S	M	T	W	T	F	S	
MAY 2026							1 x	2
DAYS OF OPERATION	3	4 x	5 x	6 x	7 x	8 x	9	
20	10	11 x	12 x	13 x	14 x	15 x	16	
	17	18 x	19 x	20 x	21 x	22 x	23	
	24	25	26 x	27 x	28 x	29 x	30	
	31							

	S	M	T	W	T	F	S
JUNE 2026		1 x	2 x	3 x	4 x	5 x	6
DAYS OF OPERATION	7	8 x	9 x	10 x	11 x	12 x	13
21	14	15 x	16 x	17 x	18 x	19	20
	21	22 x	23 x	24 x	25 x	26 x	27
	28	29 x	30 x				

FOURTH QUARTER SUBTOTAL 63

TOTAL DAYS OF OPERATION 248

CCDD CONSULTANT INITIALS (FOR CDSS USE ONLY)

DATE APPROVED BY CCDD CONSULTANT (FOR CDSS USE ONLY)

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

Community Action Partnership of Madera County, Inc.

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

Community Action Partnership of Madera County, Inc.

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

1225 Gill Avenue

CITY, STATE, ZIP CODE

Madera, CA 93637

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

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

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

_____ - _____ - _____

OR

Federal Employer Identification Number (FEIN)

9 4 - 1 6 1 2 8 2 3

Section 4 – Payee Residency Status (See instructions)

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

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

Mattie Mendez

TITLE

Executive Director

E-MAIL ADDRESS

mmendez@maderacap.org

SIGNATURE**DATE**

12/2/2021

TELEPHONE (include area code)

(559) 675-5749

Section 6 – Paying State Agency**Please return completed form to:****STATE AGENCY/DEPARTMENT OFFICE**

California Department of Social Services

UNIT/SECTION

Child Care and Development Division / Funding Application Unit

MAILING ADDRESS

744 P Street, Mailing Station 9-8-354

FAX

N/A

TELEPHONE (include area code)

(833) 559-2417

CITY

Sacramento

STATE

CA

ZIP CODE

95814

E-MAIL ADDRESS

CFA@dss.ca.gov

PAYEE DATA RECORD

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

GENERAL INSTRUCTIONS

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

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

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

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

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

Section 1 – Payee Information

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

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

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

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

Section 2 – Entity Type

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

Section 3 – Tax Identification Number

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

Section 4 – Payee Residency Status

Are you a California resident or nonresident?

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

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

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

E-mail address: wscs.gen@ftb.ca.gov

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

Website: www.ftb.ca.gov

Section 5 – Certification

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

Section 6 – Paying State Agency

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

Privacy Statement

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

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

Home

Search

Forms

Help

Business Search

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

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

Basic Search

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

[Skip to main content](#) State

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



Request Certificate

Initial Filing Date	12/01/1965
Status	Active
Standing - SOS	Good
Standing - FTB	Good
Standing - Agent	Good
Standing - VCFCF	Good
Formed In	CALIFORNIA
Entity Type	Nonprofit Corporation - CA - Public Benefit
Principal Address	1225 GILL STREET MADERA, CA 93637
Mailing Address	1225 GILL AVENUE MADERA, CA 93637
Statement of Info Due Date	12/31/2025
Agent	Individual RUSSELL K RYAN 1690 WEST SHAW AVENUE, SUITE 200 FRESNO, CA 93711



View History



Request Access

Home

Search

Forms

Help

Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

Advanced Search

An Advanced search is required when searching for publicly traded disclosure information or a status other than active.

An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not

[Skip to main content](#) State



Request Certificate

Initial Filing Date	12/01/1965
Status	Active
Standing - SOS	Good
Standing - FTB	Good
Standing - Agent	Good
Standing - VCFCF	Good
Formed In	CALIFORNIA
Entity Type	Nonprofit Corporation - CA - Public Benefit
Principal Address	1225 GILL STREET MADERA, CA 93637
Mailing Address	1225 GILL AVENUE MADERA, CA 93637
Statement of Info Due Date	12/31/2025
Agent	Individual RUSSELL K RYAN 1690 WEST SHAW AVENUE, SUITE 200 FRESNO, CA 93711



View History



Request Access

Home

Search

Forms

Help

reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2)select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

Community 

Advanced 

Results: 1

Entity Information	Initial Filing Date
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. (500803)	12/01/1965

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



Request Certificate

Initial Filing Date	12/01/1965
Status	Active
Standing - SOS	Good
Standing - FTB	Good
Standing - Agent	Good
Standing - VCFCF	Good
Formed In	CALIFORNIA
Entity Type	Nonprofit Corporation - CA - Public Benefit
Principal Address	1225 GILL STREET MADERA, CA 93637
Mailing Address	1225 GILL AVENUE MADERA, CA93637
Statement of Info Due Date	12/31/2025
Agent	Individual RUSSELL K RYAN 1690 WEST SHAW AVENUE, SUITE 200 FRESNO, CA 93711



View History



Request Access

Community Action Partnership of Madera County Inc.

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

Other Names

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY INC

Publication 78 Data

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

On Publication 78 Data List: Yes

Deductibility Code: PC [?](#)

Copies of Returns (990, 990-EZ, 990-PF, 990-T)

Electronic copies (images) of Forms 990, 990-EZ, 990-PF or 990-T returns filed with the IRS by charities and non-profits.

✓ **Tax Year 2023 Form 990**

✓ **Tax Year 2022 Form 990**

✓ **Tax Year 2021 Form 990**

✓ **Tax Year 2020 Form 990**

✓ **Tax Year 2019 Form 990**

✓ **Tax Year 2018 Form 990**

✓ **Tax Year 2017 Form 990**

✓ **Tax Year 2016 Form 990**

Child Care and Development Division Agency Information Certification

I certify, as the authorized representative of the agency listed below, I have reviewed all the information for and updates, additions, or deletions have been submitted as needed for information in all of the areas below:

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

To the best of my knowledge, the information on the CDSS CDMIS Web site reflects accurate information for as of the date this certification was signed.

Mattie Mendez

12/2/2024

Program Director/Authorized Representative Signature

Date Signed

Mattie Mendez

Printed Name of Program Director/Authorized Representative

Name of Agency User Generating Certification: Leticia Murillo

Date Generated: 11/21/2024

Assigned CDD Consultant: Marijayne Patterson



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: December 12, 2024

Author: Leticia Murillo

DATE: December 12, 2024

TO: Board of Directors

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

SUBJECT: Adopt a Resolution to certify the approval of the Governing Board to enter into transaction and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for Fiscal Year 2025-2026.

I. RECOMMENDATION:

Approve and adopt a Resolution to authorize the Executive Director to sign CDSS contracts, subcontracts, and subsequent amendments, as applicable.

II. SUMMARY:

CAPMC is requesting the Board adopt and approve the Resolution.

III. DISCUSSION:

CDSS is currently sending contracts to all delegates via-email; CAPMC's contracts for the 2025-2026 program year are:

- A. C2AP – Alternate Payment Stage 2
- B. C3AP – Alternate Payment Stage 3
- C. CAPP – Alternate Payment General
- D. CRRP – Child Care Resource & Referral
- E. CCIP – Child Care Initiative Project
- F. CHST – Child Care Health & Safety Training
- G. CMIG/CMSS – Migrant Program/Migrant Special Services; CAPMC is a sub-contractor agency to Stanislaus County Office of Education rather than a direct recipient.
- H. CSPP – California State Preschool Program; CAPMC is a sub-contractor agency to Stanislaus County Office of Education rather than a direct recipient.

IV. FINANCING:

Compliance with CDSS and the continued funding of Child Care and Development Division contracts with an estimate amount of \$22,476,242.00.



BEFORE

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

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

Resolution No. 2025-01
Resolution to Authorize the
Executive Director to sign
CDSS Contracts for FY2025-26

As Chairperson of Community Action Partnership of Madera County, Inc., Board of Directors, and acting on behalf of the entire Board of Directors. I authorize for the Executive Director of Community Action Partnership of Madera County, Inc. to enter into transactions and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for **Fiscal Year 2025-26**.

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

The Board of Directors passed the foregoing Resolution for the Community Action Partnership of Madera County, Inc. at a regular meeting held on **December 12, 2024**, by the following vote:

Vote: _____ Ayes: _____

Absent: _____ Noes: _____

Eric LiCalsi, Board of Directors Chairperson

Date

ATTEST: Tyson Pogue, Secretary/Treasurer

Date



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: December 12, 2024

Author: Irene Yang

DATE: December 2, 2024
TO: Board of Directors
FROM: Irene Yang, Human Resources Director
SUBJECT: 2025 Holiday Schedule

I. RECOMMENDATION:

D-13 Review and consider approving the 2025 holiday schedule.

II. SUMMARY:

New Year's Day	Wednesday, January 1
Martin Luther King, Jr. Day	Monday, January 20
President's Day	Monday, February 17
Spring Holiday	Friday, April 18
Memorial Day	Monday, May 26
Juneteenth	Thursday, June 19
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Fall Holiday	Monday, October 13
Veterans' Day	Tuesday, November 11
Thanksgiving Day	Thursday, November 27
Day after Thanksgiving	Friday, November 28
Christmas Day	Thursday, December 25

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: D-14

Board of Directors Meeting for: December 12, 2024

Author: Maritza Gomez-Zaragoza

DATE: November 13, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: 2024-2025 Madera Migrant/Seasonal Head Start Monitoring Review Results

I. RECOMMENDATIONS

Review and consider approving the results of the 2024-2025 Madera Migrant/Seasonal Head Start Program Monitoring Review.

II. SUMMARY

Stanislaus County Office of Education- Central CA Migrant Seasonal Head Start (SCOE-CCMHS) has implemented a new process for the Grantee monitoring system to ensure their Delegates remain compliant with Office of Head Start Performance and Regulations. The new process includes On-Site Monitoring, Electronic Monitoring, and Monitoring Review.

III. DISCUSSION

1. The attached document provides a summary of the areas that were reviewed by the grantee. Highlights, strengths, and areas of concern identified for each area. Program staff will be developing plans to correct the areas of concern identified on the reports. The plans will be brought to the Policy Committee and Board for approval and feedback.
2. CAPMC's Monitoring review process was completed from September 11th through September 13th of 2024. The process included file review, site visits, and system reviews.
3. The review teams were composed of Grantee and Delegate staff. The service areas that were monitored were Health, Nutrition, and ERSEA.
4. The review identified a concern with the program's case conference system. The Recipient will be providing training to program staff to address the finding. A plan has been developed and will be implemented at the start of the 2024 winter program. Attached is the report for review.

- The 2024-2025 Madera Migrant/Seasonal Head Start Monitoring Review Results was approved by the Policy Committee on November 12, 2024.

IV. FINANCING - Minimal



PROGRAM SELF-ASSESSMENT Review Year 2024-2025 PROGRAM STRENGTHS, RECOMMENDATIONS AND FINDINGS

Program: CAPMC Migrant Seasonal Head Start		September 10 – 11, 2024
Program Area	Program Strengths/Highlights	
Quality Health Program/Environmental Health and Safety 1302.46 (b)(1)(i) Family Support Services 1302.53(a) Community Partnerships	The Nutrition Specialist reviews all nutrition assessment upon enrollment of the children. The Nutrition Specialist follows up with families as needed ensuring the family receives nutrition education and services multiple times throughout the program year, regardless of BMI status.	
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)	Eligibility files are consistently organized at all center, enabling documents to be located quickly when reviewing.	
Program Area	RECOMMENDATION	PLAN OF ACTION
Quality Health Program/Environmental Health and Safety	It is recommended that children’s health and dental referrals are documented in the child’s file and in COPA system to ensure proper follow-up.	
Performance Standards: Program Area	FINDING	CORRECTIVE PLAN OF ACTION
Case Conferencing 1302.41(a-b) 1302.50 (a-b)	Case conferencing notes did not show evidence of contribution or there was lack of information and did not include follow up on referrals, dentals, medical appointments or concerns.	<ul style="list-style-type: none"> CAPMC Staff requested training from Recipient on Case Conference & Expectations. Training is tentatively scheduled for October 3, 2024. Program staff will review and update case conference procedure to ensure information child and family information is being captured and discussed during case conference.



Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: December 12, 2024

Author: Maritza Gomez-Zaragoza

DATE: December 3, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera Migrant/Seasonal Head Start Program Information Report for 2023-2024

I. RECOMMENDATIONS

Informational only

II. SUMMARY

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

III. DISCUSSION

The program completed the report for 2023-2024 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 447 children, the program was not able to meet the funded enrollment of 579.

	CAPMC MMHS Head Start
Children with health insurance	99%
Children with a medical home	99%
Children with a dental home	99%
Children with up-to-date immunizations or all possible immunizations	100%
Children with an Individualized Education Program (IEP) or an Individualized Family Service Plan (IFSP)	13%

Families who received at least one family service	94%
---	-----

- The Madera Migrant/Seasonal Head Start Program Information Report for 2023-2024 will be presented to the Policy Committee on December 10, 2024.

IV. **FINANCING:** Not applicable.



A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	90CM009866
Program Number	002
Program Type	Migrant Head Start
Program Name	Community Action Partnership of Madera County
Program Address	1225 Gill Avenue
Program City, State, Zip Code (5+4)	Madera, CA, 93637-9363
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mgomez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Eric LiCalsi
Unique Entity Identifier (UEI)	
Agency Type	Community Action Agency (CAA)
Agency Description	Delegate agency

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children</i>
A.1 Funded Enrollment:	479
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	479
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	479
1. Of these, the number that are available for the full-working-day	0
2. Of these, the number that are available for the full-calendar-year	0
3. 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	479
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

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

CUMULATIVE ENROLLMENT

Children by age

	# of children
A.10 Children by age:	
a. Under 1 year	35
b. 1 year old	72
c. 2 years old	99
d. 3 years old	93
e. 4 years old	96
f. 5 years and older	52
g. Total cumulative enrollment of children	447

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	447

Primary type of documentation used for determining 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	190
b. Public assistance*	218
1. TANF documentation	8
2. SSI documentation	0
3. SNAP documentation	210
c. Foster care	0
d. Homeless	2
e. Eligibility based on other type of need, but not counted in A.13.a through d	37
	# of children
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	0

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	139
b. Three or more years	122

Transition and turnover

	# of children
A.21 Total number of children who left the program any time after classes or home visits began and did not re-enroll	136
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	57
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	39

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	447
a. Of these children, the number of children that were chronically absent	217
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	217

A.23 Comments on children that were chronically absent:
Staff worked with parents to ensure regular attendance and/or support for medical care as needed.

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	72

Ethnicity and race

	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	2
f. Bi-racial/Multi-racial	0	0
g. Other	445	0

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

Primary language of family at home

	<i># of children</i>
A.26 Primary language of family at home:	
a. English	10
1. Of these, the number of children acquiring/learning another language in addition to English	
b. Spanish	437
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	<i># of children</i>
A.27 Total number of Dual Language Learners	437

Transportation

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

RECORD KEEPING

Management Information Systems

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

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	90	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	32	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	305
a. Of these, the number who are current or former Head Start or Early Head Start parents	300

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	10	10

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

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	3	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	7	5

	(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	4
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	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:		
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	7
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	2

Preschool classroom assistant teachers program enrollment

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

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	20

	# 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	12

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	8
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	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	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
1. Of these, the number of home visitors that hold a 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
1. Of these, the number of family child care providers that hold a baccalaureate or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0
	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	1
f. Biracial/Multi-racial	0	0
g. Other	39	0
Explain:	Mexican	

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

Language

of non-supervisory education and child development staff

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	39
a. Of these, the number who are proficient in more than one language other than English	39

B.15 Language groups in which staff are proficient:	# of non-supervisory education and child development staff
a. Spanish	36
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	3
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or staff declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	13	0
a. Of these, the number who were replaced	10	0

Education and child development staff turnover

	# of staff
B.17 The number of classroom 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)	2
a. Of these, the number who were replaced	2
b. Of these, the number who left while classes and home visits were in session	1
c. Of these, the number that were classroom teachers who left the program	2

		# 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)		2
1. Specify:	Personal/Medical reasons	
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	444	444
a. Of these, the number enrolled in Medicaid and/or CHIP	441	441
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	3	3
C.2 Number of children with no health insurance	3	3

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	444	444
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	93	93

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	188	406
		# of children
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		26
a. Of these, the number who received medical treatment for their diagnosed chronic health condition		26
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0

C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	1
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	17
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	4
f. Hearing Problems	2
g. Vision Problems	2
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

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

	# of children at enrollment
C.10 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	5
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	159
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	22
d. Obese (BMI at or above 95th percentile for child's age and sex)	38

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	447	447
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

ORAL HEALTH

Accessible dental care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.18 Number of children with continuous, accessible oral care provided by an oral health care professional which includes access to oral health preventive care and oral treatment	443	443

	# of children
C.19 Number of children who received oral health preventive care during the program year	322
C.20 Number of all children who have completed a professional oral examination during the program year	371
a. Of these, the number of children diagnosed as needing oral treatment during the program year	30
1. Of these, the number of children who received oral treatment during the program year	30
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover oral treatment	0
2. No oral care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3- to 5-year-old children	0
5. Dentists in the area do not treat children below age 3	0
6. Parents did not keep/make appointment	0
7. Children left the program before their appointment date	0
8. Appointment is scheduled for future date	0
9. No transportation	0
10. Other	0

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	30
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	3

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	24
a. Of these, the number who received an evaluation to determine IDEA eligibility	8
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	8
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	16
	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	2
c. Evaluation is pending and not yet completed by responsible agency	13
d. Other	1

1. Specify:	Family dropped from the program.
-------------	----------------------------------

Preschool disabilities services (HS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	36
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	21
2. During this program year	15
b. Of these, the number who have not received special education and related services	0

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

	# of children
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	25
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	4
2. During this enrollment year	21
b. Of these, the number who have not received early intervention services under IDEA	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.26 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	24	24
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	1	1
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	11	11
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	186
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	148
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	13

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

Assessment

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

Curriculum

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

Classroom and home visit observation tools

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

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

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	360
a. Of these, the number of two-parent families	269
b. Of these, the number of single-parent families	91
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	359
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	87
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	4
b. Grandparents	1
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	5
b. An associate degree, vocational school, or some college	44
c. A high school graduate or GED	122
d. Less than high school graduate	189

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	345
1. Of these families, the number in which one or more parent/guardian is employed	345
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)	15

	<i># of families at end of enrollment</i>
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	348
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	345
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	12
1. Of these families, the number of families that were also counted in C.37.a	0
2. Of these families, the number of families that were also counted in C.37.b	15

	<i># of families at enrollment</i>
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	1
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	<i># of families at enrollment</i>	<i># of families at end of enrollment</i>
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	48	55
C.41 Total number of families receiving Supplemental Security Income (SSI)	0	0
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	343	347
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	176	168

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	3
b. Housing assistance (e.g., subsidies, utilities, repairs)	5
c. Asset building services (e.g., financial education, debt counseling)	84
d. Mental health services	55
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	3
h. Assistance in enrolling into an education or job training program	117
i. Research-based parenting curriculum	321
j. Involvement in discussing their child's screening and assessment results and their child's progress	261
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	310
l. Education on preventive medical and oral health	185
m. Education on health and developmental consequences of tobacco product use	185
n. Education on nutrition	91
o. Education on postpartum care (e.g., breastfeeding support)	2
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.45 Of these, the number of families who were counted in at least one of the services listed above	337

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	79
b. Family goal setting	37
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	129
d. Head Start program governance, such as participation in the Policy Council or policy committees	4
e. Parenting education workshops	127

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	1
	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	2

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

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	0
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

REPORTING INFORMATION

PIR Report Status	Started
Last Update Date	07/24/2024



Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: December 12, 2024

Author: Maritza Gomez-Zaragoza

DATE: November 13, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2023-2024

I. RECOMMENDATIONS

Informational only

II. SUMMARY

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

III. DISCUSSION

The program completed the PIR report for 2023-2024 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 266 children of the 228 funded enrollment.

	CAPMC Regional Head Start
Children with health insurance	100%
Children with a medical home	100%
Children with a dental home	82.57%
Children with up-to-date immunizations or all possible immunizations	100%
Children with an Individualized Education Program (IEP)	15%
Families who received at least one family service	85%

2. Attached is the PIR report in its entirety for 2023-2024.

3. **Early Head Start**

Community Action Partnership of Madera County's (CAPMC) Madera Head Start program served 60 children and 14 pregnant women, exceeding the funded enrollment of 42 children and 2 pregnant women.

	CAPMC Early Head Start
Children and Pregnant Individual with health insurance	100%
Children and Pregnant Individual with a medical home	100%
Children with a dental home	100%
Children with up-to-date immunizations or all possible immunizations	100%
Individualized Family Service Plan (IFSP)	17%
Families who received at least one family service	98%

4. Attached is the PIR report in its entirety for 2023-2024.

- The Madera/Mariposa Regional Head Start and Early Head Start Program Information Report for 2023-2024 was presented to the Policy Council on November 7, 2024.

IV. **FINANCING:** Not applicable.



2023-2024 EARLY HEAD START PROGRAM INFORMATION REPORT
 09CH011519-200 COMMUNITY ACTION PARTNERSHIP OF MADERA
 COUNTY, INC.

A. PROGRAM INFORMATION

GENERAL INFORMATION

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

FUNDED ENROLLMENT

Funded enrollment by funding source

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

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for the full-working-day	0
2. Of these, the number that are available for the full-calendar-year	0
3. 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
A.10 Children by age:	
a. Under 1 year	22
b. 1 year old	19
c. 2 years old	14
d. 3 years old	5
g. Total cumulative enrollment of children	60

Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	14

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	74

Primary type of documentation used for determining 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	27
b. Public assistance*	40
1. TANF documentation	16
2. SSI documentation	0
3. SNAP documentation	24
c. Foster care	2
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	1

	# of children / pregnant women
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	4

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all children in their area that would be eligible under A.13.a to A.13.d are being served.
Income eligible children were selected before any over income family based on program's eligibility criteria.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	14
b. Three or more years	16

Transition and turnover

	# of children
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	22
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	0
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	7
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	4
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	3
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0

	# of pregnant women
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	14
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	14
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	0

Attendance

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

Child care subsidy

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

Ethnicity and race

	# of children / pregnant women	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	1	2
d. Native Hawaiian or other Pacific Islander	0	0
e. White	27	1
f. Bi-racial/Multi-racial	2	0
g. Other	41	0
Explain:	Mexican	

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

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	22
1. Of these, the number of children acquiring/learning another language in addition to English	5
b. Spanish	52
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

	# of children
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

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

Transportation

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

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.
<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	16	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	6	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	38
a. Of these, the number who are current or former Head Start or Early Head Start parents	38

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	3
1. Of these, the number of home visitors that hold a baccalaureate or advanced degree	1
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
1. Of these, the number of family child care providers that hold a 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

	# of child development specialists
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

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

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

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	4
a. Of these, the number who are proficient in more than one language other than English	0

B.15 Language groups in which staff are proficient:	# of non-supervisory education and child development staff
a. Spanish	4
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

I. Unspecified (language is not known or staff declined identifying the language)	0
---	---

STAFF TURNOVER

All staff turnover

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

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	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	60	60
a. Of these, the number enrolled in Medicaid and/or CHIP	60	60
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	14	14
a. Of these, the number enrolled in Medicaid	14	14
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	59	60
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	12	13

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	14	14

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	60	60

	# of children
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	4
a. Of these, the number who received medical treatment for their diagnosed chronic health condition	4

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

C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	2
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	0
g. Vision Problems	1
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	36	39
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	24	21
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Medical and wellbeing services – pregnant women (EHS programs)

	# of pregnant women
C.14 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	14
b. Postpartum health care	11
c. Scheduled a newborn visit within two weeks after the infant's birth	8
d. A professional oral health assessment, examination, and/or treatment	11
e. Mental health interventions and follow up	0
f. Education on fetal development	14
g. Education on the benefits of breastfeeding	14
h. Education on the importance of nutrition	14
i. Education on infant care and safe sleep practices	14
j. Education on the risks of alcohol, drugs, and/or smoking	14
k. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	5

Prenatal health – pregnant women (EHS programs)

	# of pregnant women
C.15 Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	2
b. 2nd trimester (3-6 months)	4
c. 3rd trimester (6-9 months)	8
C.16 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	1

Newborn visit - pregnant women(EHS programs)

	# of pregnant women
C.17 Indicate the number of pregnant women that received a newborn visit	
a. Within two weeks after the infant's birth	8
b. Between two to six weeks after the infant's birth	2
c. After six weeks following the infant's birth	1

ORAL HEALTH

Accessible dental care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.18 Number of children with continuous, accessible oral care provided by an oral health care professional which includes access to oral health preventive care and oral treatment	14	37

	# of children
C.19 Number of children who received oral health preventive care during the program year	30
C.20 Number of all children who have completed a professional oral examination during the program year	30
a. Of these, the number of children diagnosed as needing oral treatment during the program year	1
1. Of these, the number of children who received oral treatment during the program year	1
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover oral treatment	0
2. No oral care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3- to 5-year-old children	0
5. Dentists in the area do not treat children below age 3	0
6. Parents did not keep/make appointment	0
7. Children left the program before their appointment date	0
8. Appointment is scheduled for future date	0
9. No transportation	0
10. Other	0

Mental health consultation

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

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	3
a. Of these, the number who received an evaluation to determine IDEA eligibility	2
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	2
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	1
	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	1
d. Other	0

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

	# of children
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	10
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	6
2. During this enrollment year	4
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	25
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	24
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	1

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

Assessment

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

Curriculum

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

Classroom and home visit observation tools

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

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

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	<i># of families at enrollment</i>
C.34 Total number of families:	48
a. Of these, the number of two-parent families	33
b. Of these, the number of single-parent families	15
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	45
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	13
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	0
b. Grandparents	1
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	2
e. Other	0

Parent/guardian education

	<i># of families at enrollment</i>
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	0
b. An associate degree, vocational school, or some college	8
c. A high school graduate or GED	17
d. Less than high school graduate	23

Employment, Job Training, and School

	<i># of families at enrollment</i>
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	34
1. Of these families, the number in which one or more parent/guardian is employed	34
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)	28
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)	14

	<i># of families at end of enrollment</i>
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	34
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	34
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	14
1. Of these families, the number of families that were also counted in C.37.a	0
2. Of these families, the number of families that were also counted in C.37.b	14

	<i># of families at enrollment</i>
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	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.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	17	19
C.41 Total number of families receiving Supplemental Security Income (SSI)	2	2
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	38	44
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	37	42

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	35
b. Housing assistance (e.g., subsidies, utilities, repairs)	7
c. Asset building services (e.g., financial education, debt counseling)	16
d. Mental health services	7
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	28
i. Research-based parenting curriculum	46
j. Involvement in discussing their child's screening and assessment results and their child's progress	43
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	39
l. Education on preventive medical and oral health	43
m. Education on health and developmental consequences of tobacco product use	37
n. Education on nutrition	45
o. Education on postpartum care (e.g., breastfeeding support)	20
p. Education on relationship/marriage	9
q. Assistance to families of incarcerated individuals	1
C.45 Of these, the number of families who were counted in at least one of the services listed above	47

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	8
b. Family goal setting	10
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	30
d. Head Start program governance, such as participation in the Policy Council or policy committees	0
e. Parenting education workshops	16

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	0
	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	0

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

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	2
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

REPORTING INFORMATION

PIR Report Status	Started
Last Update Date	08/16/2024



A. PROGRAM INFORMATION

GENERAL INFORMATION

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

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children</i>
A.1 Funded Enrollment:	228
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	228
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	153
1. Of these, the number that are available for the full-working-day	0
2. Of these, the number that are available for the full-calendar-year	0
3. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	75
1. Of these, the number that are available for 3.5 hours per day for 128 days	75
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	228
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	13
a. Of these, the number of double session classes	4

CUMULATIVE ENROLLMENT

Children by age

	# of children
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	16
d. 3 years old	134
e. 4 years old	116
f. 5 years and older	0
g. Total cumulative enrollment of children	266

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	266

Primary type of documentation used for determining 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	58
b. Public assistance*	170
1. TANF documentation	66
2. SSI documentation	2
3. SNAP documentation	102
c. Foster care	13
d. Homeless	1
e. Eligibility based on other type of need, but not counted in A.13.a through d	18
	# of children
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	6

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all children in their area that would be eligible under A.13.a to A.13.d are being served.

Program selects children based on approved selection criteria.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	63
b. Three or more years	2

Transition and turnover

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

	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	85

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	266
a. Of these children, the number of children that were chronically absent	184
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	123

A.23 Comments on children that were chronically absent:

Some of the children had medical conditions that prevented them to fully participate in the program. Some families had transportation issues due to weather.

