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

Agenda

Thursday, October 9, 2025
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 – Judge 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 code54954.2(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 – September 11, 2025.

D-2 Review and consider approving the Minutes for the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – September 9, 2025

D-3 Review and consider approving the Minutes for the Madera Regional & Early Head Start Policy Council Committee Meeting – September 4, 2025

D-4 Review and consider approving the Minutes for the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – September 10, 2025

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

- August and September 2025

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

- April, August, and September 2025

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

- In-Kind Report – August 2025
- CACFP Program Report – August 2025
- Program Information Report – July and August 2025

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

- In-Kind Report – August 2025
- Program Information Report – August and September 2025

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

- In-Kind Report – August 2025
- Program Information Report – August and September 2025

D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:

- In-Kind Report – August 2025
- CACFP Program Report – August 2025

- Program Information Report – August and September 2025

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 Regional & Early Head Start Policy Council.

D-13 Review and consider approving the California State Preschool 2025-2026 Program Philosophy, Goals and Parent Handbook.

D-14 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.

D-15 Review and approve Community Action Partnership of Madera County 2025-2026 Training & Technical Assistance (T&TA) Comparison Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included.

D-16 Review and approve revised education / experience requirements for the Outreach Navigator's position. Approve two existing employees possess with the proposed education/ experience to classify into the Outreach Navigator position.

D-17 Approve the Executive Director to submit the 2026 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).

D-18 Review the Community Services Program Report for September 2025. (Informational Only).

D-19 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for September 2025. (Informational Only).

D-20 Review the Child Care Alternative Payment and Resource & Referral Program Report for October 2025. (Informational Only).

D-21 Review the Victim Services Report for October 2025. (Informational Only).

D-22 Review the Madera County Child Advocacy Center Report for July and September 2025 (Informational Only).

E. DISCUSSION ITEMS

E-1 Review and consider approving the 5% discretionary employer contribution amount of $672,736.09 for the plan year ended December 31, 2024.

E-2 Accept and Approve the Submission of CAPMC 403(b) Form 5500 Tax Return.

E-3 Review and accept the 403(b) audit report for the year ended December 31, 2024.

E-4 Staff recommends that the Board of Directors review and approve the revised CAPMC Accounting and Financial Policies and Procedures Manual section for Property and Equipment.

E-5 Review and approve the health insurance plan options that are effective January 1, 2025, and the employer contribution thresholds are at $780.00 for medical and $51.78 for dental/vision/life insurances per employee per month.

E-6 Consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Transitional Housing (XH) Program and authorize the Executive Director to sign and submit any amendments or extensions during the funding period.

E-7 Review and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES) due October 20, 2025, to operate the Victim Witness Assistance Program from October 1, 2025, through September 30, 2026, including any extensions and/or amendments during the funding period.

E-8 Review and consider authorizing the Executive Director to sign and submit the application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program, including any extensions and/or amendments during the funding period.

E-9 Review and consider authorizing the Executive Director to submit the grant application the California Office of Emergency Services (CalOES), to support the Rape Crisis (RC) Program due October 10, 2025, for the program period October 1, 2025, to September 30, 2026.

E-10 Review and consider approving the updated CAC Strategic Plan 2025-2030.

E-11 Review and consider approving the submission of the Community Action Partnership of Madera County's 2026-2027 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA)

E-12 Review and consider approving the results of the 2025-2026 Madera Migrant/Seasonal Head Start Program Monitoring Review.

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 – October 2025
F-4 Financial Statements – July, August, and September 2025
F-5 Head Start Policy Council/Committee Reports
F-6 Work Related Injury Report – September 2025
F-7 CAPMC Board of Directors Attendance Report – September 11, 2025
F-8 Staffing Changes Report for September 4, 2025 – September 30, 2025

G. CLOSED SESSION

None

H. CORRESPONDENCE

H-1 Correspondence from Office of Head Start regarding Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs

H-2 Correspondence from the Office of Head Start regarding Fiscal Year 2026 Monitoring Process for HeadStart Recipients

H-3 Flyer from Victim Services regarding Domestic Violence Awareness Event at Madera Community College on October 15, 2025, from 9:00 am – 1:00 pm.

I. ADJOURN

I, Kelly Ryan, Executive Director Support / Grant Management and Compliance Administrator, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for October 9, 2025, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on October 3, 2025.

Kelly Ryan

Executive Director Support / Grant Management and Compliance Administrator

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
September 10, 2025
1225 Gill Ave, Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:33 p.m. by Vice-Chairperson David Hernandez

Members Present

Vice-Chairperson David Hernandez
Chairwomen Supervisor Leticia Gonzalez
Councilmember Steve Montes
Debi Bray
Otilia Vasquez
Donald Holley
Richard Gutierrez
Diana Palmer
Molly Hernandez

Members Absent

Chairperson Judge Eric LiCalsi
Secretary/Treasurer Sheriff Tyson Pogue
Deborah Martinez
Councilmember Jeff Troost
Martha Garcia
Aurora Flores

Personnel Present

Mattie Mendez
Donna Tooley
Irene Yang
Maritza Gomez
Tammy McDougald
Kelly Ryan

Public – Others Present

None

A. PUBLIC COMMENT

Board Member Otilia Vasquez announced that this was her last Board of Directors Meeting, as a new Head Start Policy Council Representative has been appointed. Mattie Mendez, Executive Director, and the Board of Directors thanked her for her time on the Board.

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 A CORRECTION ON ITEM D-2.

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

C. **TRAINING/ADVOCACY ISSUES**

CAPMC's Head Start's and the Child & Adult Care Food Program (CACFP)
Tammy McDougald, Nutrition Specialist for Head Start.

Board Member Steve Montes entered the room.

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

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

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – August 14, 2025.

D-2 Review and consider approving the Minutes for the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – August 12, 2025

D-3 Review and consider approving the Minutes for the Madera Regional & Early Head Start Policy Council Committee Meeting – July 3, 2025

D-4 Review and consider approving the Minutes for the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – August 13, 2025

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

- August and September 2025

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

- March, May, June, and August 2025

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

- In-Kind Report – July 2025
- CACFP Program Report – July 2025

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

- In-Kind Report – July 2025

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

- In-Kind Report – July 2025

D-10 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – August 2025
- In-Kind Report – July 2025
- CACFP Program Report – July 2025

D-11 Review and ratify the CACFP 2025-26 Renewal Agreement to continue participation in the CACFP program. Budget attached.

D-12 Review and consider approving the 2025-2026 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.

D-13 Review and consider approving the 2025-2026 Reimbursement Policy for the Policy Council Members representing Madera Regional and Early Head Start program.

D-14 Review and consider approving the 2024-2025 Madera Regional and Early Head Start Planning Process Policy/Procedure and Calendar.

D-15 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.

D-16 Review and consider approving the 2025-2026 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee.

D-17 Review the Child Care Alternative Payment and Resource & Referral Program Report for September 2025. (Informational Only).

D-18 Review the Community Services Program Report for August 2025. (Informational Only).

D-19 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for August 2025. (Informational Only).

D-20 Review the Victim Services Report for September 2025. (Informational Only).

D-21 Review the Madera County Child Advocacy Center Report for August 2025. (Informational Only).

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the 2024-2025 Fresno Migrant Seasonal Head Start Self-Assessment Results.

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2024-2025 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. The program did not identify any findings during the review. Recommendation to strengthen the program's services and systems were identified. A plan to address the recommendations is included in the report.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Chairwomen Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E-2 Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Fresno Migrant Seasonal Head Start Program.

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Fresno Migrant Seasonal Head Start Program. On July 29, 2025, ACF-Office of Head Start announced the opportunity for programs to apply for one-time funding to address nutrition and healthy eating for Head

Start children and families. After the notification was received, Head Start staff met and identified program needs that will also address findings from the community assessment and current program goals related to nutrition education and food insecurities. CAPMC has submitted a budget of $134,651 for consideration.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E-3 Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Head Start & Early Head Programs.

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Head Start & Early Head Programs. On July 29, 2025, ACF-Office of Head Start announced the opportunity for programs to apply for one-time funding to address nutrition and healthy eating for Head Start children and families. After the notification was received, Head Start staff met and identified program needs that will also address findings from the community assessment and current program goals related to nutrition education and food insecurities. CAPMC has submitted a budget of $244,495 for consideration.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-4 Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Migrant Seasonal Head Start Program.

Martiza Gomez-Zaragoza, Head Start Program Director, presented regarding the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Migrant Seasonal Head Start Program. On July 29, 2025, ACF-Office of Head Start announced the opportunity for programs to apply for one-time funding to address nutrition and healthy eating for Head Start children and families. CAPMC has submitted a budget for consideration. After the notification was received, Head Start staff met and identified program needs that will also address food insecurities shared by staff and families during focus groups. CAPMC has submitted a budget of $147,475 for consideration.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Richard Gutierrez

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 2025
F-4 Financial Statements – July and August 2025

F-5 Head Start Policy Council/Committee Reports
F-6 Work Related Injury Report – August 2025
F-7 CAPMC Board of Directors Attendance Report – August 14, 2025
F-8 Staffing Changes Report for August 7, 2025 – September 3, 2025

G. CLOSED SESSION

None

H. CORRESPONDENCE

H-1 Correspondence from Office of Head Start regarding the approval of a new Chief Fiscal Officer, Donna Tooley.

H-2 Flyer from Victim Services regarding the 23rd Annual Soup Bowl Event for Domestic Violence Awareness on October 24, 2025.

H-3 Engagement agreement dated August 5, 2025 by and between CAPMC and Russell K. Ryan, esq.

I. ADJOURN

Vice-Chairperson David Hernandez, adjourned the Board of Directors Meeting at 6:05 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, seconded by Richard Gutierrez

Vote: Carried Unanimously

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, September 9, 2025

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:36 p.m. by Bernarda Rodriguez.

Committee Members Present	**Committee Members Absent**
Yuritsi Ortiz	Crecencia Vazquez
Lisbeth Lopez	
Bernarda Rodriguez	
Juana Perez Lopez	
Cecilia Gomez	
Yadira Alvarado	
Carenbride Garcia	

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

Others
None

A. Public Comment
Ms. Aguirre mentioned the trainings documents were not included in the packet however, they were passed out at the beginning of the meeting.

B. Training – Teaching Pyramid Model & Conscious Discipline
Ms. Aguirre explained to the members that Conscious Discipline is a variety of calming techniques for parents and teachers to implement with their children. Conscious Discipline applies a variety of breathing techniques and key phrases to calm children down.

C. Adoption of the Agenda
C-2 Bernarda Rodriguez asked for a motion to approve the agenda as presented. Motion made by Yuritsi Ortiz, seconded motion by Juana Perez Lopez to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes
E-1 – Bernarda Rodriguez requested a motion to approve the minutes of the meeting on August 12, 2025. There was a correction on a last name for one of the motions. Motion made by Yardira Alvarado, seconded motion by Lisbeth Lopez to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and consider approving the Suspension and Expulsion for the Madera Migrant/Seasonal Head Start Program – Ms. Gomez-Zaragoza mentioned as the prior training states as a program we work with social emotional. Work is done with parents/children. The purpose is to avoid reducing hours or terminating the child's enrollment. The decision to drop a child is due to the danger they place children and teachers.
Motion made by Lisbeth Lopez and seconded by Yuritsi Ortiz.

F-2 Review and ratify the 2025 One-Time Supplemental Funding – Ms. Gomez-Zaragoza application was submitted August 22nd. The funding is meant to be nutritional benefit. It will be used for educational purposes, purchase a vehicle, develop a garden at the centers and a lactation certification for the nutrition specialist.
Motion made by Juana Perez and seconded by Carenbride Garcia.

G. Administrative Reports

G-1 Staff Changes – None.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (August 2025) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (July 2025) – Ms. Aguirre reviewed the budget. No questions asked.

G-4 In-kind Report (July 2025) – Ms. Aguirre reviewed the In-kind percentage.

G-5 CACFP Monthly Report (July 2025) – Ms. Aguirre went over the CACFP report.

G-6 PIR Program Information Monthly Report – None.

H. Policy Committee Members Reports

H-1 Center Reports – Yadira (SV): All the pod are doing their projects.
Lisbeth (EA): At her center are asked to create a ball with recyclables.
Bernarda (MA): is working with recyclables.
Juana (LN): will be voting on the project tomorrow.

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

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez mentioned this area is regarding the safety of the children. Remind parents to close gates and ensure the latch is put on. If there are safety concerns, it should be brought up by the center director.

I. Correspondence

J. Future Agenda Items

J-1 Monitoring Review Summary of Results and Corrective Plan of Action
J-2 Approve 2025-2026 Community Assessment Update

J-3 Approve 2026-2027 Application/Budget for Madera Migrant/Seasonal Head Start

K. Adjournment

Bernarda Rodriguez requested a motion to adjourn the session. Motion made by Lisbeth Lopez to adjourn the meeting at 6:25 p.m., in the afternoon, seconded by Yadira Alvarado. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera Regional & Early Head Start Policy Council Meeting
Thursday, September 4, 2025
MINUTES

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

Council Members Present	**Council Members Absent**
Ana Rodriguez	Michelle Castro
Otilia Vásquez	Martha Garcia
Arianna Ruiz	Alexandra Parkhill
Mónica Juárez	Lupita Flores
Luz Martinez	Griselda Solorio
Katherine Creek	Michelle Manning
Liliana Serena	
Amanda Walter	
Irene Gomez	
Kimberly Thomas	

Personnel Present
Maritza Gomez-Zaragoza, Program Director
Jennifer Casillas, Program Technician
Maribel Aguirre, Parent and Governance Specialist
Christina Rodriguez, Early HS Facilitator

ROLL CALL

A. PUBLIC COMMENT
Ms. Aguirre Mentions she attached the budget since it was not included in the packet they received through the mail. She goes on to recognize the parents for their participation in last year's council and for continuing to be involved in this year's council. No further comments.

B. TRAINING – None.

C. ADOPTION OF THE AGENDA
C-2 Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Arianna Ruiz, seconded by Anna Rodriguez, 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 – September 4, 2025. Motion made by Kathrine Creek, seconded motion by Kimberly Thomas. Motion carried unanimously.

F. DISCUSSION / ACTION ITEMS
F-1 Nominate and Elect interested Policy Council members to serve as officers; as per By-Laws, Article 10, Section 1 and Article 11, Section 1. Ms. Gomez-Zaragoza explains how we need to elect a new chairperson she goes on to

explain the role. Kathrine Creek is elected as the new chairperson, Vice chair is Kimberly Thomas, Secretary is Amanda Russel. Executive committee was reached. Motion made by Ana Rodriguez, seconded by Luz Martinez. Motion carried unanimously.

F-2 Nominate and Elect one member of the Policy Council to serve on the Executive Committee.
Ms. Gomez- Zaragoza explains how we need a fourth person in case of emergency. Ana Rodriguez was chosen as the fourth person on the Executive committee. Motioned by Irene Gomez, seconded by Luz Martinez. Motion carried unanimously.

F-3 Appoint Madera Regional and Early Head Start Policy Council Member to the Community Action Partnership of Madera County Board of Directors.
Ms. Gomez-Zaragoza explains that the person chosen today represents our council at board meetings. Otilia goes to explain what her experience was like, and Kathrine Creek volunteered, and Kimberly Thomas is the alternate. Motion made by Irene Gomez, seconded by Luz Martinez. Motion passed unanimously

F-4 Review and consider approving the 2025-2026 Madera Regional and Early Head Start Planning Process Policy/Procedure and Calendar**.**
Ms. Gomez- Zaragosa goes over the calendar and how we will be following it at every meeting. She goes to mention that the budget will be included as soon as we have it for the year. No further questions. Motion was made by Ana Rodriguez, seconded by Amanda Walter. Motion was carried unanimously.

F-5 Review and consider approving the 2025-2026 Reimbursement Policy for the Policy Council Members representing Mader Regional and Early Head Start program.
Ms. Gomez- Zaragoza goes over the reimbursement policy. No Further questions. Motion was made by Kimberly Thomas, seconded by Luz Martinez. Motion carried unanimously.

F-6 Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Madera Head Start & Early Head Start program.
Ms. Gomez- Zaragoza goes on to go over the funding and how it will go towards improvement for our programs; she goes on to say that we are requesting for two vehicles, additional supplies for physical activities, also want to do gardening kits for every center and smaller version at home, lending library for nutritional books, and training for staff. The total requested was $209,975.00 just pending the board's approval. No further questions. Motion made by Kimberly Thomas,

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (May, June, July 2025)- no report till next month.

G-2 Bank of America Business Card Monthly Credit Card Statement (March, May & June 2025)- Ms. Aguirre goes over the statement, no other further questions.

G-3 Budget Reports (July 2025)- Ms. Aguirre goes over the budget report. No further questions.

G-4 In-Kind Report (July 2025)- Ms. Aguirre goes the In-Kind report. No questions.

G-5 Program Enrollment & Attendance Report- None

G-6 CACFP Monthly Report (May 2025)- Ms. Aguirre goes over the CACFP monthly report. No further questions.

H. POLICY COMMITTEE MEMBER REPORTS

H-1 Center Report- Kimberly Thomas, goes on to mention how she likes how the teachers interact with the children and how intimate it is and how she really appreciates the teachers.

H-2 Board of Directors Report- Ms. Gomez- Zaragoza mentions how Kathrine won't have to attend the upcoming meeting until she receives her packet, she goes on to explain how these meetings are every first Thursday of every month.

H-3 Active Supervision- Ms. Gomez- Zaragoza goes to explain how active supervision is our number one priority here at Head Start, she goes to explain how all parents are also in charge of mentioning anything they see to the center director.

I. CORRESPONDENCE

I-1 Program Instruction from the office of Head Start regarding the One-Time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families; Issuance Date: 7/29/2025. Topic was discussed earlier

J. FUTURE AGENDA ITEMS

J-1 First Reading of the Bylaws 2025-2026
J-2 Internal Dispute Resolution
J-3 CSPP/Head Start Parent Handbook 2025-2026

K. ADJOURNMENT

Otilia Vasquez asked for a motion to adjourn the meeting at 6:20p.m. Motion made by Kimberly Thomas, seconded by Kathrine Creek. Motion carried unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start Policy Committee Meeting
Wednesday, September 10, 2025

Minutes

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

Committee Members Present	Committee Members Absent
Joana Guzmán	Aurora Flores
Fernando Valadez	Amayrani Rosales
Josselyn Cisneros	
Maria Aguilar	
Sonia Loera	

Personnel Present
Maritza Gomez-Zaragoza, Head Start Program Director
Maribel Aguirre, Parent and Governance Specialist
Jennifer Casillas, Program Technician

A. Public Comment
No comments were made.

B. Training- None

C. Adoption of the Agenda

C-1 Additions To The Agenda: None

C-2 Sonia Loera asked for a motion to approve the agenda as presented. Motion made by Fernando Valadez, seconded motion by Joana Guzman to approve the agenda as presented. The motion was approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes
E-1 – Sonia Loera requested a motion to approve the minutes of the meeting that took place on September 10, 2025. Motion made by Josselyn Cisneros, seconded motion by Maria Aguilar to approve the minutes of the meeting. The motion was approved unanimously.

F. Discussion / Action Items –
F-1 Review and ratify the 2025 One-Time Supplemental Funding for Nutrition and Healthy Eating for Fresno Migrant Seasonal Head Start Program. Ms. Gomez-Zaragoza mentions that the office of Head Start has funding to help improve the program and she goes on to mention the amount we are asking for and where these funds will be applied towards such as training, gardening kits for the centers and home, and lactation training. Motion made by Maria Aguilar, seconded by Joana Guzman. The motion was approved unanimously.

F-2 Review and consider approving the 2024-2025 Fresno Migrant Seasonal Head Start Self-Assessment Results**.** Ms. Gomez-Zaragoza mentions that there was a self-assessment in July for all the services we provide and goes over each segment of the self-assessment. She asked if there were any questions regarding the evaluation, no further questions made. Motion made by Fernando Valadez, Seconded by Maria Aguilar. The motion was approved unanimously.

G. Administrative Reports

G-1 Staff Changes – None.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (August 2025) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (July 2025) – Ms. Aguirre reviewed the budget. No questions about the budget.

G-4 In-kind Report (July 2025) – Ms. Aguirre reviewed the In-kind percentage. No questions were asked.

G-5 Report of enrollment in the program and attendance report (August 2025) – Ms. Aguirre went over the enrollment for the FMHS programs and the attendance. No questions were asked.

G-6 CACFP Monthly Report (July 2025) – Ms. Aguirre reviewed CACFP report. No questions were asked.

H. Policy Committee Members Reports

H-1 Center Reports – None

H-2 Board of Directors Report- Ms. Gomez-Zaragoza mentions that it will be discussed at the next meeting since the meeting has not taken place yet.

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza reminds everyone to close all doors and gates and to please notify the center director if you see anything that needs to be brought to our attention.

I. Correspondence

I-1 None

J. Future Agenda Items

J-1 Goals and Objectives 2025 Update
J-2 The 2024-2025 Program Information Report- PIR numbers.
J-3 Training: Child Outcomes 2023-2024

K. Adjournment

Sonia Loera requested a motion to adjourn the session. 1st Motion made by Maria Aguilar to adjourn the meeting at 6:09 p.m., in the afternoon, seconded by Joana Guzman. Motion approved unanimously.

Community West Bank Business Card
Credit Card Charges

September 14, 2025 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
8/19/2025	NICKS TOWING SERVICE	No	Towing charge for trailer at Chowchilla.	$250.00	311.0-6640-3.1-002-00	Yes
8/21/2025	THE VINEYARD	No	Lunch meeting with District Attorney's Sally Mereno and Jeff Dupreas	$87.14	200.0-6121-2.0-000-90	Yes
8/25/2025	METRO CAB OF GRAND TAYLOR	No	Cab for Mattie Mendez for NCAP Annual Conference, Aug 27-29, 2025. Detroit MI	$72.40	200.0-6714-2.0-000-90	Yes
8/26/2025	METRO CAB OF GRAND TAYLOR	No	Group CAB for NCAP Annual Conference, Aug 27-29, 2025. Detroit MI	$67.86	200.0-6714-2.0-000-90	Yes
8/29/2025	MARRIOTT DETROIT DTON	No	Lodging for Ana Gudino for NCAP Annual Conference, Aug 27-29, 2025. Detroit MI	$793.44	208.0-6714-2.0-000-90	Yes
8/29/2025	MARRIOTT DETROIT DTWON	No	Lodging fee for Board Member David Hernandez for NCAP Annual Conference, Aug 27-29, 2025. Detroit MI	$6.84	200.0-6730-2.0-000-90	Yes
8/29/2025	MARRIOTT DETROIT DTOWN	No	Lodging fee for Leticia Murillo for NCAP Annual Conference, Aug 27-29, 2025. Detroit MI	$6.84	414.0-6714-4.0-000-00	Yes
8/29/2025	MARRIOTT DETROIT DTOWN	No	Lodging fee for Board Member Donald Holley for NCAP Annual Conference, Aug 27-29, 2025. Detroit MI	$6.84	200.0-6730-2.0-000-90	Yes
8/31/2025	SPRINGHILL SUITES DALLAS	No	Lodging for Mattie Mendez after cancelled flight in Dallas. Related to NCAP Annual Conference, Aug 27-29, 2025. Detroit MI	$154.80	200.0-6714-2.0-000-90	Yes
8/31/2025	SPRINGHILL SUITES DALLAS	No	Lodging for David Hernandez after cancelled flight in Dallas. Related to NCAP Annual Conference, Aug 27-29, 2025. Detroit MI	$143.10	200.0-6730-2.0-000-90	Yes
9/5/2025	THE HOME DEPOT #1088	No	Grill for CAPMC. Paid for by warehouse sales.	$864.92	100.0-0000-0.0-000-00	Yes
9/5/2025	THE HOME DEPOT #1088	No	Fridge for HEART Madera MSO Office	$323.67	272.0-6130-2.0-000-00	Yes
9/9/2025	MAILCHIMP	No	Mass Communication Software (IT)	$60.00	200.0-6130-2.0-000-90	Yes
			Total	**$2,837.85**		

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

_____ Date: September 22, 2025

Mattie Mendez, Executive Director

Bank of America Business Card
Credit Card Charges

September 2025 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
8/9/2025	MAILCHIMP	No	Mass Communication Software (IT)	$60.00	200.0-6130-2.0-000-90	Yes
8/9/2025	VENNGAGE	No	Document Design Software	$234.00	200.0-6121-2.0-000-90	Yes
8/30/2025	MARRIOTT DETROIT DTOWN	No	Lodgeing fee for Board Member David Hernandez for NCAP Annual Conference, Aug 27-29, 2025. Detroit MI	$2.53	200.0-6730-2.0-000-90	Yes
9/15/2025	SHERATON MAUI HOTEL	No	Lodging Credit for Mattie Mendez for HS Family Engagement Conference, Oct. 15-19, Maui HI (Paid in August, check sent paid for lodging hold)	($289.00)	200.0-6730-2.0-000-90	Yes
			Total	**$7.53**		

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: September 22, 2025

Community West Bank Business Card
Credit Card Charges

September 2025 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
9/10/2025	Biometrics4all Inc.	No	Livescan relay fee	0.75 0.75 33.75 0.75 0.75	311.0-6852-3.1-000-00 321.0-6852-3.2-000-00 331.0-6852-3.3-000-00 401.0-6852-4.0-000-00 533.0-6852-5.0-000-00	Yes
TOTAL:				**36.75**		

Community Bank Business Card ending 3063
Credit Card Charges

August 2025 Statement
Ana Gudino / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/19/25	Zoom Communications Inc.		Subscription of Zoom Workplace Pro Annual fees	159.90	208-0-6112-2.0-000-00	Yes
7/25/2025	City of Chowchilla		Water and garbage deposit for 501 Orange Avenue, Chowchilla – Shunammite Place	276.00	224.0-6420-2.0-000-00	Yes
8/1/2025	Greyhound		Bus fair for homeless customer CAPR to reunite with his family	336.43	248.0-7210-2.0-000-00	Yes
			Total	$772.33		

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)

_____August 21, 2025
Ana Gudino, Program Manager
Community Services

Bank of America Business Card ending 8462
Credit Card Charges

September 2025 Statement
Ana Gudino / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
8/29/2025	Detroit Marriott Ren Center		Hotel stay for NCAP A25 Preliminary Annual Convention	310.88	218.0-6714-2.0-000-18	yes
			Total	$310.88		

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

_____ September 11, 2025
Ana Gudino, Program Manager
Community Services

MBNA America Business Card
Credit Card Charges
August / agosto 2025 Statement
Maritza Gomez / Regional Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
07/03/2025	NA	Round Table	RHS PC Meal	$37.86	311.0-7116-3.1-000-00	Yes
07/11/2025	NA	Feldesman Training Solutions	PRWORA Webinar	$54.00	310.0-6742-3.1-000-00	Yes
07/14/2025	NA	Black Bear Diner	Breakfast for Advocate Preservice	$340.77	310.0-6121-3.1-000-00	Yes
07/19/2025	NA	Zoom	Video Conferencing system	$8.49	311.0-6130-3.1-000-00 **50%**	Yes
06/03/2025	NA	Venngage.com	Monthly subscription for flyer software	$8.81	311.0-6130-3.1-000-00 **31%** ($7.59) 312.0-6130-3.1-000-00 **5%** ($1.22)	No
			TOTAL	**$449.93**		

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
September / septiembre 2025 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
08/12/2025	NA	Panda Express	MHS PC Meal	$79.56	321.0-7116-3.2-000-00	Yes
8/15/2025	NA	Panda Express	MHS PC Meal rebate	-$3.18	321.0-7116-3.2-000-00	Yes
8/19/2025	NA	Zoom	Video Conferencing system	$8.50	321.0-6130-3.2-000-00 **50%**	Yes
09/03/2025	NA	Venngage.com	Monthly subscription for flyer software	$8.10	321.0-6130-3.2-000-00 **33%**	No
			TOTAL	**$92.98**		