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		4	12
b. Asian		0	2
c. Black or African American		1	11
d. Native Hawaiian or other Pacific Islander		0	0
e. White		24	42
f. Bi-racial/Multi-racial		14	1
g. Other		153	2
Explain:	Mexican		

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

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	187
1. Of these, the number of children acquiring/learning another language in addition to English	52
b. Spanish	77
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	131

Transportation

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

RECORD KEEPING

Management Information Systems

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

Name/title

ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	86	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	20	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	195
a. Of these, the number who are current or former Head Start or Early Head Start parents	195

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	7	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	4	7

	(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	4
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	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:		
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	4
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	4

Preschool classroom assistant teachers program enrollment

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

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
1. Of these, the number of home visitors that hold a baccalaureate or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

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

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

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	1
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	5
f. Biracial/Multi-racial	0	0
g. Other	18	0

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

Language

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

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

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	8	0
a. Of these, the number who were replaced	6	0

Education and child development staff turnover

	# of staff
B.17 The number of classroom 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	2
b. Of these, the number who left while classes and home visits were in session	3
c. Of these, the number that were classroom teachers who left the program	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	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)	3
1. Specify: Family/childcare matters	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	266	266
a. Of these, the number enrolled in Medicaid and/or CHIP	258	258
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	8	8
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	254	266
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	82	82

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	266	266
		# of children
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		22
a. Of these, the number who received medical treatment for their diagnosed chronic health condition		22
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0

C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	6
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	3
f. Hearing Problems	0
g. Vision Problems	15
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

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

	# of children at enrollment
C.10 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	13
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	160
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	35
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.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	253	264
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	13	2
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

ORAL HEALTH

Accessible dental care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.18 Number of children with continuous, accessible oral care provided by an oral health care professional which includes access to oral health preventive care and oral treatment	174	246

	# of children
C.19 Number of children who received oral health preventive care during the program year	217
C.20 Number of all children who have completed a professional oral examination during the program year	205
a. Of these, the number of children diagnosed as needing oral treatment during the program year	6
1. Of these, the number of children who received oral treatment during the program year	6
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover oral treatment	0
2. No oral care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3- to 5-year-old children	0
5. Dentists in the area do not treat children below age 3	0
6. Parents did not keep/make appointment	0
7. Children left the program before their appointment date	0
8. Appointment is scheduled for future date	0
9. No transportation	0
10. Other	0

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	12
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	6

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	28
a. Of these, the number who received an evaluation to determine IDEA eligibility	14
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	14
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	14
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	# of children
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	12
d. Other	1

1. Specify:	Child dropped before assessment was scheduled.
-------------	--

Preschool disabilities services (HS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	41
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	26
2. During this program year	15
b. Of these, the number who have not received special education and related services	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.26 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	1	1
b. Emotional disturbance	0	0
c. Speech or language impairments	30	30
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	10	10
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	201
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	191
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	21
C.29 The instrument(s) used by the program for developmental screening	
	<i>Name/title</i>
ASQ (all editions)	

Assessment

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

Curriculum

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

Classroom and home visit observation tools

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

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

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	250
a. Of these, the number of two-parent families	145
b. Of these, the number of single-parent families	105
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	239
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	96
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	3
b. Grandparents	2
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	9
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	11
b. An associate degree, vocational school, or some college	55
c. A high school graduate or GED	139
d. Less than high school graduate	45

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	177
1. Of these families, the number in which one or more parent/guardian is employed	174
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)	7
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)	7
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	73

	# of families at end of enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	177
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	177
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	73
1. Of these families, the number of families that were also counted in C.37.a	0
2. Of these families, the number of families that were also counted in C.37.b	73

	# of families at enrollment
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	1
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	64	64
C.41 Total number of families receiving Supplemental Security Income (SSI)	2	2
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	163	163
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	176	176

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	65
b. Housing assistance (e.g., subsidies, utilities, repairs)	14
c. Asset building services (e.g., financial education, debt counseling)	33
d. Mental health services	23
e. Substance misuse prevention	1
f. Substance misuse treatment	1
g. English as a Second Language (ESL) training	12
h. Assistance in enrolling into an education or job training program	80
i. Research-based parenting curriculum	197
j. Involvement in discussing their child's screening and assessment results and their child's progress	198
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	140
l. Education on preventive medical and oral health	96
m. Education on health and developmental consequences of tobacco product use	104
n. Education on nutrition	89
o. Education on postpartum care (e.g., breastfeeding support)	6
p. Education on relationship/marriage	26
q. Assistance to families of incarcerated individuals	2
C.45 Of these, the number of families who were counted in at least one of the services listed above	225

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	18
b. Family goal setting	14
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	59
d. Head Start program governance, such as participation in the Policy Council or policy committees	2

	# of father/ father figures
e. Parenting education workshops	70

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	3

	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	3

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

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	12

C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	3
--	---

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

	<i># of education and child development staff</i>
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, family child care providers) that received intensive coaching	14
	<i># of coaches</i>
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	1

MANAGEMENT STAFF SALARIES

	<i>(3) Number of Management Staff in this Position</i>
D.3 Management staff:	
a. Executive Director	0
b. Head Start and/or Early Head Start Director	0
c. Education Manager/Coordinator	0
d. Health Services Manager/Coordinator	0
e. Family & Community Partnerships Manager/Coordinator	0
f. Disability Services Manager/Coordinator	0
g. Fiscal Officer	0

FAMILY SERVICES STAFF QUALIFICATIONS

	<i># of family services staff</i>
D.5 Total number of family services staff:	9
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	9
b. Of these, the number that do not meet one of the qualifications described in D.5.a	0
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

FORMAL AGREEMENTS FOR COLLABORATION

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

REPORTING INFORMATION

PIR Report Status	Started
Last Update Date	08/16/2024



Report to the Board of Directors

Agenda Item Number: D-17

Board of Directors Meeting for: December 12, 2024

Author: Maritza Gomez-Zaragoza

DATE: November 13, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Madera Regional and Early Head Start Self-Assessment Procedure, Process, and Planning 2024-2025

RECOMMENDATIONS:

Review and consider approving the 2024-2025 Madera Regional and Early Head Start Annual Self-Assessment Procedure.

SUMMARY:

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

DISCUSSION:

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

- Review 20% of children's files in all service areas - Education, Health, Nutrition, Family, Disability/Mental Health and ERSEA
 - Review of ChildPlus data
 - In-person visits to selected sites
 - Utilize checklist developed based on Office of Head Start monitoring protocol.
- The 2024-2025 Madera Regional and Early Head Start Annual Self-Assessment Procedure was approved by the Policy Council on November 7, 2024.

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 February 2025 detailing the result of the program's self-assessment.

FINANCING: None



Report to the Board of Directors

Agenda Item Number: D-18

Board of Directors Meeting for: December 12, 2024

Author: Maritza Gomez-Zaragoza

DATE: November 14, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Fresno Migrant & Seasonal Head Start 2023-2024 Program Information Report

I. RECOMMENDATION:

Informational Only

II. SUMMARY:

The Office of Head Start Program Information Report (PIR) is an annual report mandated of all Head Start programs in the country. It serves as a source of data to track the programs performance. The Office of Head Start utilizes the PIR indicators to assess strengths of the program as well as its challenges. In turn, it provides technical assistance to those areas needing improvement. Per Head Start Act 642(d)(2)(I), the PIR must be presented annually to the Policy Council and Board of Directors and made available to federal legislators and the public.

III. DISCUSSION:

1. Fresno Migrant & Seasonal Head Start (FMSHS) program served 372 children, The program did not meet the funded enrollment of 469. Highlighted below are some key demographics of the children and families served:

- 100% of enrolled children have health insurance at end of year.
- 100% of children are up-to-date on a schedule of age-appropriate preventive and primary health care.
- 99% of children have been determined to be up-to-date on all immunizations.
- 84% of preschool enrolled children received preventative dental care.
- 99% of families received at least one referral/services during the program year.

2. Attached is the PIR in its entirety for 2023-2024.

- The Fresno Migrant & Seasonal Head Start 2023-2024 Program Information Report was presented to the Policy Committee on November 13, 2024.

IV. FINANCING:

None



A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	90CM009851
Program Number	001
Program Type	Migrant Head Start
Program Name	Community Action Partnership of Madera County, Inc.
Program Address	4610 W Jacquelyn Ave, Fresno Migrant and Seasonal Head Start
Program City, State, Zip Code (5+4)	Fresno, CA, 93722-6433
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mmendez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Eric LiCalsi
Unique Entity Identifier (UEI)	V9D5YUNVFNA4
Agency Type	Community Action Agency (CAA)
Agency Description	Delegate agency

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children / pregnant women</i>
A.1 Funded Enrollment:	469
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	469
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	469
1. Of these, the number that are available for the full-working-day	0
2. Of these, the number that are available for the full-calendar-year	0
3. 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

	# of pregnant women slots
A.6 Pregnant women slots	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	469
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	30
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children
A.10 Children by age:	
a. Under 1 year	63
b. 1 year old	79
c. 2 years old	84
d. 3 years old	90
e. 4 years old	56
f. 5 years and older	0
g. Total cumulative enrollment of children	372

Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	0

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	372

Primary type of documentation used for determining 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	127
b. Public assistance*	166
1. TANF documentation	8
2. SSI documentation	1
3. SNAP documentation	157
c. Foster care	0
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	37

	# of children / pregnant women
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	42

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all children in their area that would be eligible under A.13.a to A.13.d are being served.
Program selects children based on approved selection criteria.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	111
b. Three or more years	93

Transition and turnover

	# of children
A.21 Total number of children who left the program any time after classes or home visits began and did not re-enroll	128
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	44
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	43

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	372
a. Of these children, the number of children that were chronically absent	238
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	97

A.23 Comments on children that were chronically absent:

Some children had medical conditions that prevented them to fully participate in the program. Resources and support were provided to parents.

Child care subsidy

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

Ethnicity and race

	# of children / pregnant women	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	0
f. Bi-racial/Multi-racial	0	0
g. Other	371	1
Explain: Mexican		

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

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	68
1. Of these, the number of children acquiring/learning another language in addition to English	35
b. Spanish	304
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0

m. Unspecified (language is not known or parents declined identifying the home language)	0
--	---

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	339

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	101	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	19	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	140
a. Of these, the number who are current or former Head Start or Early Head Start parents	140

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	8	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:		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or	2	0
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam		

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	6	5

	(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	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:		
e. None of the qualifications listed in B.3.a through B.3.d	0	0

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	6
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	2

Preschool classroom assistant teachers program enrollment

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

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	23

	# 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	2

	# 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	15

	# 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	6
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0

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

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

Home visitors and family child care provider staff qualifications

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

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	0
f. Biracial/Multi-racial	0	0
g. Other	39	0
Explain:	Mexican	
	# of non-supervisory education and child development staff	
h. Unspecified ethnicity or race		0

Language

of non-supervisory education and child development staff

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	39
a. Of these, the number who are proficient in more than one language other than English	0

B.15 Language groups in which staff are proficient:	# of non-supervisory education and child development staff
a. Spanish	39
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or staff declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	9	0
a. Of these, the number who were replaced	5	0

Education and child development staff turnover

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

	<i># of staff</i>
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	1
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	372	372
a. Of these, the number enrolled in Medicaid and/or CHIP	369	370
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	3	2
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	0	0
a. Of these, the number enrolled in Medicaid	0	0
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	372	372
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	196	196

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	0	0

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	280	328
		# of children
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		17
a. Of these, the number who received medical treatment for their diagnosed chronic health condition		17
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0
C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:		# of children
a. Autism spectrum disorder (ASD)		0
b. Attention deficit hyperactivity disorder (ADHD)		0
c. Asthma		7
d. Seizures		0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)		1
f. Hearing Problems		0
g. Vision Problems		7
h. Blood lead level test with elevated lead levels >5 g/dL		4
i. Diabetes		0

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

	# of children at enrollment
C.10 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	6
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	90
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	21
d. Obese (BMI at or above 95th percentile for child's age and sex)	25

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	367	368
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	5	4
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Medical and wellbeing services – pregnant women (EHS programs)

	# of pregnant women
C.14 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	0
b. Postpartum health care	0
c. Scheduled a newborn visit within two weeks after the infant's birth	0
d. A professional oral health assessment, examination, and/or treatment	0
e. Mental health interventions and follow up	0
f. Education on fetal development	0
g. Education on the benefits of breastfeeding	0
h. Education on the importance of nutrition	0
i. Education on infant care and safe sleep practices	0
j. Education on the risks of alcohol, drugs, and/or smoking	0
k. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	0

Prenatal health – pregnant women (EHS programs)

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

Newborn visit - pregnant women(EHS programs)

	# of pregnant women
C.17 Indicate the number of pregnant women that received a newborn visit	
a. Within two weeks after the infant's birth	0
b. Between two to six weeks after the infant's birth	0
c. After six weeks following the infant's birth	0

ORAL HEALTH

Accessible dental care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.18 Number of children with continuous, accessible oral care provided by an oral health care professional which includes access to oral health preventive care and oral treatment	137	207

	# of children
C.19 Number of children who received oral health preventive care during the program year	313
C.20 Number of all children who have completed a professional oral examination during the program year	207
a. Of these, the number of children diagnosed as needing oral treatment during the program year	40
1. Of these, the number of children who received oral treatment during the program year	11
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover oral treatment	0
2. No oral care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3- to 5-year-old children	0
5. Dentists in the area do not treat children below age 3	0
6. Parents did not keep/make appointment	0
7. Children left the program before their appointment date	5
8. Appointment is scheduled for future date	24
9. No transportation	0
10. Other	0

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	31
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	8

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	31
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	4
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	2
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0

	# of children
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	25

	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	2
c. Evaluation is pending and not yet completed by responsible agency	23
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	21
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	9
2. During this program year	12
b. Of these, the number who have not received special education and related services	0

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

	# of children
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	34
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	25
2. During this enrollment year	9
b. Of these, the number who have not received early intervention services under IDEA	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.26 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	16	16
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	5	5
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0

	(1) # of children determined to have this disability	(2) # of children receiving special services
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	174
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	169
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0

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

Assessment

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

Curriculum

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

Classroom and home visit observation tools

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

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

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	306
a. Of these, the number of two-parent families	200
b. Of these, the number of single-parent families	106
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	306
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	105
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	1
b. Grandparents	0
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	11
b. An associate degree, vocational school, or some college	35
c. A high school graduate or GED	153
d. Less than high school graduate	107

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	268
1. Of these families, the number in which one or more parent/guardian is employed	268
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)	38

	<i># of families at end of enrollment</i>
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	288
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	252
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	36
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	2
1. Of these families, the number of families that were also counted in C.37.a	2
2. Of these families, the number of families that were also counted in C.37.b	0

	<i># of families at enrollment</i>
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	1

Federal or other assistance

	<i># of families at enrollment</i>	<i># of families at end of enrollment</i>
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	11	11
C.41 Total number of families receiving Supplemental Security Income (SSI)	2	2
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	284	284
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	154	154

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	5
b. Housing assistance (e.g., subsidies, utilities, repairs)	9
c. Asset building services (e.g., financial education, debt counseling)	36
d. Mental health services	4
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	30
i. Research-based parenting curriculum	225
j. Involvement in discussing their child's screening and assessment results and their child's progress	272
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	257
l. Education on preventive medical and oral health	103
m. Education on health and developmental consequences of tobacco product use	42
n. Education on nutrition	128
o. Education on postpartum care (e.g., breastfeeding support)	4
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.45 Of these, the number of families who were counted in at least one of the services listed above	302

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	55
b. Family goal setting	55
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	98
d. Head Start program governance, such as participation in the Policy Council or policy committees	2
e. Parenting education workshops	68

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	0
	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	0

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

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	0
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	1

REPORTING INFORMATION

PIR Report Status	Started
Last Update Date	08/29/2024



Report to the Board of Directors

Agenda Item Number: D-19

Board of Directors Meeting for: December 12, 2024

Author Maritza Gomez-Zaragoza

DATE: December 3, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2024-2025 Program Goals & Objectives – Year 2

I. RECOMENDACION

Review and consider approving the 2024-2025 Madera Migrant/Seasonal Head Start Goals & Objectives – Year 2.

II. SUMMARY

Central California Migrant Seasonal Head Start (CCMHS) – Grantee has taken the lead in developing the 5 year Goals and Objectives. The Goals and Objectives were developed taking into consideration all services areas covered by the Recipient.

III. DISCUSION

- CCMSHS gathered information from the delegate's community assessments, family and child identified needs, diverse needs of the different communities, program and staff needs in order to develop the goals and objectives.
- CCMHS ensured that the goals and objectives covered all Head Start service areas to continue to provide quality services to the children and families participating in the program. In addition, there were goals established to support the program's needs for facilities and family childcare homes.
- Although some of the objectives do not apply to CAPMC, staff will be supporting the Recipient's efforts to meet the established goals.
- CAPMC provides updates on a quarterly basis on how the program is supporting the established goals and activities/system implemented to meet the goals in the established timeframe.

IV. The 2024-2025 Program Goals & Objectives – Year 2 will be presented to the Policy Committee for approval on December 10, 2024.

IV. FINANCIAL IMPACT: Minimal

Central California Migrant Head Start – CAPMC Head Start
Program Goals and Objectives
2024 – 2025 (Year 2)

Goal 1:

Education

The Central California Migrant Head Start program will provide high quality learning experiences for all children served including dual language learners, those with disabilities or special needs (e.g. medical or behavioral), and children experiencing trauma, homelessness and/or foster care.

Objective 1: Children served in early care and education programs will demonstrate developmentally appropriate growth in all learning domains as a result of engagement in educational experiences that are inclusive, culturally, and linguistically responsive, and nurturing.

Objective 2: Ensure that 100% of children identified as needing a developmental or behavioral referral receive one. (ASQ3 and ASQ-SE).

Objective 3: Ensure 90% of typically developing children who are assessed demonstrate readiness for Kindergarten (Kindergarten Student Entrance Profile).

Goal 2:

Health and Safety

CCMHS will provide a healthy and safe learning environment promoting optimal development and outcomes for children served.

Objective 1: Decrease the number of findings each year to sustain the health and safety of facilities where children are served by decreasing supervision lapses.

Objective 2: Increase the percentage of families reporting “very satisfied” on the family outcome survey to ensure the program equips all interested parents with information and resources to support their choice for safe and healthy early care and education programs.

Goal 3:

Health and Nutrition

CCMHS will promote healthy habits for all children served and address the needs of those with medical conditions.

Objective 1: Educate children, parents, and staff on the importance of nutritious foods and physical activity thereby increasing the number of children with an improved healthy BMI status.

Objective 2: Ensure 100% of children with chronic and complex medical conditions receive necessary support and services.

Goal 4: Family Strengthening & Community Engagement

CCMHS will provide inclusive and cost-effective program options that ensure high-quality learning experience, coordinated services, and referrals to address the needs of families served.

Objective 1: Sustain existing and established new collaborations with agencies to address the needs of families and provide individualized referrals and support to ensure all needs are met.

Objective 2: Provide an increase number of family strengthening and engagement activities that promote positive parenting practices.

Objective 3: Educate all parents of and staff serving dual language learners on the importance of supporting home language acquisition as well as English language development.

Objective 4: Educate all staff in supporting families using culturally inclusive and equitable practices while serving under-represented families in our communities.

Objective 5: Ensure that 95% of families served report satisfaction with the overall quality of early education and care programs.

Goal 5: Community Engagement

CCMHS will support the workforce thereby increasing their capacity to prepare children and families for early care and education transitions and school readiness (transitional kindergarten/kindergarten entry).

Objective 1: Annually, increase the number of newly certificated/licensed educators, children care providers, and family service staff.

Objective 2: Improve teacher-child interaction skills and curriculum fidelity by 10%.

Objective 3: Increase the number of sites participating in professional development and coaching activities (e.g. QCC/QRIS, IEEEP, SR/Teaching Pyramid).

Goal 6:

Mental Wellness

CCMHS will foster the mental health and wellness of the early care and education workforce, creating a ripple effect of positive influence on the well-being of children and families.

Objective 1: Increase the number of participants receiving comprehensive trauma-informed training, enabling them to deeply implement practices rooted in trauma-informed care principles.

Objective 2: Support wellness, increase social emotional health and improve access to mental health support to reduce the number of emotional and behavior referrals each year.

Goal 7:

Community Needs

CCMHS will meet the childcare and development needs of children and families served by establishing a framework that promotes equitable access to quality early learning experiences.

Objective 1: Expand early care and education services by adding one new facility/FCCH provider and/or childcare partner in the CCMHS service area.

Objective 2: Increase the number of Community Collaborations, each year to increase visibility of and expand access to early care and education programs.

Objective 3: Expand Infant/Toddlers and pregnant women slots/funding sources to assist families in meeting their childcare needs through increased enrollment in early care and education programs (e.g. all Head Start, CAPP, CEEP/HVI).



Report to the Board of Directors

Agenda Item Number: D-20

Board of Directors' Meeting for: December 12, 2024

Author: Donna Tooley

DATE: November 26, 2024

TO: Board of Directors

FROM: Donna Tooley, CAPMC Interim Chief Financial Officer

SUBJECT: Discretionary Contribution for CAPMC 403(b) Retirement Plan

I. RECOMMENDATION:

Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2025.

II. SUMMARY:

Based on the plan document, the Board of Directors must determine at the beginning of each plan year the discretionary contribution for each eligible participant. Since 2021, the discretionary employer contribution has been 5% of FICA wages for qualified employees.

III. DISCUSSION:

- A. The Agency has offered a 403(b) retirement plan since 1993. The Agency is not able to participate in CalPERS or any other state sponsored pension program.
- B. The Board of Directors has authorized a 5% discretionary employer contribution for eligible employees since the 2021 plan year. Prior to that, the discretionary contribution was 4%.
- C. This higher contribution amount may help with personnel recruitment to offer a somewhat more attractive retirement option.
- D. In order to participate in the CAPMC 403(b) Retirement Plan, employees must complete one year of eligibility service and be paid a minimum of 1,000 hours and be at least 21 years old. The only entry plan dates are January 1 and July 1 following the initial one year of service. Thereafter, employees must be paid for 1,000 hours during the calendar year to qualify for the employer contribution.
- E. Upon hiring or any time thereafter, employees may contribute to the plan on their own through salary reduction agreements from their payroll checks.

IV. FINANCING

The 5% discretionary contribution has been budgeted in all of the applicable funds. For the calendar year 2023, the amount of the employer contribution was \$600,886. The exact amount will not be known until all of the salaries and wages have been processed for the 2024 calendar year, the eligibility testing has been completed for the year, and the calculations verified by the third-party administrator, Nexus.



Report to the Board of Directors

Agenda Item Number: D-21

Board of Directors Meeting for: December 12, 2024

Author: Jennifer Coronado

DATE: November 27, 2024

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and ratify the Transitional Housing (XH) Program application submitted November 1, 2024, for the program period January 1, 2025, to December 31, 2025.

I. RECOMMENDATION:

Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to support the Transitional Housing (XH) Program and authorize the Executive Director to sign and submit any amendments or extensions during the funding period.

II. SUMMARY:

The grant application submitted to the California Office of Emergency Services (Cal OES) for the purpose of the XH Program is to operate and maintain Transitional Housing (XH) Program from January 1, 2025, to December 31, 2025, including any extensions and/or amendments during the funding period.

III. DISCUSSION:

The purpose of the XH Program is to provide victims/survivors of crime with transitional/short-term housing assistance and a range of supportive services, including follow-up services and advocacy that move victims/survivors into permanent housing. The Transitional Housing program provides a range of optional supportive services and let victims choose the course that best fits their needs.

IV. FINANCING:

The total project costs are \$135,000 comprised of the following:

2024 VCGF: \$60,351

2024 VOCA: \$74,649

PERSONNEL COSTS**2024 VCGF****2024 VOCA**

Line Item Identifier	Description	FTE	Calculation	FS	Match	FS	Match	Total
Victim Services Program Manager	Oversees operation of all victim services programs; supervises program coordinators and coordinates direct services staff.	0.0125				\$1,512		\$1,512
Victim Services Coordinator	The Victim Services Coordinator supervises daily operations, including collecting data, enforcing program policies, and supervising staff. Other duties include monitoring grant goals and objectives, providing office support and assisting the PM.	0.0125				\$1,195		\$1,195
Administrative Aide	The Administrative Aide position is responsible for serving as an aide to the PM and as secretarial back up to the administrative staff and various other duties.	0.0125				\$810		\$810
Transitional Housing Case Worker	The Transitional Housing Case Worker establishes case plans with families, follow-up with and ensure clients meet requirements to obtain permanent housing, helps as a general advocate with clients and utility, housing, and governmental vendors.	1		\$10,109		\$64,906		\$75,015

RENT COSTS - GRANT SUBAWARD EMPLOYEE OFFICE SPACE**2024 VCGF**

Line Item Identifier	Description	FTE	Calculation	FS	Match	FS	Match	Total
GRANT SUBAWARD EMPLOYEE OFFICE SPACE	Partially allocated office space for: Victim Services Program Manager, Victim Services Coordinator, and Administrative Aide	1.03		\$218				\$218

TRAVEL COSTS**2024 VCGF**

Line Item Identifier	Description	Out of State	Calculation	FS	Match	FS	Match	Total
Case Worker Training	Anticipated trainings and conferences.	N		\$3,000				\$3,000
Gas & Oil	Fuel for program vehicle to travel between main office and rental location, to transport clients for court and other purposes, and for oil changes. \$20/mo x 12mo	N		\$240				\$240

INDIRECT COSTS**2024 VCGF****2024 VOCA**

Line Item Identifier	Description		Calculation	FS	Match	FS	Match	Total
----------------------	-------------	--	-------------	----	-------	----	-------	-------

Indirect Costs	Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers indirect administrative operating expenses such as telephone, audit, supplies etc. associated with the administrative and indirect staff.		9.1% of direct project costs - based on cognizant agency - Dept. of Health and Human Services, total direct costs excluding equipment and donated services. \$123,740 of direct project costs X 9.1% = \$11,260	\$5,034		\$6,226		\$11,260
----------------	---	--	---	---------	--	---------	--	----------

FINANCIAL ASSISTANCE FOR CLIENTS COSTS

2024 VCGF

Line Item Identifier	Description	Is this Petty Cash	Calculation	FS	Match	FS	Match	Total
Client Rent	Rental Assistance for families	N		\$35,451				\$35,451

OTHER OPERATING COSTS

2024 VCGF

Line Item Identifier	Description		Calculation	FS	Match	FS	Match	Total
Office Supplies	Including, but not limited to, desk supplies, ink and toners, paper, files, etc. to support program and grant activities.		\$10/mo X 12mo	\$120				\$120
Data Processing Supplies	To support collection of program objectives, track and monitor progress and provide client services. Includes software, various program licenses, backup, annual warranty computer/phone switch, firewall security, network virtualization, network administration cost, and employee Microsoft licenses.		\$55/mo X 12mo	\$660				\$660
Program Supplies	To promote outreach and support programs and clients, and supplies that are needed for the program and grant activities.		\$150/mo X 12mo	\$1,800				\$1,800
Postage & Shipping	Postage for mailing out information		Based on prior year actual, \$60/yr	\$60				\$60
Advertising & Promotion	Madera Tribune, YellowPages		\$300 MT, \$300 YP	\$600				\$600
Telephone	Phone service, staff cell phones, FAX, internet		\$45/mo X 12mo	\$540				\$540
Utilities	Water, sewer, disposal, natural gas, electricity services		\$30/mo X 12mo	\$360				\$360
Property Insurance	Property insurance		\$30/mo X 12mo	\$360				\$360
Custodial Services	Maintenance/janitorial services		\$20/mo X 12mo	\$240				\$240
Vehicle Insurance	Vehicle insurance		\$107.92/mo X 12mo	\$1,295				\$1,295
Liability Insurance	General liability and volunteer insurance		\$22/mo X 12mo	\$264				\$264

Budget Total	\$60,351		\$74,649		\$135,000
Allocation Plan Total	\$60,351	\$0	\$74,649	\$0	\$135,000
Over/Under	\$0	\$0	\$0	\$0	\$0



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

In the Matter of California Office Of Emergency Services)))	Resolution No. 2024-11 Resolution to Authorize the Executive Director to submit the 2024 and 2025 application To the California Office of Emergency Services To operate the Transitional Housing Program from 01/01/2024-12/31/2024 and 01/01/2025-12/31/2025.
---	-------------	---

As Chairperson of the Community Action Partnership of Madera County Board of Directors, and acting on behalf of the entire Board of Directors, I authorize the Executive Director to sign and submit the 2024 and 2025 application to the California Office of Emergency Services (Cal OES), to operate the Transitional Housing Program from January 1, 2024 to December 31, 2024 and January 1, 2025 to December 31, 2025. The grant provides funding necessary for the operation of the Transitional Housing Program in Madera County, of which Cal OES is the sole funding source.

The person authorized as the official representative of Community Action Partnership of Madera County, Inc. to enter into the agreement, application, submit any amendments and/or provides additional information as may be required by the California Office of Emergency Services (Cal OES), is the Executive Director of Community Action Partnership of Madera County, Inc.

The foregoing Resolution was passed by the Community Action Partnership Board of Directors at a regular meeting of the Board of Directors held on December 12, 2024 by the following vote:

Ayes	_____
Noes	_____
Abstain	_____
Absent	_____

 Eric LiCalsi, Chairperson Board of Directors

 Date

 Attest: Tyson Pogue, Secretary/Treasurer

 Date



Report to the Board of Directors

Agenda Item Number: D-22

Board of Directors Meeting for: December 12, 2024

Author: Jennifer Coronado

DATE: December 2, 2024

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Unserved/Underserved (UV) Program

I. RECOMMENDATION:

Review and consider ratifying the submitted grant application to the California Office of Emergency Services (Cal OES), to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2025, through December 31, 2025, and authorize the Executive Director to sign and submit any extensions and/or amendments during the funding period.

II. SUMMARY:

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 individuals.

III. DISCUSSION:

CAPMC-Victim Services will improve meeting the objectives of the direct services by targeting the unserved/underserved population through collaboration with agency's partners and community outreach. A minimum of one FTE for direct services is required solely for this program.