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

Credit Card Charges

April 2025

Fiscal

Name of Vendor	Description	Amount	Amount charged to RHS	Amount charged to EHS	Receipt
Home Depot	Supplies for centers	**2049.44**	1395.53	0.00	Yes
Wex (Valero)	Fuel	**3917.02**	1097.16	204.05	Yes
Wex (Chevron)	Fuel	**126.30**	40.42	0.00	Yes
Walmart/ Capital One	Supplies for centers	**1106.41**	59.94	0.00	
April Stmt Dates	**Totals**	**$7199.17**	**$2593.05**	**$204.05**	

06/25
J

Card Member Service
Costco Credit Card
Fiscal

April 2025

Card Holder	Description	Amount	Amount charged to RHS	Amount charged to EHS
Irene Yang	Wellness snack cart	**388.39**	0.00	0.00
Maritza Gomez-Zaragoza	Snacks for clients/ program	**114.21**	75.62	6.87
Jennifer Cornado	Costco Card renewal	**65.00**	**0.00**	**0.00**
	Totals	**$567.60**	**$75.62**	**$6.87**

J

American Express
Credit Card Charges
Fiscal

April 2025 Statement

Name of Vendor	Description	Amount	Amount Charged to RHS	Amount Charged to EHS	Receipt
ATT	Telephone	17560.20	8101.92	226.59	Yes
Comcast	Net service	1197.46	0.00	0.00	
Community Playthings	Supplies for centers	16056.34	0.00	0.00	Yes
Discount School Supply	Supplies for centers	0.00	0.00	0.00	Yes
Fedex	Postage	353.65	30.19	0.00	Yes
Lakeshore	Supplies for centers	8920.18	1568.99	0.00	Yes
Matson Alarm	Alarm service	871.22	145.18	7.53	Yes
Verizon	Wireless devices	6963.16	866.30	240.03	Yes
Office Depot	Supplies for office/center	6883.98	1991.17	0.00	Yes
	TOTAL	**$58806.19**	**$12703.75**	**$474.15**	04/28/25 LA

J

Credit Card Charges

April 2025

Fiscal

Name of Vendor	Description	Amount	Amount charged to MHS	Amount charged to FMHS	Receipt
Home Depot	Supplies for centers	**2049.44**	68.01	410.39	Yes
Wex Bank (Valero)	Fuel	**3917.02**	850.32	796.47	Yes
Wex Bank (Chevron)	Fuel	**126.30**	47.99	37.89	Yes
Walmart/ Capital One	Supplies for centers	**1106.41**	0.00	0.00	Yes
	Totals	**$7199.17**	**$966.32**	**$1244.75**	LA

06/25
J

Costco
Credit Card Charges
Fiscal

April 2025 Statement

Card Holder	Description	Amount	Amount Charged to MHS	Amount Charged to FMHS
Irene Yang	Items for wellness cart	388.39	0.00	0.00
Maritza Gomez-Zaragoza	Snacks for clients/ program	114.21	109.98	0.00
Jennifer Coronado	Costco Card Renewal	65.00	0.00	0.00
	TOTAL	**$567.60**	**109.98**	**0.00**

American Express
Credit Card Charges
Fiscal

April 2025 Statement

Name of Vendor	Description	Amount	Amount Charged to MHS	Amount Charged to FMHS	Receipt
ATT	Telephone	17560.20			Yes
Comcast	Net service	1197.46	0.00	0.00	
Community Playthings	Supplies for centers	16056.34	0.00	0.00	Yes
Discount School Supply	Supplies for centers	0.00	0.00	0.00	
FedEx	Postage	353.65			Yes
Lakeshore	Supplies for centers	8920.18			Yes
Matson Alarm	Alarm service	871.22			Yes
Verizon	Wireless devices				Yes
Office Depot	Supplies for office/center				Yes
AMEX	Annual Fee				
	TOTAL	**$**	**$**	**$**	04/28/25 LA

J

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

IN-KIND MONTHLY SUMMARY REPORT 2025-2026 / REPORTE SUMARIO MENSUAL DE IN KIND 2025-2026

MIGRANT AND SEASONAL HEAD START 2025-2026 MIGRANTE/TEMPORAL HEAD START 2025-2026
Month-Year AUGUST 2025/ Mes-Año AGOSTO 2025

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/EFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	455,866.00	199,714.72	57,639.30	257,354.02	198,511.98
A. Professional Services/Servicios Profesionales	2,000.00	3,106.25	302.00	3,408.25	(1,408.25)
B. Center Volunteers/Voluntarios en el Centro	453,866.00	196,608.47	57,337.30	253,945.77	199,920.23
Other/Policy Council/Otro/Comité de Póliza	0.00	0.00	0.00	0.00	0.00
State Collaboration/Colaboracion de Estado	1,015,474.00	249,224.89	100,821.03	350,045.92	665,428.08
Donated Supplies/Materiales Donanos	1,000.00	500.00	0.00	500.00	500.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	111,010.00	46,255.00	9,251.00	55,506.00	55,504.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,583,350.00	495,694.61	167,711.33	663,405.94	919,944.06

A.	Y-T-D In-Kind / In-Kind asta ahora	663,405.94
B.	Contracted In-Kind/ In-kind Contratado	1,583,350.00
C.	Percent Y-T-D In-Kind/Porcentaje de in-kind ásta ahora	
	CONTRACT AMOUNT/CANTIDAD CONTRATADA	41.90%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
August-2025

FREE MEALS	227	81
REDUCED	0	0
BASE	0	0
TOTAL	227	81

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	2,991	X	100.0000%	X	$2.4600	=	$7,357.86
LUNCH:	1,796	X	100.0000%	X	$4.6000	=	$8,261.60
	1,118	X	100.0000%	X	$4.6000	=	$5,142.80
SUPPLEMENTS:	1,396	X	100.0000%	X	$1.2600	=	$1,758.96
	777	X	100.0000%	X	$1.2600	=	$979.02

8,078	TOTAL FEDERAL REIMBURSEMENT			$23,500.24
CASH IN LIEU:	LUNCHES	X	$0.3050	$888.77
TOTAL REIMBURSEMENT				**$24,389.01**

STATE REIMBURSEMENTS: MEAL DESCRIPTION	**MEALS**		**STATE RATE**		**% ALLOC**	**TOTAL STATE EARNINGS**
TOTAL BREAKFAST	2,991	X	$0.2160	X	100%	$646.06
TOTAL LUNCHES	2,914	X	$0.2160	X	100%	$629.42
TOTAL:						**$1,275.48**

TOTAL OF FEDERAL & STATE REIMBURESMENTS: **$25,664.49**

	Breakfast	**Lunch**	**Snack**	**Total**
CMIG-MADERA MIGRANT PRESCHOOL	**-**	**1,118**	**777**	**1,895**
MMHS-MADERA MIGRANT HEAD START	**2,991**	**1,796**	**1,396**	**6,183**
	2,991	**2,914**	**2,173**	**8,078**

	MMHS	**CMIG**	**Total**
TOTAL FEDERAL REIMBURSEMENT:	**$17,378.42**	**$6,121.82**	**$23,500.24**
CASH IN LIEU:	**$547.78**	**$340.99**	**$888.77**
TOTAL STATE REIMBURSEMENTS:	**$1,034.00**	**$241.49**	**$1,275.49**
	$18,960.20	**$6,704.30**	**$25,664.50**

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

Community Action Partnership of Madera County (CAPMC) **[Migrant Head Start]** ***July 2025***

256 cumulative children | **192** cumulative families | **32** teaching staff

PRIMARY TYPE OF ELIGIBILITY

(#)		(%)
8	Homeless Children	3%
	Foster Children	0%
111	Receives Public Assistance	43%
108	Income Below Federal Poverty	42%
29	Income Above Federal Poverty	11%

CHILDREN WITH DISABILITIES

(#)		(%)
40	Disabilities *(cumulative; minimum 10%)* ★	16%

# of children with a Disability Assessment **PENDING**: **0**

DEVELOPMENTAL SCREENING OF NEW ENROLLEES

(#)		(%)
35	New Enrollees *(cumulative)*	14%
22	Received Screening <45 Days *(Of new enrollees)*	63%

CHILDREN'S HEALTH

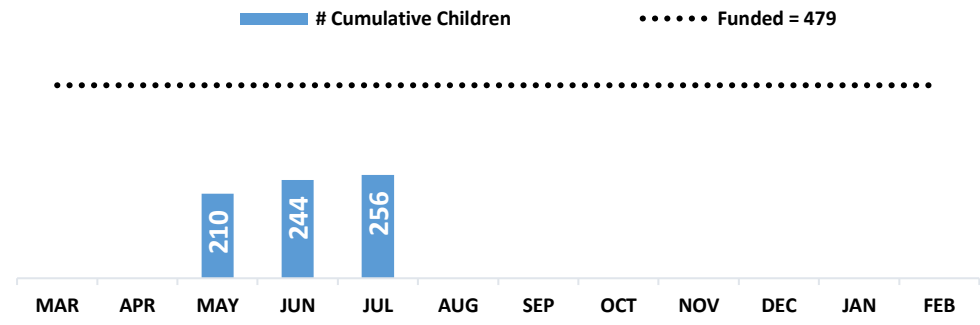
(#)		(%)
256	Has Health Insurance ★	100%
164	EPSDT Up-to-Date ⚑	64%
25	Chronic Health Condition	10%
25	Received Medical Treatment ★ *(Of children with diagnosed chronic health conditions)*	100%
256	Immunizations Up-to-Date ★ *(Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)*	100%
256	Access to Dental Care ★	100%
231	Completed Dental Exam ★	90%
28	Received Dental Treatment ⚑ *(Of children who needed dental treatment other*	61%
127	Healthy BMI *(Children under 3 years are excluded)*	75%

STAFF EDUCATION

# Staff		% Meet Minimum Education Requirements
7	Preschool Teacher: BA+	29%
	Preschool Teacher: AA+ ★ *(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).*	100%
6	Preschool Assistant: CDA+ ★	100%
19	Infant/Toddler Teacher: CDA+ ★ *(Includes those who are currently enrolled in a CDA/equivalent program or*	100%

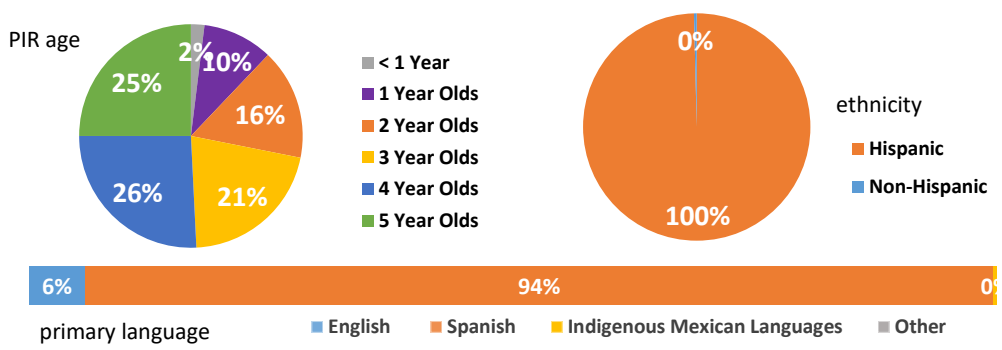
All staff should meet minimum education requirements for their position.

CUMULATIVE ENROLLMENT OF CHILDREN

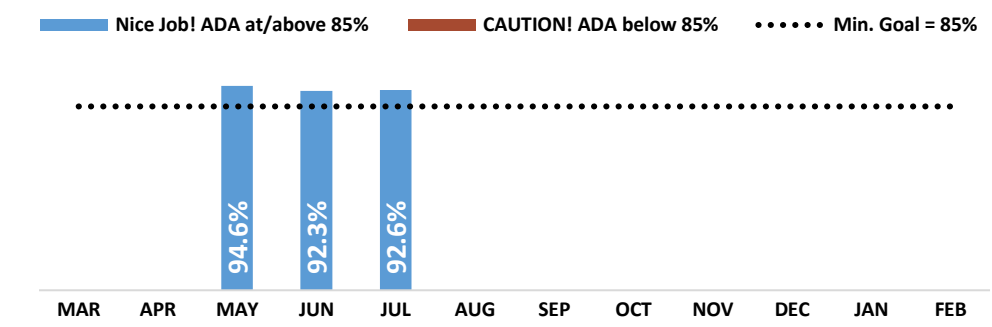


# of children on **WAITING LIST** as of the last day of the report month: **123**

DEMOGRAPHICS OF ENROLLED CHILDREN

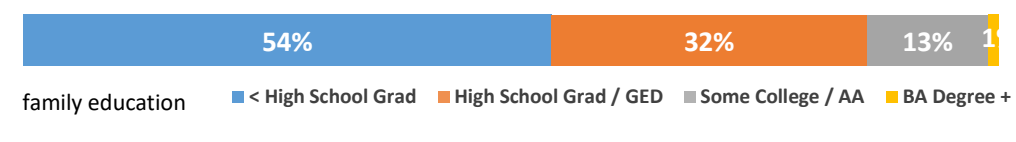


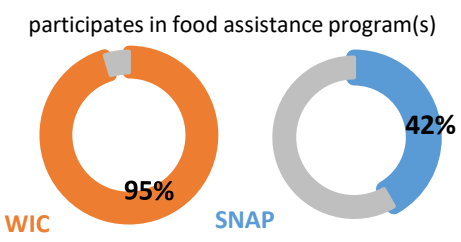
AVERAGE DAILY ATTENDANCE (ADA)

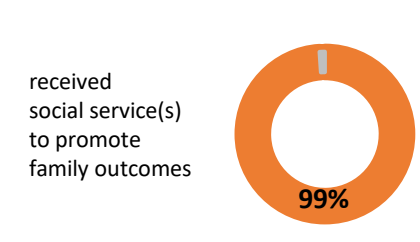


% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): **30%**

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 Absence), (4) COPA #411 (Suspected Disabilities), (5) COPA #800N (for children, filtered by Currently Eligible)
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 Politicas y Mesa Directiva

Community Action Partnership of Madera County (CAPMC) [Migrant Head Start] *julio 2025*

256 Niños Acumulados | **192** Familias Acumuladas | **32** Maestras

Tipo de Elegibilidad

(#)		(%)
8	Niños Sin Hogar	3%
	Niños en Adopcion Temporal	0%
111	Recibe Asistencia Pública	43%
108	Ingresos por Debajo del Nivel de Pobreza Federal	42%
29	Ingresos por Encima del Nivel de Pobreza Federal	11%

Niños con Discapacidades

(#)		(%)
40	Discapacidades *(acumulados; minimo 10%)*	16%

de niños con una evaluación de discapacidad pendiente: **0**

Evaluacion del Desarollo para los Nuevos Niños(as) Inscritos

(#)		(%)
35	Nuevos Niños(as) Inscritos *(acumulados)*	14%
22	Recibio Evaluacion <45 dias *de los Nuevos Niños(as) Inscritos*	63%

Salud de los Niños

(#)		(%)
256	Tiene Seguro Médico	100%
164	al Dia Con el Cuidado de Salud Preventivo	64%
25	Condición de Salud Crónica	10%
25	Recibieron Tratemiento Médico *de niños con enfermedades crónicas diagnosticadas*	100%
256	al Dia con las Vecunas *También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad*	100%
256	Acceso a Servicios Dentales	100%
231	Completaron Exámenes Dentales Profesional	90%
28	Recibio Tratemiento Dental *(de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)*	61%
127	BMI Saludable *(los niños menores de 3 años están excluidos)*	75%

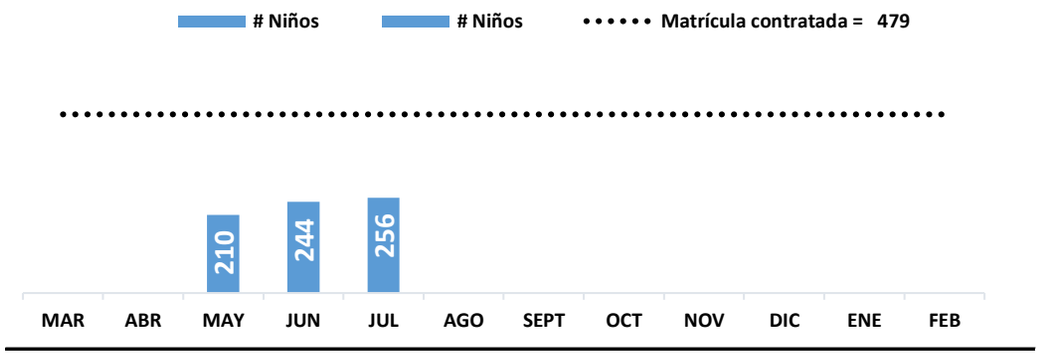
Educación del Personal

# Personal		% llenan los requisitos minimo de educación
7	Maestras de la Clase Prescolar: BA+	29%
	Maestras de la Clase Prescolar: AA+ *(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.).*	100%
6	Asistentes de Maestra de la Clase Prescolar: CDA+	100%
19	Maestras de la Clase de Infantes / Niños Pequenos: CDA+	100%

(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior.CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en ingles)

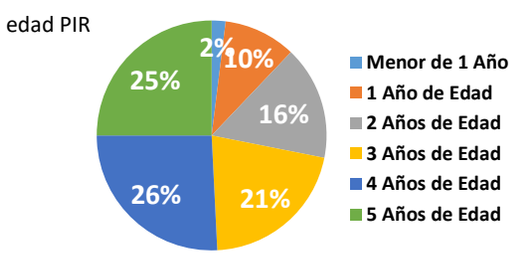
(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto).

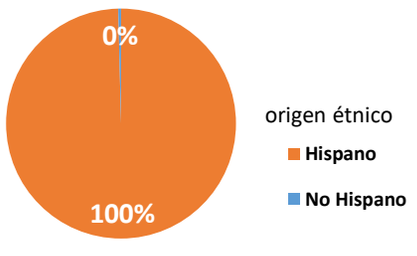
Matrícula Cumulativa de Niños

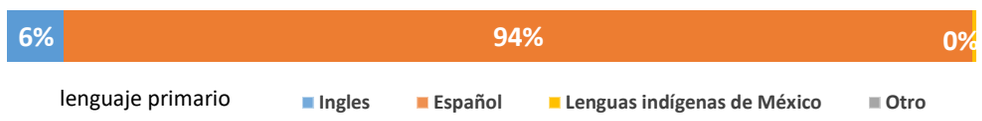


de niños en la lista de espera al último día del mes del informe: **123**

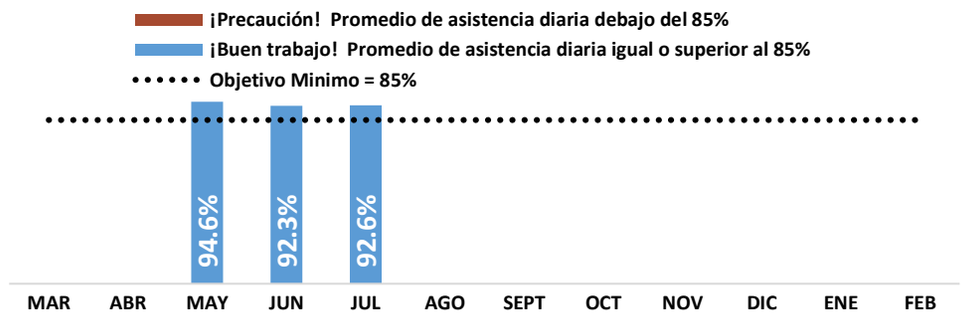
Demografía de los Niños Matriculados





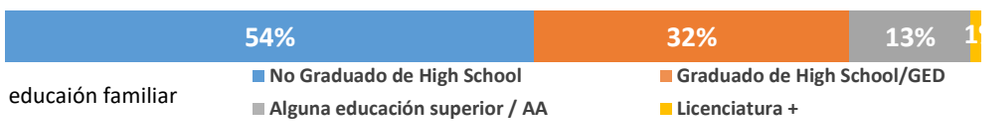


Promedio de Asistencia Diaria

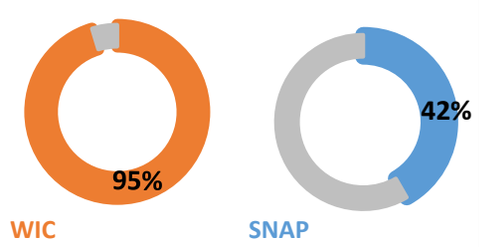


% de niños **crónicamente ausentes** (ausente más del 10% de los días de clase): **30%**

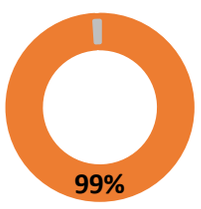
Información Familiar



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*

Fuentes: (1) Informe de datos actualizados del programa (PIR), (2) COPA #201 (asistencia), (3) COPA #241S (ausentismo cronica), (4) COPA #411 (Incapacidades pendientes), (5) COPA #800N (para ninos, filtrado por actualmente elegibles).

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

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

Community Action Partnership of Madera County (CAPMC) [Migrant Head Start] *August 2025*

292 cumulative children | **221** cumulative families | **38** teaching staff

PRIMARY TYPE OF ELIGIBILITY

(#)		(%)
8	Homeless Children	3%
1	Foster Children	0%
129	Receives Public Assistance	44%
118	Income Below Federal Poverty	40%
36	Income Above Federal Poverty	12%

CHILDREN WITH DISABILITIES

(#)		(%)
44	Disabilities *(cumulative; minimum 10%)* ★	15%

# of children with a Disability Assessment **PENDING**: 0

DEVELOPMENTAL SCREENING OF NEW ENROLLEES

(#)		(%)
45	New Enrollees *(cumulative)*	15%
30	Received Screening <45 Days *(Of new enrollees)*	67%

CHILDREN'S HEALTH

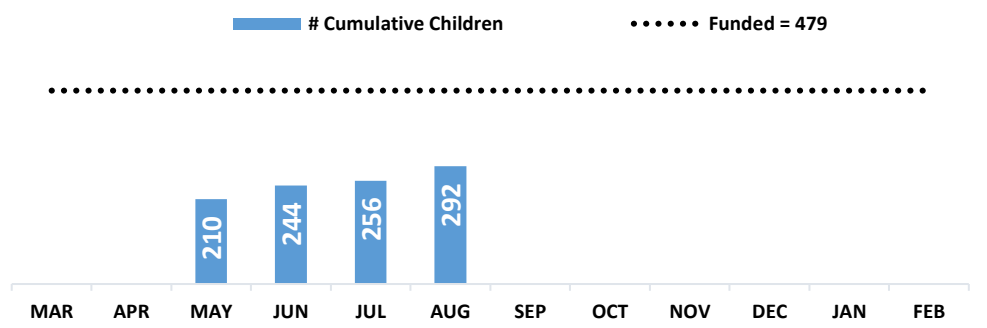
(#)		(%)
292	Has Health Insurance ★	100%
178	EPSDT Up-to-Date ⚑	61%
29	Chronic Health Condition	10%
28	Received Medical Treatment ★ *(Of children with diagnosed chronic health conditions)*	97%
291	Immunizations Up-to-Date ★ *(Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)*	100%
292	Access to Dental Care ★	100%
270	Completed Dental Exam ★	92%
35	Received Dental Treatment ⚑ *(Of children who needed dental treatment other*	63%
137	Healthy BMI ⚑ *(Children under 3 years are excluded)*	73%

STAFF EDUCATION

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

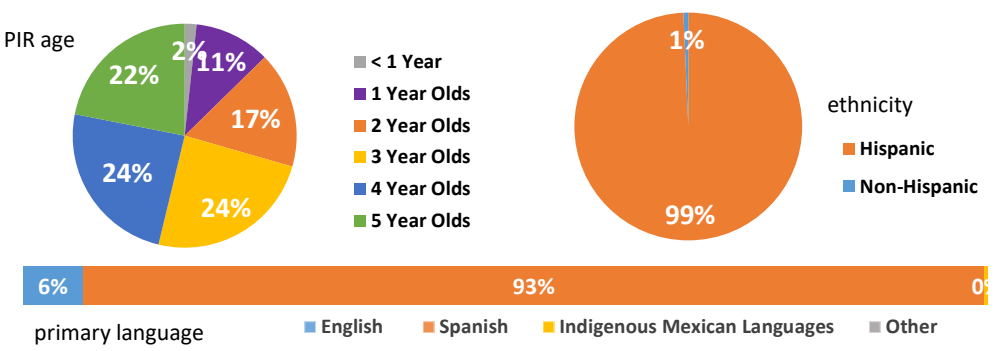
All staff should meet minimum education requirements for their position.