IV. FINANCING:

The total project costs are \$196,906 comprised of the following:

2024 VOCA: \$108,889

2024 VCGF: \$88,017

PERSONNEL COSTS

Line Item Identifier	Description	FTE	Calculation	2024 VCGF		2024 VOCA		Total
				FS	Match	FS	Match	
Victim Services Program Manager	Oversees operation of all victim services programs; supervises program coordinators and coordinates direct services staff.	0.125				\$15,122		\$15,122
Victim Services Coordinator	The Victim Services Coordinator supervises daily operations, including collecting data, enforcing program policies, and supervising staff. Other duties include monitoring grant goals and objectives, providing office support and assisting the PM.	0.125				\$11,949		\$11,949
Administrative Aide	The Administrative Aide position is responsible for serving as an aide to the PM and as secretarial back up to the administrative staff and various other duties.	0.1875				\$12,157		\$12,157
Specialty Advocate	The UV Specialty Advocate is responsible for providing criminal justice support, including accompaniment to court and meetings with the prosecutor or law enforcement agencies. Advocates explain the court process and assist with victim impact statements. The UV Specialty Advocate translates victim impact statements from Spanish to English to provide to the court. The advocate also informs victims of the Victim Bill of Rights (Marsy's Law). Advocacy for our underserved population is crucial to hel	1		\$14,683		\$60,579		\$75,262
Program Assistant / Clerk Typist II	Assists PM, Coordinator, Advocates with inputting, preparing documents	0.625		\$31,685				\$31,685

INDIRECT COSTS

Line Item Identifier	Description	FTE	Calculation	2024 VCGF		2024 VOCA		Total
				FS	Match	FS	Match	
Indirect Costs	Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers indirect administrative operating expenses such as telephone, audit, supplies etc. associated with the administrative and indirect staff.		9.1% of direct project costs - based on cognizant agency - Dept. of Health and Human Services, total direct costs excluding equipment and donated services. \$180,482 of direct project costs X 9.1% = \$16,424	\$7,342		\$9,082		\$16,424

RENT COSTS - GRANT SUBAWARD EMPLOYEE OFFICE SPACE

Line Item Identifier	Description	FTE	Calculation	2024 VCGF		FS	Match	Total
				FS	Match			

GRANT SUBAWARD EMPLOYEE OFFICE SPACE	Office space at main location for: Specialty Advocate Partially allocated office space for: Victim Services Program Manager, Victim Services Coordinator, Administrative Aide, and Program Typist	1.44		\$2,251				\$2,251
--------------------------------------	--	------	--	---------	--	--	--	---------

RENT COSTS - ADDITIONAL RENTAL SPACE

2024 VCGF

Line Item Identifier	Description		Calculation	FS	Match	FS	Match	Total
ADDITIONAL RENTAL SPACE	(Common Areas of main location): 1,892.60sqft X 13.585% = 257.11sqft			\$3,732				\$3,732

TRAVEL COSTS

2024 VCGF

Line Item Identifier	Description	Out of State	Calculation	FS	Match	FS	Match	Total
Advocate Training	Anticipated training costs to attend conferences or other training materials	N		\$4,000				\$4,000
Gas & Oil	Fuel for program vehicle to transport clients for court and other purposes, and for oil changes. \$70/mo x 12mo	N		\$840				\$840

FINANCIAL ASSISTANCE FOR CLIENTS COSTS

2024 VCGF

Line Item Identifier	Description	Is this Petty Cash	Calculation	FS	Match	FS	Match	Total
Client Transportation / Emergencies	Bus vouchers, emergency housing	N		\$3,000				\$3,000

OTHER OPERATING COSTS

2024 VCGF

Line Item Identifier	Description		Calculation	FS	Match	FS	Match	Total
Office Supplies	Including, but not limited to, desk supplies, ink and toners, paper, files, etc. to support program and grant activities.		\$15/mo X 12mo	\$180				\$180
Data Processing Supplies	To support collection of program objectives, track and monitor progress and provide client services. Includes software, various program licenses, backup, annual warranty computer/phone switch, firewall security, network virtualization, network administration cost, and employee Microsoft licenses.		\$230/mo X 12mo	\$2,760				\$2,760

Program Supplies	For outreach, to support programs and clients, and supplies that are needed for the program and grant activities.		\$280/mo X 12mo	\$3,360				\$3,360
Postage and Shipping	Postage for mailing out information		Based on prior year actual, \$300/yr	\$300				\$300
Equipment Rental	Copy machines and prints		\$110/mo X 12mo	\$1,320				\$1,320
Advertising & Promotion	Madera Tribune, YellowPages		\$300 MT, \$300 YP	\$600				\$600
Telephone	Phone service, staff cell phones, FAX, internet		\$425/mo X 12mo	\$5,100				\$5,100
Utilities	Water, sewer, disposal, natural gas, electricity services		\$120/mo X 12mo	\$1,440				\$1,440
Burglar & Fire Alarm	Security Systems		\$8.83/mo X 12mo	\$106				\$106
Property Insurance	Property insurance		\$8.58/mo X 12mo	\$103				\$103
Custodial Services	Maintenance/janitorial services		\$113.17/mo X 12mo	\$1,358				\$1,358
Vehicle Insurance	Vehicle insurance		\$222.67/mo X 12mo	\$2,672				\$2,672
Vehicle Repair & Maintenance	Vehicle repairs		\$50/mo X 12mo	\$600				\$600
Liability Insurance	General liability and volunteer insurance		\$25.25/mo X 12mo	\$303				\$303
Fees & Licenses	Retirement plan administration and other organizations as necessary		\$282/yr	\$282				\$282

Budget Total	\$88,017		\$108,889		\$196,906
Allocation Plan Total	\$88,017	\$0	\$108,889	\$0	\$196,906
Over/Under	\$0	\$0	\$0	\$0	\$0



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

In the Matter of) California Office Of Emergency Services))	Resolution No. 2024-09 Resolution to Authorize the Executive Director to submit the 2024 and 2025 application To the California Office of Emergency Services To operate the Unserved/Underserved Victim Advocacy and Outreach Program from 01/01/2024-12/31/2024 and 01/01/2025-12/31/2025.
--	--

As Chairperson of the Community Action Partnership of Madera County Board of Directors, and acting on behalf of the entire Board of Directors, I authorize the Executive Director to sign and submit the 2024 and 2025 application to the California Office of Emergency Services (Cal OES), to operate the Unserved/Underserved Victim Advocacy and Outreach Program from January 1, 2024 to December 31, 2024 and January 1, 2025 to December 31, 2025. The grant provides funding necessary for the operation of the Unserved/Underserved Victim Advocacy and Outreach Program in Madera County, of which Cal OES is the sole funding source.

The person authorized as the official representative of Community Action Partnership of Madera County, Inc. to enter into the agreement, application, submit any amendments and/or provides additional information as may be required by the California Office of Emergency Services (Cal OES), is the Executive Director of Community Action Partnership of Madera County, Inc.

The foregoing Resolution was passed by the Community Action Partnership Board of Directors at a regular meeting of the Board of Directors held on December 12, 2024 by the following vote:

Ayes	_____
Noes	_____
Abstain	_____
Absent	_____

 Eric LiCalsi, Chairperson Board of Directors

 Date

 Attest: Tyson Pogue, Secretary/Treasurer

 Date



Report to the Board of Directors

Agenda Item Number: D-23

Board of Directors Meeting for: December 12, 2024

Author: Ana Gudino

DATE: November 14, 2024

TO: Board of Directors

FROM: Ana Gudino, Community Services Program Manager

SUBJECT: City of Madera Community Development Block Grant for the Fresno Madera Continuum of Care Membership 2025 – 2026 Application

I. RECOMMENDATION:

Review and consider ratifying the submission of the City of Madera Community Development Block Grant (CDBG) for the Fresno Madera Continuum of Care (FMCoC) Membership Application for 2025 – 2026.

II. SUMMARY:

The City of Madera received notification from the U.S. Department of Housing and Urban Development (HUD) that funding will be utilized for the FMCoC membership fees.

III. DISCUSSION:

1. The FMCoC works collaboratively to reduce homelessness within Madera and Fresno counties. Community Action Partnership of Madera County, Inc., is applying for CDBG funding to continue to pay for the membership to the FMCoC to have two staff attend the FMCoC meetings which are held once a month.
2. The FMCoC assists the Madera County homeless population to make the critical transition from homelessness to independent or permanent supportive housing, accessing education, health and mental health services, employment training and life skills development.
3. The funding will allow two CAPMC staff members to attend the monthly FMCoC meetings and report back to the agency and to the Housing Our Homeless committee.
4. The funding will also allow for CAPMC staff to prepare for the Annual Point in Time Count and any homeless awareness events held within Madera County

IV. FINANCING:

\$20,000

**CITY OF MADERA CDBG -
FMCOG
JULY 1, 2025 - JUNE 30, 2026**

		Budget
5010	Salaries	\$12,918.00
5020- 5999	Benefits	3,304.00
		<u>\$16,222.00</u>
6110	Office Supplies Data Processing	0.00
6112	Supplies	0.00
6130	Program Supplies	0.00
6140	Custodial Supplies	0.00
6143	Furnishings	0.00
6170	Postage & Shipping	0.00
6180	Equipment Rental	25.00
6181	Equipment Maintenance	5.00
6310	Printing & Publications	0.00
6320	Telephone	195.00
6410	Office Rent	650.00
6420	Utilities/Disposal Buildings Repairs &	125.00
6432	Maintenance	0.00
6433	Grounds Maintenance	0.00
6440	Property Insurance	25.00
6530	Legal Medical Screening/	0.00
6555	DEAT/ Staff	0.00
6610	Gas & Oil	90.00
6640	Vehicle Rep. & Main.	20.00
6712	Staff Travel Local	315.00
6850	Fees & Licenses Transportation	660.00
7210	Vouchers	0.00
7224	Client Rent	0.00
7226	Client Lodging/ Shelter	0.00
7230	Client Food	0.00
9010	Indirect Cost Allocation	1,668.00
Total Expenses		<u><u>\$20,000.00</u></u>



Report to the Board of Directors

Agenda Item Number: D-24

Board of Directors Meeting for: December 12, 2024

Author: Ana Gudino

DATE: November 14, 2024

TO: Board of Directors

FROM: Ana Gudino, Community Services Program Manager

SUBJECT: City of Madera Community Development Block Grant Housing Stabilization Program 2025 – 2026 Application

I. RECOMMENDATION:

Review and consider ratifying the Executive Director to sign and submit the City of Madera Community Development Block Grant (CDBG) Housing Stabilization Program 2025 – 2026 application.

II. SUMMARY:

The City of Madera received notification of funding for the Community Development Block Grant Program which provides annual grants on a formula basis to states, cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities principally for individuals experiencing homelessness or at-risk of homelessness.

III. DISCUSSION:

1. Staff will conduct outreach efforts to locate and identify individuals and families who find themselves in need of emergency housing and/or prevention and diversion services such as deposit and rent, as well as utility assistance.
2. Outreach efforts will continue and those identified and if qualified to receive the emergency housing services, will be placed in emergency housing temporarily providing the case worker time to assist in finding stable housing for the identified individual or family.
3. The CDBG Housing Stabilization Program will assist the homeless in locating decent sustainable housing for homeless or at-risk homeless individuals.

IV. FINANCING:

\$55,330

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
COMMUNITY SERVICES
CITY OF MADERA CDBG -HOUSING STABILIZATION
JULY 1, 2025 - JUNE 30, 2026

		Budget
5010	Salaries	\$797.00
5020-5999	Benefits	218.00
		\$1,015.00
6110	Office Supplies	5.00
6112	Data Processing Supplies	10.00
6130	Program Supplies	0.00
6140	Custodial Supplies	0.00
6143	Furnishings	0.00
6170	Postage & Shipping	0.00
6180	Equipment Rental	10.00
6181	Equipment Maintenance	20.00
6310	Printing & Publications	0.00
6320	Telephone	30.00
6410	Office Rent	65.00
6420	Utilities/Disposal	20.00
6530	Legal	0.00
6555	Medical Screening/ DEAT/ Staff	0.00
6610	Gas & Oil	95.00
6712	Staff Travel - local	0.00
6850	Fees & Licenses	0.00
6852	Fingerprint	0.00
7210	Transportation Vouchers	0.00
7224	Client Rent	36,000.00
7226	Client Lodging/ Shelter	11,445.00
7240	Direct Benefits	2,000.00
9010	Indirect Cost Allocation	4,615.00
	Total Expenses	\$55,330.00

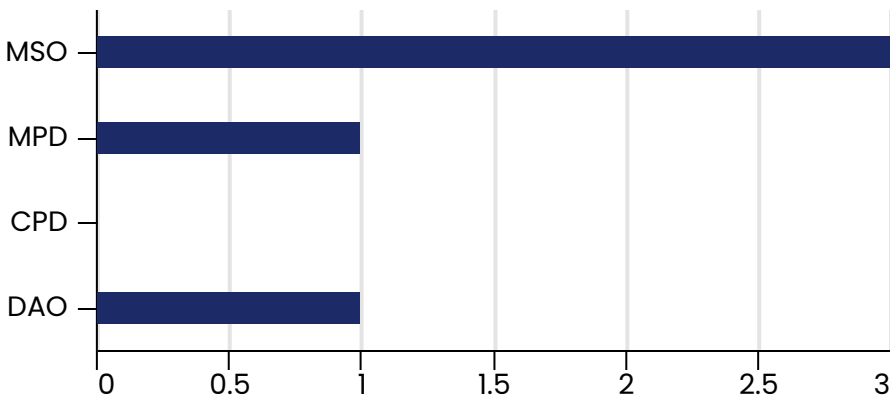


Madera County Child Advocacy Center (CAC)

October 2024



Requesting Agency



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

Mental Health Services

Referrals Made: 1

Onsite Therapy Sessions: 2

Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2024	7	14	27	41	52	59	72	84	87	92		
2023	8	17	27	37	44	53	64	69	75	79	94	97



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

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

General Contract - CAPP	503	-
CalWORKs Stage 2 – C2AP	139	
CalWORKs Stage 3 – C3AP	110	
Bridge Program - BP	30	
Total Children Enrolled	782	

**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	40
IN - HOME LICENSE CHILD CARE PROVIDERS – LARGE	47
LICENSE-EXEMPT CHILD CARE PROVIDERS	77
Total Providers Enrolled	164

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	142
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Car Safety Presented by First Five (5) – 2 attendees
- Car Safety Presented by First Five (5) (Spanish) – 25 attendees

Family, Friend, and Neighbor Activity:

- Play Group - 0 attendee

Trauma Coaching Session (TIC):

- Eight (8) TIC Training – 20 attendees
- Provider Café #1 – 17 attendees
- Provider Café #2 – 20 attendees
- Provider Café #3 – 20 attendees



Community Services Monthly Report to the Board of Directors

October 2024

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-2021 to June 30, 2024 Fiscal YTD Total
SLIHEAP 2023 – non-emergency	0	193
SLIHEAP 2023 – FAST TRACK	0	287
SLIHEAP 2023 WOOD/PROPANE/OIL	0	15
HEAP 2024 – non-Emergency	0	385
FAST TRACK 2024 – Emergency	0	470
WPO 2024 – WOOD/PROPANE/OIL	0	19

LOW INCOME HOME WATER ASSISTANCE PROGRAM

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

HOMELESS PROGRAMS

PROGRAM	Residents	Vacancies
Shunammite Place	47	0
Madera Mental Health Services Act	9	3

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2023 through June 30, 2024

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

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2024 through June 30, 2025

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$25,000	\$1,243.37	\$23,756.63	.049%
Objective	Goal	YTD Achieved	Balance	% Achieved



Community Services Monthly Report to the Board of Directors

November 2024

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-2021 to June 30, 2024 Fiscal YTD Total
SLIHEAP 2023 – Non-Emergency	0	193
SLIHEAP 2023 – FAST TRACK	0	287
SLIHEAP 2023 WOOD/PROPANE/OIL	0	15
HEAP 2024 – Non-Emergency	0	385
FAST TRACK 2024 – Emergency	0	470
WPO 2024 – WOOD/PROPANE/OIL	0	19

LOW INCOME HOME WATER ASSISTANCE PROGRAM

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

HOMELESS PROGRAMS

PROGRAM	Residents	Vacancies
Shunammite Place	43	4
Madera Mental Health Services Act	8	4

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2023 through June 30, 2024

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

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2024 through June 30, 2025

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$25,000	\$10,043.04	\$14,956.96	40.17%
Objective	Goal	YTD Achieved	Balance	% Achieved



Homeless Engagement for Living Progra (HELP Center) Services Report - November 2024



Below are the number of services provided and contacts made in Madera County for the period of 11/01/2024 - 11/30/2024.

	Individuals	Families	DV	TAY	Veterans
Madera City	127	21	6	12	2
Chowchilla City	18	5	0	0	0
Eastern Madera	44	1	0	0	0
Total	189	27	6	12	2

Outcomes-Services Offered		
HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	6	17
TRIAGE HOUSING	1	7
REUNIFICATION WITH FAMILY	1	4
HOUSING RESOURCE GUIDE	0	21
SUBMITTED RENTAL APPLICATIONS	3	31
PERMANENT HOUSING	3	19
PERMANENT SUPPORTIVE HOUSING	4	11
PROVIDED MOVE-IN COSTS	2	8
HOMELESS PREVENTION ASSISTANCE	0	0
RECEIVED EMERGENCY HOUSING VOUCHER	0	0
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	7	15
SOCIAL SECURITY CARD	4	7
BIRTH CERTIFICATE	1	2
INCOME VERIFICATION	3	15
DISABILITY CERTIFICATION	1	8
PSH SUPPORT LETTERS	3	18
EMOTIONAL SUPPORT ANIMAL LETTER	0	1
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	0	2
VICTIM SERVICES	0	0
VETERAN AFFAIRS	0	1
BEHAVIORAL HEALTH	34	88
REFERRED TO BH BRIDGE HOUSING	4	12
IMMIGRATION SERVICES	1	1
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	1	10
SUBSTANCE ABUSE PROGRAM	0	0
DEPARTMENT OF SOCIAL SERVICES - APS	0	1
DEPARTMENT OF SOCIAL SERVICES - CPS	0	0
DEPARTMENT OF SOCIAL SERVICES - HOUSING	0	10
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	0	5
ASSISTED IN OBTAINING CASH AID / TANF	0	2
ASSISTED IN OBTAINING CALFRESH BENEFITS	1	1
ASSISTED IN OBTAINING HEALTH INSURANCE	1	2
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	0	1
PROVIDED HYGIENE KITS	5	31
DELIVERED COMMODITIES	10	99
ASSISTED WITH SSI BENEFITS	0	0
ARRANGED TRANSPORTATION	6	34
ADVOCACY WITH LEGAL MATTER	1	1
ASSISTED IN OBTAINING A GOVT. PHONE	0	2
PROVIDED SHOES OR CLOTHES TO CLIENT	3	6
PROVIDED BICYCLE FOR TRANSPORTATION	0	0
ASSISTED WITH JOB INTERVIEW	0	1
ASSISTED IN OBTAINING INCOME	0	1
OTHER COORDINATED ENTRY	CURRENT MONTH	YEAR TO DATE
PLACED ON PSH PRIORITY LIST	1	10
PLACED ON RRH PRIORITY LIST	1	5
PLACED ON BY-NAME LIST	27	49

HOUSED: 7

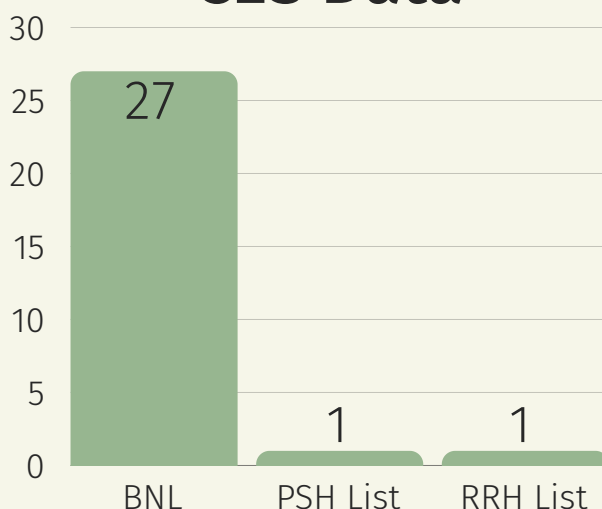


Permanent Supportive Housing: 4



Permanent Housing: 3

CES Data



New Clients Engaged Per Area

Chowchilla City

0

Madera City

17

Eastern Madera

34

Subgroups



Families

2



DV Victims

1



Individuals

49



TAY

3

Other Housing Services

Reunification

1

Rental Apps.

3

Assisted with Move-In Costs

2

Homeless Prevention:

1

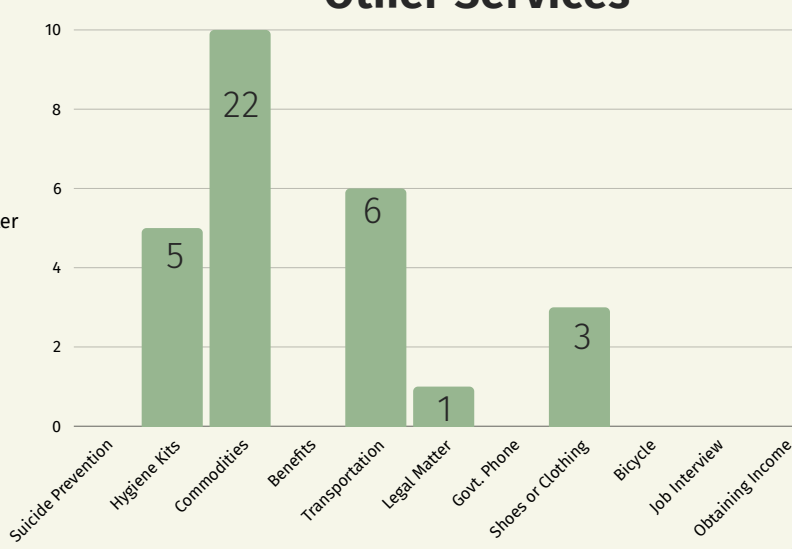
Triage

1

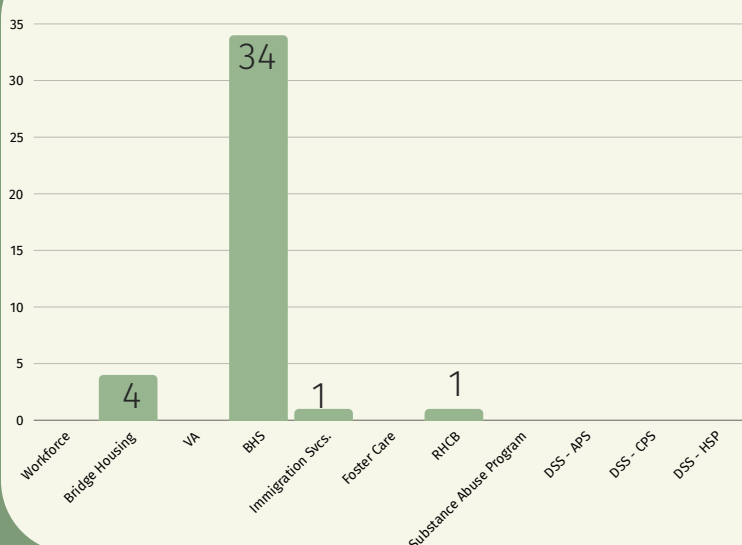
Shelter

6

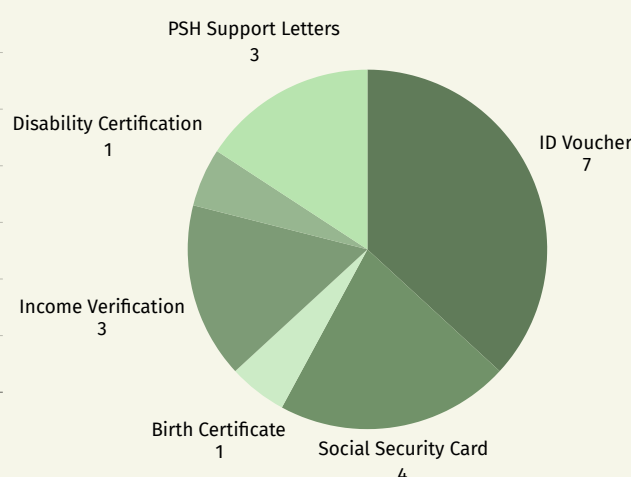
Other Services



Referrals



Document Collection



Madera County Website Referrals



3 Referrals

Outcomes:

- 2: assigned to outreach
- 1: out of state

Emergency Housing Vouchers



- 8- Applications Submitted
- 3- Applications in process



Victim Services

October 2023 - September 2024

Domestic Violence Program

Services	1 st quarter (Oct.-Dec.)	2 nd quarter (Jan-March)	3 rd quarter (April-June)	4 th quarter (July-Sept.)	Total
Crisis Intervention	224	167	133	188	712
Individual or group counseling/support	336	477	418	437	1668
Criminal/Civil Legal Advocacy	121	181	241	211	754
Assistance with protective/custody orders	56	72	84	112	324

Shelter

Bed Nights/Individuals	344/24	50/4	175/15	182/20	751/63
Emergency food & clothing	12	3	7	12	34

Victim Witness

Crisis Intervention	189	67	60	69	385
Individual Counseling	174	174	210	201	759
Criminal Advocacy/accompaniment	210	218	216	171	815
Assistance in obtaining protection or restraining order	19	1	37	51	188
Number of Victims of Crime Compensation claims submitted	11	11	4	6	32

Sexual Assault

Crisis Intervention	287	128	98	101	614
Individual Counseling	198	246	251	211	906
Individual Advocacy	50	94	89	41	274
Criminal Justice Advocacy/Accompaniment	78	83	54	37	252
On-scene Response	4	1	3	5	13

Fiscal Year January-December 2024**Unservd/Underserved**

Services	1 st Quarter (Jan.- March)	2 nd Quarter (April-June)	3 rd Quarter (July- Sept.)	4 th Quarter (Oct.-Dec.)	Total
Crisis Intervention	43	13	17		
Presentations to underserved population	4	1	1		
Outreach Events	5	3	5		
Immigration Assistance (visas, continued presence application, and other immigration relief)	19	15	15		
Provide information about the criminal justice process	54	21	25		
Criminal Justice Advocacy or Accompaniment	64	39	37		
Individual Advocacy (assist. With public assistance benefits, return of personal property)	12	5	3		

Transitional Housing

Services	1 st Quarter (Jan.- March)	2 nd Quarter (April- June)	3 rd Quarter (July- Sept.)	4 th Quarter (Oct.- Dec.)	Total
Individual Counseling	19	29	9		
Individual Advocacy (assist. with public assistance benefits, return of personal property)	24	26	13		
Individuals Rec. Rental Assistancess	3	9	4		



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors' Meeting for: December 12, 2024

Author: Kelly Ryan

DATE: December 2, 2024

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Elect Nominating Committee

I. RECOMMENDATION:

Elect a Nominating Committee to prepare a slate of nomination for Board Officers, the Executive Committee, the Finance Committee, and the Personnel Committee.

II. SUMMARY:

As stated in the Community Action Partnership of Madera County By-Laws, every even numbered year a Nominating Committee must be elected to select the nominees for Board Officers (Chairperson, Vice Chairperson and Secretary/Treasurer), the Executive Committee the Finance Committee, and the Personnel Committee to be elected at the December meeting.

II. DISCUSSION:

The election of the Nominating Committee should follow the guidance stated in Section 10 of the Agency By-laws:

Section 10.3. Nominating Committee.

The Nominating Committee shall consist of six Directors, nominated and elected no later than the September Board meeting of every even-numbered year by the Board. The Committee Chairperson shall be appointed by the Board Chairperson from among the six Directors.

✓ A Nominating Committee meeting will be scheduled prior to the January Board Meeting. Note: Unable to call the election of the Nominating Committee sooner, it is proposed that the Nominating Committee be selected during the December 12, 2024 Board of Directors meeting for the election of Board Officers and Committee Members at the January 9, 2025 Board of Directors meeting.

Below is guidance from the By-laws regarding the selection of Board Officers and Committees.

A. The selection of Officers shall follow the guidance stated in Section 9.2. Selection of Officers of the Agency's By-laws:

9.2. Selection of Officers. Officers shall be elected by the majority vote of the Board for a two-year term. These elections will take place in October of every even-numbered year. An officer may serve a maximum of four consecutive years in the

same position. A Director may serve in the same officer position again after 2 years of not serving in that officer position. Notwithstanding the foregoing, any officer may be removed with or without cause by the Board at any time.

✓ The Chairperson, Vice-Chairperson, and Secretary/Treasurer are eligible to serve one more term in their position. The nominating committee can choose to nominate them to serve another two-year term or replace them. The Chairperson and Secretary/Treasurer second term ends before October 2026. If selected the Nominating Committee may elect a new individual to take their place. The newly elected Chairperson, Vice Chairperson, and Secretary/Treasurer will serve until October 2026.

✓ Alternates may not serve as officers of the Board.

B. The composition of the Executive Committee shall be as provided in the Agency's By-laws, Section 10.1. Executive Committee:

10.2. Executive Committee. The Executive Committee shall be composed of the Board Officers and three other Directors who are elected in October of every even-numbered year by the Board. There will be no limit on the number of terms served by non-officers on the Executive Committee.

✓ The Executive Committee shall include one-third public officials, one-third low-income sector, and one-third private sector.

✓ Since the officers comprise 50% of the Executive Committee, the slate of nominations must be one-third public officials, one-third low-income sector, and one-third private sector.

C. The composition of the Finance Committee shall be provided in the Agency By-laws, Section 10.4. Finance Committee:

10.4. Finance Committee. The Finance Committee shall consist of four Directors appointed by the Chairperson at the October Board meeting of every even-numbered year. One member of the Finance Committee must be a member of the Madera County Board of Supervisors and one member must have finance or banking background. If there is no such individual on the Board that has the requisite background, the Agency may retain a consultant to serve in the committee.

D. The composition of the Personnel Committee shall be provided in the Agency By-laws, Section 10.5. Personnel Committee:

10.5. Personnel Committee the Personnel Committee shall consist of three Directors. A maximum of three directors may also be appointed to the Committee as alternates.

III. FINANCING: None



Report to the Personnel Committee

Agenda Item Number: E-2

Board of Directors' Meeting for: December 12, 2024

Author: Irene Yang

DATE: December 5, 2024

TO: Personnel Committee

FROM: Irene Yang, Human Resources Director

SUBJECT: Job description for Housing Support Specialist

I. RECOMMENDATION:

Review and consider approving the job description for Housing Support Specialist and reclassification of the existing staff member to the presented position.

II. SUMMARY:

More help is needed to support demands of the Homeless Engagement for Living Program (HELP) Center; therefore, the Housing Support Specialist position is created to handle increasing demands and create local partnerships to address fair housing, community resources, homelessness, and housing assistance programs and to oversee programs goals and systems for the HELP center.

The current Housing Coordinator staff member is proposed to reclassify to the Housing Support Specialist position.

III. DISCUSSION:

A. The staff member that is proposed to reclassify to the Housing Support Specialist joined the Agency on 7/31/2020 as the Housing Case Worker and was re-classified to the Housing Coordinator position on 9/17/2021. The proposed employee has gained experience, knowledge and ability to step into the role to lead the HELP Center, to establish vital community resources to address the housing needs and homelessness supports.

B. Reclassification will be effective when the Board approves the proposed change.

IV. FINANCIAL IMPACT: \$60,564 – 73,788 is the annual salary range for the Housing Support Specialist position.



11/24

Community Action Partnership of Madera County

JOB TITLE: HOUSING SUPPORT SPECIALIST

DEPARTMENT: Community Services

REPORT TO: Community Services Program Manager

SUPERVISE: Homeless Services Coordinator

INDIRECT

SUPERVISE: Housing Case Worker, Homeless Outreach Worker, Data Entry Technician, Interns

COMPENSATION: Range 26.5

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position is responsible for planning, organizing and coordinating the activities for the Homeless Engagement for Living Program (HELP Center). Oversees the program goals, procedures and systems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

- Bachelor's degree in Social Work, Psychology, Counseling or related field.
- One-year experience working in a similar or related field or equivalent of education/experience substitute.

ABILITY TO:

- Interpret and apply complex funding regulations to program activities.
- Provide recommendations to the Community Services Program Manager for system development and improvement.
- Assist in the accomplishment of the case management plan for individuals and/or families.
- Have computer skills in MS Windows environment. Must include Word, Excel, and PowerPoint.
- Attend job-related conferences and participate in a variety of in-service trainings.
- Communicate effectively orally and in writing with individuals and groups.

HOUSING SUPPORT SPECIALIST

Page 2 of 7

- Work effectively under conditions of limited supervision, high stress and rapidly changing situations and circumstances.
- Demonstrate sensitivity to the generation / cultural / ethnic diversity of the service population.
- Have excellent documentation/organizational skills and maintain appropriate case recording documentation.
- Communicate orally and in writing in English.
- Communicate orally and in writing in Spanish is preferred.

KNOWLEDGE OF:

- Homelessness prevention, housing-first models, fair housing and community resources.
- Services for homeless individuals and families.
- The Fresno Madera Continuum of Care Homeless Coordinated Entry System (CES)
- Housing of Urban Development (HUD) Regulations for CES
- Fresno Madera Continuum of Care Homeless Management Information System (HMIS)
- Homeless Housing Assistance Program (HHAP)

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional, and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

HOUSING SUPPORT SPECIALIST

Page 3 of 7

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

GENERAL DUTIES:

Program Oversight & Coordination

- Develop, implement, and oversee all aspects of the homeless services program, including case management, outreach, shelter, and housing services.
- Ensure all program activities align with agency goals, funding requirements, and local/state regulations.
- Monitor program budgets and funding allocations to meet service goals and comply with grant requirements.
- Track and report program outcomes, ensuring accuracy and timeliness for funders and internal stakeholders.
- Participate or lead Homeless Strategic Plan work groups
- Participate, organize case conferencing/multi-disciplinary team to strengthen services to homeless

HOUSING SUPPORT SPECIALIST

Page 4 of 7

Staff Supervision & Development

- Recruit, train, supervise, and evaluate housing support staff and case managers.
- Provide ongoing guidance and professional development for staff, including best practices in case management, trauma-informed care, and housing-first principles.
- Lead regular team meetings to ensure alignment with program goals and to address client issues, service gaps, and operational challenges.

Community & Stakeholder Engagement

- Build and maintain collaborative relationships with community organizations, shelters, healthcare providers, and local government.
- Actively participate in community meetings, task forces, and initiatives related to homelessness and housing.
- Serve as the primary liaison between the agency and funding sources, representing the program in presentations, public relations activities, and other outreach efforts.
- Participates in community events such as the Homeless Point in Time Count, Homeless Awareness Day, etc.
- Work with the FMCoC's Coordinated Entry Access System committee to ensure enrollments meet requirements set forth by the FMCoC.
- Seeks and maintains necessary community linkages
- Attends training, meetings, and other grant-sponsored events both in and out of the county.

Data Management & Reporting

- Maintain accurate client and program data using the agency's client management software.
- Oversee the collection and analysis of program metrics to evaluate performance and identify improvement areas.
- Prepare reports on program outcomes and client success stories for internal review, funders, and community partners.
- Collect and document data as required, and assist in compiling statistical data, Housing Management Information Systems (HMIS) and monthly reports.

Client Services Management

- Provides ongoing support and conflict resolution for HELP Center clients and staff.
- Ensure prevention and diversion activities are being practiced.
- Monitor client progress through case notes, assessments, and reports to support successful housing outcomes.
- Oversee intake, assessment, and eligibility determination for program participants.
- Ensure high-quality case management, with a focus on housing stability, employment, education, health, and self-sufficiency.

HOUSING SUPPORT SPECIALIST

Page 5 of 7

OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. Children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment health and drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to always ensure maximum safety for oneself, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.

HOUSING SUPPORT SPECIALIST

Page 6 of 7

- **Driving:** Driving is the operation of a motorized passenger vehicle or other vehicles such as forklifts, golf carts, riding mowers.
- **Eye/Hand/Foot Coordination:** Performing work through using two or more body parts or other devices.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- **Fine Manipulation:** Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- **Foot or Leg Controls:** Use of one or both feet or legs to move controls on machinery or equipment. Control includes, and is not limited to, pedals, buttons, levers, or cranks.
- **Gross Manipulation:** Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- **Hearing Requirements:** The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes in person speech, other remote speech, other sounds, telephone, video conference.
- **Keyboarding:** Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- **Kneeling:** Bending legs at the knees to come to a rest on knee(s).
- **Lifting or Carrying:** Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms or wearing it on the body.
- **Pushing or Pulling:** Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- **Reaching at or below Shoulder Level:** Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- **Reaching Overhead -** Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle

HOUSING SUPPORT SPECIALIST

Page 7 of 7

at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.

- Repetitive Motions: Making frequent on continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.
- Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Standing or Walking: Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- Stooping: Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- Near Visual Acuity: Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

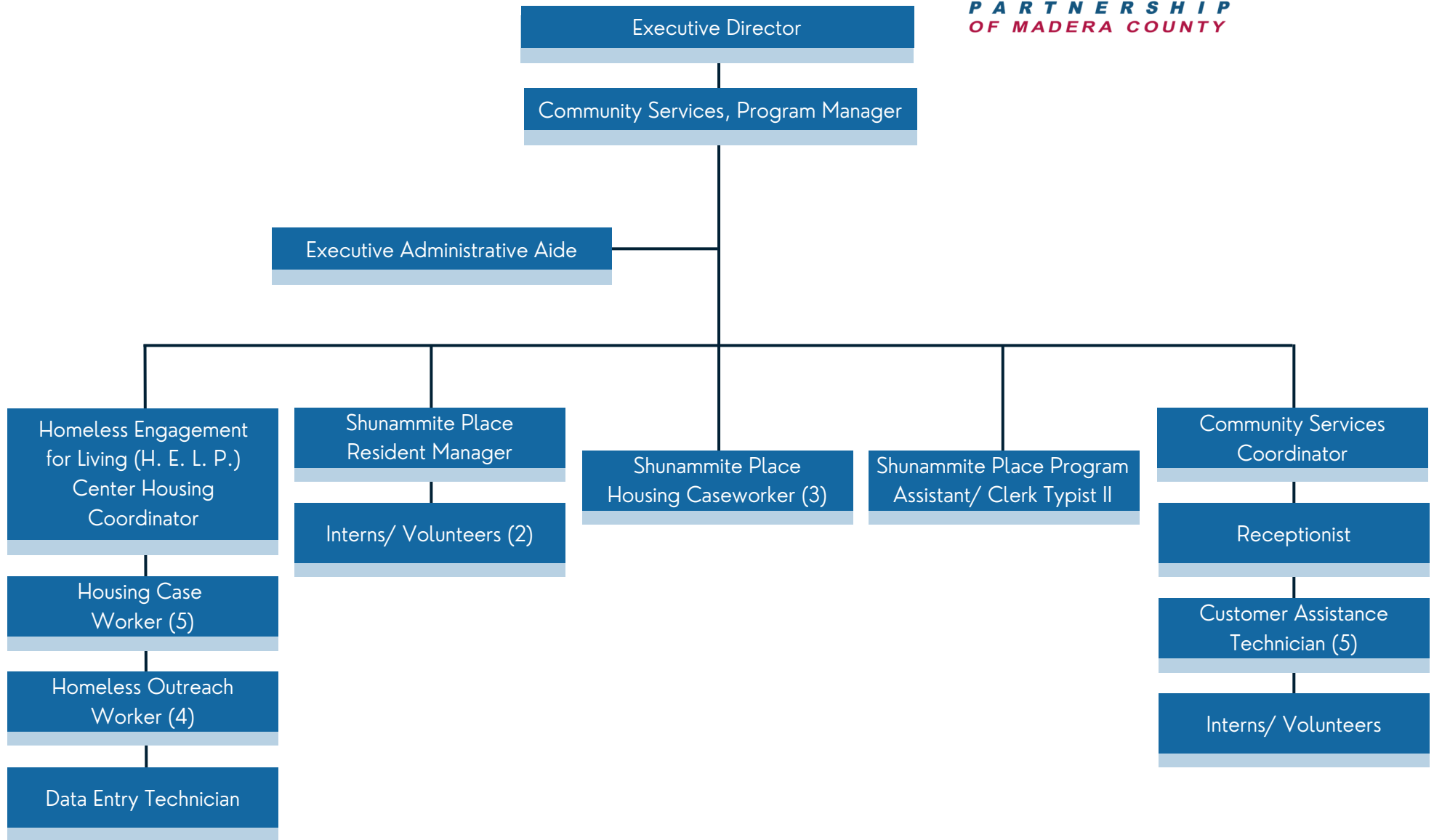
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

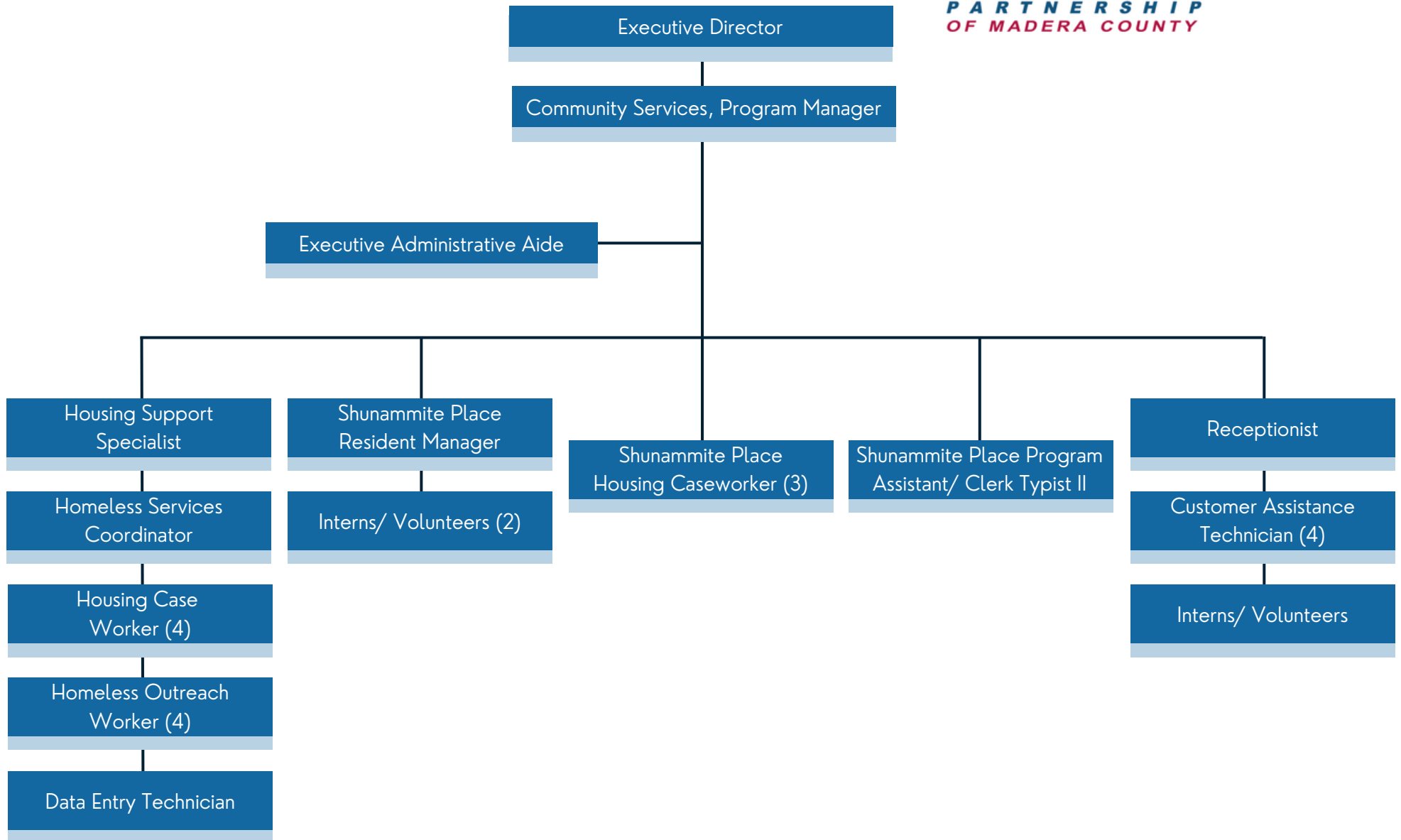
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.

Community Services



Community Services





Report to the Personnel Committee

Agenda Item Number: E-3

Board of Directors' Meeting for: December 12, 2024

Author: Irene Yang

DATE: December 5, 2024

TO: Personnel Committee

FROM: Irene Yang, Human Resources Director

SUBJECT: Job description for Homeless Services Coordinator

I. RECOMMENDATION:

Review and consider approving the job descriptions for Homeless Services Coordinator and reclassification of existing staff members to the presented position.

II. SUMMARY:

More help is needed to support demands of the Homeless Engagement for Living Program (HELP) Center; therefore, the Homeless Services Coordinator is created to oversee the daily operations and supervise direct personnel under the HELP Center.

The current Community Services Coordinator staff member is proposed to reclassify to the Homeless Services Coordinator position.

III. DISCUSSION:

A. The staff member that is proposed to reclassify to the Homeless Services Coordinator position joined the Agency as a Housing Case Worker on 1/11/2021 and was re-classified to the Community Services Coordinator position on 8/11/2022. The proposed staff member has the experience, knowledge and ability to step into the role to handle the increasing demands for the HELP center. The fund reduction from the Low-Income Home Energy Assistance Program (LIHEAP) that will affect the Community Services Coordinator position; therefore, this reclassification will ease the shrinking budget for the LIHEAP and maximize skill sets of the existing staff member.

B. Reclassification will be effective when the Board approves the proposed changes.

IV. FINANCIAL IMPACT: \$54,864 – 66,852 is the annual salary range for the Homeless Services Coordinator position.



11/24

Community Action Partnership of Madera County

- JOB TITLE:** HOMELESS SERVICES COORDINATOR
- DEPARTMENT:** Community Services
- REPORT TO:** Housing Support Specialist
- SUPERVISE:** Housing Case Worker, Homeless Outreach Worker, Data Entry Technician, Interns
- COMPENSATION:** Range 24.5
- FLSA:** Full-time; Non-Exempt
- JOB OVERVIEW:** This position is responsible for overseeing the day-to-day operations of the Homeless Engagement for Living Program (HELP) Center.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

- Bachelor's degree in Social Work, Psychology, Counseling or related field.
- One-year experience working in a similar or related field or equivalent of education/experience substitute.

ABILITY TO:

- Interpret and apply complex funding regulations to program activities.
- Provide recommendations to the Community Services Program Manager for system development and improvement.
- Assist in the accomplishment of the case management plan for individuals and/or families.
- Have computer skills in MS Windows environment. Must include Word, Excel, and PowerPoint.
- Attend job-related conferences and participate in a variety of in-service trainings.
- Communicate effectively orally and in writing with individuals and groups.
- Work effectively under conditions of limited supervision, high stress and rapidly changing situations and circumstances.
- Demonstrate sensitivity to the generation / cultural / ethnic diversity of the service population.

HOMELESS SERVICES COORDINATOR

Page 2 of 7

- Have excellent documentation/organizational skills and maintain appropriate case recording documentation.
- Communicate orally and in writing in English.
- Communicate orally and in writing in Spanish is preferred.

KNOWLEDGE OF:

- Homelessness prevention, housing-first models, fair housing and community resources.
- Services for homeless individuals and families.
- The Fresno Madera Continuum of Care Homeless Coordinated Entry System (CES)
- Housing of Urban Development (HUD) Regulations for CES
- Fresno Madera Continuum of Care Homeless Management Information System (HMIS)
- Homeless Housing Assistance Program (HHAP)

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional, and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.

HOMELESS SERVICES COORDINATOR

Page 3 of 7

- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

GENERAL DUTIES:

- Work with CES Management Entity to ensure data is accurate and necessary trainings for staff are being provided.
- Work with the FMCoC's Coordinated Entry Access System committee to ensure enrollments meet requirements set forth by the FMCoC.
- Work with Fresno Madera Continuum of Care (FMCoC) Homeless Outreach teams to help seek out high-risk population in targeted areas.
- Engage homeless individuals by conducting Vulnerability Index Specialized Data Assessment Tool (VI-SPDAT) Assessments.
- Seeks and maintains necessary community linkages
- Collect and document data as required, and assist in compiling statistical data, Housing Management Information Systems (HMIS) and monthly reports.
- Attends training, meetings, and other grant-sponsored events both in and out of the county.
- Participates in community events such as the Homeless Point in Time Count, Homeless Awareness Day, etc.
- Supervise the Homeless Engagement for Living Program (HELP) Center staff to ensure goals and objectives are being met.
- Provides on-going coaching for staff and trains new staff members on homeless programs.
- Works with support staff to process purchase order requests, check requests and other expenditures needed for the HELP Center
- Works with support staff to makes purchases for the HELP Center

HOMELESS SERVICES COORDINATOR

Page 4 of 7

- Prepares programmatic reports for contracts operated by the HELP Center.
- Assist as necessary with reporting such as the Community Needs Assessment (CNA), Community Action Plan (CAP), and Community Services Block Grant (CSBG) Annual Report.
- Participate or lead Homeless Strategic Plan work groups
- Participate, organize case conferencing/multi-disciplinary team to strengthen services to homeless

CASE MANAGEMENT:

- Provides ongoing support and conflict resolution for HELP Center clients and staff.
- Ensure prevention and diversion activities are being practiced.
- Responsible for referring individuals to appropriate community resources for additional assistance and counseling.
- Provides advocacy and support in necessary meetings for clients.
- Ensures staff provide transportation when necessary and safe.
- Enter Information into HMIS (Homeless Management Information Systems) as required by HUD (U.S. Department of Housing and Urban Development).
- Assist Outreach Worker with homeless outreach activities

OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. Children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment health and drug screen,

HOMELESS SERVICES COORDINATOR

Page 5 of 7

acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.

- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to always ensure maximum safety for oneself, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Driving:** Driving is the operation of a motorized passenger vehicle or other vehicles such as forklifts, golf carts, riding mowers.
- **Eye/Hand/Foot Coordination:** Performing work through using two or more body parts or other devices.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- **Fine Manipulation:** Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- **Foot or Leg Controls:** Use of one or both feet or legs to move controls on machinery or equipment. Control includes, and is not limited to, pedals, buttons, levers, or cranks.
- **Gross Manipulation:** Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- **Hearing Requirements:** The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes in person speech, other remote speech, other sounds, telephone, video conference.
- **Keyboarding:** Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as

HOMELESS SERVICES COORDINATOR

Page 6 of 7

the primary input device on a computer, typographic machine or 10-Key numeric keypad.

- **Kneeling:** Bending legs at the knees to come to a rest on knee(s).
- **Lifting or Carrying:** Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms or wearing it on the body.
- **Pushing or Pulling:** Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- **Reaching at or below Shoulder Level:** Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- **Reaching Overhead -** Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- **Repetitive Motions:** Making frequent or continuous movement.
- **Alternate Standing/Sitting at Will:** The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- **Sitting:** Remaining in a seated position.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- **Standing or Walking:** Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- **Stooping:** Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- **Near Visual Acuity:** Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- **Far Visual Acuity:** Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.

HOMELESS SERVICES COORDINATOR

Page 7 of 7

- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

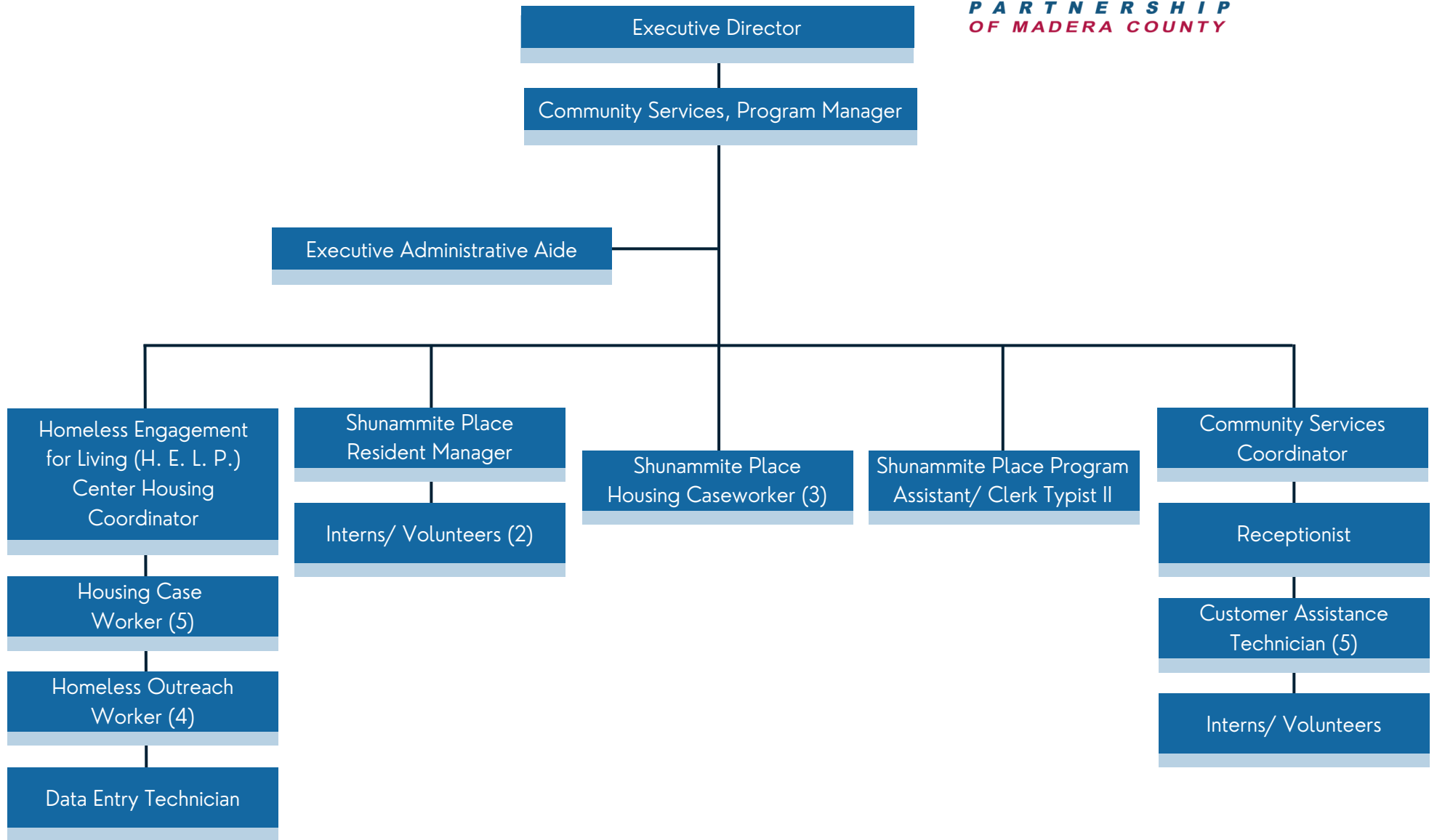
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

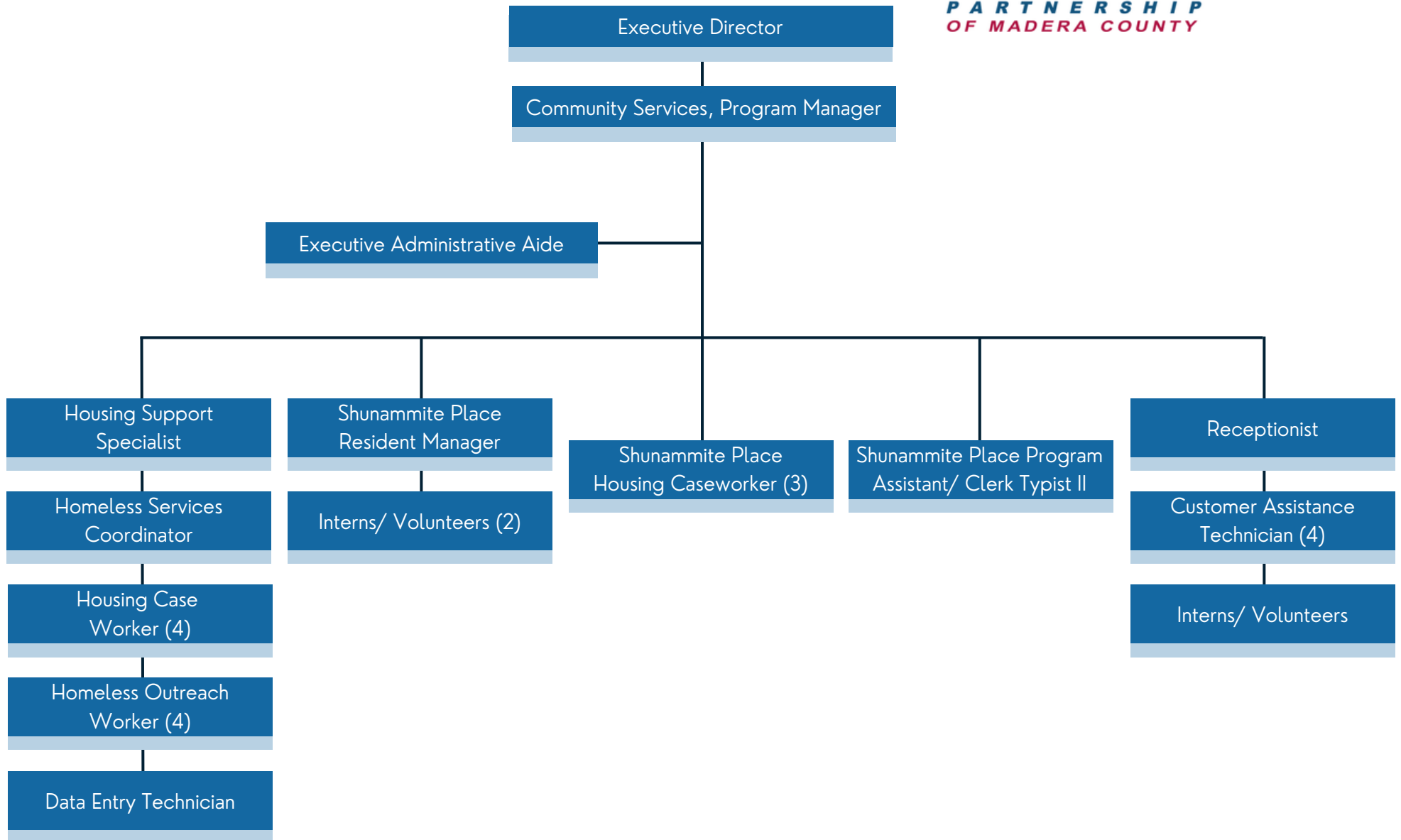
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.

Community Services



Community Services





Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: December 12, 2024

Author: Maritza Gomez-Zaragoza

DATE: November 12, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Year 2 Head Start grant contract #90-CM-9801. 2025-2026 Madera Migrant/Seasonal Head Start funding Grant Budget to serve Madera County Migrant/Seasonal Children and Families.

I. RECOMMENDATION:

Review and consider ratifying the submission of the Community Action Partnership of Madera County's 2025-2026 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets to Central California Migrant Seasonal Head Start (CCMSHS), Child and Family Division of Stanislaus County Office of Education. The budgets were distributed during the Policy Committee Meeting.

II. SUMMARY:

On September 30, 2024, CAPMC received our annual Funding Guidance Letter from Central California Migrant/Seasonal Head Start to submit the following budgets by October 2, 2024 with an extension to submit PC and Board approval:

Basic Funds	\$6,303,222
T/TA Funds	\$ 30,177
Non-Federal Share	<u>\$1,583,350</u>
Total Allocation	\$7,916,749

III. DISCUSSION:

- o Funded enrollment of 479 children's slots for the program year.
- o Continue to serve 74 Infants/Toddlers and Preschool children at Sierra Vista Migrant Head Start Center by blending Madera Migrant/Seasonal Head Start and California Department of Education CMIG funds.
- o T&TA funds provide training and technical assistance to Head Start staff during pre-service. Provide Leadership training for staff and Parent Education training.
- o Non-Federal Share budget is 25% of total Basic and T/TA budgets.
- o Administrative costs maximum budget is 9.5% of total allocation. Administrative costs are inclusive of Basic funds. Indirect rate increase to 9.1%.
- o The 2025-2026 Madera Migrant/Seasonal Head Start funding Grant Budget was approved by the Policy Committee on November 12, 2024.