CUMULATIVE ENROLLMENT OF CHILDREN

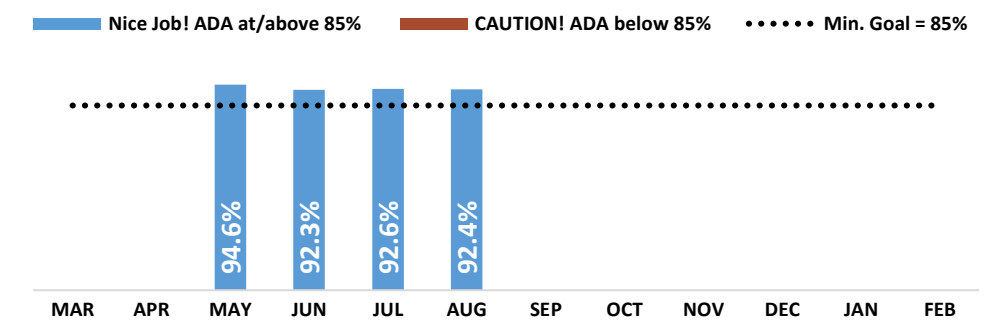


# of children on **WAITING LIST** as of the last day of the report month: 98

DEMOGRAPHICS OF ENROLLED CHILDREN

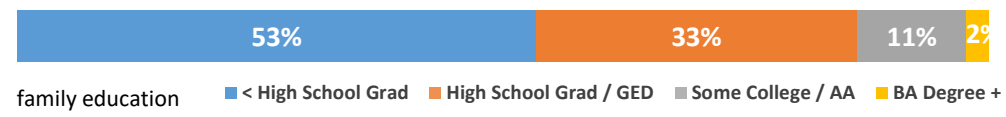


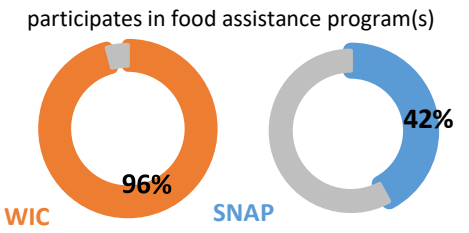
AVERAGE DAILY ATTENDANCE (ADA)

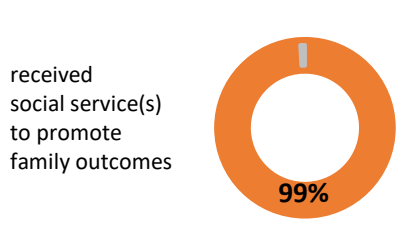


% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): 29%

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 Absence), (4) COPA #411 (Suspected Disabilities), (5) COPA #800N (for children, filtered by Currently Eligible)
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 Politicas y Mesa Directiva

Community Action Partnership of Madera County (CAPMC) **[Migrant Head Start]** ***agosto 2025***

292 Niños Acumulados | **221** Familias Acumuladas | **38** Maestras

Tipo de Elegibilidad

(#)		(%)
8	Niños Sin Hogar	3%
1	Niños en Adopcion Temporal	0%
129	Recibe Asistencia Pública	44%
118	Ingresos por Debajo del Nivel de Pobreza Federal	40%
36	Ingresos por Encima del Nivel de Pobreza Federal	12%

Niños con Discapacidades

(#)		(%)
44	Discapacidades *(acumulados; minimo 10%)*	15%

de niños con una evaluación de discapacidad pendiente: **0**

Evaluacion del Desarollo para los Nuevos Niños(as) Inscritos

(#)		(%)
45	Nuevos Niños(as) Inscritos *(acumulados)*	15%
30	Recibio Evaluacion <45 dias *de los Nuevos Niños(as) Inscritos*	67%

Salud de los Niños

(#)		(%)
292	Tiene Seguro Médico	100%
178	al Dia Con el Cuidado de Salud Preventivo	61%
29	Condición de Salud Crónica	10%
28	Recibieron Tratemiento Médico *de niños con enfermedades crónicas diagnosticadas*	97%
291	al Dia con las Vecunas *También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad*	100%
292	Acceso a Servicios Dentales	100%
270	Completaron Exámenes Dentales Profesional	92%
35	Recibio Tratemiento Dental *(de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)*	63%
137	BMI Saludable *(los niños menores de 3 años están excluidos)*	73%

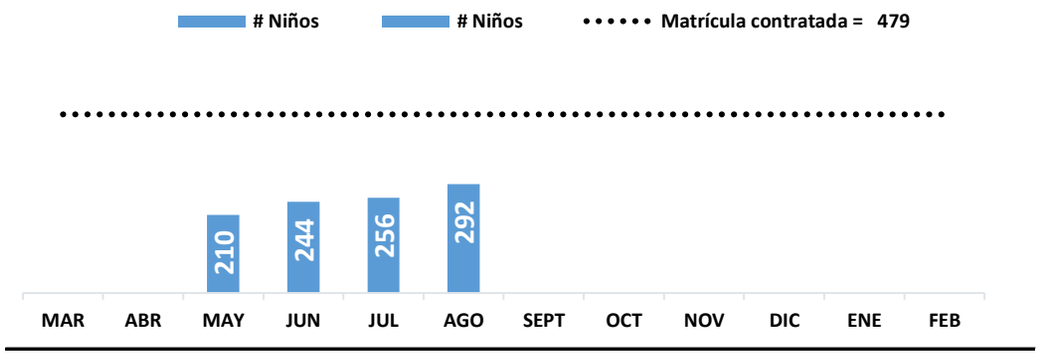
Educación del Personal

# Personal		% llenan los requisitos minimo de educación
10	Maestras de la Clase Prescolar: BA+	50%
	Maestras de la Clase Prescolar: AA+ *(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.).*	100%
8	Asistentes de Maestra de la Clase Prescolar: CDA+	100%
20	Maestras de la Clase de Infantes / Niños Pequenos: CDA+	100%

(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior.CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en ingles)

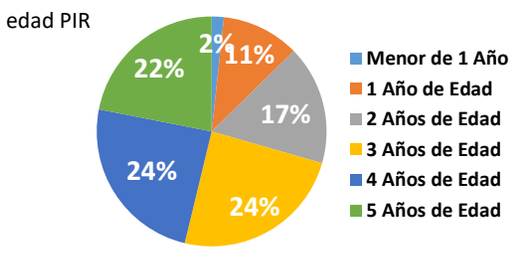
(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto).

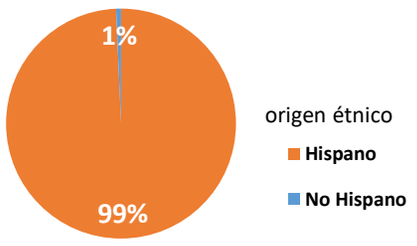
Matrícula Cumulativa de Niños

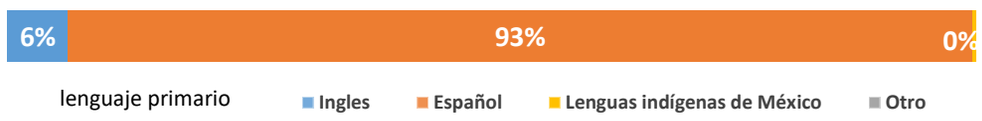


de niños en la lista de espera al último día del mes del informe: **98**

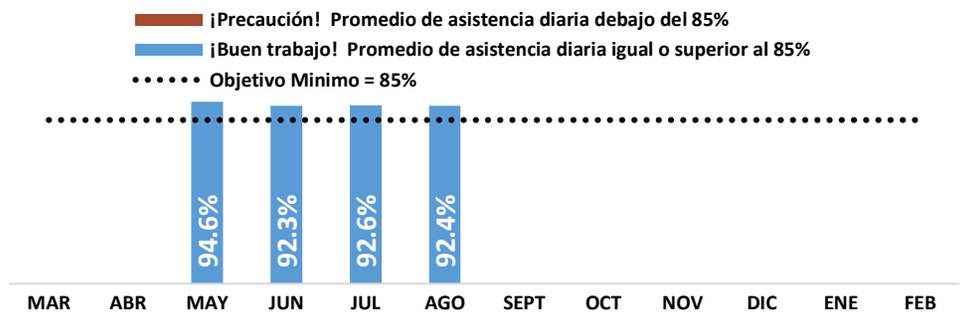
Demografía de los Niños Matriculados





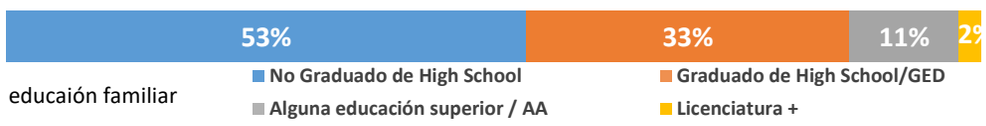


Promedio de Asistencia Diaria

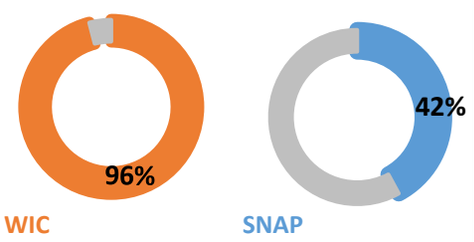


% de niños **crónicamente ausentes** (ausente más del 10% de los días de clase): **29%**

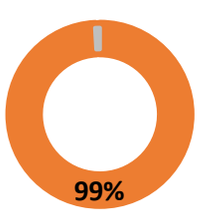
Información Familiar



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*

Fuentes: (1) Informe de datos actualizados del programa (PIR), (2) COPA #201 (asistencia), (3) COPA #241S (ausentismo cronica), (4) COPA #411 (Incapacidades pendientes), (5) COPA #800N (para ninos, filtrado por actualmente elegibles).

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

Madera County Community Action Agency
1225 Gill Ave Street
Madera, CA 93637

Regional
Basic

IN-KIND MONTHLY SUMMARY REPORT

Month **August** **Year** **2025-26**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	**136,819.00**	**-**	**24,813.20**	**24,813.20**	112,005.80
A. Professional Services/Servicios Profesionales	**-**	**-**		-	-
B. Center Volunteers/Voluntarios en el Centro	**134,118.00**	**-**	**24,813.20**	24,813.20	109,304.80
C. Other/Policy Council/Otro/Comité de Póliza	**2,701.00**	**-**		-	2,701.00
Donated Food/Comida Donada	**-**	**-**		-	-
Donated Supplies/Materiales Donado	**4,697.00**	**-**		-	4,697.00
Donated Equipment	**-**	**-**		-	-
Donated Bus Storage	**-**	**-**		-	-
Donated Space/Sitio Donado	**318,251.00**	**39,353.10**	19,676.55	59,029.65	259,221.35
Transportation/ Transportación	**-**	**-**		-	
TOTAL IN-KIND	**459,767.00**	**39,353.10**	**44,489.75**	**83,842.85**	**375,924.15**
State Fund 319	**$676,616**	**-**	**101,362.00**	101,362.00	575,254.00
Grand Total	**1,136,383.00**	**39,353.10**	**145,851.75**	**185,204.85**	**951,178.15**

B.	Contracted In-Kind	$ 185,204.85
C.	Percent Y-T-D In-Kind	16.30%

CAPMC - Madera Head Start Program

August 2025

196	103	33
Funded Enrollment	Participating Families	Teaching Staff

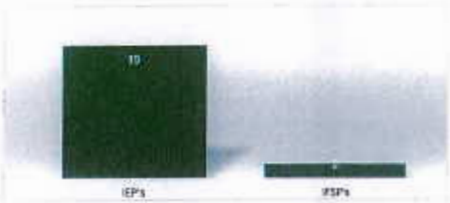
Primary Type of Eligibility



Monthly Enrollment



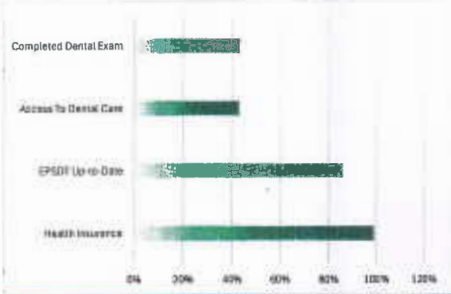
Disabilities Services



Average Monthly Attendance

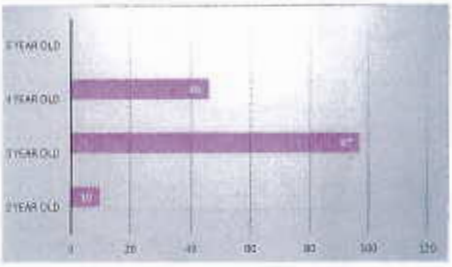


Health & Nutrition Services





Demographics of Enrolled Children & Families



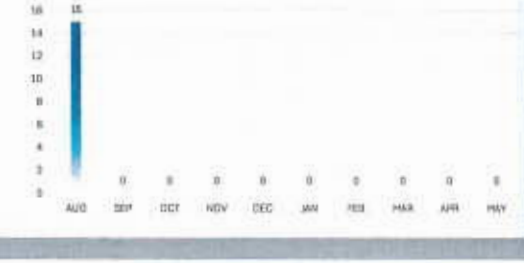
Family Services



Ready Rosie - Video Views



Father Engagement



CAPMC - Madera Head Start Program

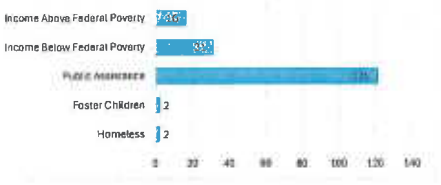
September 2025

196 Funded Enrollment

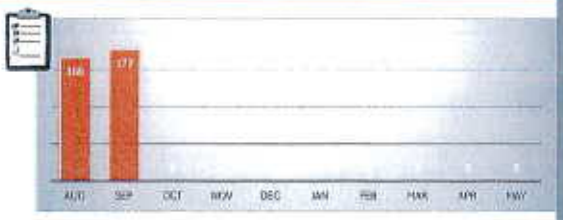
130 Participating Families

33 Teaching Staff

Primary Type of Eligibility



Monthly Enrollment



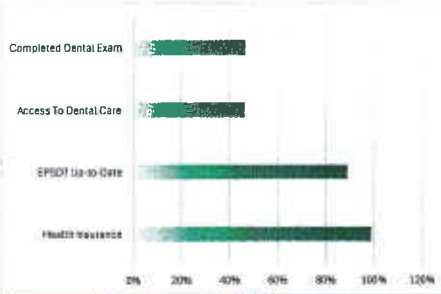
Disabilities Services

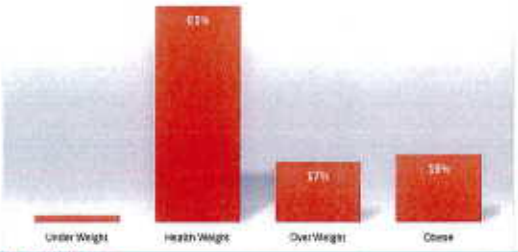


Average Monthly Attendance

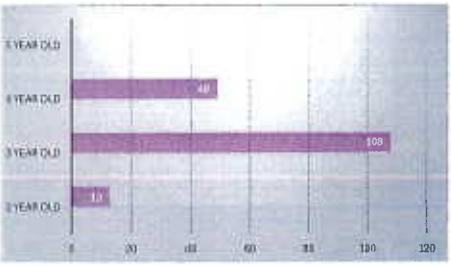


Health & Nutrition Services





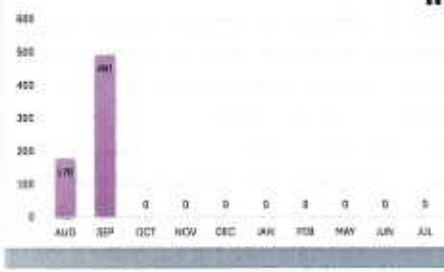
Demographics of Enrolled Children & Families



Family Services



Ready Rosie - Video Views



Father Engagement



Madera County Community Action Agency
1225 Gill Ave Street
Madera, CA 93637

Regional
Early Head Start

IN-KIND MONTHLY SUMMARY REPORT

Month **August** **Year** **2025**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	**208,787.00**	**78,028.22**	**37,392.38**	**115,420.60**	93,366.40
A. Professional Services/Servicios Profesionales	**-**	**-**		-	-
B. Center Volunteers/Voluntarios en el Centro	**206,086.00**	**78,028.22**	**37,392.38**	115,420.60	90,665.40
C. Other/Policy Council/Otro/Comité de Póliza	**2,701.00**	**-**		-	2,701.00
Donated Food/Comida Donada	**-**	**-**		-	-
Donated Supplies/Materiales Donado	**451.00**	**-**		-	451.00
Donated Equipment	**-**	**-**		-	-
Donated Bus Storage	**-**	**-**		-	-
Donated Space/Sitio Donado	**-**	**-**		-	-
Transportation/ Transportación	**-**	**-**			
TOTAL IN-KIND	**209,238.00**	**78,028.22**	**37,392.38**	**115,420.60**	**93,817.40**
		-	**-**	-	-
Grand Total	**209,238.00**	**78,028.22**	**37,392.38**	**115,420.60**	**93,817.40**

B. Contracted In-Kind $ 115,420.60

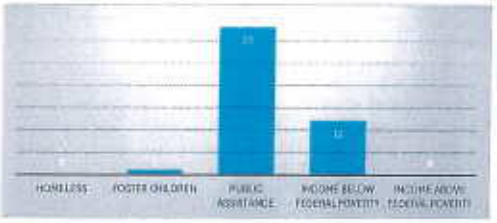
C. Percent Y-T-D In-Kind 55.16%

CAPMC - Madera Early Head Start Program

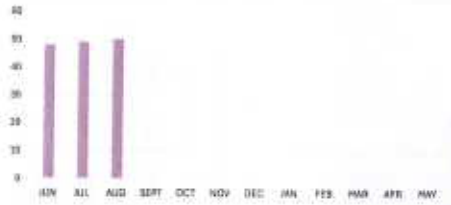
August 2025

50	36	5
Funded Enrollment	Participating Families	EHS Family Facilitators

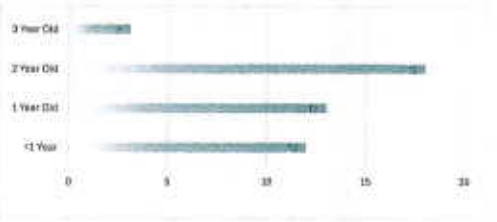
Primary Type of Eligibility



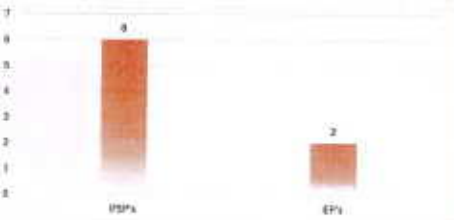
Monthly Enrollment



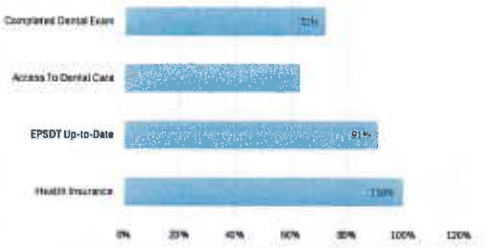
Demographics of Enrolled Children & Families



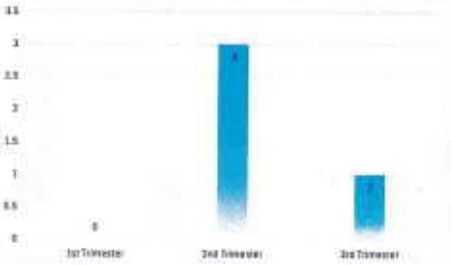
Disabilities Services



Health Services



Prenatal Services



Family Services



Father Engagement



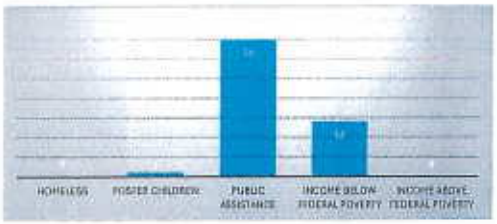
Ready Rosie Video Views



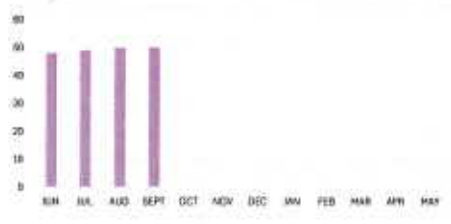
CAPMC - Madera Early Head Start Program **September 2025**

50	33	5
Funded Enrollment	Participating Families	EHS Family Facilitators

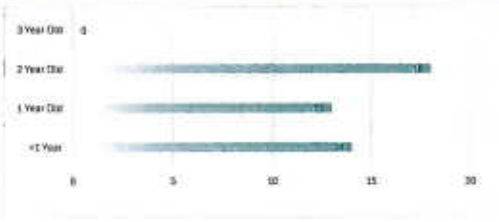
Primary Type of Eligibility



Monthly Enrollment



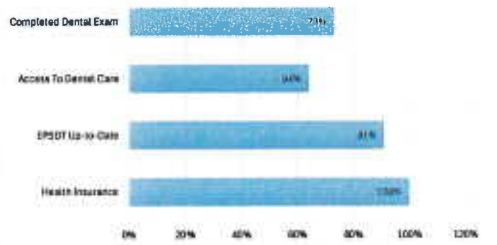
Demographics of Enrolled Children & Families



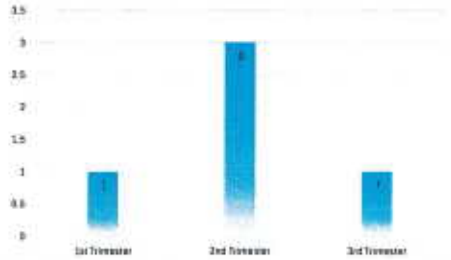
Disabilities Services



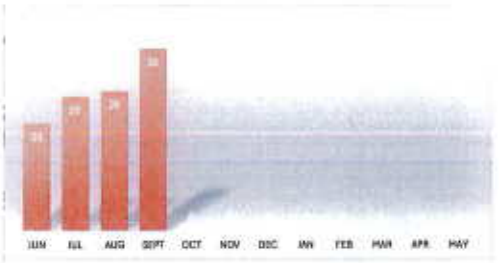
Health Services



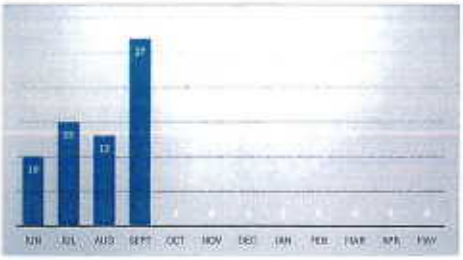
Prenatal Services



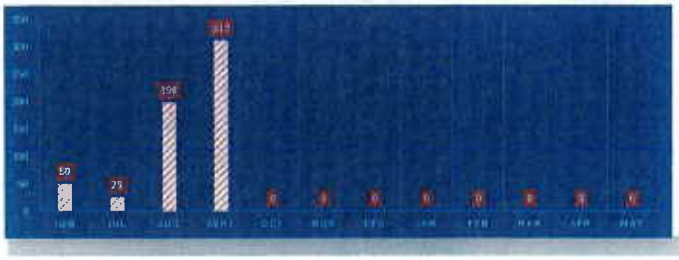
Family Referrals



Father Engagement



Ready Rosie Video Views



Community Action Partnership of Madera County
1225 Gill Ave
Madera, CA 93637
559-673-9173

FMSHS

IN-KIND MONTHLY SUMMARY REPORT

Month August **Year** 2025

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	**1,436,988.48**	634,589.92	0.00	634,589.92	(802,398.56)
A. Professional Services	**0.00**	3,864.75		3,864.75	3,864.75
B. Center Volunteers	**1,434,094.08**	630,725.17		630,725.17	(803,368.91)
C. Policy Concil/Committee	**2,894.40**	0.00		0.00	(2,894.40)
OTHER - FOOD DONATION	**0.00**	0.00		0.00	0.00
DONATED SUPPLIES	**7,883.00**	1,135.00		1,135.00	(6,748.00)
DONATED EQUIPMENT	**0.00**	0.00		0.00	0.00
DONATED - BUS STORAGE	**0.00**	0.00		0.00	0.00
DONATED SPACE	**217,266.00**	153,544.38		153,544.38	(63,721.62)
TRANSPORTATION	**0.00**	0.00		0.00	0.00
TOTAL IN-KIND	**1,662,137.48**	789,269.30	**0.00**	789,269.30	**(872,868.18)**
C. CSPP STATE Match	**0.00**	0.00		0.00	0.00
Grand Total	**1,662,137.48**	789,269.30	0.00	789,269.30	**(872,868.18)**

A.	Y-T-D In-Kind	789,269.30
B.	Contracted In-Kind	1,662,137.48
C.	Percent Y-T-D In-Kind	47.49%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
FRESNO MIGRANT HEAD START FOOD PROGRAM
INCOME CALCULATIONS
August-2025

FREE MEALS	163
REDUCED	-
BASE	-
TOTAL	163

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	2,261	X	100.0000%	X	$2.4600	=	$5,562.06
LUNCH:	2,210	X	100.0000%	X	$4.6000	=	$10,166.00
SUPPLEMENTS:	1,920	X	100.0000%	X	$1.2600	=	$2,419.20
6,391							
	TOTAL FEDERAL REIMBURSEMENT						$18,147.26
CASH IN LIEU:	LUNCHES	X	$0.3050				$674.05
TOTAL REIMBURSEMENT							**$18,821.31**

STATE REIMBURSEMENTS: **MEAL DESCRIPTION**	MEALS		STATE RATE			
TOTAL BREAKFAST	2,261	X	$0.2160	X	100%	$488.38
TOTAL LUNCHES	2,210	X	$0.2160	X	100%	$477.36
TOTAL STATE REIMBURSEMENT						**$965.74**

TOTAL OF FEDERAL & STATE REIMBURESMENTS: $19,787.05

CAPMC - Fresno Migrant Seasonal Head Start

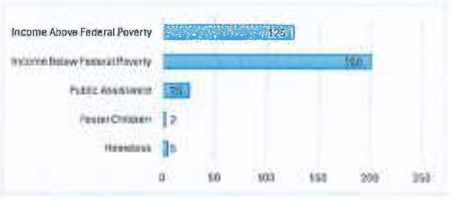
August 2025

335 Cummulative Enrollment

288 Participating Families

47 Teaching Staff

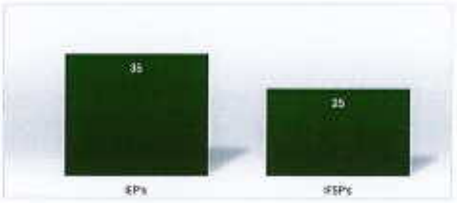
Primary Type of Eligibility



Monthly Cummulative Enrollment



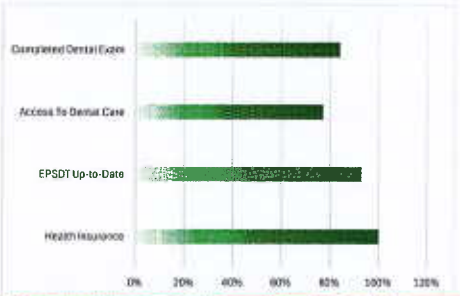
Disabilities Services



Average Monthly Attendance

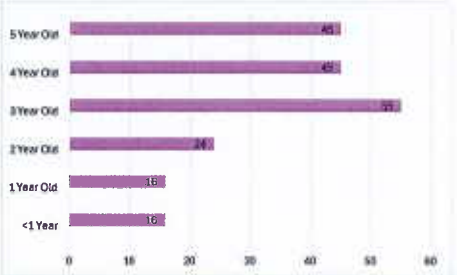


Health & Nutrition Services

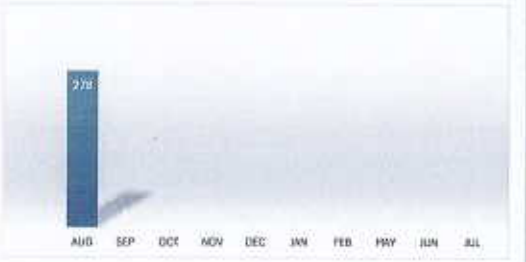




Demographics of Enrolled Children & Families



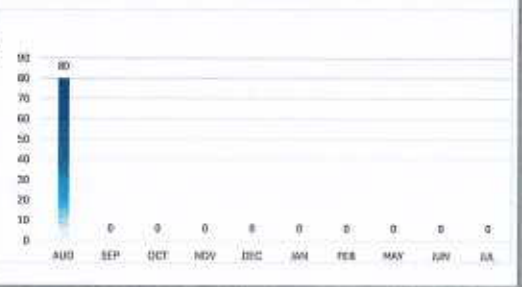
Family Services



Ready Rosie - Video Views



Father Engagement



CAPMC - Fresno Migrant Seasonal Head Start

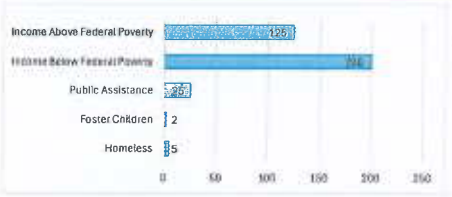
September 2025

335 Cummulative Enrollment

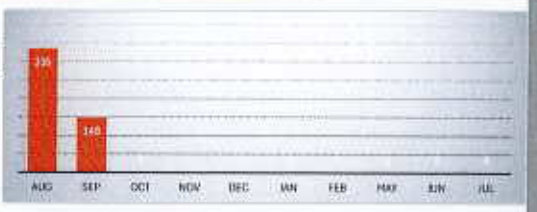
166 Participating Families

47 Teaching Staff

Primary Type of Eligibility



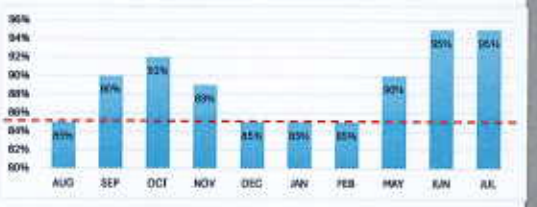
Monthly Cummulative Enrollment



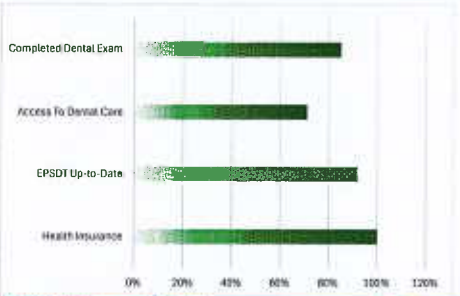
Disabilities Services



Average Monthly Attendance

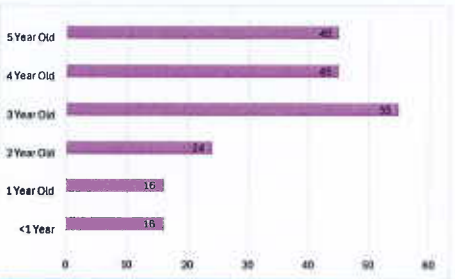


Health & Nutrition Services

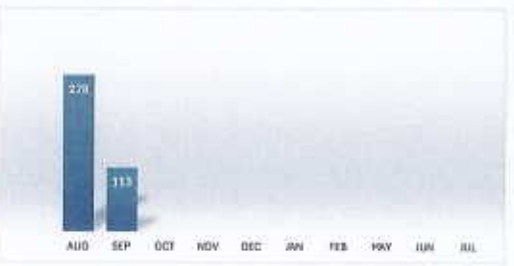




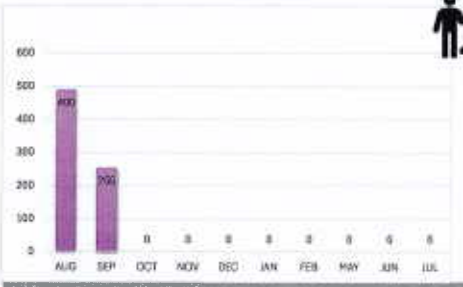
Demographics of Enrolled Children & Families



Family Services



Ready Rosie - Video Views



Father Engagement



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: October 9, 2025

Author: Maritza Gomez-Zaragoza

DATE: September 30, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Madera Migrant/Seasonal Head Start 2024-2029 Community Assessment Executive Summary – Year 3 of 5-year cycle.