IV. FINANCING: Significant -
\$6,303,222 and \$1,583,350 Non-Federal Share

September 30, 2024

Mattie Mendez, Executive Director
Community Action Partnership of Madera County (CAPMC)
1225 Gill Avenue
Madera, CA 93637

Dear Mattie:

The annual Migrant Seasonal and Migrant Early Head Start refunding application is due to the Office of Head Start Region XII office by December 1, 2024. Staff have already been working on critical parts of the application, the next phase is developing agency budgets. Enclosed please find the necessary guidelines and documents needed for your proposed 2025-26 budget submission.

Your funding allocation for the 2025-26 is indicated below:

	<u>MEHS</u>	<u>MSHS</u>
Basic funds	\$0	\$6,303,222
Training/Technical Assistance (T&TA)	\$0	\$30,177
Non-Federal Share	\$0	\$1,583,350
Funded Enrollment		
Migrant	0	259
Seasonal	0	220
Administrative Cost Rate	N/A	9.5%

In order to assist with a timely submission of the application to the Region XII office, please prepare the following documents utilizing the Grantee **required** format and **submit to the Stanislaus County Office of Education by October 2, 2024**:

1. 2025-26 Complete Application Budget Format (including separate columns for Non-Blended, Blended (if applicable), T&TA, Administrative, and Non-Federal Share)
2. Agency's 2025-26 Cost allocation plan
3. Signed 424 documents (accessed thru HSES)
4. Budget Narrative
5. Program Service Plan (if revisions are needed)
6. 2025-26 Total compensation form for Executive Director, Head Start Director, HR Director and Fiscal Director. (This is a form to comply with additional information the Office of Head Start requires in order to process our application).
7. If your agency has an indirect cost, submit your agency's current approval letter.
8. Policy Committee and Board Approval Verification (**Please request an extension for submission if you will need to submit these approvals after October 2nd**)

Please use the Travel tab which will provide the detail for each requested event. This is to make the requested information easier to see, and to compare between budget tabs. In addition, please use the Meals tab. It is required that these tabs be used to detail the travel costs and USDA revenue calculations.

To expedite the budget review process, please identify staff positions that work less than 8 hours per day with asterisks.

Your agency's budget is to be input online through the Head Start Enterprise System (HSES). **Login and password information can be requested through PIM@stancoe.org. Please**

contact Ruby Ramirez regarding the HSES entry process and for any on-site training arrangements needed.

Please note that the submission of the 2025-26 budget documents requires the approval of your agency's Governing Board and Policy Committee. The signature page must be signed and received with your submission, however, we can grant extensions on this document submission. Please request an extension from Ruby Ramirez, if needed.

Please submit all documents via e-mail to mduran@stancoe.org. In addition, submit original hard copy signature pages *only*. You may not change the total budget amounts or the number of children indicated above unless it is approved by this office.

Please continue to follow the new budget format as you develop the 2025-26 budgets. It is critical that the budgets be submitted in this format. Any budgets received that are not in the required format will be returned for resubmission.

This data is being provided for planning purposes only and should not be interpreted as an offer of a contract.

Please submit all refunding materials by October 2, 2024, to mduran@stancoe.org and signature pages to:

Marissa Duran
Child & Family Services (CFS)
Stanislaus County Office of Education
1100 H Street
Modesto, CA 95354

Should you have any questions regarding the enclosed information, please contact Marissa Duran for program questions and myself for fiscal inquiries at 209-238-6300.

Thank you for your continued efforts to serve children and their families.

Sincerely,

Ramona Trejo

Ramona Trejo
Director of CFS Financial Services

CC: Tony Jordan, Executive Director
Ruby Ramirez, Budget and Special Projects Supervisor
Marissa Duran, Director II
Christine Rodriguez, Manager, Planning & Information Management



Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors' Meeting for: December 12, 2024

Author: Donna Tooley

DATE: December 4, 2024

TO: Board of Directors

FROM: Donna Tooley, CAPMC Interim Chief Financial Officer

SUBJECT: Authorization to Close Bank Account – Head Start West America Account #257976399

I. RECOMMENDATION:

Staff recommends that the Board of Directors accept recommendation to authorize Mattie Mendez, Executive Director and one other bank signer, to close the money market account for Head Start at West America Bank and move balance of account to CAPMC savings account at the same bank.

II. SUMMARY:

In 2007, the CAPMC Board of Directors authorized staff to open a money market checking account for Head Start advanced funds for its Madera and Fresno Migrant and Seasonal Head Start programs. This was done to track Head Start dollars that were advanced to the Agency more easily. This requirement is now placed on the grantee agencies and there has been no financial reporting to the Policy Committees of this bank account activity since April 2015.

III. DISCUSSION:

- A. The balance in the money market account #257976399 as of November 30, 2024 is \$2,517.02. CAPMC was required to maintain a minimum of \$2,500.00 in the account to avoid monthly banking fees. There have been no deposits or withdrawals from the account since that amount was established in September 2017.
- B. The Head Start Monitoring Protocols in 2007-2008 required that the governing bodies reviewed the bank statements or summaries reflecting financial activity in the Head Start Programs. The Head Start monitoring tools no longer require this reporting or review.
- C. The federal government requires that grantees limit the elapsed time between the drawdown and disbursement of funds to a minimum. CAPMC is not authorized to have more than 3 days of cash on hand with this system. For Regional Head Start, CAPMC is a grantee and can drawdown funds directly from the federal government on a reimbursement basis.
- D. For the Migrant Head Start programs, CAPMC is a delegate agency and not authorized to drawdown funds on an “as needed” basis directly from the federal government. Instead, the grantees, Stanislaus County Office of Education and

Community Action Partnership of San Luis Obispo advance funds on a monthly schedule based on anticipated spending or weekly advance payment requests. The responsibility during monitoring for ensuring that there is not any interfund borrowing and cash management procedures limit advanced federal funds now is placed on the grantee, rather than the delegate agency.

- E. Since this reporting is no longer necessary and there has been no activity in the bank account for Head Start, it is recommended to close the account and move the balance of the funds to the CAPMC savings account #225795152.
- F. There is no Board resolution required but it will require two authorized signers on the account to go to West America Bank to close account and transfer the balance to the CAPMC savings account.

IV. FINANCING

There is no financial impact.

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

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2024 - 12/31/2024 218	318,202.00	179,943.13	91.67%	56.55%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY 06/15/2024 - 12/31/2024 217	26,000.00	26,000.00	91.67%	100.00%	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/24 - 05/31/25 311/380	4,499,507.00	2,105,903.29	50.00%	46.80%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/24 - 05/31/25 310	46,025.00	33,033.61	50.00%	71.77%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/24 - 05/31/25 312	823,578.00	435,559.06	50.00%	52.89%	Provide early HS services to 50 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/1/24 - 05/31/25 309	13,373.00	13,528.86	50.00%	101.17%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/24 - 06/30/25 319	1,091,317.00	219,518.00	41.67%	20.11%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/24 - 09/30/25 390	602,510.00	57,222.70	16.67%	9.50%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/24 - 02/28/25 321/362	6,303,222.00	4,393,582.94	75.00%	69.70%	Provide HS services to 479 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/24 - 02/28/25 320	31,845.00	22,772.26	75.00%	71.51%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/24 - 06/30/25 322/324	992,716.00	284,207.03	41.67%	28.63%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/23 - 06/30/24 325	169,936.00	56,640.92	41.67%	33.33%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2024 - 05/31/2025 356	150,862.00	0.00	50.00%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality

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

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/24 - 08/31/25 331	5,789,431.00	1,968,470.99	25.00%	34.00%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/24 - 08/31/25 330	82,690.00	19,670.58	25.00%	23.79%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2024 - 08/31/2025 351	425,745.25	0.00	25.00%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2024 - 06/30/2025 371	277,136.00	112,760.83	41.67%	40.69%	Provides training and education to parentx to strengthen family relationships

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

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/24 - 06/30/25 411	7,997.00	818.25	41.67%	10.23%	Training and supplies for child care providers
R & R GENERAL 07/01/24 - 06/30/25 401	294,215.00	110,349.92	41.67%	37.51%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/24 - 06/30/25 407	307,121.00	104,520.87	41.67%	34.03%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/24 - 06/30/25 424	55,064.00	19,562.54	41.67%	35.53%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/23 - 06/30/25 429	8,144,824.00	1,679,480.34	70.83%	20.62%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/24 - 06/30/25 427	1,785,876.00	485,837.95	41.67%	27.20%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/24 - 06/30/25 428	1,245,481.00	397,568.72	41.67%	31.92%	Provide subsidized child care for eligible families

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

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/24 - 09/30/25) 500	340,538.00	44,753.11	16.67%	13.14%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/24 - 09/30/25) 501	442,782.00	46,974.84	16.67%	10.61%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/23 - 09/30/24) 533	537,587.00	58,132.39	16.67%	10.81%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/24 - 06/30/25) 502	22,000.00	0.00	41.67%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/24 - 06/30/25) 504	4,000.00	0.00	41.67%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/24 - 06/30/25) DONATIONS ONLY 507/525	2,000.00	0.00	41.67%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/24 - 06/30/25) DONATIONS ONLY 510	2,500.00	107.86	41.67%	4.31%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/24 - 12/31/24) 508	163,177.00	163,863.81	91.67%	100.42%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/24 - 12/31/24) 531	126,807.00	119,470.11	91.67%	94.21%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER (07/01/24 - 06/30/25) 516	1,000.00	0.00	41.67%	0.00%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES (04/01/2024 - 03/31/2025) 535	200,000.00	104,743.03	66.67%	52.37%	Provide funding to operate child advocacy center and provide child sexual assault interviews

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

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
FEMA 10/01/23 - 12/31/24 205	2,000.00	2,013.32	93.33%	100.67%	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/23 - 06/30/25) 207	885,225.00	706,199.47	65.00%	79.78%	Assistance for low income clients for energy bills and weatherization services
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/24 - 06/30/25) 216	50,000.00	25,301.26	41.67%	50.60%	Provides property management services for the County of Madera Behavioral Health
EMERGENCY SUPPLEMENTAL LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (ESLIHEAP) (04/15/23 - 05/31/25) 282	149,644.00	148,587.46	76.00%	99.29%	Assistance for low income clients for energy bills and weatherization services

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

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
VALLARTA/THE GONZALEZ FAMILY DONATION (07/01/24 - 06/30/25) 221	465.34	0.00	41.67%	0.00%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/24 - 10/31/25) 224	848,597.00	44,434.78	8.33%	5.24%	Provides permanent supportive housing for homeless people with disabilities
ONE-TIME FUNDING HOMELESSNESS (07/01/23 - 06/30/25) 226	24,418.00	5,801.45	70.83%	23.76%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/24 - 06/30/25) 231	20,000.00	3,067.12	41.67%	15.34%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.26	411,434.26	88.52%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP IV) BEHAVIORAL HEALTH (01/01/24 - 6/30/27) 246	346,709.12	39,284.21	26.19%	11.33%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-III) BEHAVIORAL HEALTH (07/01/23 - 06/30/26) 278	421,308.69	372,478.64	47.22%	88.41%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOUSING & HOMELESSNESS INCENTIVE PROGRAM (HHIP) (04/01/23 - 06/30/25) 281	250,000.00	201,260.30	74.07%	80.50%	Improves health outcomes and access to whole person care services by addressing housing insecurity and instability
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER (11/01/24 - 10/31/25) 284	539,797.00	14,694.57	8.33%	2.72%	Provides coordinated entry supportive housing for homeless people within the FMCoC area

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

	<u>Year-To-Date</u> <u>Actual</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	9,715,368.82
4120- GRANT INCOME-STATE	2,894,264.59
4130- GRANT INCOME-AREA	406,543.93
4210- DONATIONS	7,825.76
4220- IN KIND CONTRIBUTIONS	1,222,901.56
4315- CHILD CRE REVENUE-STATE	1,721.20
4320- INTEREST INCOME	110.76
4350- RENTAL INCOME	21,588.28
4370- MERCHANDISE SALES	409.00
4390- MISCELLANEOUS INCOME	817.32
4900- INDIRECT COST REIMBURSEMENT	1,043,398.97
 Total Revenues	 15,314,950.19
<u>Expenses</u>	
5010- SALARIES & WAGES	5,732,606.37
5012- DIRECTOR'S SALARY	45,938.41
5020- ACCRUED VACATION PAY	341,154.55
5112- HEALTH INSURANCE	540,683.13
5114- WORKER'S COMPENSATION	150,955.99
5116- PENSION	302,278.54
5122- FICA	443,646.95
5124- SUI	11,458.26
5125- DIRECTOR'S FRINGE	23,273.26
5130- ACCRUED VACATION FICA	21,786.73
6110- OFFICE SUPPLIES	28,296.73
6112- DATA PROCESSING SUPPLIES	172,535.09
6121- FOOD	210,925.51
6122- KITCHEN SUPPLIES	29,869.00
6130- PROGRAM SUPPLIES	205,723.91
6132- MEDICAL & DENTAL SUPPLIES	28,012.75
6134- INSTRUCTIONAL SUPPLIES	6,430.66
6140- CUSTODIAL SUPPLIES	48,075.96
6142- LINEN/LAUNDRY	18.50
6143- FURNISHINGS	33,285.36
6150- UNIFORM RENTAL/PURCHASE	429.89
6170- POSTAGE & SHIPPING	4,106.29

6180- EQUIPMENT RENTAL	62,146.60
6181- EQUIPMENT MAINTENANCE	27,988.03
6221- EQUIPMENT OVER > \$5000	301,871.32
6310- PRINTING & PUBLICATIONS	9,811.28
6312- ADVERTISING & PROMOTION	9,715.94
6320- TELEPHONE	154,805.44
6410- RENT	549,336.52
6420- UTILITIES/ DISPOSAL	205,606.89
6432- BUILDING REPAIRS/ MAINTENANCE	103,292.12
6433- GROUNDS MAINTENANCE	127,857.44
6436- PEST CONTROL	9,779.02
6437- BURGLAR & FIRE ALARM	12,052.71
6440- PROPERTY INSURANCE	30,030.81
6510- AUDIT	24,937.50
6520- CONSULTANTS	42,255.19
6522- CONSULTANT EXPENSES	6,265.75
6524- CONTRACTS	4,610.03
6530- LEGAL	33,026.30
6540- CUSTODIAL SERVICES	52,501.00
6555- MEDICAL SCREENING/DEAT/STAFF	4,810.00
6610- GAS & OIL	19,779.59
6620- VEHICLE INSURANCE	28,697.55
6640- VEHICLE REPAIR & MAINTENANCE	17,709.26
6712- STAFF TRAVEL-LOCAL	12,835.24
6714- STAFF TRAVEL-OUT OF AREA	45,528.41
6722- PER DIEM - STAFF	2,286.00
6730- VOLUNTEER TRAVEL	1,102.12
6742- TRAINING - STAFF	49,933.44
6744- TRAINING - VOLUNTEER	3,180.00
6810- BANK CHARGES	461.37
6832- LIABILITY INSURANCE	19,718.83
6834- STUDENT ACTIVITY INSURANCE	1,380.45
6840- PROPERTY TAXES	8,581.07
6850- FEES & LICENSES	55,753.38
6851- CPR FEES	750.00
6852- FINGERPRINT	1,297.00
6875- EMPLOYEE HEALTH & WELFARE	26,963.05
7110- PARENT ACTIVITIES	401.81
7111- PARENT MILEAGE	1,379.10
7112- PARENT INVOLVEMENT	1,401.62
7114- PC ALLOWANCE	2,760.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,276.18
7210- TRANSPORTATION VOUCHERS	770.92
7224- CLIENT RENT	31,717.65
7226- CLIENT LODGING/SHELTER	29,996.04
7230- CLIENT FOOD	97.80
7240- DIRECT BENEFITS	2,572,269.92

7245- DIRECT BENEFITS - STATE	1,721.20
8110- IN KIND SALARIES	1,052,746.79
8120- IN KIND RENT	161,993.52
8130- IN KIND - OTHER	8,161.25
9010- INDIRECT COST ALLOCATION	<u>1,043,398.97</u>
Total Expenses	<u>15,360,241.26</u>
Excess Revenue Over (Under) Expenditures	<u><u>(45,291.07)</u></u>

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

F-4A

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	2,207.53
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,516.76
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	(299,498.45)
1122- SAVINGS - WESTAMERICA	9,237,493.91
1130- PETTY CASH	710.00
1310- GRANTS RECEIVABLE	3,247,602.01
1320- ACCOUNTS RECEIVABLE	96.00
1323- A/R IGNITE MY CITY CHURCH	425.50
1328- EMPLOYEE & TRAVEL ADVANCES	1,148.78
1329- ADVANCE CLEARING	7,796.49
1410- PREPAID EXPENSES	94,710.66
1420- SECURITY DEPOSITS	45,066.04
1421- WORKERS' COMP DEPOSIT	58,943.00
1450- INVENTORY	29,170.73
1512- EQUIPMENT	1,742,135.69
1513- VEHICLES	1,427,955.57
1514- BUILDINGS	4,021,500.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	427,857.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,079,481.74)
1523- ACC DEPR - VEHICLES	(934,489.01)
1524- ACC DEPR - BUILDINGS	(3,570,319.36)
1525- ACC DEPR - LAND IMPROVE.	(182,114.05)
1526- ACC DEPR - BUILDING IMPROVE.	(219,640.21)
1590- ROU ASSETS - OPERATING LEASES	15,880,941.00
Total Assets	<u><u>30,192,574.55</u></u>
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,408,443.62
2111- ACCOUNTS PAYABLE - MANUAL	45,887.06
2112- ACCOUNTS PAY-FUNDING SOURCE	104,075.84
2115- A/P OTHERS	4,796.57
2121- ACCRUED PAYROLL	879,113.90
2122- ACCRUED VACATION	1,379,029.07
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	(60.95)
2212- FICA-MED PAYABLE	(14.24)

2213- FIT PAYABLE	0.00
2215- SIT PAYABLE	(22.66)
2216- SDI PAYABLE	(22,262.50)
2218- GARNISHMENTS PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	10,141.17
2231- RETIREMENT PAYABLE-ER CONTRIB	518,871.57
2232- W/H RETIREMENT	0.00
2243- BLUE SHIELD	115.00
2244- KAISER MID20	(33,492.09)
2245- KAISER HIGH15	(12,580.02)
2248- KAISER LOW30	41,308.83
2249- KAISER DHMO40	(171.21)
2252- SELF INSURANCE - LIFE & ADD	19.73
2253- VISION INSURANCE PAYABLE	96.23
2254- SELF INSURANCE - DENTAL	72,837.19
2258- TELEMEDICINE	172.00
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	3,485.67
2410- DEFERRED GRANT REVENUE	6,456,373.66
2415- RESERVE ACCOUNT	66,545.00
2420- OTHER DEFERRED REVENUE	430,007.38
2600- INVESTMENT IN FIXED ASSETS	0.00
2690- OPERATING LEASE LIABILITY	15,880,941.00
Total Liabilities	27,239,107.04
3000- NET ASSETS W/O DONOR RESTRICTIONS	658,101.76
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,780,656.82
Change in Net Assets	(45,291.07)
Total Net Assets	2,953,467.51
Total Liabilities and Net Assets	30,192,574.55

**Fiscal Year July 24 - June 25
October 31, 2024**

427 0 ALT. PYMT. PROG. C2AP	Grant Budget	Current Month Actual	YTD Actual October 31, 2024	YTD Budget October 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	289,485.00	0.00	0.00	0.00	0.00	0.00	0.00	289,485.00
4120- GRANT INCOME-STATE	1,496,391.00	106,543.28	473,771.53	0.00	(0.32)	0.00	473,771.53	1,022,619.47
Total Revenues	1,785,876.00	106,543.28	473,771.53	0.00	(0.27)	0.00	473,771.53	1,312,104.47
Expenses								
5010- SALARIES & WAGES	93,631.77	7,431.30	32,052.80	0.00	0.34	0.00	32,052.80	61,578.97
5020- ACCRUED VACATION PAY	4,500.00	371.90	1,831.65	0.00	0.36	0.00	1,831.65	2,888.35
Total Salaries	98,131.77	7,803.20	33,684.45	0.00	0.34	0.00	33,684.45	64,447.32
5112- HEALTH INSURANCE	8,512.00	624.32	2,352.17	0.00	0.28	0.00	2,352.17	6,159.83
5114- WORKER'S COMPENSATION	400.00	30.05	132.91	0.00	0.33	0.00	132.91	267.09
5116- PENSION	4,627.00	350.13	1,693.72	0.00	0.37	0.00	1,693.72	2,933.28
5122- FICA	7,392.00	576.50	2,531.41	0.00	0.34	0.00	2,531.41	4,860.59
5124- SUI	824.00	32.71	194.33	0.00	0.24	0.00	194.33	629.67
5130- ACCRUED VACATION FICA	200.00	26.10	102.35	0.00	0.51	0.00	102.35	97.65
Total Fringe Benefits	21,955.00	1,639.81	7,006.89	0.00	0.32	0.00	7,006.89	14,948.11
6110- OFFICE SUPPLIES	525.00	1.88	714.48	0.00	1.36	0.00	714.48	(189.48)
6112- DATA PROCESSING SUPPLIES	1,386.00	128.24	669.66	0.00	0.48	0.00	669.66	716.34
6130- PROGRAM SUPPLIES	0.00	0.00	72.26	0.00	0.00	0.00	72.26	(72.26)
6143- FURNISHINGS	0.00	0.00	713.57	0.00	0.00	0.00	713.57	(713.57)
6170- POSTAGE & SHIPPING	1,890.00	0.00	420.57	0.00	0.22	0.00	420.57	1,469.43
Total Supplies	3,801.00	130.12	2,590.54	0.00	0.68	0.00	2,590.54	1,210.46
6180- EQUIPMENT RENTAL	1,680.00	106.31	382.31	0.00	0.23	0.00	382.31	1,297.69
6181- EQUIPMENT MAINTENANCE	924.00	87.64	292.47	0.00	0.32	0.00	292.47	631.53
6310- PRINTING & PUBLICATIONS	176.00	0.00	0.00	0.00	0.00	0.00	0.00	176.00
6312- ADVERTISING & PROMOTION	795.00	0.00	60.97	0.00	0.08	0.00	60.97	674.03
6320- TELEPHONE	630.00	44.58	186.43	0.00	0.30	0.00	186.43	443.57
6410- RENT	23,371.23	1,858.41	6,597.36	0.00	0.28	0.00	6,597.36	16,773.87
6420- UTILITIES/ DISPOSAL	3,717.00	363.94	1,451.37	0.00	0.39	0.00	1,451.37	2,265.63
6432- BUILDING REPAIRS/ MAINTENANCE	84.00	0.00	95.46	0.00	1.14	0.00	95.46	(11.46)
6437- BURGLAR & FIRE ALARM	0.00	0.00	13.78	0.00	0.00	0.00	13.78	(13.78)
6440- PROPERTY INSURANCE	567.00	0.00	102.45	0.00	0.18	0.00	102.45	464.55
6530- LEGAL	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.00
6555- MEDICAL SCREENING/DEAT/STAFF	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6610- GAS & OIL	21.00	0.00	0.00	0.00	0.00	0.00	0.00	21.00
6620- VEHICLE INSURANCE	116.00	0.00	67.88	0.00	0.59	0.00	67.88	48.12
6640- VEHICLE REPAIR & MAINTENANCE	29.00	36.44	58.15	0.00	2.01	0.00	58.15	(29.15)
6742- TRAINING - STAFF	630.00	0.00	735.40	0.00	1.17	0.00	735.40	(105.40)
6840- PROPERTY TAXES	0.00	0.00	9.46	0.00	0.00	0.00	9.46	(9.46)
6850- FEES & LICENSES	5,460.00	0.00	1,394.67	0.00	0.26	0.00	1,394.67	4,065.33
6875- EMPLOYEE HEALTH & WELFARE	289.00	20.88	46.62	0.00	0.16	1.16	47.78	241.22
Total Other & Services	39,681.23	2,518.20	11,494.78	0.00	0.29	1.16	11,495.94	28,185.29
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6714- STAFF TRAVEL-OUT OF AREA	0.00	(7.79)	202.92	0.00	0.00	0.00	202.92	(202.92)
Travel-Out of Area	0.00	(7.79)	202.92	0.00	0.00	0.00	202.92	(202.92)
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,473,348.00	85,568.62	379,274.80	0.00	0.26	0.00	379,274.80	1,094,073.20
Total Direct Benefits	1,473,348.00	85,568.62	379,274.80	0.00	0.26	0.00	379,274.80	1,094,073.20
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9030- INDIRECT COST ALLOCATION	148,959.00	8,886.75	39,517.15	0.00	0.27	0.00	39,517.15	109,441.85
Total Expenses	1,785,876.00	106,538.91	473,771.53	0.00	0.27	1.16	473,772.69	1,312,103.31
Excess Revenue Over (Under)	0.00	4.37	0.00	0.00	0.00	(1.16)	(1.16)	1.16

Fiscal Year June 24 - July 25
October 31, 2024

428 0 ALT. PYMT. PROG. C3AP	Grant Budget	Current Month Actual	YTD Actual October 31, 2024	YTD Budget October 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	802,130.00	52,555.55	254,351.03	0.00	(0.32)	0.00	254,351.03	547,778.97
4120- GRANT INCOME-STATE	448,351.00	29,562.49	143,073.44	0.00	(0.32)	0.00	143,073.44	300,278.56
4315- CHILD CARE REVENUE-STATE	0.00	29.05	145.25	0.00	0.00	0.00	145.25	(145.25)
Total Revenues	1,245,481.00	82,147.09	397,568.72	0.00	(0.32)	0.00	397,568.72	847,912.28
Expenses								
5010- SALARIES & WAGES	64,758.32	5,687.45	26,997.27	0.00	0.42	0.00	26,997.27	37,761.05
5020- ACCRUED VACATION PAY	4,000.00	250.00	1,400.90	0.00	0.35	0.00	1,400.90	2,599.10
Total Salaries	68,758.32	5,937.45	28,398.17	0.00	0.41	0.00	28,398.17	40,360.15
5112- HEALTH INSURANCE	5,532.00	557.85	2,223.78	0.00	0.40	0.00	2,223.78	3,308.22
5114- WORKER'S COMPENSATION	371.00	22.58	109.07	0.00	0.29	0.00	109.07	261.93
5116- PENSION	3,460.00	252.74	1,276.48	0.00	0.37	0.00	1,276.48	2,183.52
5127- FICA	5,263.00	432.80	2,075.07	0.00	0.39	0.00	2,075.07	3,187.93
5124- SUI	364.00	16.95	110.50	0.00	0.20	0.00	110.50	453.50
5130- ACCRUED VACATION FICA	150.00	14.41	87.24	0.00	0.58	0.00	87.24	62.76
Total Fringe Benefits	15,340.00	1,297.33	5,882.14	0.00	0.38	0.00	5,882.14	9,457.86
6110- OFFICE SUPPLIES	375.00	1.34	500.13	0.00	1.33	0.00	500.23	(125.23)
6112- DATA PROCESSING SUPPLIES	990.00	68.44	383.86	0.00	0.39	0.00	383.86	606.14
6130- PROGRAM SUPPLIES	0.00	0.00	50.52	0.00	0.00	0.00	50.52	(50.52)
6143- FURNISHINGS	0.00	0.00	509.04	0.00	0.00	0.00	509.04	(509.04)
6170- POSTAGE & SHIPPING	1,350.00	0.00	140.35	0.00	0.10	0.00	140.35	1,209.65
Total Supplies	2,715.00	69.78	1,584.10	0.00	0.58	0.00	1,584.10	1,130.90
6180- EQUIPMENT RENTAL	1,200.00	75.84	297.34	0.00	0.25	0.00	297.34	902.66
6181- EQUIPMENT MAINTENANCE	660.00	62.61	208.95	0.00	0.32	0.00	208.95	451.05
6310- PRINTING & PUBLICATIONS	90.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
6332- ADVERTISING & PROMOTION	525.00	0.00	43.55	0.00	0.08	0.00	43.55	481.45
6320- TELEPHONE	450.00	33.92	144.60	0.00	0.32	0.00	144.60	305.40
6410- RENT	15,610.68	1,300.89	4,924.80	0.00	0.32	0.00	4,924.80	10,685.88
6420- UTILITIES/ DISPOSAL	2,635.00	254.77	1,082.81	0.00	0.41	0.00	1,082.81	1,572.19
6432- BUILDING REPAIRS/	60.00	0.00	66.82	0.00	1.11	0.00	66.82	(6.82)
6437- BURGLAR & FIRE ALARM	0.00	0.00	9.65	0.00	0.00	0.00	9.65	(9.65)
6440- PROPERTY INSURANCE	405.00	0.00	102.45	0.00	0.25	0.00	102.45	302.55
6530- LEGAL	900.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
6555- MEDICAL	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6610- GAS & OIL	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6620- VEHICLE INSURANCE	83.00	0.00	0.00	0.00	0.00	0.00	0.00	83.00
6640- VEHICLE REPAIR &	21.00	25.50	40.69	0.00	1.94	0.00	40.69	(19.69)
6742- TRAINING - STAFF	450.00	0.00	521.50	0.00	1.16	0.00	521.50	(71.50)
6840- PROPERTY TAXES	0.00	0.00	6.79	0.00	0.00	0.00	6.79	(6.79)
6850- FEES & LICENSES	3,900.00	0.00	976.26	0.00	0.25	0.00	976.26	2,923.74
6875- EMPLOYEE HEALTH &	205.00	21.59	48.20	0.00	0.23	1.20	49.40	156.60
Total Other & Services	27,260.68	1,775.22	8,474.41	0.00	0.31	1.20	8,475.61	18,785.07
Equipment & Bldg Improvements								
6714- STAFF TRAVEL-OUT OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel-Out of Area	0.00	(5.45)	188.05	0.00	0.00	0.00	188.05	(188.05)
Total	0.00	(5.45)	188.05	0.00	0.00	0.00	188.05	(188.05)
Depreciation								
7240- DIRECT BENEFITS	1,027,522.00	66,190.39	319,747.62	0.00	0.31	0.00	319,747.62	707,774.38
7245- DIRECT BENEFITS - STATE	0.00	29.05	145.25	0.00	0.00	0.00	145.25	(145.25)
Total Direct Benefits	1,027,522.00	66,219.44	319,892.87	0.00	0.31	0.00	319,892.87	707,629.13
Total In-kind								
9010- INDIRECT COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	1,245,481.00	82,143.21	397,568.72	0.00	0.32	1.20	397,569.92	847,911.08
Excess Revenue Over (Under)	0.00	3.88	0.00	0.00	0.00	(1.20)	(1.20)	1.20

Fiscal Year June 24 - July 25
October 31, 2024

<u>429 0 ALT. PYMT. PROG. - GENERAL</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual October 31, 2024</u>	<u>YTD Budget October 31, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	4,652,208.00	231,944.16	937,885.42	0.00	(0.20)	0.00	937,885.42	3,714,322.58
4120- GRANT INCOME-STATE	3,492,616.00	174,975.42	707,527.60	0.00	(0.20)	0.00	707,527.60	2,785,088.40
4315- CHILD CRE REVENUE-STATE	0.00	478.05	1,575.95	0.00	0.00	0.00	1,575.95	(1,575.95)
Total Revenues	8,144,824.00	407,397.63	1,646,988.97	0.00	(0.20)	0.00	1,646,988.97	6,497,835.03
Expenses								
5010- SALARIES & WAGES	275,383.00	22,252.63	90,983.22	0.00	0.33	0.00	90,983.22	184,399.78
5020- ACCRUED VACATION PAY	285,503.00	1,041.71	4,545.33	0.00	0.02	0.00	4,545.33	280,957.67
Total Salaries	560,886.00	23,294.34	95,528.55	0.00	0.17	0.00	95,528.55	465,357.45
5112- HEALTH INSURANCE	26,846.00	1,572.85	9,121.89	0.00	0.34	0.00	9,121.89	17,724.11
5114- WORKER'S COMPENSATION	1,265.00	89.33	368.01	0.00	0.29	0.00	368.01	896.99
5116- PENSION	15,112.00	975.16	3,659.10	0.00	0.24	0.00	3,659.10	11,452.90
5122- FICA	23,094.00	1,711.06	7,002.90	0.00	0.30	0.00	7,002.90	16,091.10
5124- SUI	1,558.00	29.42	282.79	0.00	0.11	0.00	282.79	2,275.21
5130- ACCRUED VACATION FRINGE	700.00	69.88	267.13	0.00	0.38	0.00	267.13	432.87
Total Fringe Benefits	69,575.00	5,447.50	20,701.82	0.00	0.30	0.00	20,701.82	48,873.18
6110- OFFICE SUPPLIES	1,600.00	5.73	1,471.97	0.00	0.92	0.00	1,471.97	128.03
6112- DATA PROCESSING SUPPLIES	4,224.00	263.74	1,394.22	0.00	0.33	0.00	1,394.22	2,829.78
6130- PROGRAM SUPPLIES	0.00	0.00	150.38	0.00	0.00	0.00	150.38	(150.38)
6143- FURNISHINGS	0.00	0.00	2,130.37	0.00	0.00	0.00	2,130.37	(2,130.37)
6170- POSTAGE & SHIPPING	5,760.00	0.00	476.11	0.00	0.08	0.00	476.11	5,283.89
Total Supplies	11,584.00	769.47	5,623.05	0.00	0.49	0.00	5,623.05	5,960.95
6180- EQUIPMENT RENTAL	5,120.00	323.99	1,302.53	0.00	0.25	0.00	1,302.53	3,817.47
6181- EQUIPMENT MAINTENANCE	2,816.00	267.12	891.40	0.00	0.32	0.00	891.40	1,924.60
6310- PRINTING & PUBLICATIONS	384.00	0.00	0.00	0.00	0.00	0.00	0.00	384.00
6312- ADVERTISING & PROMOTION	2,240.00	0.00	185.82	0.00	0.08	0.00	185.82	2,054.18
6320- TELEPHONE	1,920.00	118.51	478.78	0.00	0.25	0.00	478.78	1,441.22
6410- RENT	54,236.00	3,860.13	16,598.09	0.00	0.31	0.00	16,598.09	37,637.91
6420- UTILITIES/ DISPOSAL	11,328.00	747.03	3,520.01	0.00	0.31	0.00	3,520.01	7,807.99
6432- BUILDING REPAIRS/ MAINTENANCE	256.00	0.00	195.70	0.00	0.76	0.00	195.70	60.30
6436- PEST CONTROL	0.00	0.70	2.80	0.00	0.00	0.00	2.80	(2.80)
6437- BURGLAR & FIRE ALARM	0.00	0.20	29.34	0.00	0.00	0.00	29.34	(29.34)
6440- PROPERTY INSURANCE	1,728.00	0.00	502.38	0.00	0.29	0.00	502.38	1,225.62
6530- LEGAL	3,840.00	0.00	0.00	0.00	0.00	0.00	0.00	3,840.00
6555- MEDICAL SCREENING/DEAT/STAFF	128.00	145.00	145.00	0.00	1.13	0.00	145.00	(17.00)
6610- GAS & OIL	64.00	0.00	0.00	0.00	0.00	0.00	0.00	64.00
6620- VEHICLE INSURANCE	352.00	0.00	67.83	0.00	0.19	0.00	67.83	284.17
6640- VEHICLE REPAIR & MAINTENANCE	90.00	74.70	119.21	0.00	1.32	0.00	119.21	(29.21)
6742- TRAINING - STAFF	1,920.00	0.00	1,976.85	0.00	1.03	0.00	1,976.85	(56.85)
6840- PROPERTY TAXES	0.00	0.00	29.77	0.00	0.00	0.00	29.77	(29.77)
6850- FEES & LICENSES	16,640.00	0.00	2,859.07	0.00	0.17	0.00	2,859.07	13,780.93
6852- FINGERPRINT	0.00	0.00	17.75	0.00	0.00	0.00	17.75	(17.75)
6875- EMPLOYEE HEALTH & WELFARE	880.00	60.21	134.41	0.00	0.15	3.35	137.76	742.24
Total Other & Services	103,942.00	5,597.59	29,056.24	0.00	0.28	3.35	29,059.59	74,882.41
Equipment & Bldg Improvements								
6714- STAFF TRAVEL-OUT OF AREA	0.00	(16.00)	854.42	0.00	0.00	0.00	854.42	(854.42)
Travel-Out of Area	0.00	(16.00)	854.42	0.00	0.00	0.00	854.42	(854.42)
Depreciation								
7240- DIRECT BENEFITS	6,719,480.00	338,969.14	1,356,405.51	0.00	0.20	0.00	1,356,405.51	5,363,074.49
7245- DIRECT BENEFITS - STATE	0.00	478.05	1,575.95	0.00	0.00	0.00	1,575.95	(1,575.95)
Total Direct Benefits	6,719,480.00	339,447.19	1,357,981.46	0.00	0.20	0.00	1,357,981.46	5,361,498.54
Total In-kind								
9010- INDIRECT COST ALLOCATION	679,357.00	33,941.04	137,243.43	0.00	0.20	0.00	137,243.43	542,113.57
Total Expenses	8,144,824.00	407,981.13	1,646,988.97	0.00	0.20	3.35	1,646,992.32	6,497,831.68
Excess Revenue Over (Under) Expenditures	0.00	(583.50)	0.00	0.00	0.00	(3.35)	(3.35)	3.35

**Madera Migrant Head Start
Budget to Actual**

For the Period Ending **8/31/2024**

Start Date 3/1/2024
Current Mnth 6.00
50%

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	6,158,497	800,667.06	2,769,290.05	1,968,622.99	18,475,491	45%	30,065.49	2,799,355.54	3,359,141.46
4220	IN KIND CONTRIBUTIONS	531,106	159,053.14	364,551.91	205,498.77	1,593,318	69%	-	364,551.91	166,554.09
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,689,603	959,720.20	3,133,841.96	2,174,121.76	20,068,809	47%	30,065.49	3,163,907.45	3,525,695.55
EXPENDITURES										
5010	Salaries & Wages	3,372,929	462,129.89	1,467,379.66	1,005,249.77	10,118,787	44%	-	1,467,379.66	1,905,549.34
5020	Accrued Vacation Pay	215,500	39,130.65	100,424.72	61,294.07	646,500	47%	-	100,424.72	115,075.28
5112	Health Insurance	378,391	34,822.59	166,395.52	131,572.93	1,135,173	44%	-	166,395.52	211,995.48
5114	Worker's Compensation	107,476	13,455.21	44,421.73	30,966.52	322,428	41%	-	44,421.73	63,054.27
5116	Pension	169,286	21,083.21	69,969.17	48,885.96	507,858	41%	-	69,969.17	99,316.83
5122	FICA	256,714	35,349.83	112,052.35	76,702.52	770,142	44%	-	112,052.35	144,661.65
5124	SUI	34,693	574.43	2,999.79	2,425.36	104,079	9%	-	2,999.79	31,693.21
5130	Accrued Vacation Fringe	16,300	2,971.94	7,652.31	4,680.37	48,900	47%	-	7,652.31	8,647.69
6110	Office supplies	16,838	2,784.49	8,142.09	5,357.60	50,514	48%	-	8,142.09	8,695.91
6112	Data Processing Supplies	86,400	9,057.48	51,451.26	42,393.78	259,200	60%	6,901.42	58,352.68	28,047.32
6121	Food	5,700	-	12,050.11	12,050.11	17,100	211%	-	12,050.11	(6,350.11)
6122	Kitchen Supplies	2,751	-	155.21	155.21	8,253	6%	-	155.21	2,595.79
6130	Program Supplies	84,695	3,418.06	18,033.46	14,615.40	254,085	21%	6,956.58	24,990.04	59,704.96
6132	Medical & Dental Supplies	25,000	1,883.74	11,940.41	10,056.67	75,000	48%	389.70	12,330.11	12,669.89
6134	Instructional Supplies	23,492	-	190.00	190.00	70,476	1%	1,192.62	1,382.62	22,109.38
6140	Custodial Supplies	32,073	16,182.96	22,785.33	6,602.37	96,219	71%	-	22,785.33	9,287.67
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	7,500	1,530.63	9,021.28	7,490.65	22,500	120%	2,117.42	11,138.70	(3,638.70)
6150	Uniform Rental / Purchases	387	-	-	-	1,161	0%	-	-	387.00
6170	Postage & Shipping	750	36.84	200.81	163.97	2,250	27%	-	200.81	549.19
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	21,800	3,953.41	13,837.94	9,884.53	65,400	63%	-	13,837.94	7,962.06
6181	Equipment Maintenance	15,080	823.64	10,779.96	9,956.32	45,240	71%	-	10,779.96	4,300.04
6310	Printing & Publications	3,000	479.24	5,484.03	5,004.79	9,000	183%	-	5,484.03	(2,484.03)
6312	Advertising & Promotion	-	-	161.65	161.65	-	-	-	161.65	(161.65)
6320	Telephone	105,217	7,688.08	34,199.02	26,510.94	315,651	33%	-	34,199.02	71,017.98
6410	Rent	208,192	17,882.79	113,024.56	95,141.77	624,576	54%	-	113,024.56	95,167.44
6420	Utilities / Disposal	144,216	31,648.71	79,791.34	48,142.63	432,648	55%	-	79,791.34	64,424.66
6432	Building Repairs / Maintenanc	40,675	2,804.34	16,625.97	13,821.63	122,025	41%	-	16,625.97	24,049.03
6433	Grounds Maintenance	20,400	1,200.00	14,989.88	13,789.88	61,200	73%	-	14,989.88	5,410.12
6436	Pest Control	5,764	478.00	2,916.26	2,438.26	17,292	51%	-	2,916.26	2,847.74
6437	Burglar & Fire Alarm	1,784	127.14	3,478.07	3,350.93	5,352	195%	-	3,478.07	(1,694.07)
6440	Property Insurance	32,716	2,977.91	17,867.46	14,889.55	98,148	55%	-	17,867.46	14,848.54
6520	Consultants	18,511	793.30	4,004.75	3,211.45	55,533	22%	10,000.00	14,004.75	4,506.25
6522	Consultants Expense	251	26.85	172.70	145.85	753	69%	-	172.70	78.30
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	3,332	-	2,072.00	2,072.00	9,996	62%	-	2,072.00	1,260.00
6540	Custodial Services	92,591	11,090.50	46,447.50	35,357.00	277,773	50%	-	46,447.50	46,143.50
6555	Medical Screening / DEAT / Staff	4,575	-	2,920.00	2,920.00	13,725	64%	-	2,920.00	1,655.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-
6610	Gas & Oil	12,200	992.01	6,011.85	5,019.84	36,600	49%	-	6,011.85	6,188.15
6620	Vehicle Insurance	27,100	2,235.83	14,686.74	12,450.91	81,300	54%	-	14,686.74	12,413.26
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	6,000	364.95	3,663.92	3,298.97	18,000	61%	-	3,663.92	2,336.08
6712	Staff Travel-Local	783	592.34	1,990.42	1,398.08	2,349	254%	-	1,990.42	(1,207.42)
6714	Staff Travel-Out of Area	-	487.93	12,140.98	11,653.05	-	-	-	12,140.98	(12,140.98)
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	8,135	-	9,396.15	9,396.15	24,405	116%	-	9,396.15	(1,261.15)
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	575	87.64	250.29	162.65	1,725	44%	-	250.29	324.71
6834	Student Activity Insurance	2,308	466.41	932.82	466.41	6,924	40%	-	932.82	1,375.18
6840	Property Taxes	-	160.21	160.21	-	-	-	-	160.21	(160.21)
6850	Fees & Licenses	11,000	5.51	7,576.51	7,571.00	33,000	69%	-	7,576.51	3,423.49
6852	Finger Printing	2,600	296.00	1,267.75	971.75	7,800	49%	-	1,267.75	1,332.25
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	10,024	1,121.43	3,336.98	2,215.55	30,072	33%	-	3,336.98	6,687.02
7110	Parent Activities	350	-	-	-	1,050	0%	-	-	350.00
7111	Parent Mileage	416	26.26	160.14	133.88	1,248	39%	-	160.14	255.86
7112	Parent Involvement	3,350	-	466.18	466.18	10,050	14%	-	466.18	2,883.82
7114	PPC Allowance	2,900	210.00	1,230.00	1,020.00	8,700	42%	-	1,230.00	1,670.00
7116	PPC Food Allowance	2,099	451.26	995.11	543.85	6,297	47%	-	995.11	1,103.89
8110	In-Kind Salaries	420,096	149,802.14	308,895.91	159,093.77	1,260,288	74%	-	308,895.91	111,200.09
8120	In-Kind Rent	111,010	9,251.00	55,506.00	46,255.00	333,030	50%	-	55,506.00	55,504.00
8130	In-Kind Other	-	-	150.00	150.00	-	-	-	150.00	(150.00)
9010	In-Direct Cost Allocation	513,678	66,783.42	230,985.70	164,202.28	1,541,034	45%	2,507.75	233,493.45	280,184.55
Total Expenses		6,689,603	959,720.20	3,133,841.96	2,174,121.76	20,068,809	47%	30,065.49	3,163,907.45	3,525,695.55
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,689,603	959,720.20	3,133,841.96						
In-Kind		(531,106)	(159,053.14)	(364,551.91)						
Total Expenses w/o In Kind		6,158,497	800,667.06	2,769,290.05	1,968,622.99				2,799,355.54	3,359,141.46

45.46%

ADMINISTRATION BUDGET LIMIT	\$735,103
YEAR-TO DATE ADMIN EXP.	\$337,064
PERCENT OF TOTAL EXPENSES	4.36%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	230,985.70
	230,985.70

Madera Migrant Head Start
Budget to Actual

For the Period Ending 9/30/2024

Start Date 3/1/2024
Current Mnth 7.00
60%

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	6,303,222	514,942.79	3,284,232.84	2,769,290.05	26,473,532	52%	31,911.92	3,316,144.76	2,987,077.24
4220	IN KIND CONTRIBUTIONS	531,106	211,299.35	575,851.26	364,551.91	2,230,645	108%	-	575,851.26	(44,745.26)
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,834,328	726,242.14	3,860,084.10	3,133,841.96	28,704,177	56%	31,911.92	3,891,996.02	2,942,331.98
EXPENDITURES										
5010	Salaries & Wages	3,463,633	288,417.03	1,755,796.69	1,467,379.66	14,547,259	51%	-	1,755,796.69	1,707,836.31
5020	Accrued Vacation Pay	234,500	17,248.78	117,673.50	100,424.72	984,900	50%	-	117,673.50	116,826.50
5112	Health Insurance	392,826	34,128.44	200,523.96	166,395.52	1,649,869	51%	-	200,523.96	192,302.04
5114	Worker's Compensation	105,976	8,616.88	53,038.61	44,421.73	445,099	50%	-	53,038.61	52,937.39
5116	Pension	168,686	13,413.40	83,382.57	69,969.17	708,481	49%	-	83,382.57	85,303.43
5122	FICA	265,559	21,801.78	133,854.13	112,052.35	1,115,348	50%	-	133,854.13	131,704.87
5124	SUI	34,693	510.93	3,510.72	2,999.79	145,711	10%	-	3,510.72	31,182.28
5130	Accrued Vacation Fringe	18,070	1,318.90	8,971.21	7,652.31	75,894	50%	-	8,971.21	9,098.79
6110	Office supplies	19,838	487.79	8,629.88	8,142.09	83,320	44%	-	8,629.88	11,208.12
6112	Data Processing Supplies	94,400	3,876.95	55,328.21	51,451.26	396,480	59%	6,901.42	62,229.63	32,170.37
6121	Food	8,700	-	12,050.11	12,050.11	36,540	139%	-	12,050.11	(3,350.11)
6122	Kitchen Supplies	2,751	-	155.21	155.21	11,554	6%	-	155.21	2,595.79
6130	Program Supplies	76,195	7,452.36	25,485.82	18,033.46	320,019	33%	10,074.70	35,560.52	40,634.48
6132	Medical & Dental Supplies	22,500	4,086.76	16,027.17	11,940.41	94,500	71%	-	16,027.17	6,472.83
6134	Instructional Supplies	20,492	617.62	807.62	190.00	86,066	4%	1,192.62	2,000.24	18,491.76
6140	Custodial Supplies	32,073	3,648.69	26,434.02	22,785.33	134,707	82%	-	26,434.02	5,638.98
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	7,500	1,947.26	10,968.54	9,021.28	31,500	146%	1,081.42	12,049.96	(4,549.96)
6150	Uniform Rental / Purchases	387	-	-	-	1,625	0%	-	-	387.00
6170	Postage & Shipping	750	36.47	237.28	200.81	3,150	32%	-	237.28	512.72
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	22,300	1,180.25	15,018.19	13,837.94	93,660	67%	-	15,018.19	7,281.81
6181	Equipment Maintenance	16,080	1,414.29	12,194.25	10,779.96	67,536	76%	-	12,194.25	3,885.75
6310	Printing & Publications	3,790	-	5,484.03	5,484.03	15,918	145%	-	5,484.03	(1,694.03)
6312	Advertising & Promotion	-	-	161.65	161.65	-	-	-	161.65	(161.65)
6320	Telephone	104,636	7,807.78	42,006.80	34,199.02	439,471	40%	-	42,006.80	62,629.20
6410	Rent	208,192	17,910.79	130,935.35	113,024.56	874,406	63%	-	130,935.35	77,256.65
6420	Utilities / Disposal	144,216	15,738.91	95,530.25	79,791.34	605,707	66%	-	95,530.25	48,685.75
6432	Building Repairs / Maintenanc	39,175	5,591.51	22,217.48	16,625.97	164,535	57%	-	22,217.48	16,957.52
6433	Grounds Maintenance	21,050	1,396.63	16,386.51	14,989.88	88,410	78%	-	16,386.51	4,663.49
6436	Pest Control	5,764	467.29	3,383.55	2,916.26	24,209	59%	-	3,383.55	2,380.45
6437	Burglar & Fire Alarm	1,784	683.16	4,161.23	3,478.07	7,493	233%	-	4,161.23	(2,377.23)
6440	Property Insurance	32,716	2,977.91	20,845.37	17,867.46	137,407	64%	-	20,845.37	11,870.63
6520	Consultants	18,511	-	4,004.75	4,004.75	77,746	22%	10,000.00	14,004.75	4,506.25
6522	Consultants Expense	251	-	172.70	172.70	1,054	69%	-	172.70	78.30
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	3,982	-	2,072.00	2,072.00	16,724	52%	-	2,072.00	1,910.00
6540	Custodial Services	92,591	4,208.00	50,655.50	46,447.50	388,882	55%	-	50,655.50	41,935.50
6555	Medical Screening / DEAT / Staff	4,575	740.00	3,660.00	2,920.00	19,215	80%	-	3,660.00	915.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-
6610	Gas & Oil	12,200	470.14	6,481.99	6,011.85	51,240	53%	-	6,481.99	5,718.01
6620	Vehicle Insurance	27,100	2,235.87	16,922.61	14,686.74	113,820	62%	-	16,922.61	10,177.39
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	5,400	230.25	3,894.17	3,663.92	22,680	72%	-	3,894.17	1,505.83
6712	Staff Travel-Local	783	557.91	2,548.33	1,990.42	3,289	325%	-	2,548.33	(1,765.33)
6714	Staff Travel-Out of Area	-	-	12,140.98	12,140.98	-	-	-	12,140.98	(12,140.98)
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	7,226	-	9,396.15	9,396.15	30,349	130%	-	9,396.15	(2,170.15)
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	575	43.82	294.11	250.29	2,415	51%	-	294.11	280.89
6834	Student Activity Insurance	2,308	-	932.82	932.82	9,694	40%	-	932.82	1,375.18
6840	Property Taxes	-	-	160.21	160.21	-	-	-	160.21	(160.21)
6850	Fees & Licenses	11,000	-	7,576.51	7,576.51	46,200	69%	-	7,576.51	3,423.49
6852	Finger Printing	2,600	0.75	1,268.50	1,267.75	10,920	49%	-	1,268.50	1,331.50
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	10,024	395.62	3,732.60	3,336.98	42,101	37%	-	3,732.60	6,291.40
7110	Parent Activities	350	-	-	-	1,470	0%	-	-	350.00
7111	Parent Mileage	416	23.32	183.46	160.14	1,747	44%	-	183.46	232.54
7112	Parent Involvement	3,350	97.32	563.50	466.18	14,070	17%	-	563.50	2,786.50
7114	PPC Allowance	2,900	210.00	1,440.00	1,230.00	12,180	50%	-	1,440.00	1,460.00
7116	PPC Food Allowance	2,099	-	995.11	995.11	8,816	47%	-	995.11	1,103.89
8110	In-Kind Salaries	420,096	202,048.35	510,944.26	308,895.91	1,764,403	122%	-	510,944.26	(90,848.26)
8120	In-Kind Rent	111,010	9,251.00	64,757.00	55,506.00	466,242	58%	-	64,757.00	46,253.00
8130	In-Kind Other	-	-	150.00	150.00	-	-	-	150.00	(150.00)
9010	In-Direct Cost Allocation	525,749	42,951.23	273,936.93	230,985.70	2,208,146	52%	2,661.76	276,598.69	249,150.31
Total Expenses		6,834,328	726,242.14	3,860,084.10	3,133,841.96	28,704,177	56%	31,911.92	3,891,996.02	2,942,331.98
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,834,328	726,242.14	3,860,084.10						
In-Kind		(531,106)	(211,299.35)	(575,851.26)						
Total Expenses w/o In Kind		6,303,222	514,942.79	3,284,232.84	2,769,290.05				3,316,144.76	2,987,077.24

52.61%

ADMINISTRATION BUDGET LIMIT	\$735,103
YEAR-TO DATE ADMIN EXP.	\$392,846
PERCENT OF TOTAL EXPENSES	5.08%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
273,936.93
273,936.93

Madera Regional Head Start
Budget to Actual
October 31, 2024

Account	Grant	Current	Current Mth	Prior Mth					
Description	Budget	Period	YTD	YTD	% Spent	YTD Encumbered	Actual + Encumbered	Balance	
Revenues									
4110- GRANT INCOME-FEDERAL	\$ 4,499,507	225,948.89	1,659,200.42	1,433,251.53	42%	246,870.68	1,906,071.10	2,593,435.90	
4210- DONATIONS		-			0%		-	-	
4220- IN KIND CONTRIBUTIONS	\$ 1,136,383	51,980.26	205,914.36	153,934.10	18%	-	205,914.36	930,468.64	
4330- SALE OF ASSETS		-			0%	-	-	-	
4350- RENTAL INCOME		-			0%	-	-	-	
4390- MISC INCOME		-			0%	-	-	-	
Total Revenues	\$ 5,635,890	277,929.15	1,865,114.78	1,587,185.63	33%	246,870.68	2,111,985.46	3,523,904.54	
5010 SALARIES & WAGES	\$ 1,993,828	78,973.30	807,450.47	728,477.17	40%	-	807,450.47	1,186,377.53	
5019- SALARIES & WAGES C19	\$ -	-			0%		-	-	
5020 ACCRUED VACATION PAY	\$ 154,380	4,745.85	59,398.38	54,652.53	38%	-	59,398.38	94,981.62	
5112 HEALTH INSURANCE	\$ 333,462	7,437.30	84,707.34	77,270.04	25%	-	84,707.34	248,754.66	
5114 WORKER'S COMPENSATION	\$ 66,592	2,589.94	22,202.29	19,612.35	33%	-	22,202.29	44,389.71	
5115- Worker's Compensation C19	\$ -	-			0%		-	-	
5116 PENSION	\$ 111,290	4,114.98	36,925.63	32,810.65	33%	-	36,925.63	74,364.37	
5117- Pension C19	\$ -	-			0%		-	-	
5121- FICA C19	\$ -	-			0%		-	-	
5122 FICA	\$ 159,095	6,179.53	61,760.40	55,580.87	39%	-	61,760.40	97,334.60	
5123- SUI C19	\$ -	-			0%		-	-	
5124 SUI	\$ 34,782	18.12	1,361.85	1,343.73	4%	-	1,361.85	33,420.15	
5130 ACCRUED VACATION FRINGE	\$ 12,319	363.26	4,526.03	4,162.77	37%	-	4,526.03	7,792.97	
6110 OFFICE SUPPLIES	\$ 18,900	1,204.99	5,128.74	3,923.75	43%	2,983.08	8,111.82	10,788.18	
6112 DATA PROCESSING	\$ 61,800	9,115.57	28,111.71	18,996.14	48%	1,348.24	29,459.95	32,340.05	
6121 FOOD	\$ 5,000	146.97	146.97	-	3%	-	146.97	4,853.03	
6122 KITCHEN SUPPLIES	\$ 5,000	81.38	81.38	-	2%	-	81.38	4,918.62	
6130 PROGRAM SUPPLIES	\$ 74,000	19,169.94	63,502.69	44,332.75	99%	9,796.58	73,299.27	700.73	
6132 MEDICAL & DENTAL SUPPLIES	\$ 500	3,003.98	6,813.71	3,809.73	1363%	-	6,813.71	(6,313.71)	
6134 INSTRUCTIONAL SUPPLIES	\$ 19,500	2,831.48	2,963.69	132.21	15%	-	2,963.69	16,536.31	
6140 CUSTODIAL SUPPLIES	\$ 24,000	10,444.28	11,619.49	1,175.21	48%	-	11,619.49	12,380.51	
6142 LINEN/LAUNDRY	\$ 140	-	-	-	0%	-	-	140.00	
6150 UNIFORM RENTAL/PURCHASE	\$ 450	150.00	150.00	-	33%	-	150.00	300.00	
6170 POSTAGE & SHIPPING	\$ 600	-	126.34	126.34	21%	-	126.34	473.66	
6180 EQUIPMENT RENTAL	\$ 25,956	3,923.16	10,448.89	6,525.73	40%	-	10,448.89	15,507.11	
6181 EQUIPMENT MAINTENANCE	\$ 20,580	2,162.60	6,952.79	4,790.19	34%	-	6,952.79	13,627.21	
6221 EQUIPMENT OVER >\$5000	\$ 185,000	-	-	-	95%	176,381.79	176,381.79	8,618.21	
6231- BUILDING RENOVATION	\$ -	-			0%		-	-	
6310 PRINTING & PUBLICATIONS	\$ 15,000	-	6,707.34	6,707.34	45%	-	6,707.34	8,292.66	
6312 ADVERTISING & PROMOTION	\$ 200	400.00	400.00	-	200%	-	400.00	(200.00)	
6320 TELEPHONE	\$ 165,828	12,450.76	63,246.90	50,796.14	38%	-	63,246.90	102,581.10	
6410 RENT	\$ 204,058	20,341.01	96,632.05	76,291.04	47%	-	96,632.05	107,425.95	
6420 UTILITIES/ DISPOSAL	\$ 107,436	5,526.39	45,231.68	39,705.29	42%	-	45,231.68	62,204.32	
6432 BUILDING REPAIRS/ MAINTEN	\$ 38,880	661.54	13,580.63	12,919.09	62%	10,549.00	24,129.63	14,750.37	
6433 GROUNDS MAINTENANCE	\$ 31,212	3,691.43	13,826.16	10,134.73	64%	6,000.00	19,826.16	11,385.84	
6435 BUILDING IMPROVEMENTS	\$ -	-			0%		-	-	