I. RECOMMENDATIONS

Review and consider approving the Madera Migrant/Seasonal Head Start 2024-2029 Community Assessment Executive Summary.

II. SUMMARY

In accordance with the Head Start Performance Standards the Madera Migrant/Seasonal Head Start program is required to complete a Community Assessment every five years with review and updates annually.

III. DISCUSSION

- The Community Assessment being presented has been updated to include information on the current needs, concerns, parent/family strengths, community and program updates.
- The information gathered from the Community Assessment will also aide program staff in developing its refunding application.

- Data sources included:
  - → Community Action Partnership of Madera County staff
  - → 2024-25 Program Information Reports (PIR)
  - → Migrant/Seasonal Head Start 2024-25 Family Outcome Survey Results
  - → Other Community Assessments data from Madera County.
  - → Quantitative Data collected from sources such as, but not limited to, the US Census Bureau, Children Now, Madera County Office of Education, First 5 Madera County, Childcare Portfolio, and any other data sources deemed appropriate.
  - → Qualitative Data collected from sources such as, but not limited to, community partners and focus groups.

- The Madera Migrant/Seasonal Head Start 2024-2029 Community Assessment Executive Summary – Year 3 of 5-year cycle will be presented to the Policy Committee for review and approval on October 7, 2025.

IV. FINANCING: Minimal





COMMUNITY ASSESSMENT

MIGRANT/SEASONAL HEAD START

2026

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

DATA ABOUT THE MIGRANT/SEASONAL FARMWORKER POPULATION IN THE SERVICE AREAS OF MADERA COUNTY.

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INTRO: STATE OF THE GRANTEE

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

OUR HISTORY

Community Action originated with the passage of the Economic Opportunities Act of 1964 as a part of President Lyndon B. Johnson's "War on Poverty." The act established a federal Office of Economic Opportunity headed by Sargent Shriver, and created organizations called Community Action Agencies that would develop strategies to "eliminate the paradox of poverty in the midst of plenty." Community Action Partnership of Madera County, Inc., formerly known as the Madera County Action Committee, Inc., was chartered in 1965, and falls under the direction of the Madera County Board of Supervisors.

In 1966, CAPMC became the grantee for the Regional Head Start program in Madera County. The original grantee allocation of slots was 50 children. In addition, the same year, CAPMC became a delegate for the Migrant/Seasonal Head Start program with the Stanislaus County Office of Education, contracting to serve 60 children during Madera County's high season for production of agricultural products (May through September). In 1995, CAPMC became a delegate for the Fresno County Migrant/Seasonal Head Start program with the Economic Opportunity Commission of San Luis Obispo.

For nearly 60 years, Head Start key management staff have worked in partnership with each designated Policy Group to develop, review, and approve or disapprove program policies and procedures of most core areas, such as family applications, procedures for program planning, personnel policies and procedures, personnel actions, recruitment, selection and enrollment procedures, and the key elements of program design and management.

The Head Start program has grown tremendously over the past forty years, extending services for low-income children and families in Madera County (Regional/Migrant/Seasonal families), Mariposa County (Regional families), and Fresno County (Migrant/Seasonal families).

OUR AGENCY

VISION:

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

MISSION:

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

STRUCTURE:

The Madera County Board of Supervisors has designated the governance and fiduciary responsibility of CAPMC to a 15 member tri-partite Board of Directors. The Board was established to allow for local decisions to be made by the residents of the community in which they live and work. The Board's configuration consists of five members from elected public officials, five members from the private sector (one seat dedicated to a Policy Council Member from Madera/Mariposa Regional Head Start), and five members from low-income target areas of the community. In compliance with the Head Start Act, there is community representation on the board from (1) a fiscal manager or accountant, (2) an expert in early childhood education and development, and (3) a licensed attorney.
Reporting directly to the Board of Directors is the Executive Director, who ensures the successful and efficient completion of all aspects of agency operations and objectives. This includes proper execution or implementation of Board policies and all appropriate local, state and federal laws and regulations.

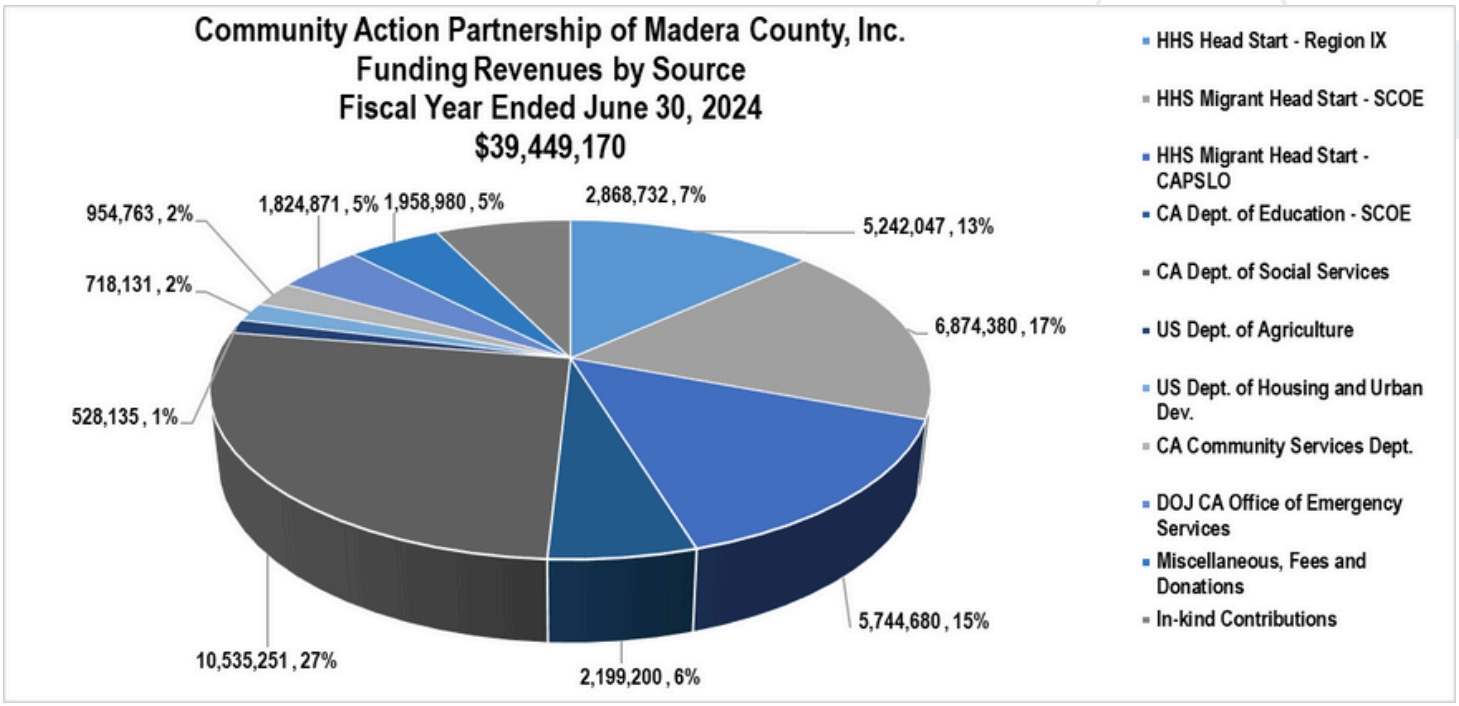
Below defines the structure of the agency divisions:

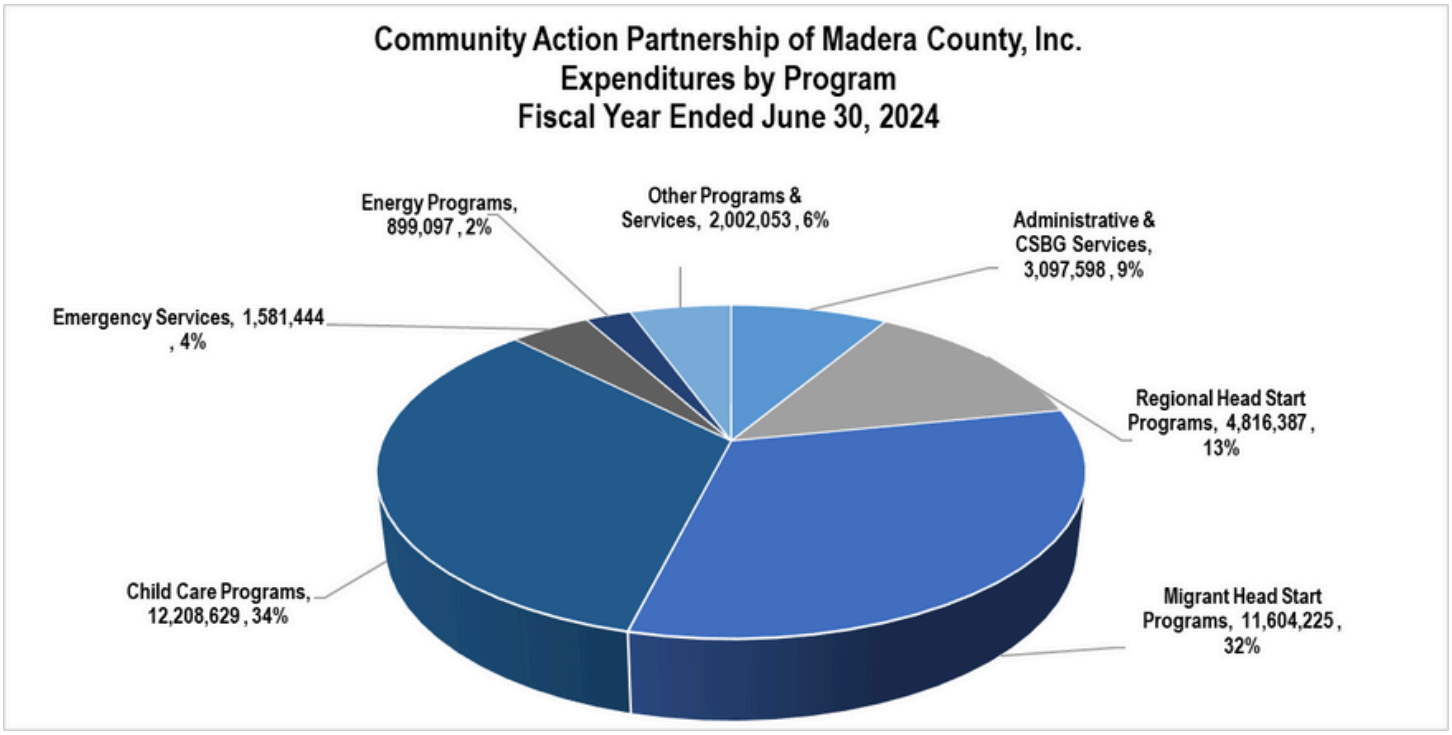


The agency is a non-profit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law – State of California Corporation for public and charitable purposes. CAPMC employs more than 310 employees annually, and during the peak period of Head Start, over 390 employees.

FINANCES:

A majority of CAPMC's $39,449,170 annual funding allocation comes from state and federal sources. These funds are focused on services for low-income and disadvantaged populations of our community. Table 1 illustrates expenditures by program, while table 2 exhibits the funding revenues by source:





OUR MIGRANT / SEASONAL HEAD START PROGRAM

Program Director Maritza Gomez-Zaragoza continues to lead the Madera Migrant/Seasonal Head Start Management Team. Mrs. Gomez-Zaragoza and has been a part of the program for over thirty years. The team has extensive experience in the field of Child Development and Early Childhood Education. It consists of a Deputy Director – ECE, one Deputy Director – Family Services, one Support Services Manager (ERSEA), three Education Area Managers, one Disability/Mental Health Specialist, one Health Content Specialist, one Nutrition Content Specialist, one Professional Development Coach, and one Executive Administrative Assistant.

FUNDED ENROLLMENT

In the 2025-2026 program year, CAPMC plans to serve 479 children (259 migrant and 220 seasonal) from 6 weeks to 5 years of age, for at least 60, and up to 149, days in a center-based setting. The State of California's Community Care Licensing Department, under Title 22, regulates and monitors all Head Start sites.

2025-2026 Proposed Enrollment

Sierra Vista	35 infants/toddlers	57 pre-k
Los Niños	16 infants/toddlers	20 pre-k
Eastin Arcola	16 infants/toddlers	20 pre-k
Mis Angelitos	24 infants/toddlers	44 pre-k
Sierra Vista Winter	35 infants/toddlers	57 pre-k
Los Niños Winter	16 infants/toddlers	20 pre-k
Mis Angelitos Winter	24 infants/toddlers	44 pre-k
Valley West K-Camp		12 pre-k
Eastside K-Camp		20 pre-k



CURRENT ENROLLMENT

The table below displays each site's capacity and current enrollment as of August 25, 2025.

Madera County	Capacity	Infants	Toddlers	Preschoolers
Eastin Arcola	36	8	8	20
Los Niños	36	8	8	20
Mis Angelitos	68	16	8	44
Pomona	28	Closed	8	20
Sierra Vista	92	23	12	57

KEY PARTNERSHIPS AND COLLABORATIONS

CAPMC Head Start has established many key partnerships that allow families to access an array of services.

- **Armando Anguiano, DDS**
- **Brandon Smith, DDS**
- **California Head Start Association**
- **California Migrant and Seasonal Head Start Coalition**
- **California Rural & Legal Assistance**
- **Central California Regional Health and Nutrition Cluster**
- **Child Abuse Council**
- **Child Care Local Planning Council**
- **Child Care Resource & Referral**
- **Child Forensic Interview eam Steering Committee**
- **Child Protective Services**
- **Chowchilla Community Task Force**
- **Community Services – Utilities Assistance, Rent Assistance**
- **Comprehensive Approaches to Raising Educational Standards Committee (CARES)**
- **COST – Collaboration Student Study Team**
- **Darin M. Camarena Health Centers, Inc.**
- **Educational Employees Credit Union (EECU)**
- **Early Intervention Coalition/Task Force**
- **Family Health Services**
- **First 5 of Madera County**
- **Fresno Madera Asthma Coalition**
- **Greg A. Leslie, DDS**
- **Immunization Coalition**
- **Love Inc.**
- **Madera Adult Education**
- **Madera Coalition**
- **Madera County Behavioral Health**
- **Madera County Breastfeeding Coalition**
- **Madera County Department of Social Services – CalWORKs, MediCal, Food Stamps**
- **Madera County Public Health Department & Women Infant & Children (WIC)**
- **Madera County Library**
- **Madera Family Medical Group**
- **Madera Food Bank**
- **Madera Unified School District – State Preschool Programs**
- **Madera / Mariposa Special Education Local Plan Area (SELPA)**
- **Madera Wellness Coalition**
- **Migrant Education-Madera-Mariposa Special Education Local Plan Area (MMSELPA)**
- **Nurture to Nurture Program**
- **Rosalinda Mauricio, DDS**
- **Strengthening Families Program**
- **Positive Parenting Program**
- **UC Cooperative Extension or CalFresh**
- **Workforce-Adult Training/Employment Program**
- **Victim Services**

EXECUTIVE SUMMARY

The CAPMC Migrant/Seasonal Head Start program operated in Madera County plans to serve 479 children (259 migrant and 220 seasonal) from 6 weeks to 5 years of age, for at least 60, and up to 149, days in a center-based setting. The need for preschool programs serving income-eligible children in our communities is evident, and the data presented in this document continues to support that.

The total 2023 population for Madera County was 158,790 resulting in an 2.2% increase in population from 2019. The state of California experienced a 1% decrease in population over the same period. The rate of population growth in Madera County was less than the general population growth rates.

Demographic of the Migrant/Seasonal Head Start Eligible Children and Families:

Estimates for the number of migrant and seasonal children in the service area of Madera County are based upon the number of workers who worked less than 150 days from the 2023 US Census of Agriculture and the 2023 US Census American Community Survey. From that number, a series of percentages are applied to estimate the number of children who are eligible for migrant/seasonal services. See the table below.

Value	*Description*	*Source*
6,695	Hired farm labor who worked less than 150 days	US Census of Agriculture 2022, Table 7, Madera County
50%	Percentage of workers who are parents	National Agriculture Work Survey 2021-2022
35%	Percentage of workers who migrate with children	National Agriculture Work Survey 2021-2022
2	Average number of children per migrant / seasonal farmworker	National Agriculture Work Survey 2021-2022
98%	Percentage of children under the age of 18	National Agriculture Work Survey
29.06%	Estimated percentage age 5 or less	US Census American Community Survey, 2023 5 Year Estimates, B09001
679	**ESTIMATED NUMBER OF MIGRANT / SEASONAL CHILDREN 0-5 IN MADERA COUNTY**	
333	Of the estimated number of migrant/seasonal children in Madera County, the percentage of 0-3 year olds (49%)	US Census American Community Survey, 2023 5 Year Estimates, B09001
346	Of the estimated number of migrant/seasonal children in Madera County, the percentage of 3-5 year olds (51%)	US Census American Community Survey, 2023 5 Year Estimates, B09001

Source: Various (See above).

CHILD DEVELOPMENT AND CHILD CARE PROGRAMS SERVING HEAD START ELIGIBLE CHILDREN

During the 2024-2025 year, about $32,679,175 was invested in childcare and development services for children from low-income or at-risk families in Madera County.

The table below displays the childcare and development programs in Madera County with the children ages 0-5, and children ages 0-12 each served in 2024-2025. This information was collected from Madera County Superintendent of Schools, Early Learning Programs and Madera Unified School District.

The implementation of Transitional Kindergarten in Madera County has had a direct impact on the Head Start program and its ability to maintain enrollment in the centers. Transitional Kindergarten accepts children that just a few years ago would have otherwise been served by a preschool program such as State Preschool, Head Start, or a private program. A pattern has emerged, in which older four-year old are enrolling in State Preschool, leaving mainly three-year old's in the Head Start centers.

Child Care Program	*Number of Children Ages 0-5 Served*	*Number of Children Ages 0-12 Served*
CalWORKs Stage 1	4581	3160
CalWORKs Stage 2 Programs	71	192
CalWORKs Stage 3 Programs	42	152
General AP Programs	240	629
Cal-Safe Programs	15	15
Head Start/Early Head Start Programs	270 preschoolers 545 infant/toddlers	815
State Preschool Programs	375	375
Transitional Kindergarten	673	673
TOTAL CHILDREN SERVED	6812	6011

CHILDREN WITH DISABILITIES

CAPMC continues to serve children with disabilities through the Migrant/Seasonal Head Start program and other collaborative partnerships in the community. During the 2024-2025 program year 59 children with disabilities were served, which is approximately 12% of the funded enrollment. Securing and receiving timely diagnosis and services is a challenge due to families' migratory status. A network of resources and open lines of communication between service providers continues to make Madera County's services for children with disabilities a highlight of the childcare and education programs.

DATA ABOUT THE EDUCATION, HEALTH & NUTRITION, AND SOCIAL SERVICE NEEDS OF MIGRANT/SEASONAL HEAD START ELIGIBLE CHILDREN

The education, health, nutrition, and social service needs of Head Start eligible children have continued to shift in some areas, while remaining constant in others.

EDUCATION

- In 2023, 17% of the Madera County population over the age of 25 did not have a GED or high school diploma.
- The Madera County annual 9-12 grade adjusted dropout rate was 17.6% in 2022. It has decreased to a 1% dropout rate for the 2021 school year. No current data available.
- In 2023-2024, 28.32% of third grade students in Madera County met or exceeded the standard on the English Language Arts/Literacy CAASPP. California's average was 42.80%.
- Only 11% of the Madera County population over 25 years of age had a Bachelor's or Graduate Degree in 2023.
- According to the Program Information Report for the 2024-2025 program year of the parents of children enrolled in the Madera Migrant/Seasonal Head Start program, 54% have not completed high school.
- Of the 43 classroom teachers and assistant teachers in the program, 4 have a bachelor's degree and 21 have an associate degree. Since the 2011-2012 program year, all preschool classrooms have been assigned a teacher with an AA/AS degree to meet the mandate in the 2007 Head Start Act.

Health & Nutrition

- Data is showing that children are having health issues with obesity, asthma and vision problems. According to the 2024-2025 PIR, 16 children were treated for asthma and 12 for vision problems.
- The number of children in the Migrant/Seasonal Head Start program whose BMI is considered overweight and obese is 42, representing 9% of all enrolled children.
- The 2024-2025 program information report shows that 20 children were diagnosed with speech or language impairments, which is 4% of the children enrolled.

COMMUNITY RESOURCES

With the City of Madera being the hub of a small community, many families have knowledge of the basic resources available in the community. Most services are located in areas accessible to families whether they walk, use public transportation, or personal vehicles. When families participate in the Head Start program they also receive resource information through referrals, a resource book, and parent meetings. Unfortunately, some of the issues that families encounter are difficult to address. Families that are served throughout Madera County don't have the same availability of services as families within the City limits. For instance, families that live in the outskirts of Madera have to find a way to either travel to Madera or Fresno depending on where they live. The availability of even the basic services such as medical or dental services is limited. Due to the flexibility in funding for many of the community agencies, is hard to gauge the services they are able to provide, even from year to year.

Overall, the resources in the communities of Madera have fared well in a time of dwindling resources. There have been minimal changes, and most community programs and social services have found ways to survive the budget gaps. Offerings through these resources may be smaller with longer wait times, but families in need have been able to access services. Below is a summary of types of resources available to Head Start families and other members of the community.

Child Care

In Madera County, an estimated 28,708 children ages birth to 12 have parents in the labor force. Currently 2,288 licensed child care spaces exist, equivalent to serve 25% of those children. Of the licensed programs, 33% of licensed child care spaces are provided by 137 family child care homes. The remaining 67% of licensed child care spaces are provided through 49 child care center sites.
CAPMC Alternative Payment Program provides subsidized child care to eligible families. The CAPMC Child Care Resource & Referral provides free child care referrals to parents, and training opportunities to child care providers, parents, and students.

Primary Health Care

Madera County has a strong network of community resources on health and education institutions. The Madera Migrant/Seasonal Head Start program continues to work diligently and proactively to have excellent working relationships with other social service agencies in the area as well as good rapport with the dentists and doctors in the community. This is reflected by the number of community resources provided to the children and families enrolled in the program. There are approximately ten health service entities identified in Madera County. All of the entities provide services to the low-income population, offer services to children and offer bilingual services to their clients. The program continually seeks out available resources to assist our program participants.

Camarena Health Center, a Federally Qualified Heath Center funded to serve low-income and uninsured families, received additional dollars to build new facilities that provide prenatal and dental services. Specific individuals and agencies in the community are responsible for the outreach of the Covered California Health Care Exchange.

The CAPMC Migrant/Seasonal Head Start program partnered with Madera County First 5 to bring Tzu Chi Vision Mobile. Children who failed the vision screening at the center were referred, and if the optometrist deemed it necessary, glasses were provided that same day.

Parent Education & Support

There are five programs identified to assist parents on parental education. Of the programs identified, all offer services to the low-income population and provide education in both English and Spanish. Strengthening Families Program is offered through CAPMC that provides a 14 week parenting education class to at-risk families in Madera County. This program is funded through the Department of Social Services. Classes are offered in both English and Spanish. Madera Unified School District's Parent Resource Centers are a new resource and educational program provided in various Elementary schools. Workshops and classes are made available to parents that build on protective factors, such as parental resiliency, social connections, knowledge of parenting and child development and social and emotional competence in children. Madera County in collaboration with law enforcement, behavioral health, and CAPMC is providing classes for parents with youth in middle and high school who are experiencing difficulty. The program is called "The Parent Project". The program works directly with parents to help improve the adolescent's school performance, prevent drug and alcohol use, and stop violent behavior.

Transportation

Public transportation continues to be recurring topic at many community forums and surveys. The Madera Area Express (MAX), Chowchilla Area Transit Express, and many other options such as Dial-A-Ride, provide limited services to community members who require transportation services.

Mental Health

CAPMC Madera Migrant / Seasonal Head Start program has a mental health consultant available to parents to answer any questions about their child's behaviors. The mental health consultant visits the centers to conduct classroom and individual child observations as needed. A report is generated with recommendations for addressing the areas of concern for the child. Also, one agency provides mental health services and counseling to children in Madera County. Each facility has many program offerings that change according to funding and community needs. The Sullivan Center for Children is a comprehensive outpatient treatment facility that provides quality outpatient psychological and psychiatric services to children, adolescents, and families in the Central Valley. One challenge regarding children's mental health is that a Head Start referral to Behavioral Health requires the parents to advocate for their child. Most parents must be more consistent with their referral, and their children may go unattended. During the summer, most children with active IEPs only receive services if the child's IEP specifies that the child needs to attend summer school.

Adult Education

Madera Adult School offers ESL classes, adult basic education, GED and computer skills. Some classes are available in both English and Spanish. Madera Community College Center offers college classes towards a two-year associates degree as well as fulfilling general education and transfer requirements to a four-year institution such as a UC or state college. Bilingual classes are limited. In an effort to make child development classes accessible to parents, staff, and community members seeking a career in child development, CAPMC has partnered with the Madera Community College Center to offer classes at CAPMC's facility. Participants/students go through the registration process with MCCC, however, classes are hosted at CAPMC making it convenient for students since they don't have to travel to MCCC. Hosting the classes at CAPMC has resulted in an increase of candidates seeking a teaching position with the program/agency. Reedley College offers limited classes in both Madera and Oakhurst.

Employment

There are two agencies that offer services for employment identified in the two county service areas, Madera County Workforce Assistance Center and Central Valley Opportunity Center. Both agencies provide services in English and Spanish. Madera County Workforce Assistance Center is the main avenue through which employment services are offered in Madera County. The Workforce Assistance Center's self-help computer lab offers free computer use (for job searching and resume development) and a plethora of resources. The Workforce Assistance Center recently acquired a 501(c)(3) status, making it eligible for many grants intended for non-profit organizations.

METHODOLOGY: THE COMMUNITY ASSESSMENT PROCESS

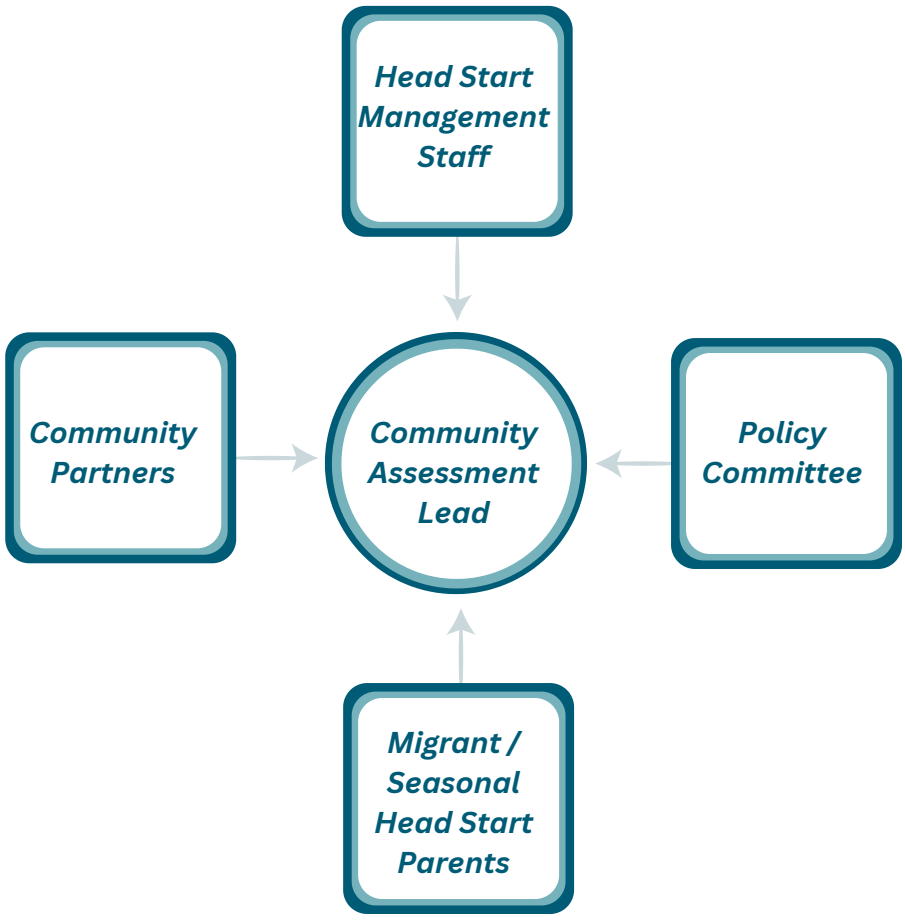


The Community Assessment is a powerful tool for helping to shape the quality of life for everyone in Madera County. The completed document contains not only extensive data, but thorough, knowledgeable analysis.

The Community Assessment is developed over a five year cycle: year one is a longer and more extensive report, with the other years providing brief updates. The data in these reports provides a panoramic picture of the state of our community: what trends and/or troubling conditions are affecting our community, the quality of life here, and the challenges facing our community.

Process

The Madera Migrant/Seasonal Head Start Community Assessment was developed by a lead staff person, working closely with staff, community partners, and parents with children enrolled in the program via existing committees, as shown below. The Community Assessment team, as noted later in this document, is a combination of all of these members.



The methodology used to conduct our agency's Community Assessment was based on two key items; (1) Stanislaus County Office of Education/Central California Migrant Head Start Community Assessment Data Matrix and, (2) Five Steps to Community Assessment: A Workbook for Head Start Programs Serving Hispanic and Other Emerging Populations – Version 1 (December 2007). Typically, agency staff received the refunding application documents from Stanislaus County Office of Education/Central California Migrant Head Start that included a timeline, PIR (Program Information Reports), and references to sample documents and surveys. The community assessment team began the Community Assessment process that includes, but is not limited to:

- Selecting a Community Assessment lead to coordinate with staff, parents and community partners through existing committees
- Developing timelines of the tasks to be completed
- Utilizing Stanislaus County Office of Education/Central California Migrant Head Start Community Assessment Data Matrix
- Utilizing Five Steps to Community Assessment worksheets for internal/external data collection
- Distributing the Family Outcome Survey Report
- Conducting Focus Groups
- Gathering and analyzing data

It is the responsibility of each delegate and grantee to conduct and update a Community Assessment. Using that data, inclusive of anticipated growth patterns, business closures, and local changes, the management team prioritizes service areas.

The Community Assessment process spans over one year, as the time needed to fulfill the requirements and obtain all desired data is extensive. The table below is a brief timeline of key dates.

DATE	*TASKS*	*PARTICIPANTS*
June 2025	**Establish a Community Assessment lead Begin internal and external data collection.**	**Head Start Director**
June - August 2025	**Review data collected from parent surveys, parent need assessments and FPA's. Identify gaps in services for Migrant / Seasonal Head Start. Update findings from program year.**	**Parents and Head Stat Staff**
September 2025	**Submit Community Assessment to SCOE/CCMHS for feedback**	**Head Start Staff**
October 2025	**Present Community Assessment to Policy Council and Board of Directors including input from governing bodies. Seek final Policy Council / Board of Directors approvals.**	**Board of Directors and Policy Committee**

Attaining a high level of success requires that our agency become more innovative and creative in the delivery of human services. This depends on identifying the emerging trends of the past three to five years, analyzing those trends to better understand their impact on our service delivery, and to plan strategically based on those noted changes.

Our community offered a wide variety of information with which to determine current situations and identify issues for action. There are several reasons why our agency needed to secure accurate information about the needs of our community. Like many others, our community experiences a continual flux in demographics: births and deaths of citizens, people moving out and new people moving in, and a natural growth and development of the community overall. As a consequence, what was once an appropriate policy or program can eventually become inappropriate. The character and attitudes of a community can shift as a result of the interplay of services, as well as cultural and economic changes.

The Community Assessment team found a vast array of information, helping to provide an early understanding of the area's problems and providing insight into the community that most citizens may not have. The data the Community Assessment team accumulated came from a broad variety of services, including internal and external sources. A large amount of statistical data was collected through various avenues; Table 8 identifies various data collection of internal and external sources.

EXTERNAL	INTERNAL
• American Community Survey • California Budget Project • California Department of Education • California Department of Public Health • California Economic Development Department • California Employment Development Department • California Farm Bureau Federation • California Resource and Referral Network • Center for Social Services Research, UC Berkeley • City of Madera Consolidated Plan • Early Childhood Learning and Knowledge Center • News articles • Madera County Ag Commissioner's Office • National Center for Farmworker Health • US Department of Agriculture • US Department of Housing & Urban Development	• COPA Head Start Waiting List • Delegate Directory • Parent Focus Groups • Policies and Procedures • Program Information Report • Program Staff • SCOE Files

Limitations of Data

Because of the prohibitive cost of primary research, the 2024-2025 Community Assessment relies on statistics and information that others have compiled, and therefore, has its limitations. To assure that the information provided by the Community Assessment is deciphered and implemented most effectively, it is important to be aware of the following limitations.

Geographic Limitations

The intent of the Community Assessment is to track conditions in Madera County. However, not all data is available at the local or county level. In some cases, available regional, state, national prevalence rates, or survey results, can be extrapolated to the local level. However, this assumes that the same rate that applies nationally also applies to local conditions. This may or may not be the case, but the technique allows for an estimate of local conditions.

Availability

The Community Assessment relies on data that can be collected and analyzed to help determine if, and to what degree, a problem or need exists. In some cases, data may not exist that directly applies to a certain need or condition.
The committee structure and review process help to offset this drawback to some extent. CAPMC representatives and community experts had the opportunity to identify any such needs and ensure that they are considered in the priority-setting process.

Format

Data is not always collected in the format that is best suited to the purposes of the report. For example, data is often reflected in pie graphs, charts, figures and pictures.

Reporting Periods

Reporting periods can vary by calendar year, frequency, and fiscal year. Some data is reported on a calendar-year basis, and other data on a fiscal-year basis. Different jurisdictions and organizations have different fiscal years.

Accuracy & Validity

We have been very careful in collecting, analyzing, and presenting data from a variety of sources. Where any question about accuracy or validity of the data occurred, that data was not included in the Community Assessment. Drafts of the report were reviewed multiple times by staff and outside experts.

However, it was not possible to authenticate all data. In some cases, expert opinion was included in the analysis regarding the state or condition of a certain issue. We have made every effort to properly document this independent judgment.

Even though the data may be valid, questions about accuracy may still arise. While under-reporting is a concern about data in general, it can be of particular concern when dealing with certain types of data. These areas include: crime, family violence, migrant status, child abuse, and school dropout rates. There are a number of reasons why individuals fail to report certain conditions, such as:

- Suspicion of authority
- Language or cultural barriers
- Immigration status
- Concerns about retribution
- Attempts to protect someone or to keep a problem in the family
- Subjective definitions about what constitutes a certain indicator

While under-reporting can make it difficult to gauge the true size of a problem, if it is considered to be fairly constant then trends over time can still be identified.

Capacity

The availability of services can substantially influence reporting. When particular resources are limited those individuals in need of that service may not be able to obtain it. This can result in that section of the community not being counted in the total. Public awareness is similar to capacity in that reports of certain conditions may increase based on the public profile of an issue or event.

Subjectivity

One of the primary objectives of the Community Assessment is to recommend areas of emphasis for future human service investment. As such, volunteer committees are called upon to make value judgments about the relative importance or size of a problem or need, based on the available data and other information.

The data is subject to interpretation as individuals or groups come to conclusions about what the data suggests. The process of determining priorities for CAPMC through group consensus is intended to partially offset this limitation. At the same time, the report and accompanying data are intended to serve as a resource to other individuals and groups in the community. Other users have the ability to review the data and develop their own interpretations and/or priorities.

Baseline

By collecting time-series data whenever possible, trends can be identified. However, because data is available in differing time frames and individuals interpret the data differently, the determination of trends is often subjective.

Causation

Reporting certain conditions or trends does not provide information about their causes. Certain studies suggest a correlation between cause and effect.

Finally, it should be noted that when collecting and using data that provides merely a “snapshot” of conditions at a particular point in time, any changes in the conditions of particular individuals or households are not taken into account. Individuals who are poor one year may not necessarily be poor at a later date, while others may readily replace them.

In addition to the limitations listed above, the unavailability of migrant/seasonal specific data for the local service area poses challenges. Historical internal data, as well as general service area data, were used to determine information regarding the migrant /seasonal population. Although the agency was faced with the noted limitations, the information provided is the most accurate account possible of the migrant /seasonal farmworker population in Madera and County as it relates to eligibility in the Madera Migrant/Seasonal Head Start program.

Definition of Qualifying Terms

The definition used to qualify a migrant family for the Migrant/Seasonal Head Start program is as follows according to 45 CFR §1305.2:

"Migrant family means, for purposes of Head Start eligibility, a family who changed their residence by moving from one geographic location to another within the preceding 2-year period with the intent to engage in agricultural work and whose family's earned income comes primarily (more than 50%) from agricultural work in the last 12 month or calendar year."
The definition used to qualify a seasonal family for the Migrant/Seasonal Head Start program is as follows:

"A seasonal family means, for the purpose of Head Start eligibility, a family who is engaged during the program season primarily in seasonal agricultural labor. In addition, seasonal families have not changed their residence to another geographic location in the preceding 2-year period and have earned income that comes primarily (more than 50%) from agriculture in the last 12 months."

Prioritization Process

The Community Assessment team has collected the most current information available for more than 40 indicators in four impacted areas: demographic conditions, social conditions, economic conditions, and child care conditions. Each impacted area has a set of indicators that provide information about the magnitude of certain needs, social problems or contributing factors; and the overall performance in the community in addressing issues, needs or problems.

The Community Assessment team organized the following issues. The team met to review and discuss data, and then identify and prioritize the needs of families. Factors taken into consideration are: budget, staffing, and scope of work.



IDENTIFIED PRIORITES

- Access to inexpensive and healthy food
- Mental Health Resources
- Transportation Resources
- Health Insurance Eligibility
- Educational Resources
- Affordable Housing / Cost of Living
- Hospital
- Staffing

SERVICE AREA DATA

MADERA COUNTY GEOGRAPHY



Madera County is a small county located in the heart of California's agricultural center - the San Joaquin Valley. Fresno County borders on the south, Mariposa and Merced Counties to the north, and Mono County to the east. It is located approximately 20 miles from the Fresno Metropolitan Area, 166 miles from the San Francisco Bay Area, 240 miles from Los Angeles, and only 88 miles from Yosemite National Park. Madera County is known to be the geographic center of the State of California, stretching from the rich San Joaquin Valley to the Sierra Nevada Mountains, home to Mt. Whitney, the highest point in the contiguous United States.

The County is approximately 1/2 urban and 1/2 rural and is a major source of agricultural production. The City of Madera makes up the largest portion of population, with approximately 41.4% of the total population. The City of Chowchilla is approximately 11.9% of the population, and the balance is dispersed throughout the unincorporated areas, such as Madera Ranchos, Bass Lake, Berenda, Coarsegold, Fairmead, North Fork, Oakhurst, O'Neil, Raymond and Hensley Lake.

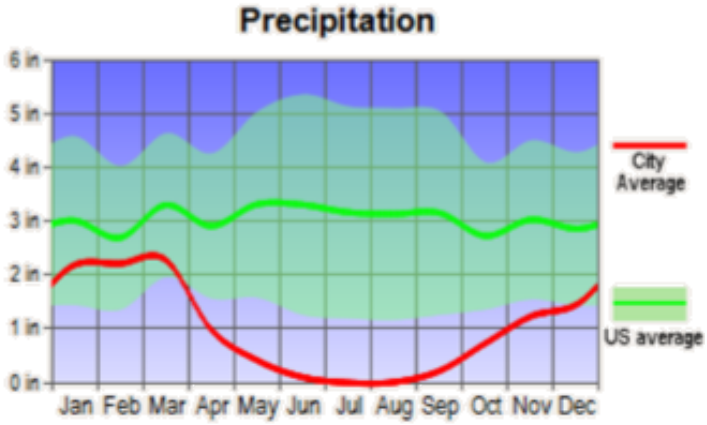


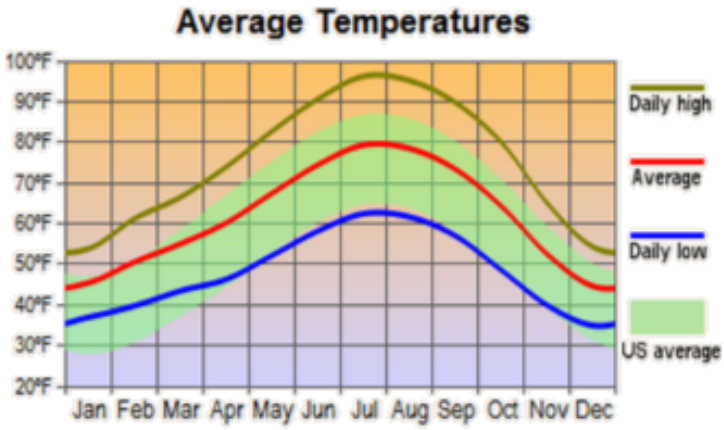
Madera County has enjoyed tremendous progress in areas such as education, health, longevity, family composition, and economic growth. However, the likelihood that a child will be born into poverty, or a marginally poor family, or a family without health insurance has also increased.



Many of the challenges Madera County faces are deeply influenced by these conditions of poverty. Social, material, and health disparities between groups have persisted, and in some cases, widened. These challenges are greatly intensified by a State budget lacking the resources to fully fund human service agencies that service local needs. With these shortfalls, curtailment of support to health and human services, public education, and higher education seems insurmountable. Madera County finds itself operating within these limitations

Temperatures range from the low 30's in the winter months, to highs between 99°F and 110°F for July through September. There are approximately 276 sunny days per year. The first frost occurs typically in late November, with spring arriving in early May. Precipitation levels are below the national average, with roughly two inches per month December through March, and almost no rainfall June through September.

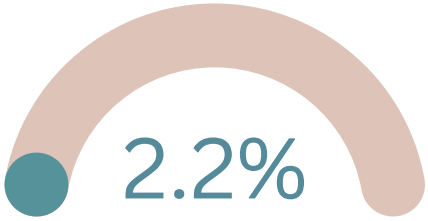




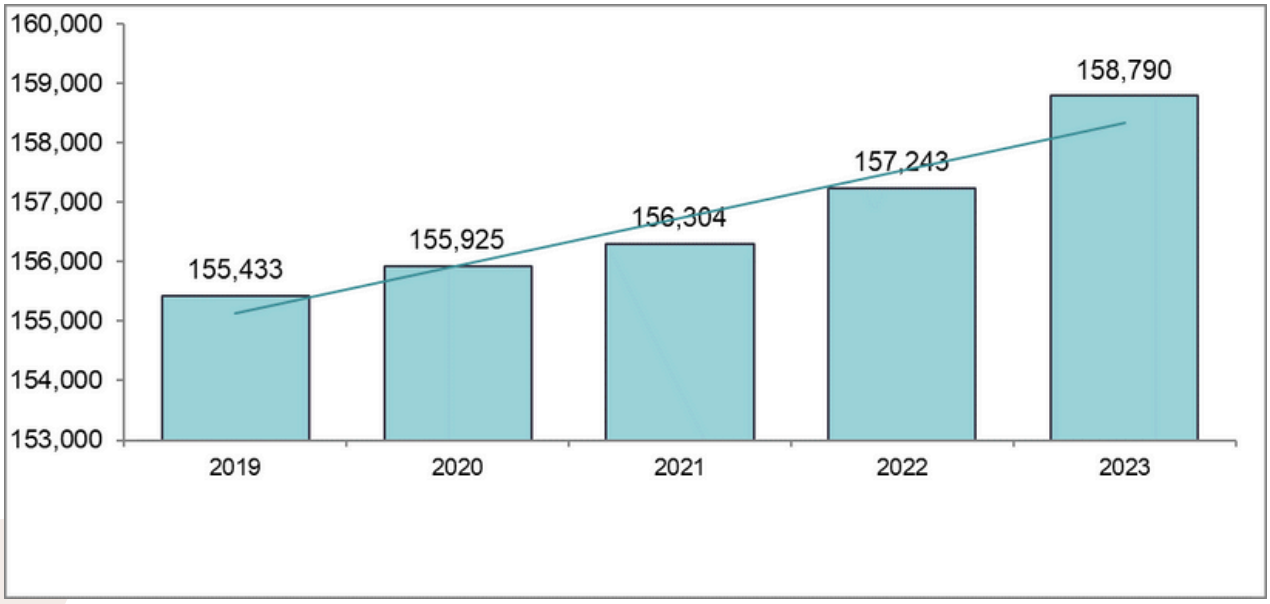
DEMOGRAPHIC FEATURES

POPULATION

Madera County's population has risen steadily since 2019 by:



The American Community Survey revealed the most recent population in 2023 as 158,790. The population rate increased despite the region being primarily rural and offering fewer employment opportunities. However, agriculture attracts a substantial flow of immigrants from Mexico and Central America and a small, steady flow of Asian and Eastern Asian groups to the area.



Source: U.S. Census Bureau, American Community Survey 2019-2023, 5-Year Estimates. B01003.

POPULATION

According to the American Community Survey, the number of 0-5 year old's in Madera County shows a steady or slight decrease over the time period. Although the overall county population shows an increase of 2.2%, the children ages 0-5 show a population decrease of 10% for the same period.

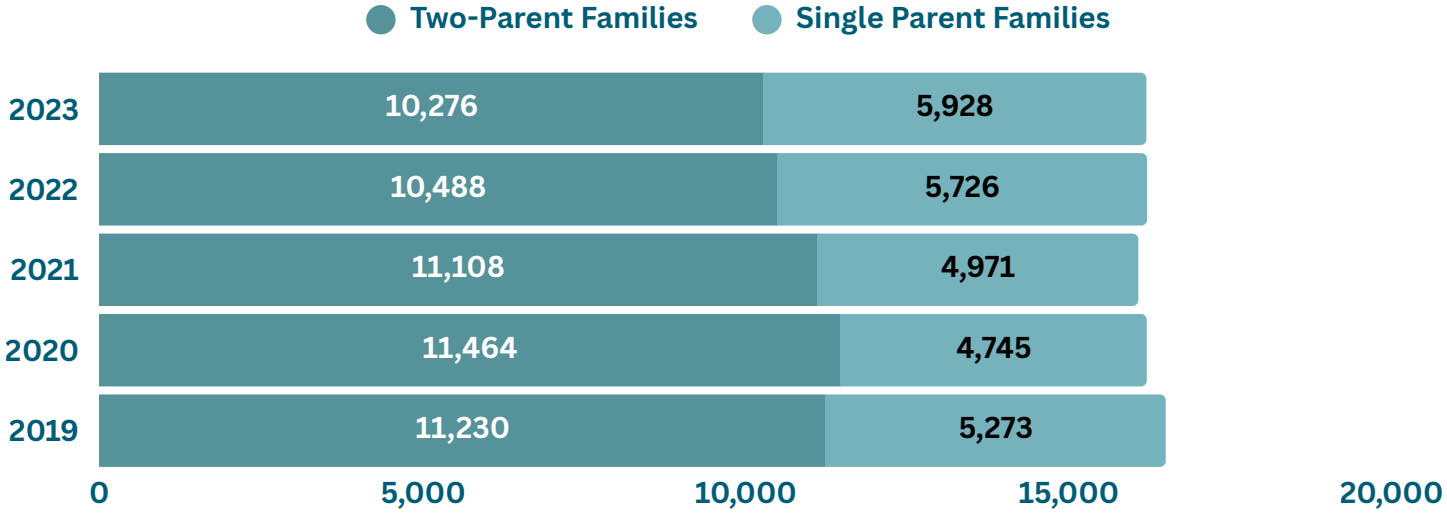
Madera County Population of Children Age 0-5

Ages	2019	2020	2021	2022	2023
Under 3	6,960	7,011	6,790	6,334	6,229
3 and 4 years	4,651	4,373	4,446	4,501	4,533
5 Years	2,478	2,614	2,268	2,304	1,865
Total	14,089	13,998	13,504	13,139	12,627

Source: U.S. Census Bureau, American Community Survey 2019-2023, 5-Year Estimates. B09001

FAMILY & HOUSEHOLD SIZE

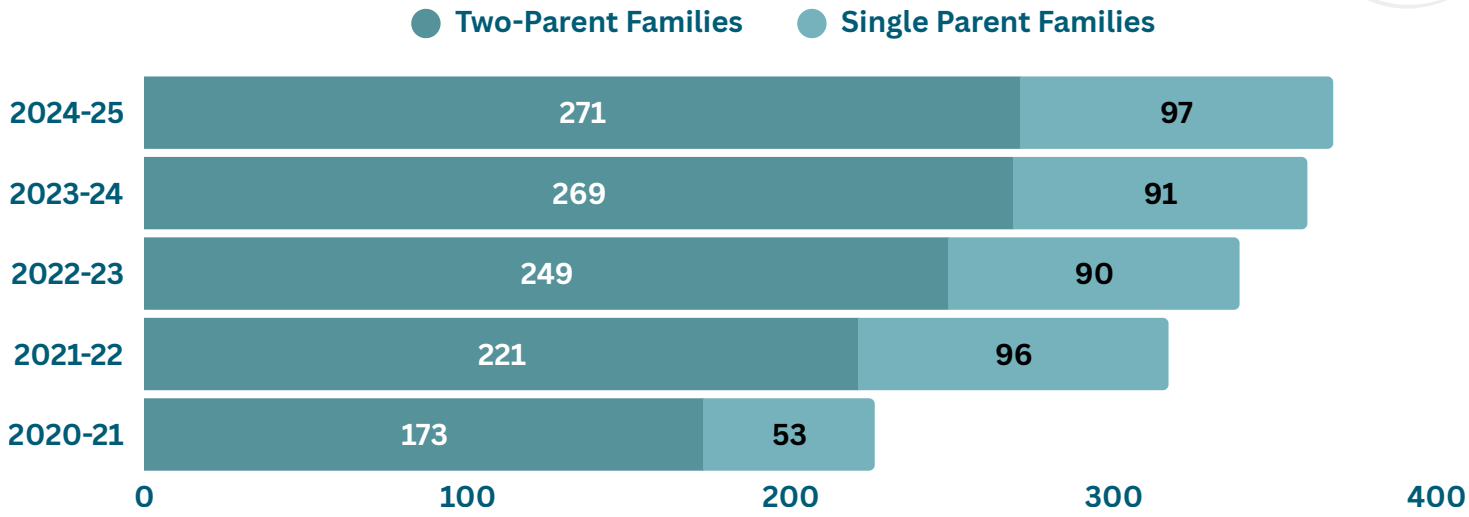
According to the newly released 2023 American Community Survey data, the average household size in Madera County is now 3.26 people, a slight increase since 2020's value of 3.13. Also, the average family size in 2023 in Madera County was 3.94 people, a slight increase since 2020 value of 3.70. The charts below display family type of the Madera County populations with children under 18 years of age. The data shows a decrease on two-parent families for the year 2022 and 2023.



Source: U.S. Census Bureau, American Community Survey 2023, 5 Year Estimates. B11003.

CAPMC HEAD START FAMILY SIZE

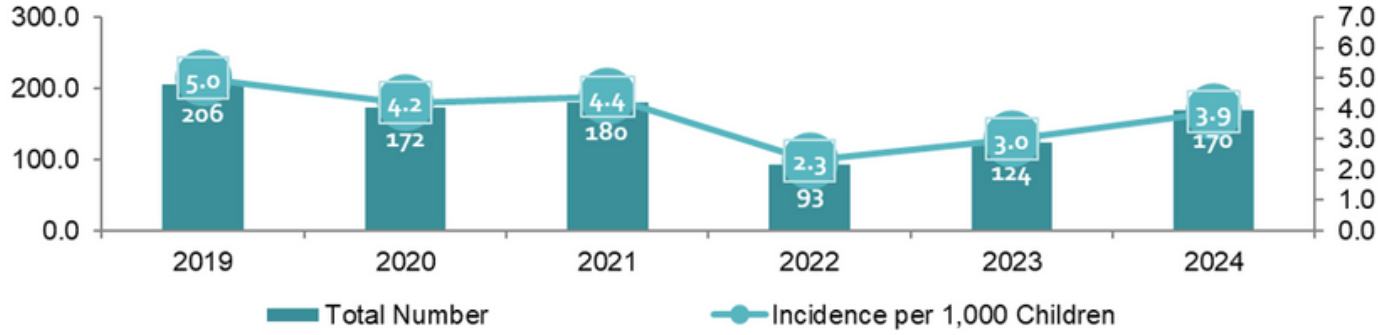
The table below displays data from the families served at CAPMC Migrant/Seasonal Head Start Program. Compared to the county-wide data, the parents in the program have a much higher rate of two-parent households. Also, there was a slight increase in the total number of families served in 2024-2025, which was 368. In 2020-2021, it was lower, a total of 226 families served due to COVID-19 restrictions implemented during the pandemic and lack of agriculture employment.



Source: Program Information Report, CAPMC, 2020-21, 2021-22, 2022-23, 2023-24, 2024-25. C.34 a-b.