Madera Regional Head Start
Budget to Actual
October 31, 2024

Account	Grant	Current	Current Mth	Prior Mth					
Description	Budget	Period	YTD	YTD	% Spent	YTD Encumbered	Actual + Encumbered	Balance	
6436 PEST CONTROL	\$ 7,188	704.72	3,621.63	2,916.91	50%	-	3,621.63	3,566.37	
6437 BURGLAR & FIRE ALARM	\$ 3,915	1,290.30	1,848.52	558.22	47%	-	1,848.52	2,066.48	
6440 PROPERTY INSURANCE	\$ 32,915	-	4,771.36	4,771.36	14%	-	4,771.36	28,143.64	
6520 CONSULTANTS	\$ -	117.00	370.50	253.50	0%	19,168.00	19,538.50	(19,538.50)	
6522 CONSULTANT EXPENSES	\$ -	-	-	-	0%	-	-	-	
6524 CONTRACTS	\$ 49,000	-	-	-	0%	-	-	49,000.00	
6530 LEGAL	\$ 5,000	100.00	4,403.40	4,303.40	88%	-	4,403.40	596.60	
6540 CUSTODIAL SERVICES	\$ 10,836	989.99	4,755.00	3,765.01	44%	-	4,755.00	6,081.00	
6555 MEDICAL SCREENING/DEAT/ST	\$ 2,400	800.00	1,190.00	390.00	50%	-	1,190.00	1,210.00	
6562 MEDICAL EXAM	\$ -	-	-	-	0%	-	-	-	
6564 MEDICAL FOLLOW-UP	\$ -	-	-	-	0%	-	-	-	
6566 DENTAL EXAM	\$ -	-	-	-	0%	-	-	-	
6568 DENTAL FOLLOW-UP	\$ -	-	-	-	0%	-	-	-	
6610 GAS & OIL	\$ 12,000	1,176.13	5,135.50	3,959.37	43%	-	5,135.50	6,864.50	
6620 VEHICLE INSURANCE	\$ 27,000	-	7,129.35	7,129.35	26%	-	7,129.35	19,870.65	
6640 VEHICLE REPAIR & MAINTENA	\$ 9,000	584.34	5,263.23	4,678.89	58%	-	5,263.23	3,736.77	
6712 STAFF TRAVEL-LOCAL	\$ 6,500	424.04	1,487.00	1,062.96	23%	-	1,487.00	5,013.00	
6714 STAFF TRAVEL-OUT OF AREA	\$ 16,580	199.50	237.10	37.60	1%	-	237.10	16,342.90	
6722 PER DIEM - STAFF	\$ -	-	-	-	0%	-	-	-	
6724 PER DIEM - PARENT	\$ -	-	-	-	0%	-	-	-	
6730 VOLUNTEER TRAVEL	\$ -	-	-	-	0%	-	-	-	
6742 TRAINING - STAFF	\$ 12,000	-	3,112.00	3,112.00	26%	-	3,112.00	8,888.00	
6744 TRAINING VOLUNTEERS	\$ 5,000	-	-	-	0%	-	-	5,000.00	
6746 TRAINING PARENTS	\$ -	-	-	-	0%	-	-	-	
6748 EDUCATION REIMBURSEMENT	\$ 10,500	-	-	-	0%	-	-	10,500.00	
6750 FIELD TRIPS	\$ -	-	-	-	0%	-	-	-	
6810 BANK CHARGES	\$ -	-	-	-	0%	-	-	-	
6820 INTEREST CHARGES	\$ -	-	-	-	0%	-	-	-	
6832 LIABILITY INSURANCE	\$ 336	122.16	150.22	28.06	45%	-	150.22	185.78	
6834 STUDENT ACTIVITY INSURANC	\$ 2,084	474.58	711.63	237.05	34%	-	711.63	1,372.37	
6840 PROPERTY TAXES	\$ 293	-	141.85	141.85	48%	-	141.85	151.15	
6850 FEES & LICENSES	\$ 31,000	10,305.88	17,028.05	6,722.17	55%	-	17,028.05	13,971.95	
6851 CPR FEES	\$ -	-	-	-	0%	-	-	-	
6852 FINGER PRINTING	\$ 3,200	72.75	297.00	224.25	9%	-	297.00	2,903.00	
6860 DEPRECIATION EXPENSE	\$ -	-	-	-	0%	-	-	-	
6870 EMPLOYEE RECOGNITION	\$ -	-	-	-	0%	-	-	-	
6875- EMPLOYEE HEALTH & WELFARE COSTS	\$ 20,000	2,469.78	3,590.78	1,121.00	18%	52.58	3,643.36	16,356.64	
6880 VOLUNTEER RECONGNITION	\$ -	-	-	-	0%	-	-	-	
6892 CASH SHORT / OVER	\$ -	-	-	-	0%	-	-	-	
7110 PARENT ACTIVITIES	\$ -	-	-	-	0%	-	-	-	
7111 PARENT MILEAGE	\$ 500	100.36	238.12	137.76	48%	-	238.12	261.88	
7112 PARENT INVOLVEMENT	\$ 1,400	-	-	-	0%	-	-	1,400.00	
7114 PPC ALLOWANCE	\$ 1,200	255.00	870.00	615.00	73%	-	870.00	330.00	
7115 PPC FOOD ALLOWANCE	\$ -	-	-	-	0%	-	-	-	
7116 POLICY COUN. FOOD ALLOWAN	\$ -	317.99	451.19	133.20	0%	-	451.19	(451.19)	
8110 IN KIND SALARIES	\$ 136,819	32,303.71	107,366.61	75,062.90	78%	-	107,366.61	29,452.39	
8120 IN KIND RENT	\$ 318,251	19,676.55	98,382.75	78,706.20	31%	-	98,382.75	219,868.25	
8130 IN KIND - STATE	\$ 681,313	-	165.00	165.00	0%	-	165.00	681,148.00	
9010 INDIRECT COST ALLOCATION	\$ 359,872	5,716.61	138,393.44	132,676.83	44%	20,591.41	158,984.85	200,887.15	
Total Expenses	\$ 5,635,890	277,929.15	1,865,114.78	1,587,185.63	37%	246,870.68	2,111,985.46	3,523,904.54	

Madera Regional Head Start
Budget to Actual
September 30, 2024

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
Revenues										
4110- GRANT INCOME-FEDERAL	\$ 4,499,507	574,750.56	1,433,251.53	858,500.97	1,433,251.53		38%	281,432.70	1,714,684.23	2,784,822.77
4210- DONATIONS	-	-	-	-	-		0%	-	-	-
4220- IN KIND CONTRIBUTIONS	\$ 1,136,383	72,890.13	153,934.10	81,043.97	153,934.10		14%	-	153,934.10	982,448.90
4330- SALE OF ASSETS	-	-	-	-	-		0%	-	-	-
4350- RENTAL INCOME	-	-	-	-	-		0%	-	-	-
4390- MISC INCOME	-	-	-	-	-		0%	-	-	-
Total Revenues	\$ 5,635,890	647,640.69	1,587,185.63	897,882.39	1,587,185.63	-	28%	281,432.70	1,868,618.33	3,767,271.67
5010 SALARIES & WAGES	\$ 1,993,828	284,568.82	728,477.17	443,908.35	728,477.17		37%	-	728,477.17	1,265,350.83
5019- SALARIES & WAGES C19	\$ -	-	-	-	-		0%	-	-	-
5020 ACCRUED VACATION PAY	\$ 154,380	28,435.23	54,652.53	26,217.30	54,652.53		35%	-	54,652.53	99,727.47
5112 HEALTH INSURANCE	\$ 333,462	31,210.52	77,270.04	46,059.52	77,270.04		23%	-	77,270.04	256,191.96
5114 WORKER'S COMPENSATION	\$ 66,592	7,957.91	19,612.35	11,654.44	19,612.35		29%	-	19,612.35	46,979.65
5115- Worker's Compensation C19	\$ -	-	-	-	-		0%	-	-	-
5116 PENSION	\$ 111,290	12,732.03	32,810.65	20,078.62	32,810.65		29%	-	32,810.65	78,479.35
5117- Pension C19	\$ -	-	-	-	-		0%	-	-	-
5121- FICA C19	\$ -	-	-	-	-		0%	-	-	-
5122 FICA	\$ 159,095	21,421.18	55,580.87	34,159.69	55,580.87		35%	-	55,580.87	103,514.13
5123- SUI C19	\$ -	-	-	-	-		0%	-	-	-
5124 SUI	\$ 34,782	365.47	1,343.73	978.26	1,343.73		4%	-	1,343.73	33,438.27
5130 ACCRUED VACATION FRINGE	\$ 12,319	2,158.27	4,162.77	2,004.50	4,162.77		34%	-	4,162.77	8,156.23
6110 OFFICE SUPPLIES	\$ 18,900	2,445.11	3,923.75	1,478.64	3,923.75		29%	1,625.07	5,548.82	13,351.18
6112 DATA PROCESSING	\$ 61,800	7,377.91	18,996.14	11,618.23	18,996.14		31%	153.47	19,149.61	42,650.39
6121 FOOD	\$ 5,000	-	-	-	-		0%	-	-	5,000.00
6122 KITCHEN SUPPLIES	\$ 5,000	-	-	-	-		2%	85.58	85.58	4,914.42
6130 PROGRAM SUPPLIES	\$ 74,000	35,779.83	44,332.75	8,552.92	44,332.75		99%	29,124.30	73,457.05	542.95
6132 MEDICAL & DENTAL SUPPLIES	\$ 500	188.70	3,809.73	3,621.03	3,809.73		1195%	2,164.64	5,974.37	(5,474.37)
6134 INSTRUCTIONAL SUPPLIES	\$ 19,500	66.48	132.21	65.73	132.21		12%	2,243.05	2,375.26	17,124.74
6140 CUSTODIAL SUPPLIES	\$ 24,000	229.06	1,175.21	946.15	1,175.21		5%	-	1,175.21	22,824.79
6142 LINEN/LAUNDRY	\$ 140	-	-	-	-		0%	-	-	140.00
6150 UNIFORM RENTAL/PURCHASE	\$ 450	-	-	-	-		0%	-	-	450.00
6170 POSTAGE & SHIPPING	\$ 600	63.99	126.34	62.35	126.34		21%	-	126.34	473.66
6180 EQUIPMENT RENTAL	\$ 25,956	1,286.18	6,525.73	5,239.55	6,525.73		25%	-	6,525.73	19,430.27
6181 EQUIPMENT MAINTENANCE	\$ 20,580	2,276.03	4,790.19	2,514.16	4,790.19		23%	-	4,790.19	15,789.81
6221 EQUIPMENT OVER >\$5000	\$ 185,000	-	-	-	-		95%	176,381.79	176,381.79	8,618.21
6231- BUILDING RENOVATION	\$ -	-	-	-	-		0%	-	-	-
6310 PRINTING & PUBLICATIONS	\$ 15,000	-	6,707.34	6,707.34	6,707.34		45%	-	6,707.34	8,292.66
6312 ADVERTISING & PROMOTION	\$ 200	-	-	-	-		175%	350.00	350.00	(150.00)
6320 TELEPHONE	\$ 165,828	14,606.66	50,796.14	36,189.48	50,796.14		31%	-	50,796.14	115,031.86
6410 RENT	\$ 204,058	20,340.01	76,291.04	55,951.03	76,291.04		37%	-	76,291.04	127,766.96
6420 UTILITIES/ DISPOSAL	\$ 107,436	24,146.97	39,705.29	15,558.32	39,705.29		37%	-	39,705.29	67,730.71
6432 BUILDING REPAIRS/ MAINTEN	\$ 38,880	4,601.04	12,919.09	8,318.05	12,919.09		60%	10,549.00	23,468.09	15,411.91
6433 GROUNDS MAINTENANCE	\$ 31,212	3,138.58	10,134.73	6,996.15	10,134.73		45%	3,850.00	13,984.73	17,227.27
6435 BUILDING IMPROVEMENTS	\$ -	-	-	-	-		0%	-	-	-
6436 PEST CONTROL	\$ 7,188	704.72	2,916.91	2,212.19	2,916.91		41%	-	2,916.91	4,271.09
6437 BURGLAR & FIRE ALARM	\$ 3,915	211.69	558.22	346.53	558.22		58%	1,695.00	2,253.22	1,661.78
6440 PROPERTY INSURANCE	\$ 32,915	1,192.84	4,771.36	3,578.52	4,771.36		14%	-	4,771.36	28,143.64
6520 CONSULTANTS	\$ -	-	253.50	253.50	253.50		0%	19,168.00	19,421.50	(19,421.50)
6522 CONSULTANT EXPENSES	\$ -	-	-	-	-		0%	-	-	-
6524 CONTRACTS	\$ 49,000	-	-	-	-		0%	-	-	49,000.00
6530 LEGAL	\$ 5,000	1,100.00	4,303.40	3,203.40	4,303.40		86%	-	4,303.40	696.60
6540 CUSTODIAL SERVICES	\$ 10,836	990.01	3,765.01	2,775.00	3,765.01		35%	-	3,765.01	7,070.99
6555 MEDICAL SCREENING/DEAT/ST	\$ 2,400	-	390.00	390.00	390.00		16%	-	390.00	2,010.00
6562 MEDICAL EXAM	\$ -	-	-	-	-		0%	-	-	-

Fresno Migrant Head Start
 Budget to Actual (331 Basic)
 Period Ending September 30, 2024

Account Description	Grant Budget	Current	Current Mth	Prior Mth	% Spent	Encumbered	YTD Actual +	
		Period	YTD	YTD			Encumbered	Budget Balance
REVENUES								
4110 GRANT INCOME-FEDERAL	6,566,001.00	658,691.87	658,691.87		10.03%	25,886.66	684,578.53	5,881,422.47
4130 GRANT INCOME-AREA	0.00	0.00			0.00%	0.00	0.00	0.00
4210 DONATIONS	0.00	0.00			0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS	1,662,173.00	107,580.99	107,580.99		6.47%	0.00	107,580.99	1,554,592.01
4330- SALE OF ASSETS	0.00	0.00			0.00%	0.00	0.00	0.00
4390 MISC INCOME	0.00	0.00			0.00%	0.00	0.00	0.00
TOTAL REVENUES	8,228,174.00	766,272.86	766,272.86	-	9.31%	25,886.66	792,159.52	7,436,014.48
5010 SALARIES & WAGES	6A 3,733,795.00	404,490.58	404,490.58		10.83%		404,490.58	3,329,304.42
5012- DIRECTOR'S SALARY	6A 0.00	0.00			0.00%		0.00	0.00
5019- SALARIES & WAGES C19	6A 0.00	0.00			0.00%		0.00	0.00
5020 ACCRUED VACATION PAY	6A 233,685.00	25,153.40	25,153.40		10.76%		25,153.40	208,531.60
5112 HEALTH INSURANCE	6B 241,076.00	27,081.36	27,081.36		11.23%		27,081.36	213,994.64
5114 WORKER'S COMPENSATION	6B 112,264.00	12,867.87	12,867.87		11.46%		12,867.87	99,396.13
5115- Worker's Compensation C19	6B 0.00	0.00			0.00%		0.00	0.00
5116 PENSION	6B 281,464.00	27,733.45	27,733.45		9.85%		27,733.45	253,730.55
5117- Pension C19	6B 0.00	0.00			0.00%		0.00	0.00
5121- FICA C19	6B 0.00	0.00			0.00%		0.00	0.00
5122 FICA	6B 305,126.00	31,421.59	31,421.59		10.30%		31,421.59	273,704.41
5124 SUI	6B 45,376.00	305.39	305.39		0.67%		305.39	45,070.61
5125- DIRECTOR'S FRINGE	6B 0.00	0.00			0.00%		0.00	0.00
5130 ACCRUED VACATION FRINGE	6B 19,098.00	1,924.33	1,924.33		10.08%		1,924.33	17,173.67
6714 STAFF TRAVEL-OUT OF AREA	6C 0.00	0.00			0.00%		0.00	0.00
6722 PER DIEM - STAFF	6C 0.00	0.00			0.00%		0.00	0.00
6221 EQUIPMENT OVER > \$5000	6D 0.00	0.00			0.00%		0.00	0.00
6110 OFFICE SUPPLIES	6E 20,000.00	51.90	51.90		0.26%	822.39	874.29	19,125.71
6112 DATA PROCESSING SUPPLIES	6E 95,000.00	7,643.04	7,643.04		8.05%	1,601.01	9,244.05	85,755.95
6121 FOOD	6E 10,000.00	143.19	143.19		1.43%		143.19	9,856.81
6122 KITCHEN SUPPLIES	6E 7,500.00	189.74	189.74		2.53%	204.54	394.28	7,105.72
6130 PROGRAM SUPPLIES	6E 73,000.00	12,408.20	12,408.20		17.00%	17,660.95	30,069.15	42,930.85
6134 INSTRUCTIONAL SUPPLIES	6E 5,000.00	0.00			0.00%		0.00	5,000.00
6140 CUSTODIAL SUPPLIES	6E 12,000.00	286.59	286.59		2.39%		286.59	11,713.41
6142 LINEN/LAUNDRY	6E 0.00	0.00			0.00%		0.00	0.00
6143 FURNISHINGS	0.00	4,388.08	4,388.08		0.00%		4,388.08	(4,388.08)
6170 POSTAGE & SHIPPING	6E 710.00	27.10	27.10		3.82%		27.10	682.90
6132 MEDICAL & DENTAL SUPPLIES	6H 1,000.00	2,260.64	2,260.64		226.06%	3,438.57	5,699.21	(4,699.21)
6150 UNIFORM RENTAL/PURCHASE	6H 0.00	0.00			0.00%		0.00	0.00
6180 EQUIPMENT RENTAL	6H 40,000.00	1,940.53	1,940.53		4.85%		1,940.53	38,059.47
6181 EQUIPMENT MAINTENANCE	6H 30,000.00	530.51	530.51		1.77%		530.51	29,469.49
6212 EQUIPMENT PURCHASES < \$500	6H 0.00	0.00			0.00%		0.00	0.00
6214 EQUIPMENT OVER > 500	6H 0.00	0.00			0.00%		0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H 0.00	0.00			0.00%		0.00	0.00
6231 BUILDING RENOVATION	6H 0.00	0.00			0.00%		0.00	0.00
6232 BUILDING IMPROVEMENTS	6H 0.00	0.00			0.00%		0.00	0.00
6310 PRINTING & PUBLICATIONS	6H 15,000.00	0.00			0.00%		0.00	15,000.00
6312 ADVERTISING & PROMOTION	6H 0.00	0.00			0.00%		0.00	0.00
6320 TELEPHONE	6H 150,000.00	8,959.12	8,959.12		5.97%		8,959.12	141,040.88
6410 RENT	6H 150,907.00	13,276.51	13,276.51		8.80%		13,276.51	137,630.49
6420 UTILITIES/ DISPOSAL	6H 90,000.00	7,988.43	7,988.43		8.88%		7,988.43	82,011.57
6432 BUILDING REPAIRS/ MAINT	6H 100,000.00	1,131.78	1,131.78		1.13%		1,131.78	98,868.22
6433 GROUNDS MAINTENANCE	6H 35,000.00	2,826.64	2,826.64		8.08%		2,826.64	32,173.36
6436 PEST CONTROL	6H 8,000.00	667.98	667.98		8.35%		667.98	7,332.02
6437 BURGLAR & FIRE ALARM	6H 5,500.00	398.50	398.50		7.25%		398.50	5,101.50
6440 PROPERTY INSURANCE	6H 25,000.00	2,180.38	2,180.38		8.72%		2,180.38	22,819.62
6520 CONSULTANTS	6H 25,000.00	0.00			0.00%		0.00	25,000.00
6522 CONSULTANT EXPENSES	6H 1,500.00	0.00			0.00%		0.00	1,500.00
6524 CONTRACTS	6H 15,000.00	0.00			0.00%		0.00	15,000.00

Fresno Migrant Head Start
 Budget to Actual (331 Basic)
 Period Ending September 30, 2024

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Mth YTD	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
6530 LEGAL	6H	5,000.00	0.00		0.00%		0.00	5,000.00
6540 CUSTODIAL SERVICES	6H	0.00	990.00	990.00	0.00%		990.00	(990.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00		0.00%		0.00	1,000.00
6562 MEDICAL EXAM	6H	0.00	0.00		0.00%		0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00		0.00%		0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00		0.00%		0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00		0.00%		0.00	0.00
6610 GAS & OIL	6H	12,000.00	1,338.22	1,338.22	11.15%		1,338.22	10,661.78
6620 VEHICLE INSURANCE	6H	30,000.00	2,187.59	2,187.59	7.29%		2,187.59	27,812.41
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00		0.00%		0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	20,000.00	209.40	209.40	1.05%		209.40	19,790.60
6712 STAFF TRAVEL-LOCAL	6H	12,000.00	229.61	229.61	1.91%		229.61	11,770.39
6724 PER DIEM - PARENT	6H	0.00	0.00		0.00%		0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00		0.00%		0.00	0.00
6742 TRAINING - STAFF	6H	1,000.00	0.00		0.00%		0.00	1,000.00
6744 TRAINING - VOLUNTEER	6H	0.00	0.00		0.00%		0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00		0.00%		0.00	0.00
6746 TRAINING - PARENT	6H	0.00	0.00		0.00%		0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	10,000.00	0.00		0.00%		0.00	10,000.00
6750 FIELD TRIPS	6H	0.00	0.00		0.00%		0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00		0.00%		0.00	0.00
6832 LIABILITY INSURANCE	6H	600.00	41.17	41.17	6.86%		41.17	558.83
6834 STUDENT ACTIVITY INSURAN	6H	1,086.00	0.00		0.00%		0.00	1,086.00
6840 PROPERTY TAXES	6H	5,200.00	0.00		0.00%		0.00	5,200.00
6850 FEES & LICENSES	6H	25,000.00	0.00		0.00%		0.00	25,000.00
6851 CPR FEES	6H	0.00	0.00		0.00%		0.00	0.00
6852 FINGER PRINTING	6H	700.00	0.00		0.00%		0.00	700.00
6860 DEPRECIATION EXPENSE	6H	0.00	0.00		0.00%		0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00		0.00%		0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	6,545.00	0.00		0.00%		0.00	6,545.00
6892 CASH SHORT/OVER	6H	0.00	0.00		0.00%		0.00	0.00
7110 PARENT ACTIVITIES	6H	600.00	73.98	73.98	12.33%		73.98	526.02
7111- PARENT MILEAGE	6H	0.00	223.77	223.77	0.00%		223.77	(223.77)
7112 PARENT INVOLVEMENT	6H	600.00	0.00		0.00%		0.00	600.00
7114 PC ALLOWANCE	6H	0.00	180.00	180.00	0.00%		180.00	(180.00)
7116 PC FOOD	6H	0.00	0.00		0.00%		0.00	0.00
8110 INKIND SALARIES		1,437,024.00	93,922.41	93,922.41	6.54%		93,922.41	1,343,101.59
8120 INKIND RENT		217,266.00	13,658.58	13,658.58	6.29%		13,658.58	203,607.42
8130 INKIND OTHER		7,883.00	0.00		0.00%		0.00	7,883.00
9010 INDIRECT EXPENSE	6J	547,669.00	54,941.30	54,941.30	10.03%	2,159.20	57,100.50	490,568.50
TOTAL EXPENSES		8,228,174.00	766,272.86	766,272.86	9.31%	25,886.66	792,159.52	7,436,014.48
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00	0.00	0.00

	TOTAL YTD	9.1%
	INDIRECT EXP	INDIRECT EXP
Prior Mth	0.00	0.00
Curr Mth	603,750.57	54,941.30

Administrative	
YTD Expense	664,305.14
YTD Inkind	107,580.99
	771,886.13
YTD Admin	66,680.00
YTD %	8.64%

CAPMC
Work Related Injuries Report - October 2024
BOARD OF DIRECTORS

Recordable Injuries							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Medcor: Self Treat First Aid							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Food Service Worker/Instructional Aide I	Mis Tesoros	Laceration	10/25/2024	10:25 AM	EE was in the kitchen cutting paper napkins with scissors when EE cut herself on the palm of the left hand between the thumb and index finger, causing bleeding.	0	10/25/24: Called Medcor; self-care/first aid.
Claims							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Advocate III	Mis Angelitos	Strain	10/3/2024	8:45 AM	EE was performing a vision screening for a child, while bending and leaning forward the EE felt pain in the lower back.	0	10/3/24: Called Medcor, went to Concentra to seek treatment. EE placed on modified duties. The agency is able to accommodate.
Center Director I	Pomona	Fall	10/24/2024	7:20 AM	EE was picking up food for the center and while pulling the cart in the parking lot area, EE tripped on the cement block and caused EE to fall back. EE injured ankle, waist, back, buttocks.	0	10/25/24: Called Medcor- referred to Concentra to seek treatment.
Up To Date Injuries: January 2024 to December 2024							
(7) Hand Injuries	(2) Feet Injuries	(2) Chest Injuries					
(5) Back Injuries	() Eye Injuries	() Neck Injuries	(1) Bottom				
(2) Knee Injuries	(1) Leg Injuries	(2) Head Injuries	(4) Hip				
() Arm Injuries	(3) Wrist Injuries	(1) Ankle Injuries					
() Elbow Injuries	() Burn Injuries	(3) Respiratory Injuries					
(6) Shoulder Injuries	(2) Abdomen Injuries	(4) Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					

CAPMC
Work Related Injuries Report - November 2024
BOARD OF DIRECTORS

Recordable Injuries							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Medcor: Self Treat First Aid							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Food Service Worker/Instructional Aide I	Cleveland Ave.	Vehicle Accident	11/5/2024	9:50 AM	EE was driving an agency vehicle to transport food to the center, when the car in front of the EE came to a stop, then EE came to a stop. Moments later, the vehicle behind EE rear-ended the agency vehicle. EE felt soreness in the back and had a headache.	0	11/05/24: Called Medcor; self-care/first aid.
Claims							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Up To Date Injuries: January 2024 to December 2024							
(7) Hand Injuries	(2) Feet Injuries	(2) Chest Injuries					
(6) Back Injuries	() Eye Injuries	() Neck Injuries	(1) Bottom				
(2) Knee Injuries	(1) Leg Injuries	(3) Head Injuries	(4) Hip				
() Arm Injuries	(3) Wrist Injuries	(1) Ankle Injuries					
() Elbow Injuries	() Burn Injuries	(3) Respiratory Injuries					
(6) Shoulder Injuries	(2) Abdomen Injuries	(4) Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					



BOARD OF DIRECTORS 2024 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Vivian Garcia	Department of Social Services	X	P	-	X	A	A	A	A	X	X	-	
David Hernandez <i>Vice-Chairperson</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	X	A	X	P	-	
Steve Montes A: Anita Evans	Madera City Council	P	P	-	X	P	P	X	A	P	P	-	
Jeff Troost	Chowchilla City Council	P	X	-	X	P	P	X	A	P	P	-	
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	-	P	P	P	P	P	P	X	-	
Otilia Vasquez	Head Start Policy Council	P	P	-	X	X	P	X	A	P	P	-	
Donald Holley	Community Affairs	P	P	-	P	P	X	P	P	P	P	-	
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	P	-	X	P	P	P	P	P	P	-	
Molly Hernandez	Early Childhood Education & Development	P	X	-	P	P	P	P	P	X	X	-	
Low-Income Target Area Officials													
Martha Garcia	Central Madera/Alpha	X	X	-	P	P	P	X	A	X	X	-	
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P	P	-	X	P	X	P	P	P	X	-	
Richard Gutierrez	Eastside/Parksdale	P	P	-	P	P	P	P	P	P	X	-	
Diana Plamer <i>(Seated on 1/11/2024)</i>	Fairmead/Chowchilla	P	P	-	P	X	P	P	P	X	P	-	
Aurora Flores	Monroe/Washington	X	X	-	X	X	X	P	P	P	X	-	
Total Directors		11/14	11/15	-	8/15	12/15	12/15	10/15	10/15	10/15	8/15	-	

STAFFING CHANGES
September 25, 2024 - December 3, 2024
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61483	Accounting Technician	Fiscal - Gill	10/9/2024	80	Open Position
61485	Advocate II / Victim Services	Victim Services - Yosemite	10/29/2024	80	Open Position
61486	Program Assistant / Clerk Typist II	Victim Services - Oakhurst	11/12/2024	80	Open Position
61487	Housing Case Worker	Community Services - Gill	11/19/2024	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
61205	Child Advocacy Center Case Worker	Administration - Gill	11/1/2024	80	Resignation
61449	Family Services Associate III	Resource and Referral & Alternative Payment Program - Gill	11/18/2024	80	Resignation

TERMINATION

Identification Number	Position	Location	Effective Date	Hours	Justification
61478	Program Assistant / Clerk Typist II	Human Resources - Gill	11/8/2024	40	Policy 310.06.00-Rejection of probationary employee

HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61480	Instructional Aide III	Madera Migrant Head Start - Mis Angelitos	9/30/2024	80	Open Position
61481	Teacher III	Madera Regional Head Start - Eastin Arcola	9/30/2024	80	Open Position
61482	Instructional Aide III	Madera Migrant Head Start - Sierra Vista	9/30/2024	80	Open Position
61484	Instructional Aide III	Madera Regional Head Start - Eastin Arcola	10/15/2024	80	Open Position
00423	Associate Teacher	Madera Migrant Head Start - Sierra Vista	10/15/2024	80	Open Position
61488	Teacher III	Madera Regional Head Start - Chowchilla	11/25/2024	80	Open Position
61489	Teacher III	Fresno Migrant Head Start - Inez Rodriguez	11/25/2024	80	Open Position
61160	Teacher III	Madera Migrant Head Start - Mis Angelitos	11/25/2024	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
61118	Advocate III	Madera Regional Head Start - Chowchilla	10/3/2024	80	Resignation
61439	Instructional Aide II/Janitor	Madera Migrant Head Start - Sierra Vista	10/18/2024	80	Resignation
60571	Advocate III	Madera Regional Head Start - Valley West	11/8/2024	80	Resignation
61399	Advocate III	Madera Regional Head Start - Verdell McKelvey	11/8/2024	80	Resignation

TERMINATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
61408	Advocate III	Madera Regional Head Start - Eastside	10/18/2024	80	Policy 1004.02.00-Involuntary termination for cause.
61474	Instructional Aide I/Janitor	Madera Regional Head Start - Fairmead	11/6/2024	80	Policy 1004.03.00-Involuntary termination for position abandonment
60908	Food Services Cook	Fresno Migrant Head Start - Five Points	11/22/2024	80	Policy 1005.11.00-Re-Employment rights expired
61457	Instructional Aide III	Fresno Migrant Head Start - Mendota	11/27/2024	80	Policy 310.06.00-Rejection of probationary employee



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Dee Lacey

Community Action Partnership of San Luis Obispo County, Inc.