FOSTER CHILDREN

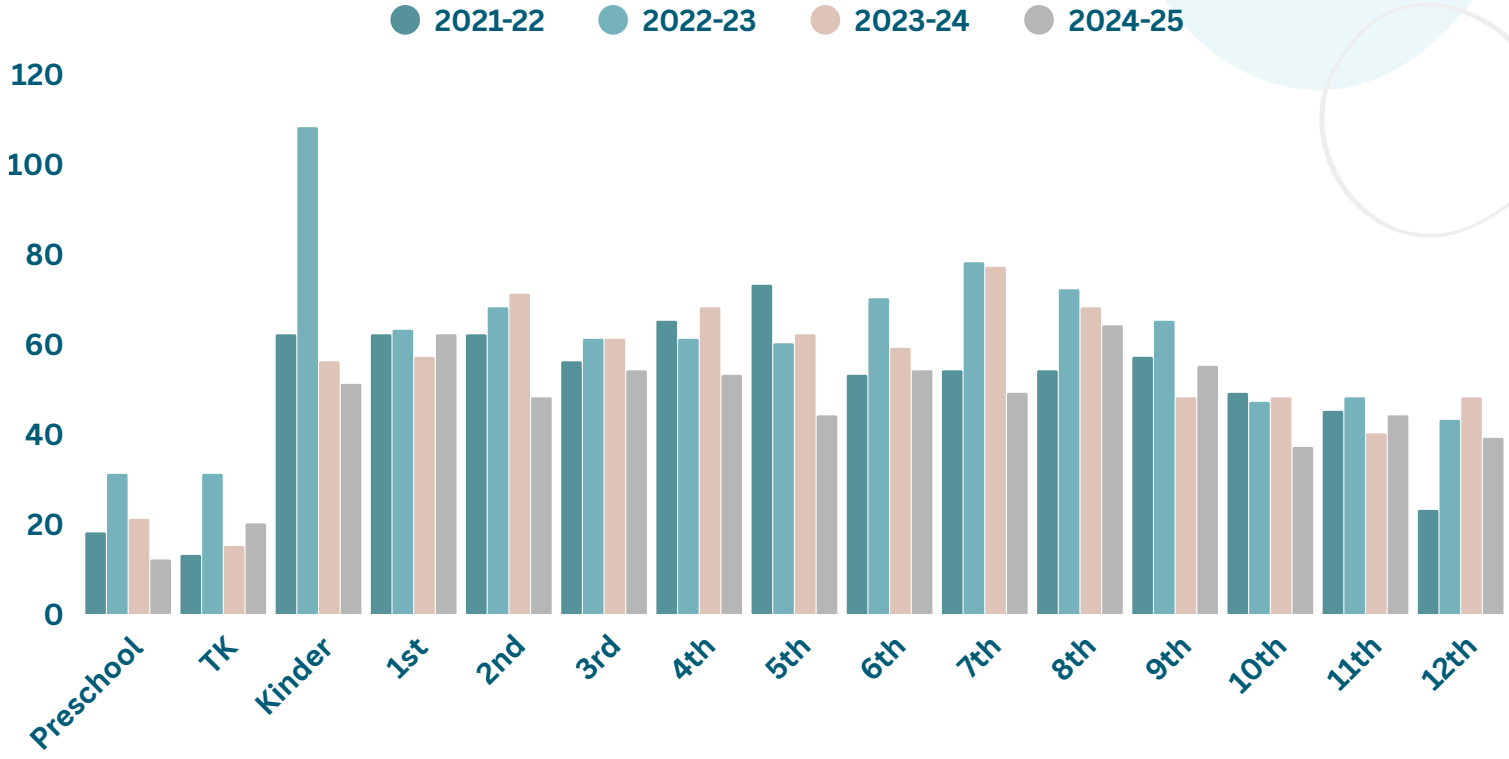
The number of foster children in Madera County has fluctuated from 2019 to 2024, with a spike in 2019 and 2021. However, 2024 data show a slight increase from previous years. Below is a display of the children with entries to foster care, child population (0-17), and incidence rates data.



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

HOMELESS CHILDREN

The total number of public-school students from Preschool to 12th grade identified as homeless in the 2024-2025 school year was 686, with a decrease of 14% from the 2023-2024 school year. However, if you see the data below, you'll notice a significant decrease in kinder children identified as homeless during 2024-2025.

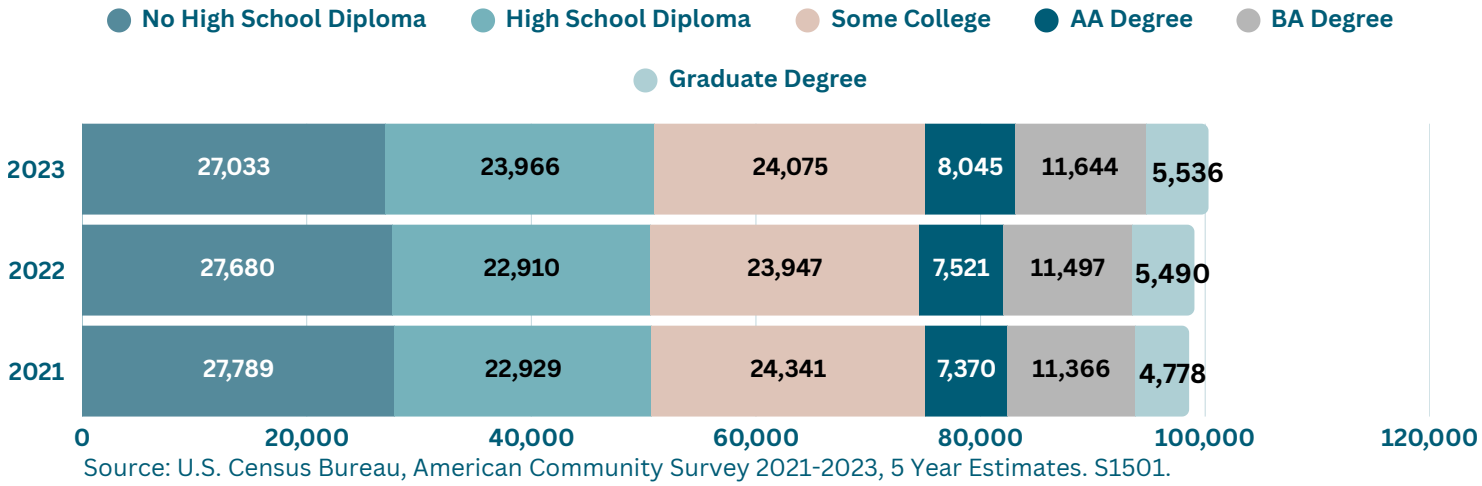


Source: Madera Unified School District Homeless School Children Data

EDUCATION LEVEL



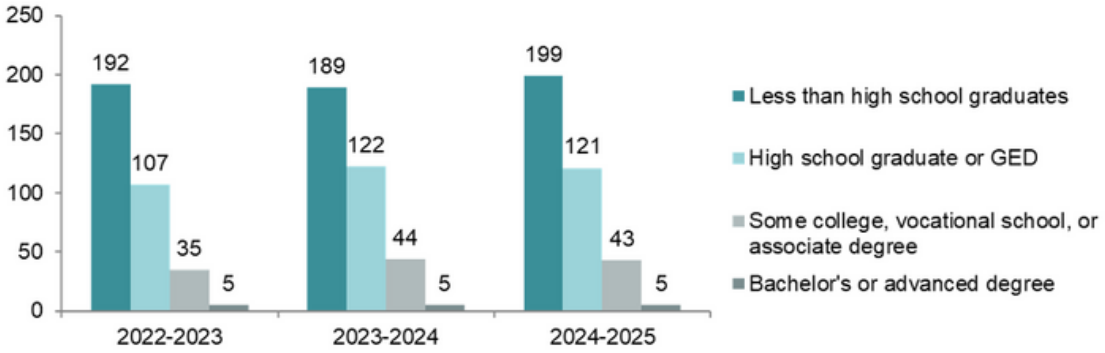
The educational attainment of the Madera County population has continued to fluctuate, with the number of people with no high school diploma and those with a diploma or higher. Although higher education is available to all students, the cost of college in California has deterred many who might otherwise pursue it. Also, with the impacted job market flooded with college graduates needing help finding work, some see that a college degree does not ensure employment. Below is the educational attainment for population 25 years and older in Madera County.



Source: U.S. Census Bureau, American Community Survey 2021-2023, 5 Year Estimates. S1501.

EDUCATION LEVEL

Most parents in the CAPMC Migrant/Seasonal Head Start program have less than a high school diploma or GED, as displayed in the data below the educational level of parents served in the program.



Source: Program Information Report, CAPMC, 2022-23, 2023-24, 2024-25 C.36 a –d.

EDUCATIONAL INSTITUTIONS

A variety of higher education institutions are available to the communities in the CAPMC services area, including state-run local community colleges and universities and private for-profit and non-profit colleges and universities. The educational institutions in Madera County include State Center Community College (Madera Center) and San Joaquin Valley College. Fresno City College, California State University-Fresno, and Fresno Pacific University are located in the metropolitan area of Fresno, but many students from the surrounding areas attend these large universities. Also, the University of California Merced, established in 2005, is only 39 miles east of Madera County.













HEALTH & NUTRITION

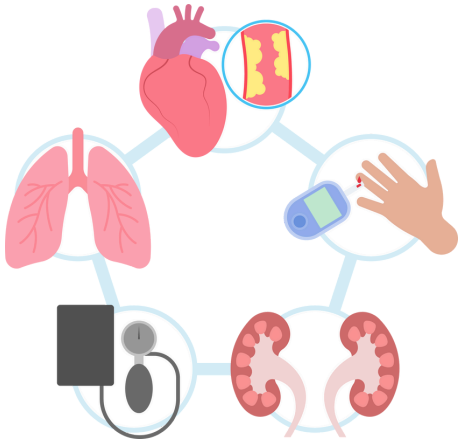
Health/nutrition continues to be an ongoing point of referrals for Migrant/Seasonal families. Family Advocates work with them to obtain benefits/coverage, as well as a medical and dental home. The most prevailing trends in health/nutrition are asthma, obesity, physical activity levels, and the accessibility of promoted healthy choices.

Asthma



According to the 2022 State of the Air Report, published by the American Lung Association every year, Madera took the lead as the most polluted city in the country for fine particle pollution, also known as PM2.5, which can evade our natural defenses and infiltrate deep into our lungs. Most children are medicated forAsthma, which can lead to further, more serious respiratory issues. CAPMC has created an Asthma/Respiratory Plan form to ensure all symptoms, medication, and training are documented.

Obesity



Obesity leads to childhood and adult diabetes, heart disease, high blood pressure and other obesity-related illnesses. Obesity rates among low-income families is still much higher than the Healthy People 2020 target nationwide. According to the PIR Report for 2024-2025 year, the number of obese children in CAPMC's Migrant/Seasonal Head Start Program was 42, or 9%. This data shows that obesity continues to be major medical concern for Head Start families. CAPMC staff worked with community partners and health providers to attempt to get a more accurate portrayal of the data for obesity. CAPMC endorses Rethink Your Drink and works with children at the center.

Physical Activity Levels



A growing concern nation-wide and locally is the level of activity that children are getting on a daily basis. Head Start works with the CAL Fresh and IMIL (I am Moving I am Learning) to promote physical activity among children and parents.

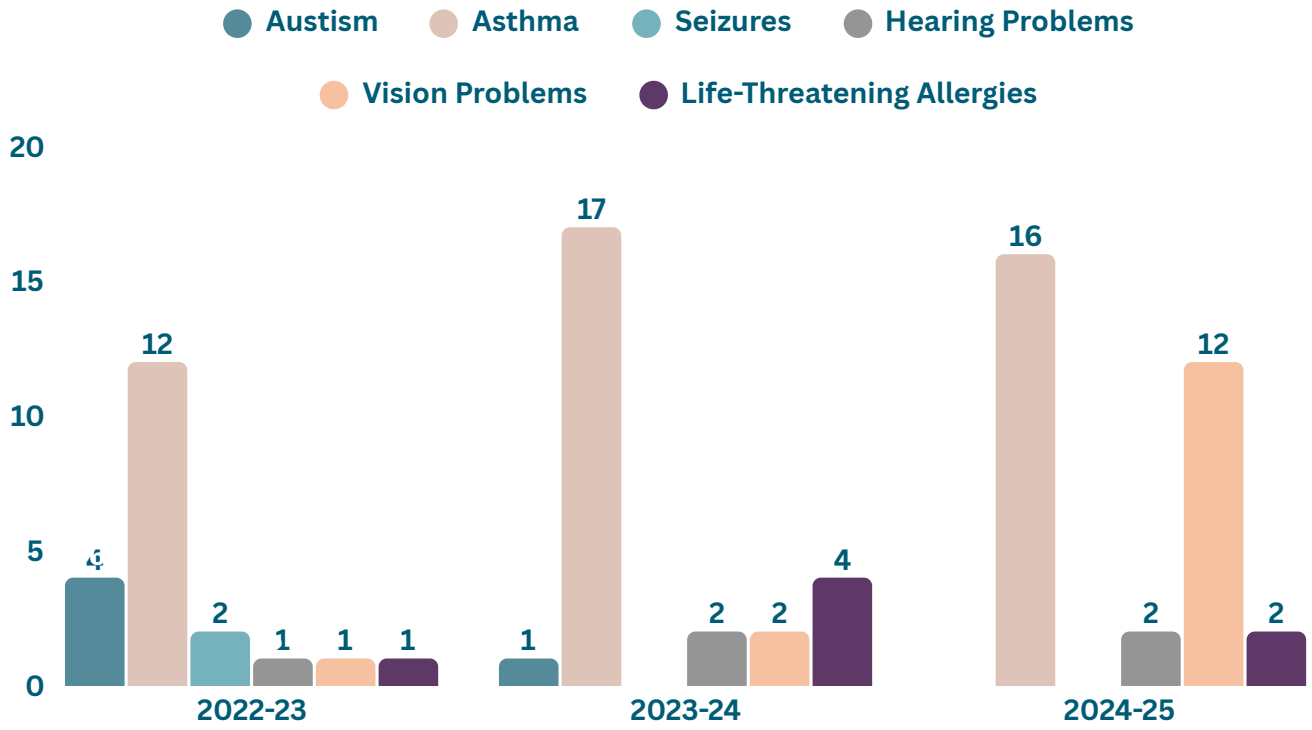
Healthy Choices



A trend in the Central Valley is emerging regarding accessibility. Although many programs are promoting healthy choices, some of those options are not available at small, neighborhood markets where families shop. WIC (Women, Infants & Children) has been taking the lead in advocating for this issue.

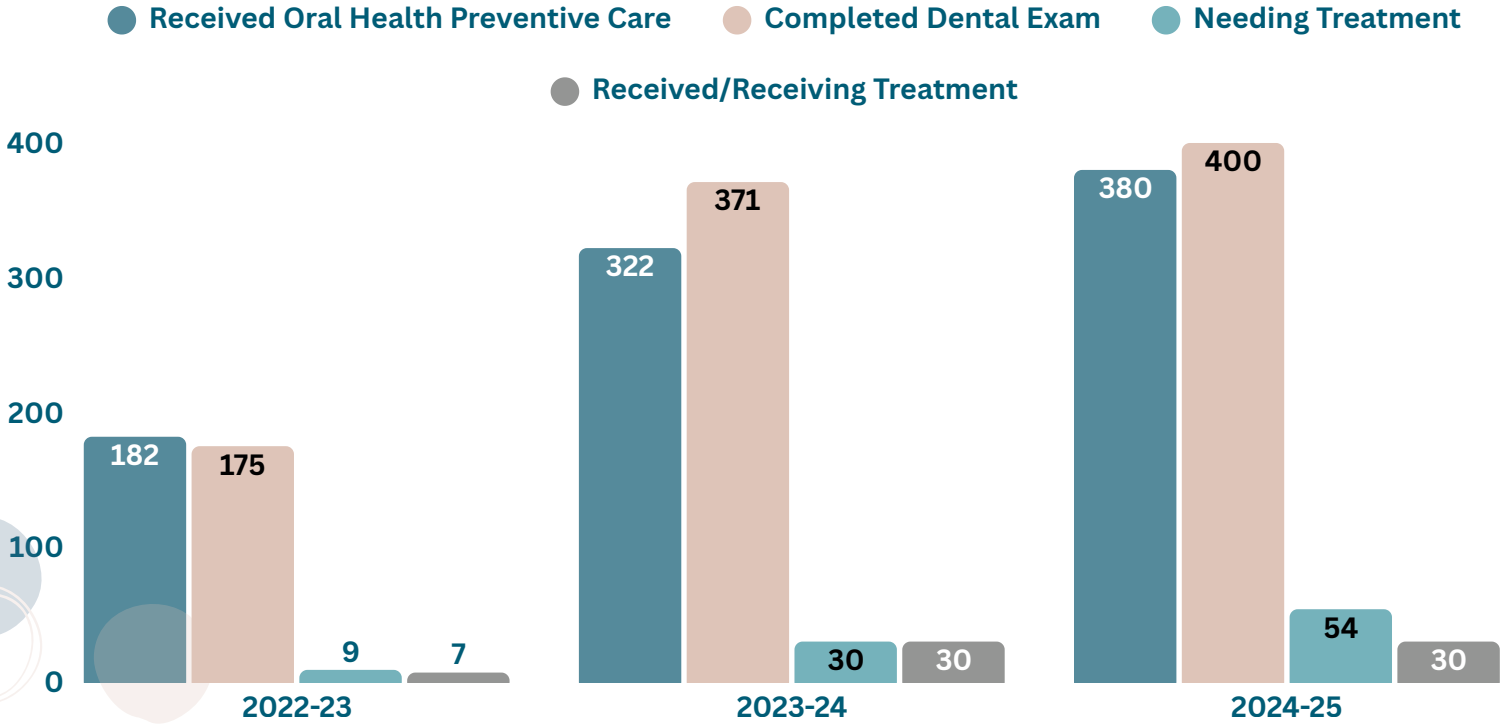
HEALTH & NUTRITION

The first graph displays data on the medical treatment of enrolled children in the CAPMC Migrant / Seasonal Head Start. As shown below, Asthma continues to be the highest medical treatment among the children in the program.



Source: Program Information Reports, CAPMC, 2022-2023, 2023-2024, 2024-2025 C.9 a – i.

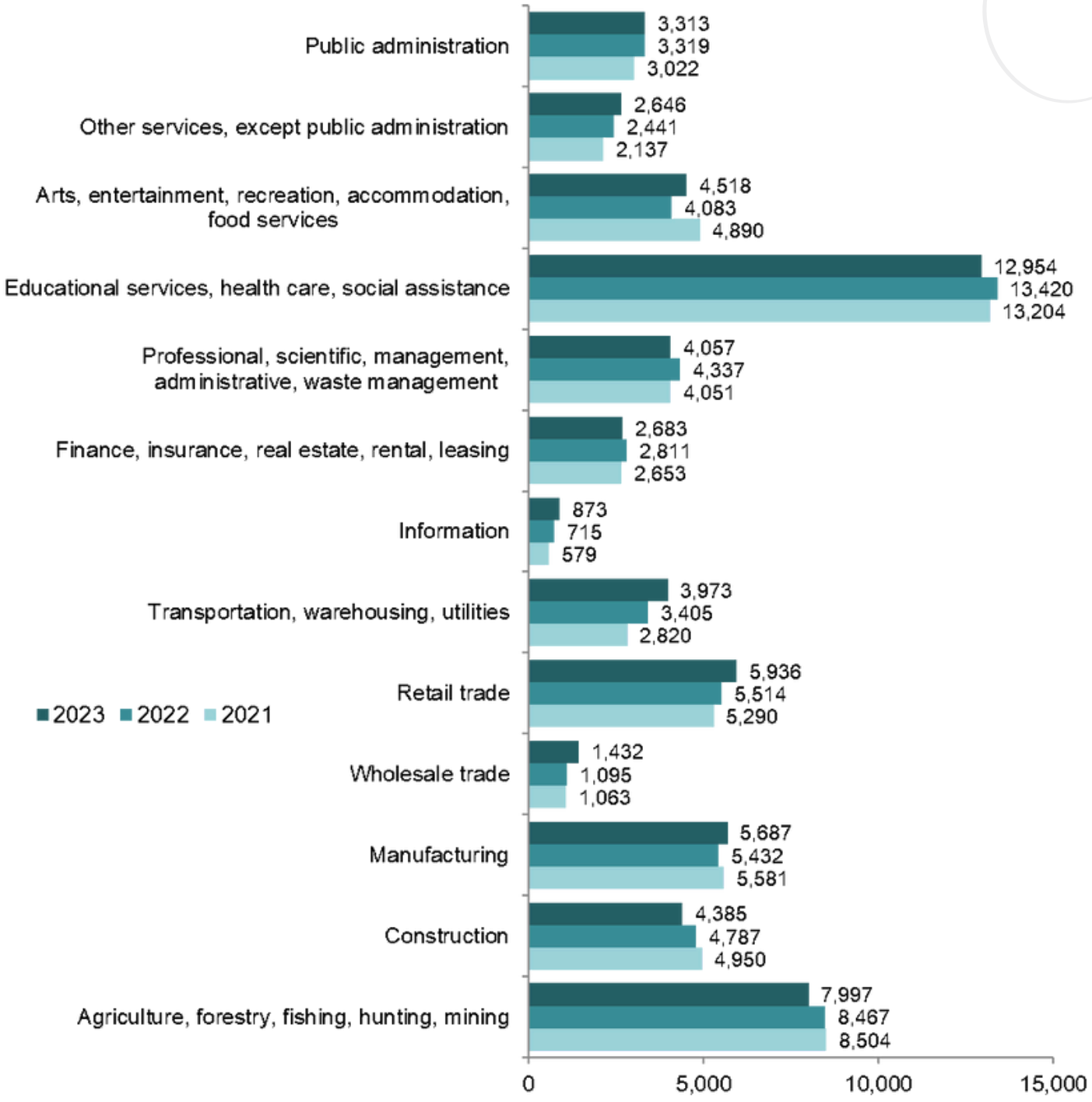
The second graph displays data on the dental treatment of enrolled children in the CAPMC Migrant / Seasonal Head Start. As shown below, 83% of the children in the program have completed a professional oral examination during the 2024-2025 program year.



Source: Program Information Report, CAPMC 2022-2023, 2023-2024, 2024-2025 C.18, C.19.

ECONOMIC FEATURES

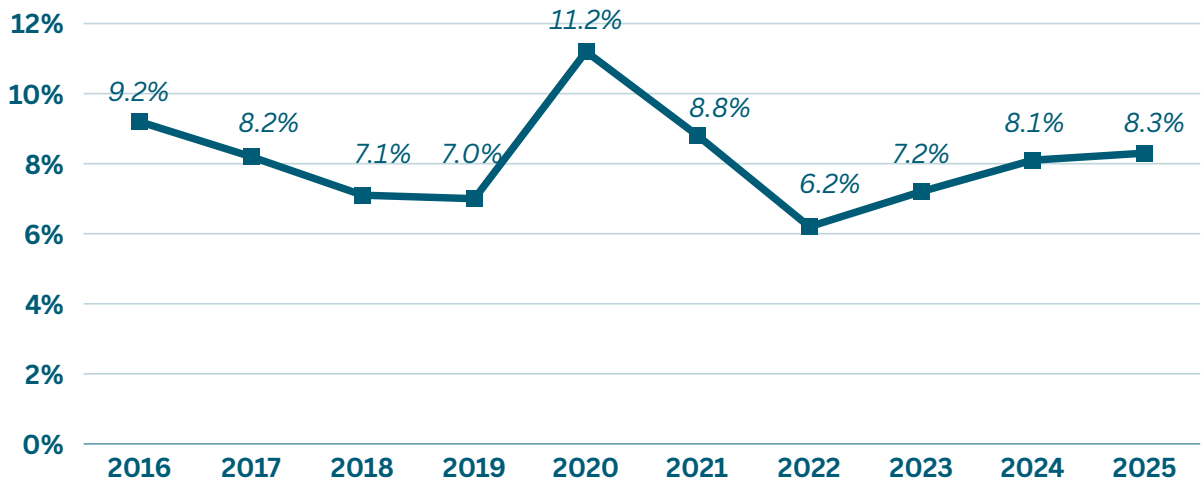
The Employment Development Department of California identified Valley Children's Hospital and Valley State Prison for Women (1,000 to 4,999 employees) as the major employers in Madera County for the year 2023. According to the American Community Survey, the top three industries in Madera County for 2023 were education, agriculture and retail trade. Displayed below is the civilian population's industry of employment for the years 2021-2023.



Source: U.S. Census Bureau, American Community Survey 2021, 2022, 2023 5 Year Estimates. C24030.

UNEMPLOYMENT RATE

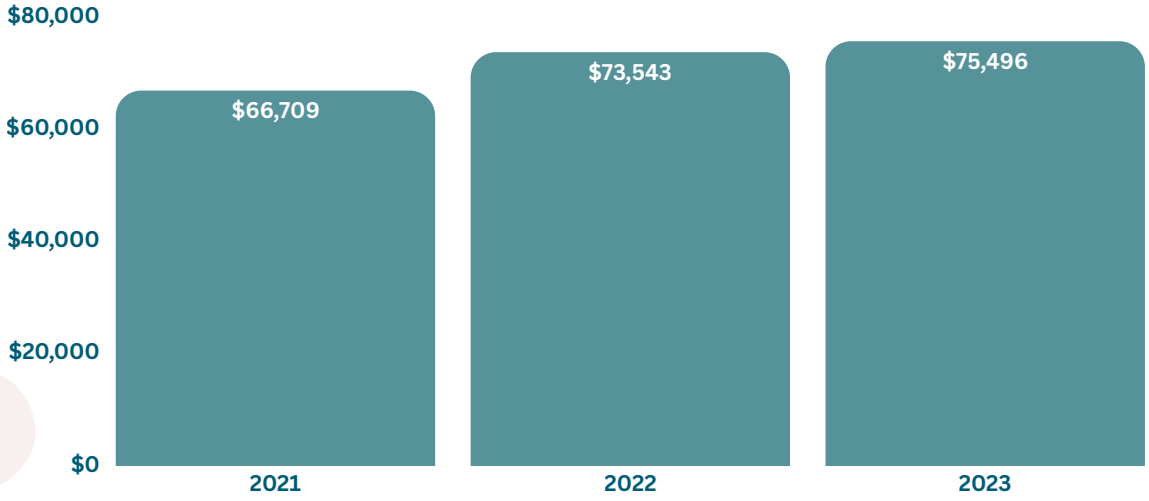
The unemployment rate in Madera was 8.3 percent in July 2025, from a revised 8.1 percent in June 2025, and above the year-ago estimate of 7.4 percent. This compares with an unadjusted unemployment rate of 6.1 percent for California and 4.6 percent for the nation during the same period.



Source: California Economic Development Department, Labor Market Division, Annual Labor Data 2016-2025. Report 400C.

HOUSEHOLD INCOME LEVELS

The income levels for the service areas have increased over the period 2021 to 2023. With agricultural changes, industry adjustments, and the 2021 inflation-adjusted dollars, families have been affected. Unemployment also plays a large role in the median income level. The graph below displays the median household income in Madera County which has gone up by 13% from 2021.

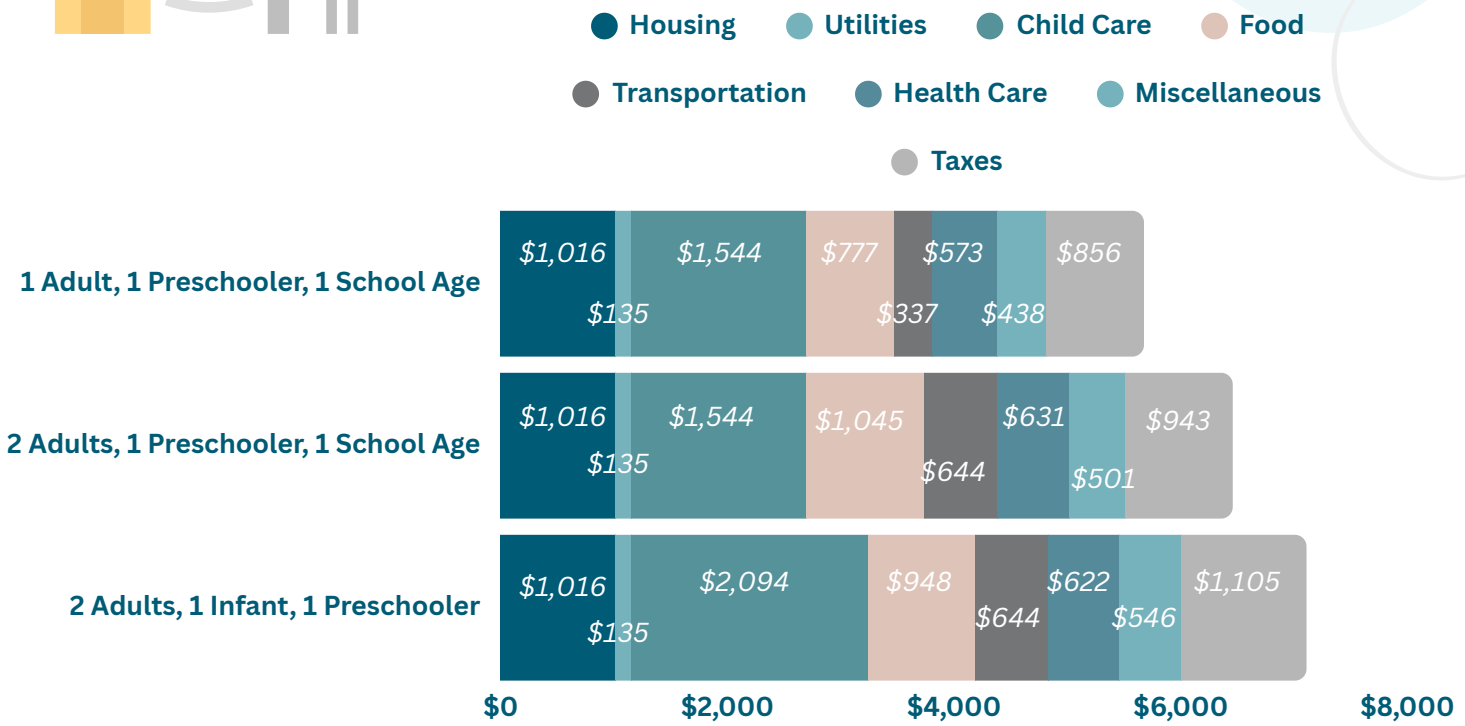


Source: U.S. Census Bureau, American Community Survey 2021-2023, 5 Year Estimates. B19013.

COST OF LIVING



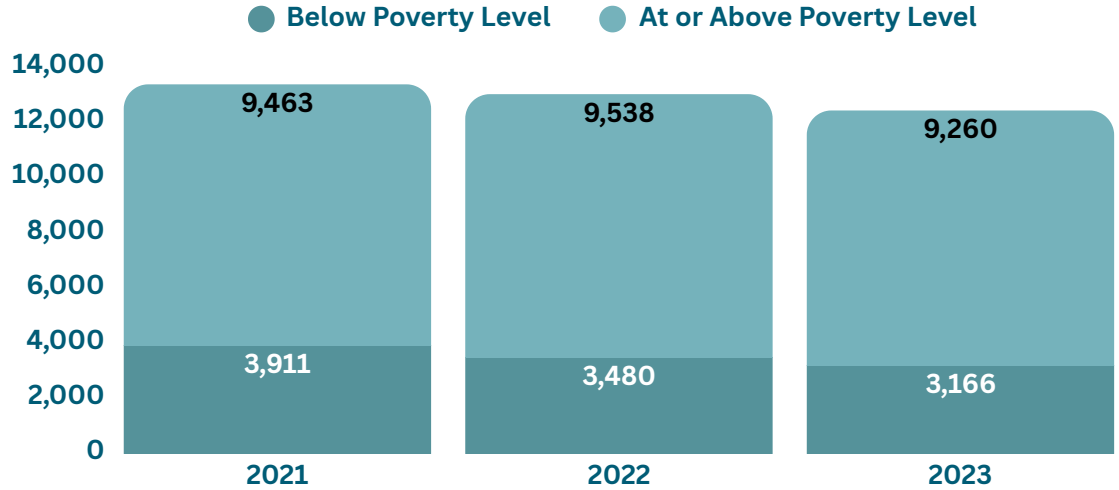
The Family Needs Calculator measures how much income is needed for a family of a certain composition living in a particular county to adequately meet its basic needs. It is based on the costs families face regularly: housing, food, out-of-pocket medical expenses, transportation, and other necessary spending. Below is a chart of the estimated monthly basic need expenses in Madera County.



Source: Family Needs Calculator for Madera County, CA 2021 (2024-2025 data not available).

POVERTY

Over the past decade there has been a growing concern with the overall proverty rate in Madera County but of highest concern are children living in poverty. Based on information gathered from the U.S. Census, children under the age of five have a poverty rate of over 11% which means that more than 1 in 3 children in Madera County live in poverty. The graph below displays data of children under 5 in poverty.



Source: U.S. Census Bureau, American Community Survey 2021-2023, 5 Year Estimates. B17001.

The economy in California has been turbulent over the past several years and has left many individuals without jobs, and families with reduced or no income. The cost of food, health care, childcare and other basic needs have increased, causing many Madera County residents to struggle to survive. Below are the 2025 Poverty Guidelines released by the U.S. Department of Health & Human Services.

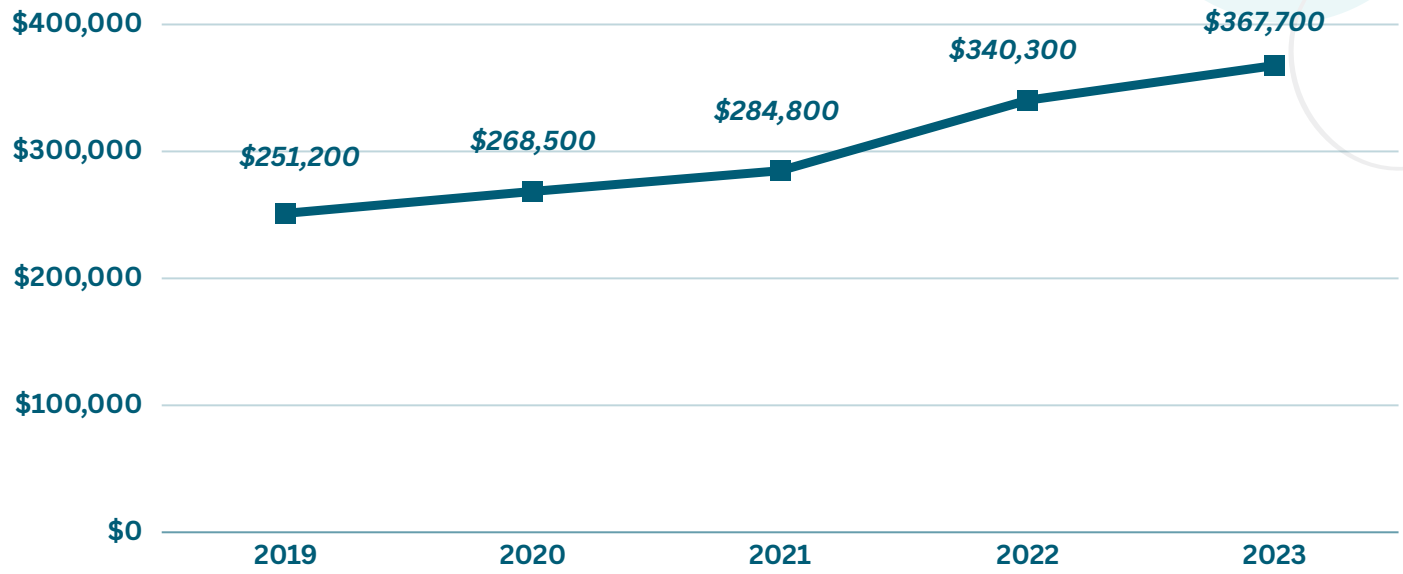
2025 POVERTY GUIDELINES		
PERSONS IN FAMILY	**POVERTY GUIDELINE**	**<138% FEDERAL POVERTY LEVEL (Eligible for many social services)**
1	**$15,650**	**$21,597**
2	**$21,150**	**$29,187**
3	**$26,650**	**$36,777**
4	**$32,150**	**$44,367**
5	**$37,650**	**$51,957**
6	**$43,150**	**$59,547**
7	**$48,650**	**$67,137**
8	**$54,150**	**$74,727**
For families / households with more than 8 persons, add $5,380 for each additional person.		

Source: *https://www.cdph.ca.gov/Programs/CID/DOA/Pages/OA_ADAP_Federal_Poverty_Guideline_Chart.aspx*

In 2024, Madera County had an annual unemployment rate of 8.3%, higher than both California and the United States (6.1% and 4.6% respectively). The median household income in Madera County is only 22% of the median income of California. The percentage of poverty in Madera County is bellow's California's, with the majority of those in poverty under the age of 18. Children in poverty are more likely to experience health, academic, social, and behavioral difficulties. Madera County also has a food insecurity percentage higher than the Healthy People 2030 target.

HOUSING ENVIROMENT & CONDITIONS

The median purchase price of a home in Madera County has increased 46% over the period 2019 to 2023, after COVID-19. Qualifying for a home loan is becoming more and more difficult as the Federal Reserve tightens the availability of lending dollars; but first-time homebuyers have access to assistance in the form of grants and programs. The data below displays the median home values in Madera County.

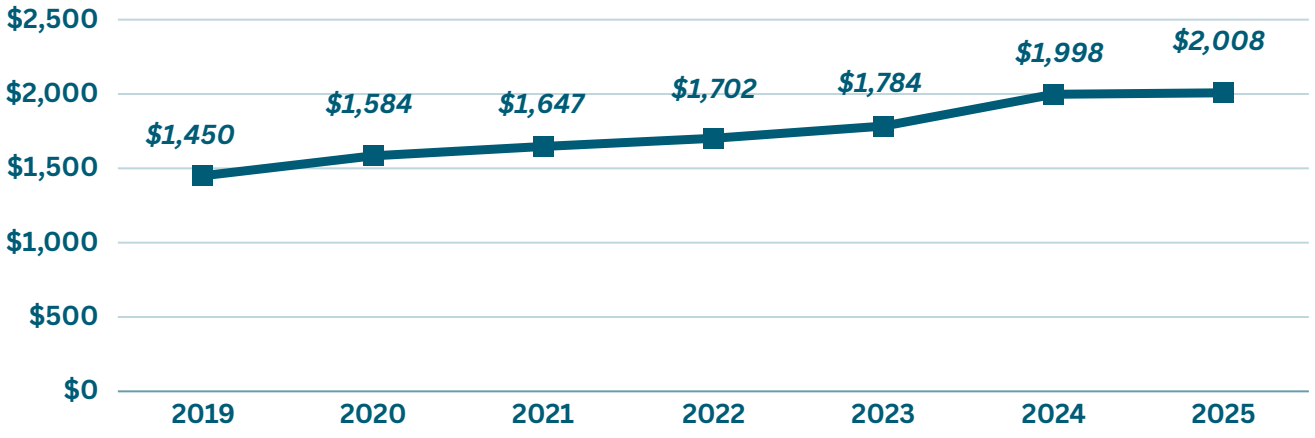


Source: U.S. Census Bureau, American Community Survey 2019-2023, 5 Year Estimates. DP04.

According to the FRED economic data, the current housing inventory median listing price in Madera County as of July 2025 is $499,650 which is 39% higher than in 2020.

FAIR MARKET RENT

The downturn in the economy has caused many individuals and families to lose their homes and forced them to find alternatives. The table below reflects the continuous market instability of houses for rent from 2019 to 2025. In 2019, the cost to rent a three-bedroom home in Madera County was $1,450. The cost to rent the same three-bedroom home in 2025 increased 38% to $2,008. The data below displays the fair market rent for 3-bedrooms in Madera County.



Source: U.S. Department of Housing and Urban Development. Fair Market Rents, 3-bedroom, 2019-2025.

EXISTING CHILD CARE PROGRAMS SERVING ELIGIBLE CHILDREN

During the 2024-2025 year, $32,679,175 was invested in childcare and development services for children from low-income or at-risk families in Madera County. This is a 4% increase compared to the 2023-2024 total of $31,525,570.

Increased investments in childcare subsidies continue to be a concern, with an emphasis on infants and toddlers and Alternative Payment vouchers that accommodate the variable work schedules of families. Parents need to work and children need to be in safe care. There is a decline in licensed care in Madera County and subsidy helps stabilize the market so that many programs can have a mix of both private and public funding to allow middle income families participate because the costs are lower.

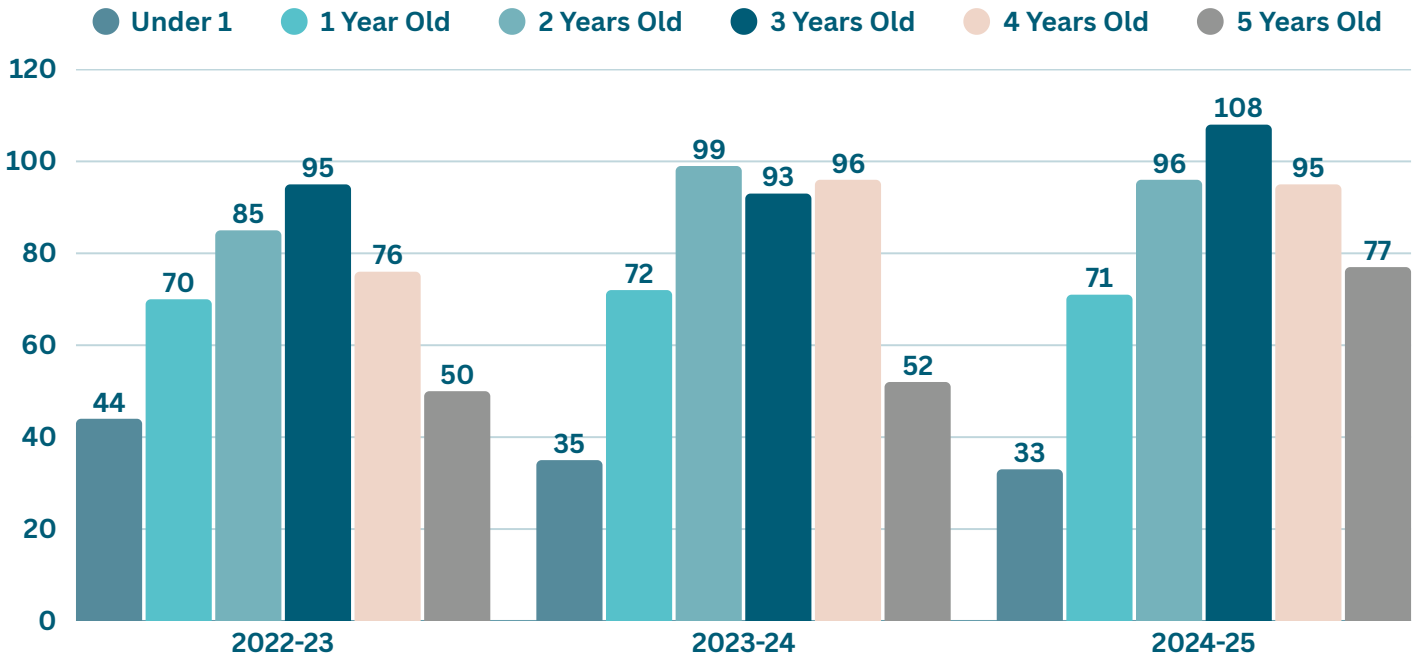
The table below displays the childcare and development programs in Madera County with the children ages 0-5, and 0-12 served in 2024-2025.

Child Care Program	*Number of Children Ages 0-5 Served*	*Number of Children Ages 0-12 Served*
CalWORKs Stage 1	**4581**	**3160**
CalWORKs Stage 2 Programs	**71**	**192**
CalWORKs Stage 3 Programs	**42**	**152**
General AP Programs	**240**	**629**
Cal-Safe Programs	**15**	**15**
Head Start/Early Head Start Programs	**270 preschoolers 545 infant/toddlers**	**815**
State Preschool Programs	**375**	**375**
Transitional Kindergarten	**673**	**673**
TOTAL CHILDREN SERVED	**6,812**	**6,011**

The implementation of Transitional Kindergarten in Madera County has had a direct impact on the Migrant Seasonal Head Start program and its ability to enroll preschool children once the Elementary schools open. Transitional Kindergarten accepts children that just a few years ago would have otherwise been served by a preschool program such as State Preschool, Head Start, or a private program.

ENROLLED CHILDREN

Based upon data from the Program Information Report (PIR) for the last three program years, the following chart displays the ages of children enrolled. The Madera Migrant / Seasonal Head Start program met their 2024-2025 funded enrollment. However, the program continues to face challenges with recruiting eligible teaching staff for the program. The data below displays the ages of enrolled children in the CAPMC Migrant / Seasonal Head Start Program from 2022 to 2025.



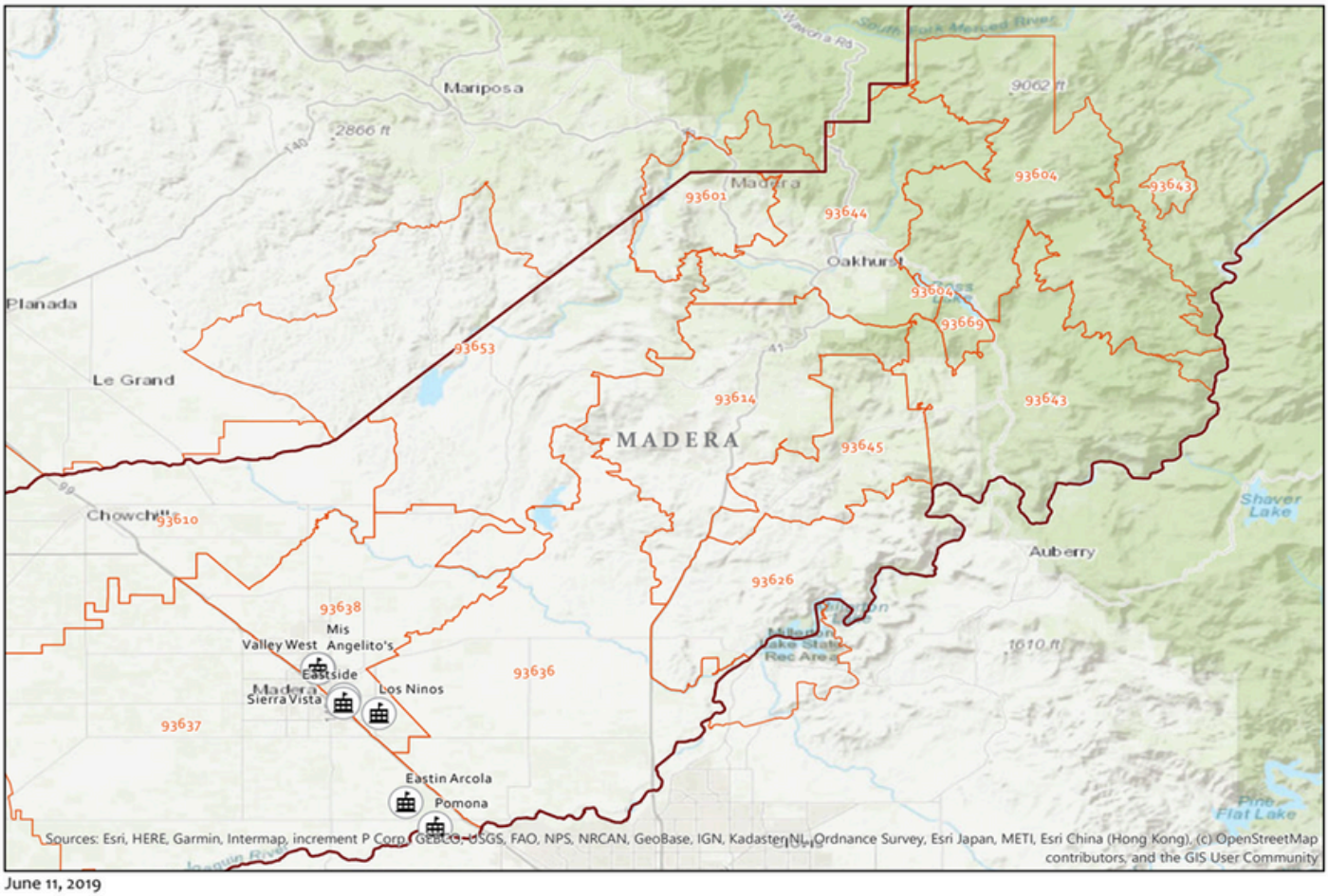
Source: Program Information Report, CAPMC, 2022-23, 2023-24, 2024-2025 A.10 a –g.



LOCATIONS OF CENTERS WITHIN SERVICE AREA

SERVICE AREA	ADDRESS
Eastin Arcola Head Start	29551 Avenue 8 Madera, CA 93637
Los Niños Head Start	29171 Desha Street Madera, CA 93638
Mis Angelitos Head Start	75 East Adell Street Madera, CA 93637
Pomona Head Start	11777 Woodward Way Madera, CA 93637
Sierra Vista Head Start	917 East Olive Avenue Madera, CA 93638

Community Action Partnership Madera County
Center Locations



June 11, 2019

AGRICULTURE

According to the 2023 Crop & Livestock Report of the Madera County Department of Agriculture, crop values can vary yearly due to production, market, and weather conditions. Almonds (nut meats & hulls) retained the number 1 rank of the ten leading crops. Milk kept the number 2 rank, while Pistachios moved up to the number 3 rank, dropping Grapes to the number 4. Tomatoes and Figs are now in the top ten. Overall field crops increased 22.49%.



Commodity	2023 Rank	2022 Dollar Value	2022 Rank
Almonds, Nuts & Hulls	1	$451,814,000	1
Milk	2	$346,435,000	2
Pistachios	3	$264,252,000	3
Grapes	4	$252,817,000	4
Cattle & Calves	5	$79,986,000	5
Pollination	6	$60,600,000	6
Mandarins & Tangerines	7	$48,286,000	7
Replacement Heifers	8	$42,840,000	9
Tomatoes, Processed*	9	$41,606,000	**
Figs, All*	10	$40,523,000	**

Source: Madera County Crop & Livestock Report, Ten leading Crops, Madera County, 2023.
**Not in 2022 Top Ten

AGRICULTURE

According to the Madera County Crop & Livestock report for 2023, the gross value of all production was $1,859,365,000; this is difference of $133,966,000 or 6.72% decrease as compared to 2022 production. Crop values can vary from year to year due to the variables of production, market and weather conditions. Indeed, Madera County is ranked 11th among the fifty-eight California counties in total agricultural production in 2020.

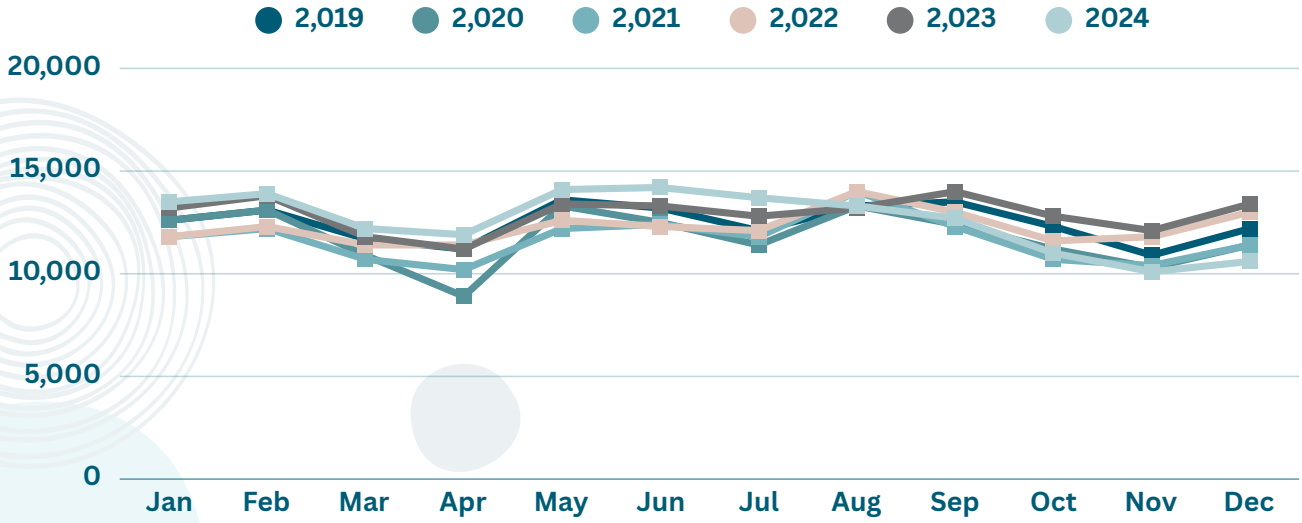


Year	Agriculture Value
2017	$2.0 billion
2018	$2.1 billion
2019	$2.0 billion
2020	$1.9 billion
2021	$2.0 billion
2022	$1.9 billion
2023	$1.8 billion

Source: Madera County Crop Reports, 2017-2023

AGRICULTURAL JOBS

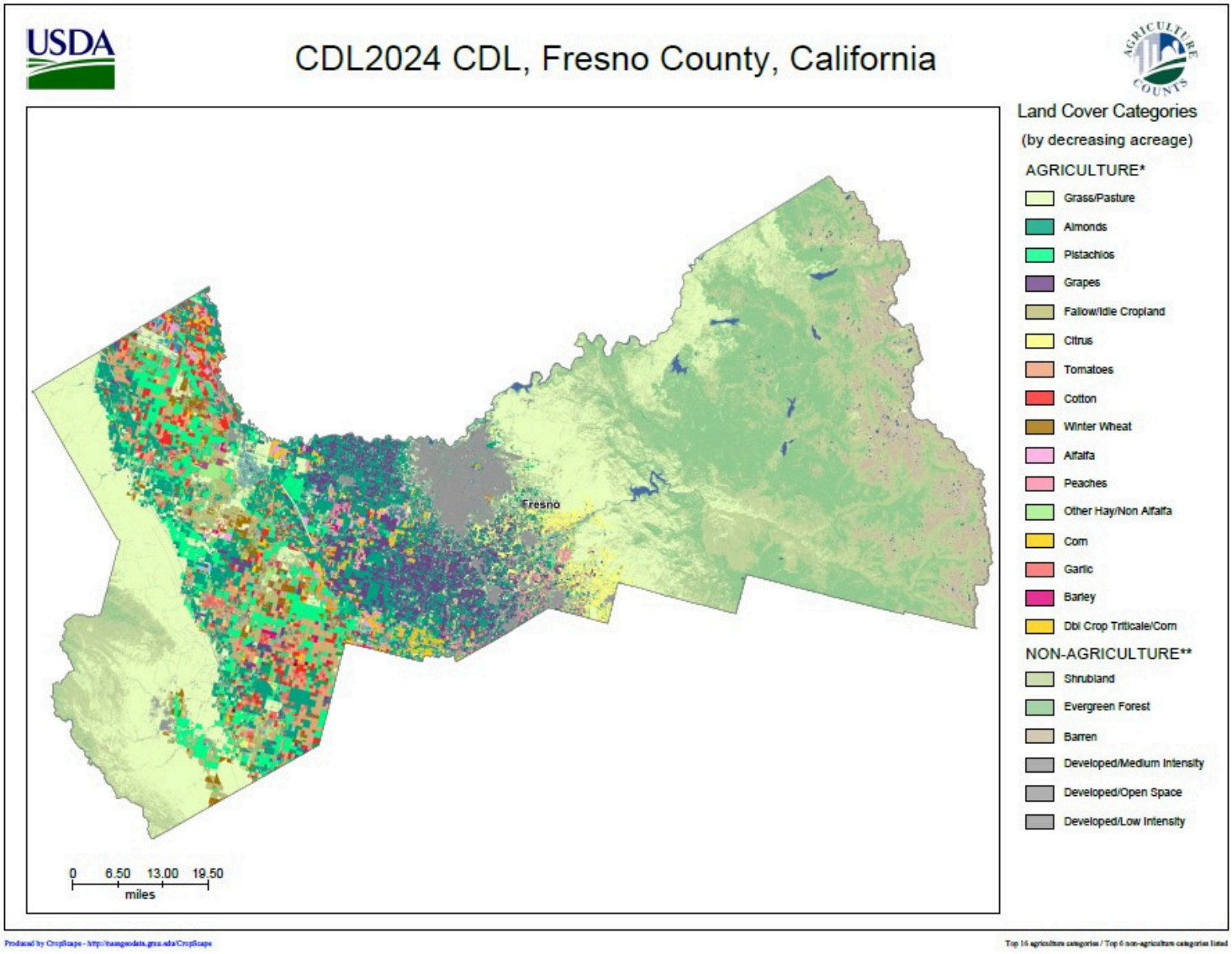
Most families in the program work in either the fields or a packing house. From 2019 until 2024, the number of people employed in farm work in Madera County has remained steady. As of December 2024, 10,600 people were employed in farm work in Madera County, a 2% increase from previous years. The data below displays the number of people employed in farm work in Madera County over the past six years.