1030 Southwood Dr

San Luis Obispo, CA 93401 - 5813

From: Responsible HHS Official

Date: 10/21/2024

Mr. Khari M. Garvin

Director, Office of Head Start

From October 2, 2024 to October 8, 2024, the Administration for Children and Families (ACF) conducted a monitoring review of Community Action Partnership of San Luis Obispo County, Inc. to determine whether the previously identified findings had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Ms. Dee Lacey, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified findings which are included in this report. For any previous findings that are not included in this report and remain open, the recipient will receive a future follow-up review to determine the compliance status of those findings.

Please contact your Regional Office for guidance should you have any questions or concerns.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:

Ms. Sandra Carton, Regional Program Manager

Mrs. Elizabeth Steinberg, Chief Executive Officer/Executive Director

Ms. Adriana Ramirez-Barron, Head Start Director

Ms. Flora Chacon, Early Head Start Director

Glossary of Terms

Compliant	No findings. Meets requirements of Head Start Program Performance Standard.
Area of Concern	An area for which the agency needs to improve performance. These issues should be discussed with the recipient's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more area of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

October 22, 2024

Adriana Ramirez-Barron, Head Start Director
Community Action Partnership of San Luis Obispo County, Inc.

Re: Grant No. 90CM009851

Dear Grant Recipient:

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-PI-24-06	2. Issuance Date: 10/31/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement	

PROGRAM INSTRUCTION

TO: All Head Start Preschool and Early Head Start Grant Recipients

SUBJECT: Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming – Technical Updates

INFORMATION:

On August 21, 2024, the Administration for Children and Families (ACF) published a final rule in the Federal Register, [Supporting the Head Start Workforce and Consistent Quality Programming](#). The rule updates the Head Start Program Performance Standards (the Performance Standards) to increase support and stability for the Head Start workforce. The changes also improve the quality of services Head Start programs provide to children and families.

This Program Instruction (PI) notes a few technical updates to [ACF-OHS-PI-24-05](#), which summarizes the final rule and outlines changes to the Performance Standards. These technical updates are minor corrections for typographic errors or omissions that do not substantively change the policies described in the final rule.

First, this PI clarifies that the final rule effective date was incorrectly listed as the date of publication, August 21, 2024. The effective date should have been October 21, 2024, to comply with the 60-day delay required by the Congressional Review Act.

The notification regarding the effective date does not change any of the compliance dates specified in the rule. Grant recipients may still implement new flexibilities starting from the date of publication, August 21, 2024. This includes the provision that allows programs to adjust a family’s gross income to account for excessive housing costs for the purposes of determining eligibility for Head Start services ([45 CFR §1302.12\(i\)\(1\)\(ii\)](#)), as well as those related to qualification requirements for mental health consultants ([45 CFR §1302.91\(e\)\(8\)\(ii\)](#)) and the annual update to the community assessment ([45 CFR §1302.11\(b\)\(5\)](#)). Programs were able to start using this flexibility from the beginning of the current 2024–2025 program year and this remains unchanged.

This PI also notes two other technical updates to the regulatory text. The final rule inadvertently included an incorrect citation in the requirements for family partnership services, and left out the August 1, 2028, compliance date for staff benefit requirements. A formal correction for both of these issues was published in the [Federal Register](#) on October 31, 2024.

OHS will continue to provide [direction, guidance, and resources](#) that support Head Start programs to understand and implement changes to the Performance Standards.

Thank you for the work you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-24-04	2. Issuance Date: 10/21/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Facilities; Depreciation; Real Property	

Information Memorandum

TO: Head Start Grant Recipients and Delegate Agencies

SUBJECT: Facilities Guidance

INFORMATION:

The Office of Head Start (OHS) is committed to the provision of services in high-quality [facilities](#) with safe indoor and outdoor learning environments. This Information Memorandum (IM) is intended to support recipients in understanding the Head Start application and funding process for facilities activities. OHS is providing this guidance based on the [recently revised Head Start Program Performance Standards](#) (the Performance Standards) published on August 21, 2024.

This IM supersedes ACF-IM-HS-17-01.

Thank you for your work on behalf of Head Start children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

See [Facilities Guidance Attachment](#)

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-PI-24-07	2. Issuance Date: 11/06/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Classroom Assessment Scoring System (CLASS®); Designation Renewal System (DRS); Head Start Program Performance Standards; Competition	

PROGRAM INSTRUCTION

TO: All Head Start Preschool and Early Head Start Grant Recipients

SUBJECT: Final Rule to Delay Effective Date for Increasing the CLASS® Instructional Support Domain Competitive Threshold

INSTRUCTION:

On November 6, 2024, the Administration for Children and Families (ACF) published a final rule in the [Federal Register](#) that delays the effective date for increasing the competitive threshold of the Classroom Assessment Scoring System (CLASS®) Instructional Support domain. The CLASS competitive threshold is one condition used to determine whether a Head Start agency will be subject to an open competition under the Designation Renewal System (DRS).

The effective date in the Head Start Program Performance Standards (the Performance Standards) that raises the CLASS Instructional Support competitive threshold from 2.3 to 2.5 was August 1, 2025. **This final rule officially delays the effective date to August 1, 2027.**

Background

On August 27, 2020, ACF published a final rule on DRS changes to improve how the Office of Head Start (OHS) determines whether a Head Start agency will be subject to an open competition to receive another five-year grant. Among other policy changes, this rule established a new competitive threshold for the CLASS Instructional Support domain, one of the seven conditions requiring a Head Start program to enter open competition. The established competitive threshold for the Instructional Support domain was 2.3, and was set to increase to 2.5 on August 1, 2025.

The graduated approach established by the 2020 final rule was designed to allow sufficient time for grant recipients to make necessary quality improvements. However, the unexpected pause in CLASS observations due to the COVID-19 pandemic shortened the five-year implementation time frame to less than two years. The fiscal year 2024 OHS monitoring cycle (2023–2024) was the first time the 2.3 competitive threshold for Instructional Support was fully implemented.

OHS is publishing this final rule to allow programs ample time before the increased 2.5 competitive threshold goes into effect.

This decision to delay the Instructional Support competitive threshold increase is also based on OHS' anticipated timeline for adopting CLASS 2nd Edition. In 2022, the developer introduced an updated CLASS tool which requires training, technical assistance, and certification procedures for both OHS and Head Start grant recipients. OHS will ensure necessary systems and supports are in place before its monitoring system implements the updated version.

Additionally, the August 2024 publication of the [Supporting the Head Start Workforce and Consistent Quality Programming](#) final rule in the Federal Register changed many requirements in the Performance Standards. Delaying the CLASS Instructional Support competitive threshold increase will allow Head Start programs the time and attention they need to implement the revised Performance Standards.

Please contact your Regional Office with any questions about the extension of the CLASS Instructional Support competitive threshold increase.

Thank you for the work you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-24-06	2. Issuance Date: 11/07/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Child Incidents; Reporting; Health and Safety	

Information Memorandum

TO: All Head Start Grant Recipients

SUBJECT: Reporting Child Health and Safety Incidents

INFORMATION:

The Head Start Program Performance Standards (the Performance Standards) at [45 CFR §1302.102\(d\)\(1\)\(ii\)](#), updated on August 21, 2024, require programs to submit reports, as appropriate, to the responsible U.S. Department of Health and Human Services (HHS) official immediately, but no later than seven calendar days, following an incident. This includes reports of any significant incident that affects the health or safety of a child.

This Information Memorandum (IM) clarifies reporting requirements of 45 CFR §1302.102(d)(1)(ii–iii), including:

- The responsible HHS official to whom programs must report
- The reporting timeframe
- Consequences for failure to report during the given timeframe
- Circumstances under which the obligation to submit a report for significant incidents regarding the health and safety of children applies
- Examples of significant child health and safety incidents that must be reported to HHS and the Office of Head Start (OHS)

This IM supersedes ACF-IM-HS-22-07.

Reportable Incidents That Affect the Health and Safety of Children

Grant recipients are required to report all significant incidents that affect the health and safety of a child that occur in a Head Start setting where services are provided (e.g., playground, program-approved transportation, learning setting, bathroom, program-approved excursion, facility

parking lot), **and** involve either 1) a child who participates in a setting that receives Head Start funds **or** 2) a staff, contractor, or volunteer who participates in a setting that receives Head Start funds.

As illustrated in the table below, a reportable incident must meet the “Where” condition in the left column and at least one of the “Who” conditions in the right column.

WHERE		WHO
<p>Any setting where Head Start services are provided.</p> <p>Examples include a learning setting, bathroom, playground, facility parking lot, and program-approved transportation and excursions.</p>	AND	<p>A child that receives services fully or partially funded by a Head Start grant, or a child that participates in a classroom at least partially funded by a Head Start grant.</p>
		<p style="text-align: center;">OR</p> <p>A staff member, contractor, or volunteer that participates in either a Head Start program or classroom at least partially funded by a Head Start grant, regardless of whether the child involved receives Head Start services.</p>

The two examples below further illustrate the kinds of child health and safety incidents that must be reported.

Incident Example 1: An incident occurs on an elementary school playground that is used by a Head Start classroom on site. The incident involved a third-grade teacher using inappropriate discipline with a third-grade student, resulting in the student’s hospitalization. The third-grade teacher involved is not a Head Start volunteer and does not participate in the classroom in any way, nor is the teacher’s position funded by Head Start resources.

Determination: This incident does not require an incident report to OHS. The incident is considered significant, as it required the student to be hospitalized. The incident also met the conditions of the “Where” column, as it occurred in a setting where Head Start services are provided (i.e., the playground used by the Head Start program). However, it did not meet the conditions of the “Who” column, as neither the child nor the teacher involved participated in a program or classroom at least partially funded by a Head Start grant.

Incident Example 2: An incident occurs in a mixed-funded classroom where Head Start services are provided. The incident involved the assistant teacher using inappropriate discipline with a student in the classroom, resulting in the student’s hospitalization. The individual student involved is not funded by a Head Start grant.

Determination: This incident does require an incident report to OHS. The incident is considered significant, as it required the student to be hospitalized. The incident also met the conditions of the “Where” column, as it occurred in a setting where Head Start services are provided (i.e., a mixed-funded Head Start classroom). While the individual child involved is not funded by a Head Start grant, they participate in a classroom at least partially funded by a Head Start grant. Because the child participates in a classroom supported by Head Start resources, that is sufficient to meet the conditions of the “Who” column and would require an incident report to OHS

regardless of the funding source that provides the salary for the adult involved. Furthermore, in this case, the condition of the “Who” column is also met by the adult, as the assistant teacher is a staff member that participates in a classroom at least partially funded by a Head Start grant.

A Note on Mandated Reporting: Both example incidents above may require a mandated report to the state, local, or tribal child protective agency if the inappropriate discipline meets the definitions under the [Federal Child Abuse Prevention and Treatment Act](#). Programs should refer to their state, local, or tribal laws about mandated reporting of child abuse and neglect, including what their definition of abuse is, and use the more stringent definition to determine if a mandated report is warranted. Example 2 requires an incident report to OHS regardless of whether a mandated report is required. Example 1 does not require an incident report to OHS, even if a mandated report is required.

It is important for OHS to receive the appropriate incident reports as the incidents may have broader implications for all children served in the classroom or program. The IM appendix includes a graphic to help clarify the settings and participants that may result in a recipient submitting an incident report.

OHS outlines minimum expectations for reportable incidents that affect the health or safety of a child in 45 CFR §1302.102(d)(1)(iii). These examples are provided to support programs in understanding what OHS considers a “significant incident” that rises to the level of requiring an incident report.

It is not possible to provide an exhaustive list of significant incidents that affect children’s health and safety because OHS cannot predict all incidents that may occur in Head Start settings. However, OHS considers the following types of incidents to require submission of a report. These illustrative examples are designed to provide Head Start grant recipients with an understanding of the types of incidents that require reporting:

- **Any mandated reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders.** OHS requires an incident report if a program becomes aware of a report of suspected child abuse and neglect to child protective services or law enforcement agencies that identified agency staff or volunteers as a potential perpetrator. Mandated reporting of confirmed or suspected child abuse and neglect in other cases, such as by a parent or caregiver not funded by a Head Start grant in the child’s home, does not need to be reported to OHS.
- **Suspected or known maltreatment or endangerment of a child by staff, consultants, contractors, and volunteers.** Definitions and examples of what OHS considers behaviors that have potential to maltreat or endanger a child are provided under 45 CFR §1302.90(c)(1)(ii).
 - *Corporal punishment or physically abusive behavior* is defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples may include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging.

- *Sexually abusive behavior* is defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples may include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
 - *Emotionally harmful or abusive behavior* is defined as behaviors that harm a child's self-worth or emotional well-being. Examples may include, but are not limited to, using seclusion, exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child.
 - *Neglectful behavior* is defined as the failure to meet a child's basic physical and emotional needs, including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples may include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment, or refusing to change soiled diapers as punishment.
- **Serious harm or injury of a child resulting from lack of preventative maintenance** of a Head Start facility (e.g., in a classroom, bathroom, on a playground), bus, or other approved program transportation.

Serious injuries require immediate professional medical attention, such as hospitalization, including for example:

- Broken bones
 - Severe sprains
 - Chipped or cracked teeth
 - Head trauma
 - Deep cuts
 - Contusions or lacerations
 - Animal bites
- **Serious harm, injury, or endangerment of a child resulting from lack of supervision** while in the care or under the supervision of program staff. Lack of supervision includes leaving a child alone and unattended anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion while under the care of the Head Start program.

As stated above, serious injuries require immediate professional medical attention. This update to the Performance Standards represents a change from the prior policy of reporting all instances when a child has been unsupervised for any length of time. Instead, the requirement is that programs report any incident in which there has been serious harm, injury, or endangerment resulting from the lack of supervision.

Endangerment involves conduct that puts children at reasonable risk of harm and can be considered similar to [supervisory neglect](#) or failure to supervise. Examples of endangerment can include, but are not limited to:

- Leaving children in situations where they have access to dangerous chemicals or toxins, choking hazards, or life-threatening substances
- Unsupervised or unrestricted exposure to vehicular traffic, extreme temperatures, risk of drowning, or risk of leaving the facility alone
- Leaving children alone with access to unknown or unauthorized adults
- Leaving a child unsupervised such that their basic needs are not met
- Knowingly failing to protect a child from maltreatment perpetrated by another caregiver in the program

When determining whether lack of supervision resulted in endangerment, programs should examine each situation on a case-by-case basis and consider factors such as:

- The child's age and developmental needs
- Length of time the child was left unsupervised
- Inherent dangers of the child's unsupervised environment

This policy requires programs to conduct thorough assessments of risk based on the potential harm to children. Programs should be able to demonstrate how they made their determination considering all relevant factors including those described above.

- **Unauthorized release of a child** from a Head Start facility, bus, or other approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

“Responsible HHS Official” to Whom Programs Submit Incident Reports

For reporting significant incidents regarding the health and safety of children in settings where Head Start services are provided, the responsible HHS official is the program specialist assigned to the grant or any OHS regional leadership official. OHS regional leadership officials include supervisory program specialists, regional program managers, and regional program directors.

This individual or individuals are referred to as “the responsible HHS official” throughout this IM for ease of reference. It may also be necessary for programs to report these occurrences to other local, state, or tribal entities as required by applicable laws, such as child protective services, law enforcement, or child care licensing agencies.

Incident Reporting Timeframe and Compliance

Programs are required to submit all incident reports, as appropriate, to the responsible HHS official immediately, but no later than seven calendar days following the incident (45 CFR §1302.102(d)(1)(ii)). This timeline must be met regardless of investigations by other entities

such as relevant local, state, tribal, or federal law enforcement. The Appendix includes an illustration of the required reporting timeline.

OHS notes that state, local, and tribal reporting requirements to child welfare agencies are not a substitute for reporting to OHS and programs should not wait to learn the outcome of reports to state, local, or tribal entities before reporting to OHS. Generally, these entities are investigating whether a violation of state or local law occurred, whereas OHS's responsibility is to provide oversight with regard to the Head Start Program Performance Standards. However, programs are encouraged to indicate that an investigation or adjudication is underway when they submit an incident report to OHS.

The required reporting timeframe begins when someone in a program — including any program staff, contractors, or volunteers, including those at a delegate agency of a Head Start grant recipient — learns that an incident occurred or learns of an allegation that an incident occurred. To ensure consistency in implementing this requirement, OHS recognizes the day a program (agency, delegate agency, or partner of a Head Start grant recipient) learns of an incident as “Day 0,” with reporting to the responsible HHS official required no later than seven calendar days following the incident. If a program reports an incident to OHS on or after “Day 8,” the program will not be in compliance with this requirement.

To ensure programs report significant incidents regarding the health and safety of children to their assigned program specialist or OHS regional leadership official, OHS reviews publicly available information and reports from the grant period. If OHS discovers that a program failed to report a significant incident for which a report was required within the required timeframe, the program is subject to receiving a monitoring finding, which may include a deficiency determination.

Information Required in Incident Reports

OHS understands that, in some circumstances, a program may not have all the information at the time an incident is reported. Even still, the priority is to inform OHS of what is known in accordance with the reporting timeframe. Programs are encouraged to update the responsible HHS official with additional information as it becomes available. For example, in the case of ongoing investigations or pending adjudication by other authorities such as local, state, tribal, or federal law enforcement, programs should deliver status changes or determinations related to the incident as permitted.

Programs should not provide OHS with information that could interfere with their compliance with other legal requirements pertaining to confidential or sensitive information, such as requirements pertaining protected health information or direct indicators of personally identifiable information of children.

Next Steps

OHS and Head Start programs share the goal of providing a safe environment where children learn and grow. Promoting health and safety and preventing significant incidents in Head Start programs is everyone's responsibility.

We encourage program leadership and staff to complete freely available online training and professional development courses on the Office of Head Start's [Individualized Professional Development \(iPD\) Portfolio](#). Although these courses are not necessarily specific to OHS incident reporting requirements, they support programs in promoting child safety and preventing significant incidents:

- The [iLookOut for Child Abuse: A Mandated Reporter Training for Head Start Staff](#) course focuses on protecting child safety and preventing and identifying child abuse and neglect in accordance with federal requirements for reporting to child protective services or law enforcement agencies. The course is available in English and Spanish.
- [Preventing Injuries in Early Childhood Programs](#) is a two-part course that will help you make your early childhood program a safe place for children to grow, learn, and explore.
- [Active Supervision in Early Childhood Programs](#) is a two-part course that will help you learn and implement the six strategies of active supervision.

OHS is committed to continuous quality improvement and will continue to provide support and guidance in preventing incidents that jeopardize children's health and safety. If you have any questions regarding this IM, please contact your Regional Office.

By working together to prevent, swiftly identify, report, and correct health and safety incidents, we can better support child health and well-being in Head Start programs. Thank you for your work on behalf of children and families.

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

Appendix

Figure 1. Incidents Reporting (The Where and the Who)

Figure 1 illustrates the conditions that determine whether a significant incident that affects the health or safety of a child is required to be reported to OHS.

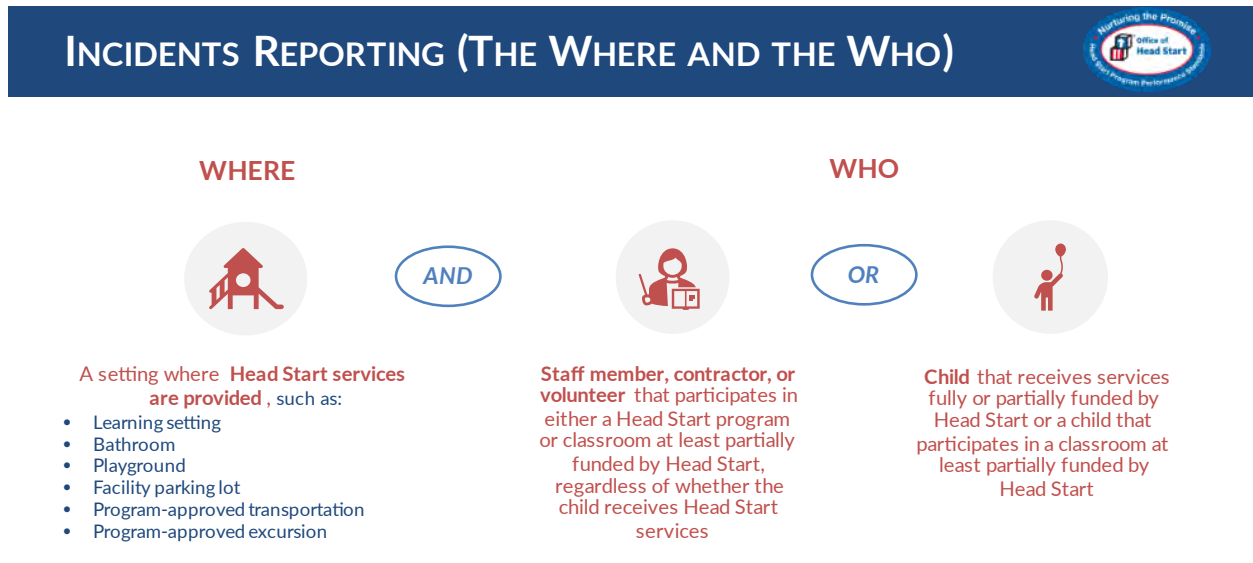


Figure 2. Significant Health and Safety Incidents

Figure 2 illustrates a decision tree that can be used when determining whether an incident requires an incident report to OHS.

SIGNIFICANT HEALTH AND SAFETY INCIDENTS

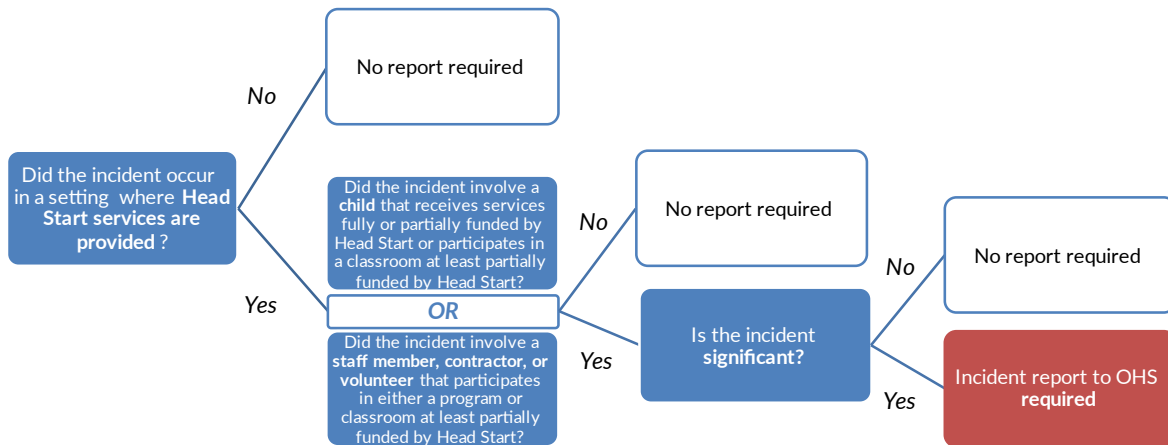


Figure 3. Reporting Timeline Requirements

Figure 3 illustrates the OHS incident reporting timeline requirements. Programs should report incidents to OHS immediately, but no later than seven calendar days following a health or safety incident.

The example illustration shows that the reporting timeline begins on Day 0, or the day of the incident, which is Tuesday the 12th. The last day to report the incident to OHS is on Day 7, which is Tuesday the 19th. On Wednesday the 20th, the report would be considered overdue.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	11	12	13	14	15	16
		Day 0 Reporting timeline begins	●	●	●	●
17	18	19	20	21	22	23
●	●	Day 7 Last day to report to OHS	Report Overdue			

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-24-07	2. Issuance Date: 11/08/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2025; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start Recipients

SUBJECT: Fiscal Year 2025 Monitoring Process for Head Start Recipients

INFORMATION:

[Section 641A](#) of the Improving Head Start for School Readiness Act of 2007 (the Act) requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds.

This Information Memorandum (IM) outlines the OHS monitoring process for fiscal year 2025 (FY25). It describes the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 (FA1), Focus Area 2 (FA2), Classroom Assessment Scoring System (CLASS®), Risk Assessment Notification (RAN), and unannounced reviews.

This IM supersedes ACF-OHS-IM-24-02 with updates to the FY25 monitoring implementation format.

FY25 Monitoring Review Types and Start Dates

Review Type*	FY25 Implementation Format	Start Date
FA1	FA1 reviews are conducted through a virtual format.	December 2024
FA2	FA2 reviews are conducted through on-site monitoring.	December 2024
CLASS®	CLASS reviews are conducted again this year using either self-recorded videos or on-site formats.	October 2024
Follow-up Reviews	Follow-up reviews are conducted either virtually or on site.	Start dates will coincide with the end of the corrective action period.
RAN	RAN reviews are conducted through a virtual format.	As needed

Other Special reviews may be conducted at any time, on site or virtually, without notice. As needed

** Monitoring reviews may be conducted with or without prior notification to the recipient. OHS reserves the right to conduct unannounced reviews at any time.*

FA1 Reviews

The FA1 review is an opportunity for recipients to describe their approach and plan for providing high-quality services to children and families. It typically occurs in the first or second year of the grant period. This focus area determines if programs are meeting the requirements of the Head Start Program Performance Standards (the Performance Standards), Uniform Guidance, and Head Start Act. The FA1 informs OHS' understanding of each recipient's foundation for program services — staffing structure, program design and governance, education, health and family services, and fiscal infrastructure. The FA1 review also allows OHS to assist recipients in fulfilling application commitments, provide resources to address any identified issues, and support recipients in reaching their goals.

FA2 Reviews

The FA2 review is an opportunity for recipients to demonstrate their implementation of high-quality services to children and families that meet Head Start requirements. It typically occurs in the third or fourth year of a grant period. This focus area broadens OHS' understanding of each recipient's performance and determines if programs are meeting the requirements of the Performance Standards, Uniform Guidance, and Head Start Act.

CLASS® Reviews

Section 641A(c)(2)(F) of the Act requires OHS to assess the quality of teacher–child interactions using a valid and reliable observation measure. For the upcoming FY25 monitoring year, OHS will continue to use the 2008 edition of the Classroom Assessment Scoring System (CLASS®) Pre-K Teacher–Child Observation Instrument. Scores from CLASS observations will count toward Designation Renewal System (DRS) determinations using the competitive thresholds established in the [Final Rule on DRS Changes](#).

For FY25, recipients that are scheduled for a CLASS monitoring review will have the option to self-record and submit their own videos (Video Review) or request a traditional on-site review with certified CLASS observers (On-site Review).

American Indian and Alaska Native (AIAN) Head Start programs have the option to do a self-review for the CLASS. OHS will transmit a letter to AIAN grant recipients with additional information on this option.

All recipients will have the opportunity to attend information sessions specifically developed to discuss FY25 CLASS options, including a group of sessions convened specifically for American Indian and Alaska Native recipients.

RAN Reviews

OHS conducts Risk Assessment Notification reviews, as necessary, to address child health and safety incidents. They are initiated when OHS needs to gather more information about significant incidents affecting program participants' health and safety. These reviews have a specific focus on abuse, neglect, inappropriate conduct, inadequate supervision, or unauthorized releases in Head Start programs.

RAN reviews:

- Ensure prompt and accurate reporting of serious incidents
- Investigate contributing program or management factors
- Communicate necessary corrective actions
- Provide feedback to improve program management and prevent future incidents

Other Reviews

Special reviews are conducted, as needed, to explore concerns outside of the typical FA1 or FA2 schedule. OHS reserves the right to conduct unannounced reviews at any time.

Scheduling

Each year, recipients are required to submit an accurate calendar of availability, which is used to schedule monitoring reviews. The availability calendar also gives recipients a way to inform OHS as to when their program is not operational and when children are not in session. Recipients should immediately update their calendars as changes in program availability occur. Please note that OHS has very limited capacity to accommodate requests to reschedule reviews and can only do so under exceptional circumstances.

Monitoring reviews can also be conducted with or without prior notification to the recipient that it will take place.

Communications

Recipients scheduled to receive a monitoring review in FY25 will receive a notification letter 45 calendar days before the start of the event. They can also expect a planning call with their assigned coordinator to discuss their review. During the initial call, recipients should share their program's current service delivery options. OHS Review Reports are typically issued within 60 calendar days of the monitoring review.

If you have any questions regarding the FY25 monitoring season, please contact your regional office.

Thank you for the work you do on behalf of children and families.

Sincerely,

/Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start