Source: State of California Employment Development Department, Employment by industry. 2019-2024.

AGRICULTURE

The United State Department of Agriculture mapped land cover categories according to 2024 data, as shown below.

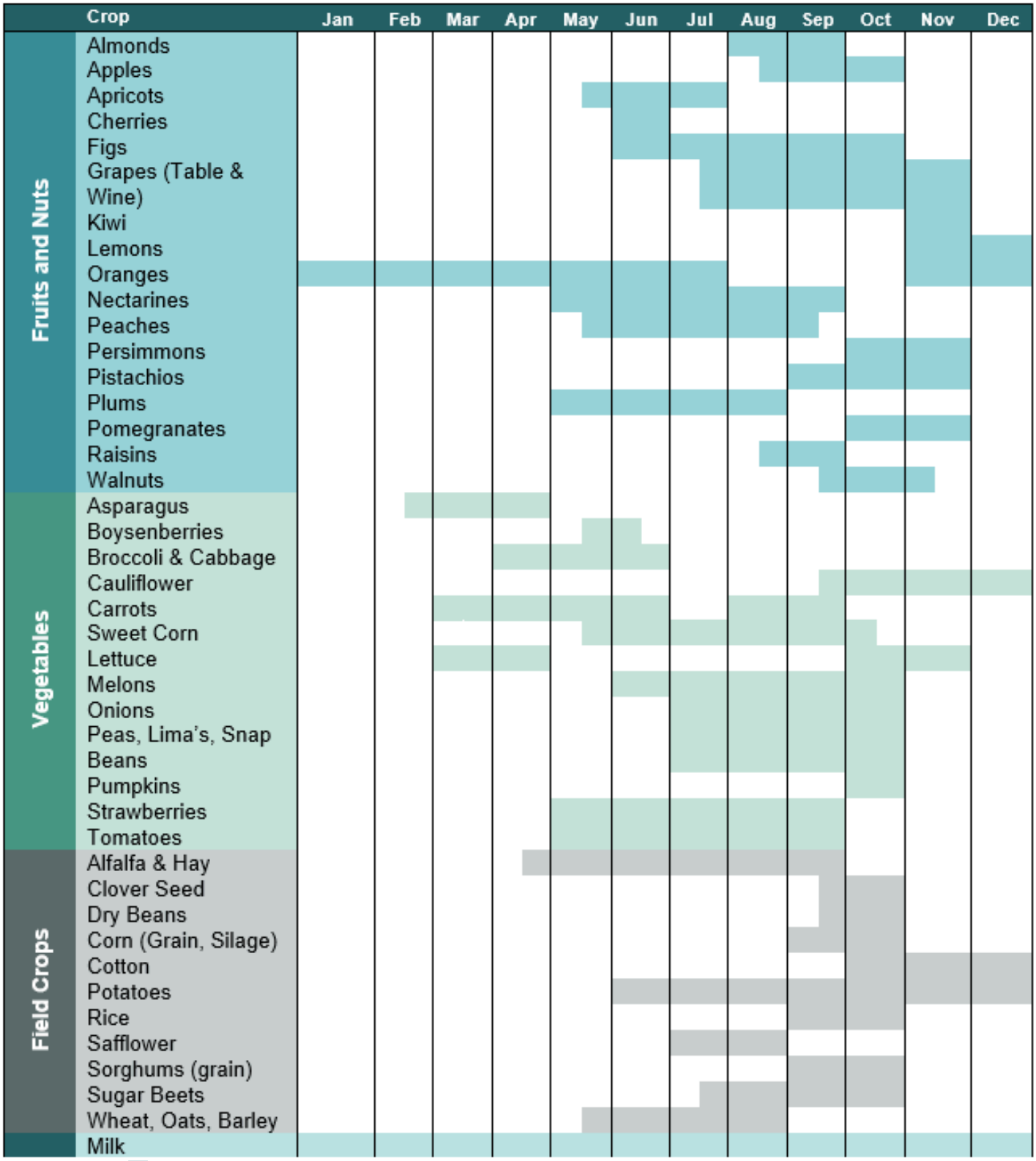


Source: US Department of Agriculture. Land Cover Categories. 2024

Madera County is home to some of the most fertile and productive land in the United States, proved by the $1.8 billion agricultural value in 2023. Despite the growth, many of our growers are faced with significant challenges in agriculture. The continuing issues are urbanization, regulations, diminishing ground water, costly water delivery, high cost to do business, and importation of agricultural products continue to batter farm families.

SEASON FOR CROPS AND AFFECTS ON PROGRAM SERVICES

In recent years, due to the ongoing drought, many farmers opted for planting and harvesting fruit trees and nuts, specifically almonds, which today is the number one commodity being harvested in Madera County. In the past, harvesting grapes was one of the top agricultural earners. The grape picking was a leading employment source for migrant farmworking families. However, with the increase of fruit trees and almonds, which require less workforce, many families are migrating to other areas seeking employment.



AGRICULTURE

California High-speed rail: California's approved high-speed railway will have a route through Madera County, as of the later information in April 2021. There was quite a hefty battle about where the path would be, as growers in the county did not want the tracks to become a part of their land. Between lawsuits, environmental studies, and lobbyists for both sides, the issue is a hot-button and could have an everlasting impact on farming in Madera County. There is still much uncertainty about the specifics, and it will remain an essential issue for those in agriculture.





Immigration reform, the debate over e-verify, and high workman's compensation insurance rates have come to the forefront over the past few years, and the farming community continues to track these issues.

Minimum Wage Increase: California's minimum wage is $15 an hour, while overtime pay for farm workers will kick in after 40 hours instead of 60, two years ago. However, on January 1, 2023, Governor Gavin Newsom increased the California minimum wage for all businesses to $15.50.

According to a news article in CBS Los Angeles, the U.S. Drought Monitor determined more of California is officially out of an ongoing drought. The central valley is officially drought-free after being classified as eastern portions abnormally dry. The intense storm activity from January through March of 2023 brought much-needed rain and added to snowpack levels across the state. However, some rain affected the harvesting season during the summer of 2023, which is unusual.



The City of Madera's Consolidated Plan 2020-2024 referenced a special report prepared for the Madera Housing Authority and the Darin M. Camarena Health Centers Inc., providing information on the needs of farmworkers in Madera County. The study included surveys of agricultural workers to assess the health and housing options for agricultural workers in Madera and to identify some of the problems that they are facing. The special study consists of surveys of 200 agricultural workers, the Immigrant Voice Survey, and the Agricultural Worker Health and Housing Program (AWHHP) survey, as well as three focus group sessions to discuss current and future health and housing needs of these farmworkers.

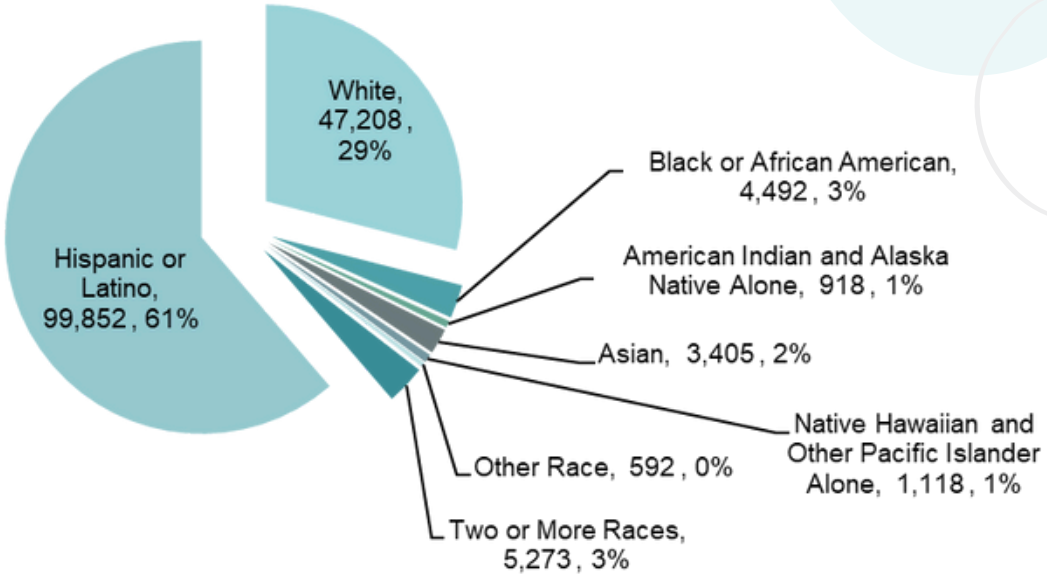
Findings from this special study include the following:

- Large and Growing Families – Average family size was 5.8 persons. Most of the households had at least one child under the age of 10.
- Household Income – A reasonable estimate of the typical hourly pay (or piece work equivalent) for these agricultural workers would be $6.75 to $8 per hour. This, combined with the high level of underemployment, results in very low household incomes. The average household income for AWHHP participants was $12,055.
- Living Arrangements - The majority of the AWHHP participants were living in houses (67), followed by apartments (24), single rooms (6), and mobile homes (1).
- Housing Quality - Almost half of the AWHHP respondents reported problems with insects or vermin infestation. Other problems included heating and cooling, plumbing, electrical wiring, and sewer. Approximately 10 percent in both surveys cited poor quality housing as the reason for their last move.
- Lack of Affordable Housing - The need for more affordable housing options, as either apartment complexes or homes, was the focus of much of the discussion at the three focus group meetings.
- Exploitation by Landlords - With their low incomes and in some cases undocumented status, many workers are vulnerable to being exploited by landlords. Landlords may fail to make necessary repairs, leaving tenants to make repairs on their own. In addition, rental deposits are often excessive.

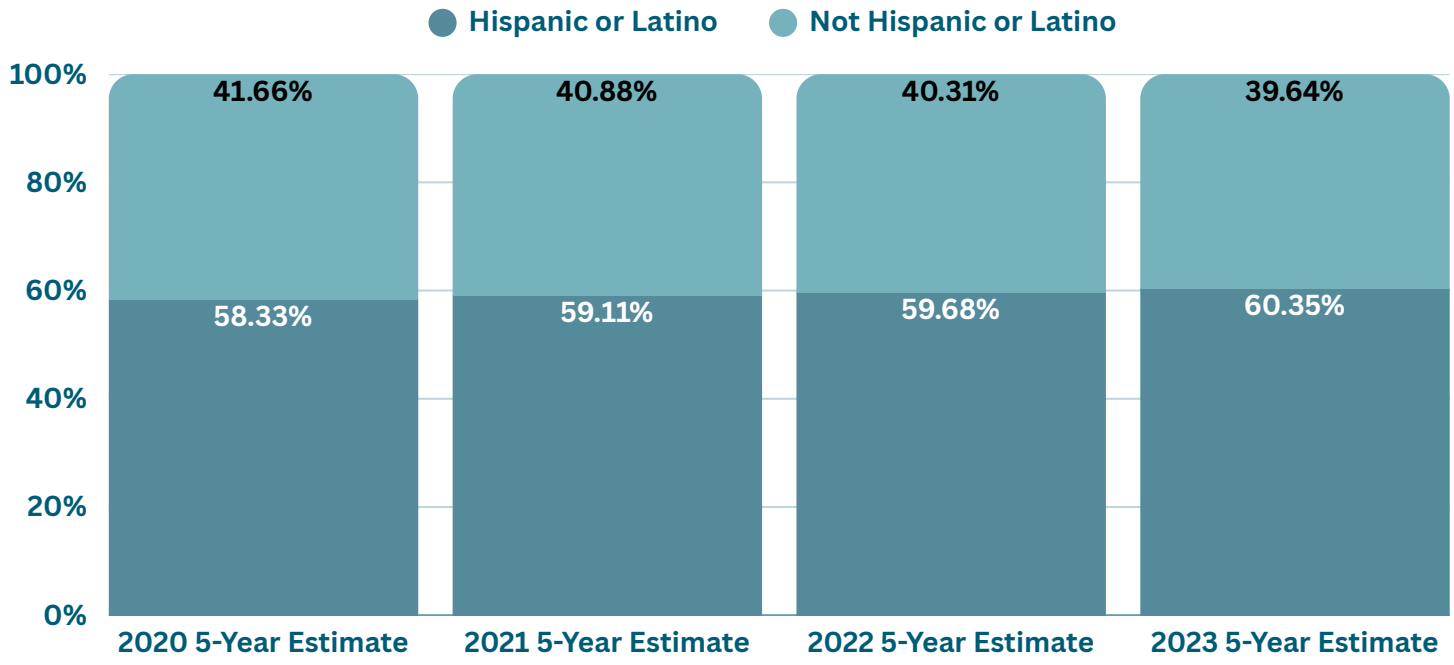
The study concluded that the very low wages paid to agricultural workers, the seasonal nature of farm labor, and the rising housing costs in the Central Valley pose serious constraints on the ability of Madera's agricultural workers to secure decent and affordable housing. The ineligibility of undocumented workers for government-sponsored housing programs is a serious problem as well. City and County staff routinely receive complaints of single-family units being occupied by groups of farm laborers or families. Investigations by staff previously showed as many as 10 to 20 residents in a single unit and adjacent sheds. These circumstances present serious health and safety problems and substandard housing conditions, such as electrical hazards and inadequate toilet, shower, heating, and kitchen facilities.

RACE / ETHNICITY

In Madera County, the white non-Hispanic population has been decreasing while the Hispanic/Latino population has increased. The data below displays the race and ethnicity breakdown for Madera County. In 2020, the percentage of Hispanic/Latinos accounted for 58% of the population, and in the most recent data 2023, they account for about 60%.



Source: U.S. Census, American Community Survey, 2023. C03002.

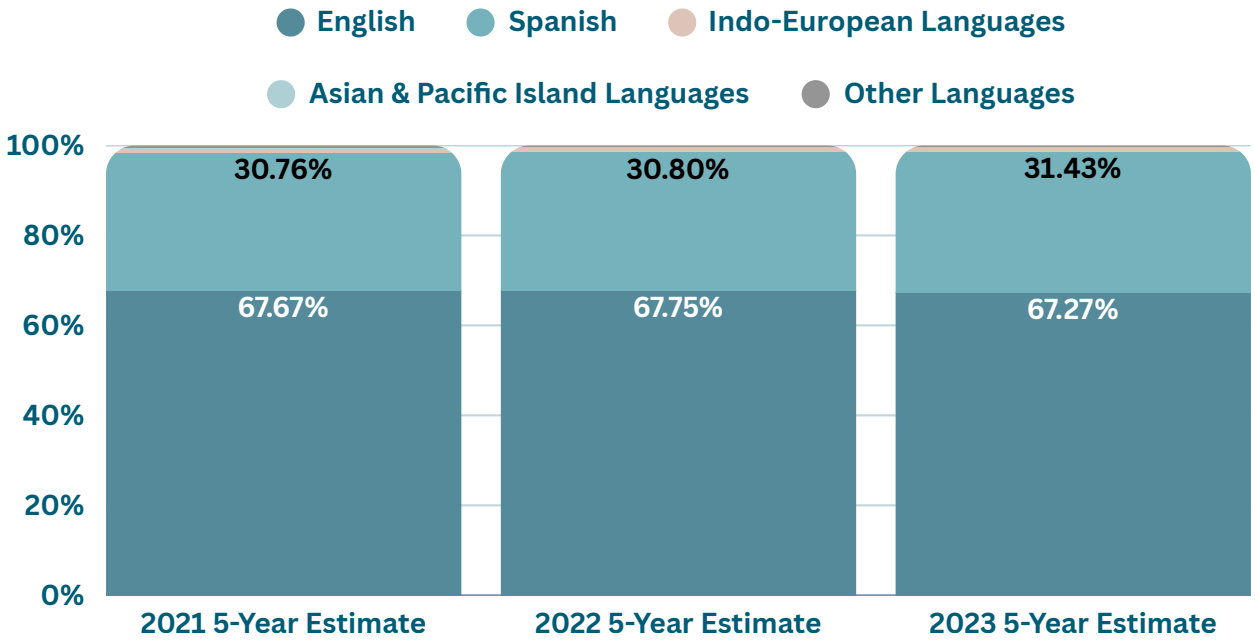


Source: U.S. Census, American Community Survey, 2020-2023. B03002.

The race and ethnicity of our Migrant/Seasonal Head Start children and families is much different than the service area data. Only two Migrant/Seasonal Head Start enrolled family ethnicity was identified as white, while 99% are Mexican, according to the program information report of 2024-2025.

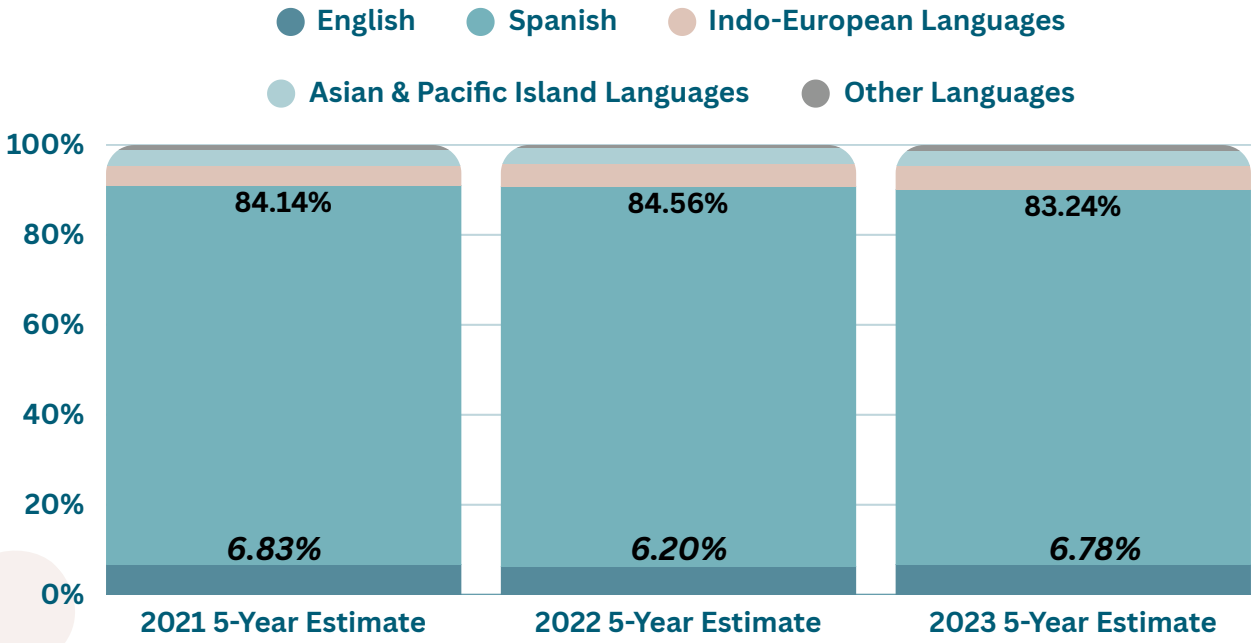
LANGUAGE

The language spoken at home does not show a significant change from 2021 to 2023. The English language is still the primary language spoken at home for over 67% of the population in Madera County. The data below displays the language spoken at home by residents of Madera County.



Source: U.S. Census, American Community Survey, 2021-2023. B16005.

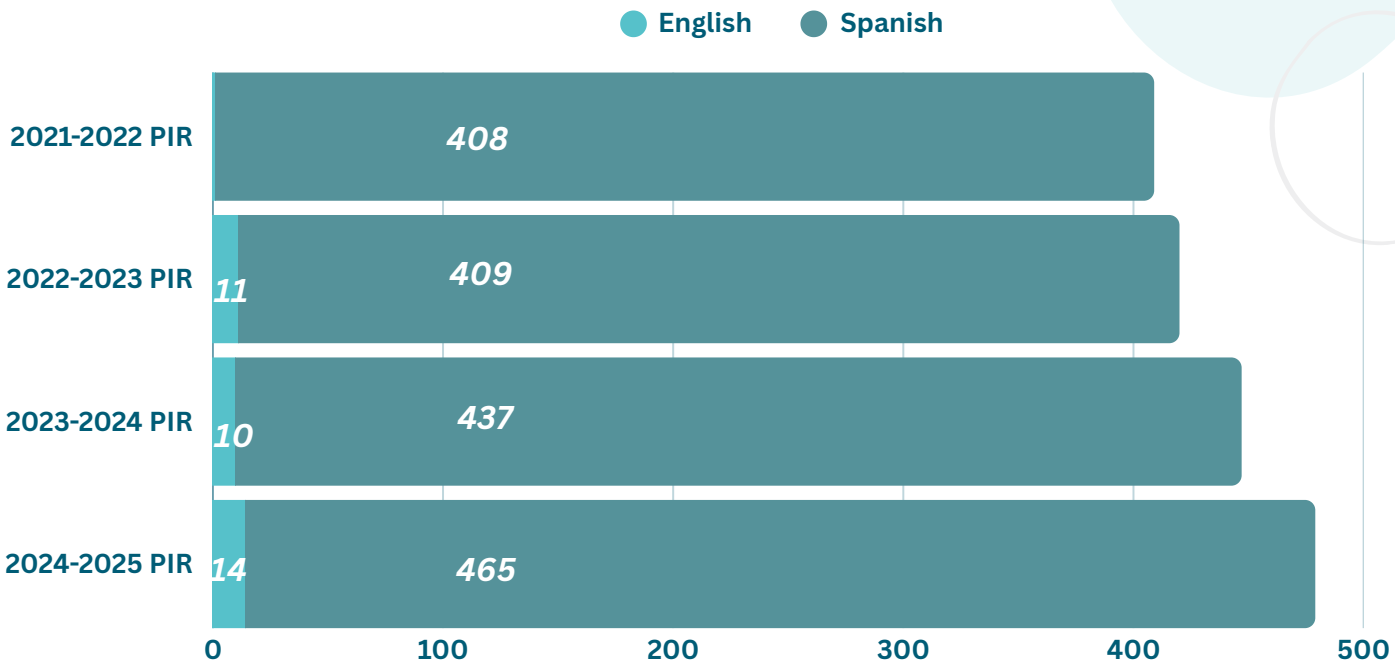
The language spoken at home by those foreign residents paints a much different picture. Of the 32,004 foreign born residents of Madera County, 83.24% of those speak Spanish at home. Of those who speak Spanish, only 41% indicate they speak English well or very well. The data below displays the language spoken at home by foreign-born residents of Madera County.



Source: U.S. Census, American Community Survey, 2021- 2023. B16005.

LANGUAGE

The language spoken by the Migrant/Seasonal Head Start families is more diverse than that of Madera County. While 83.24% of foreign-born residents in Madera County speak Spanish at home, 97% of the Head Start families speak Spanish at home.



Source: Program Information Report, CAPMC, 2021-22, 2022-23, 2023-24, 2024-25. A.26.a – A.26.m.

CULTURE

The Madera Migrant/Seasonal families are primarily Spanish speaking. A small percentage of families, however, speak a dialect – Mixteco, Triqui, Zapoteco. Although we feel the numbers may be higher, when parents speak Spanish they may not disclose their primary language as being a dialect. Communication with families is a challenge at times because there is no written dialect language and even within some of the dialects there are variations of the spoken language. A high percentage of the families are from Mexico, mainly from Oaxaca and Michoacán, a small number are from Central/South America, and a few are US born – second generation.

One of the unique qualities of the Migrant/Seasonal Head Start families is the high percentage (74%) of the families are from a two-parent household. They have extended family in the area so many of them have a strong family support.

The families' education levels vary but many of them did not complete elementary school – 6th grade. Some parents do have a formal education of high school or greater but due to the language barrier and other factors they are not able to secure other job opportunities than farm work.

COMMUNITY RESOURCES TO MEET THE NEEDS OF ELIGIBLE CHILDREN AND FAMILIES

Agency	Area of County Served	Specific Services Provided	The Degree That Services Meets Needs
Adult Education	All	ESL, GED, and Technical Careers	Inadequate
Alcoholics Anonymous	All	Support groups for alcoholics	Inadequate
American Red Cross	All	Disaster kits, CPR classes	Adequate
Behavioral Health	All	Mental health and drug/alcohol programs	Adequate
Behavioral Health	All	Resources and training for parents	More than adequate
Central Valley Opportunity Center	All	Career counseling, ESL classes, job assistance for economically challenged	Adequate
Darin M. Camarena Health Center	All	General health care Dentistry and Prenatal Care	Adequate
Department of Social Services	All	Applications for financial and food stamp assistance	Adequate
First 5 Family Resource Center	All	Resource center and information	Adequate
Madera Coalition	All	Food for persons in need	More than adequate
Madera County Food Bank	All	Emergency Food Assistance	More than adequate
Madera Holy Family Table	All	Daily nutritious hot meals	More tan adequate
Maternal Wellness Program / Dads Project	All	Education & support to expecting & new fathers	Adequate
Madera Rescue Mission	All	Shelter and food for persons in need	More than adequate
Madera Unified School District	All	Meals for children	More than adequate
Pan American Center	All	Teen and afterschool programs	Inadequate
Public Health Department	All	Immunizations, Adolescent health, Well Child, TB Clinics, California Children's Services	More than Adequate
Self-Help Enterprise	All	New house construction	Inadequate
Strengthening Families	All	Parenting classes that involve the entire family	More than Adequate
Positive Parenting Program	All	Parenting skill classes	Adequate
Victim Service Center	All	Crisis referrals, emergency shelter	Adequate
Women Infants & Children	All	Health and nutrition program providing information and checks for purchasing health foods.	Adequate

Source: CAPMC Staff.

AVAILABILITY AND ACCESSIBILITY OF RESOURCE PROGRAMS TO ELIGIBLE CHILDREN AND FAMILIES

According to program staff (Family Advocates) and family records, the most referred issues are health (especially dental), food, clothing, and mental health related to stress. After a Focus group with the parents enrolled in the program, it was revealed that the gaps in community services are:

Eligibility: for social services, specifically in Customer Service. Family Advocates report that families do not feel that they are treated well when applying for eligibility for social/community services. Some issues that came up were availability of bilingual staff, lack of clear guidelines and requirements for services, and long wait times for services or returned phone calls.

Housing: many families struggle to find a safe place to live in Madera County. They report that the conditions in the homes in which they live are dire, but they do not know their rights or the laws to protect themselves and their families. Also, with the current economic inflation, affordable housing is a big issue, and more Section 8 apartments are needed in Madera County.

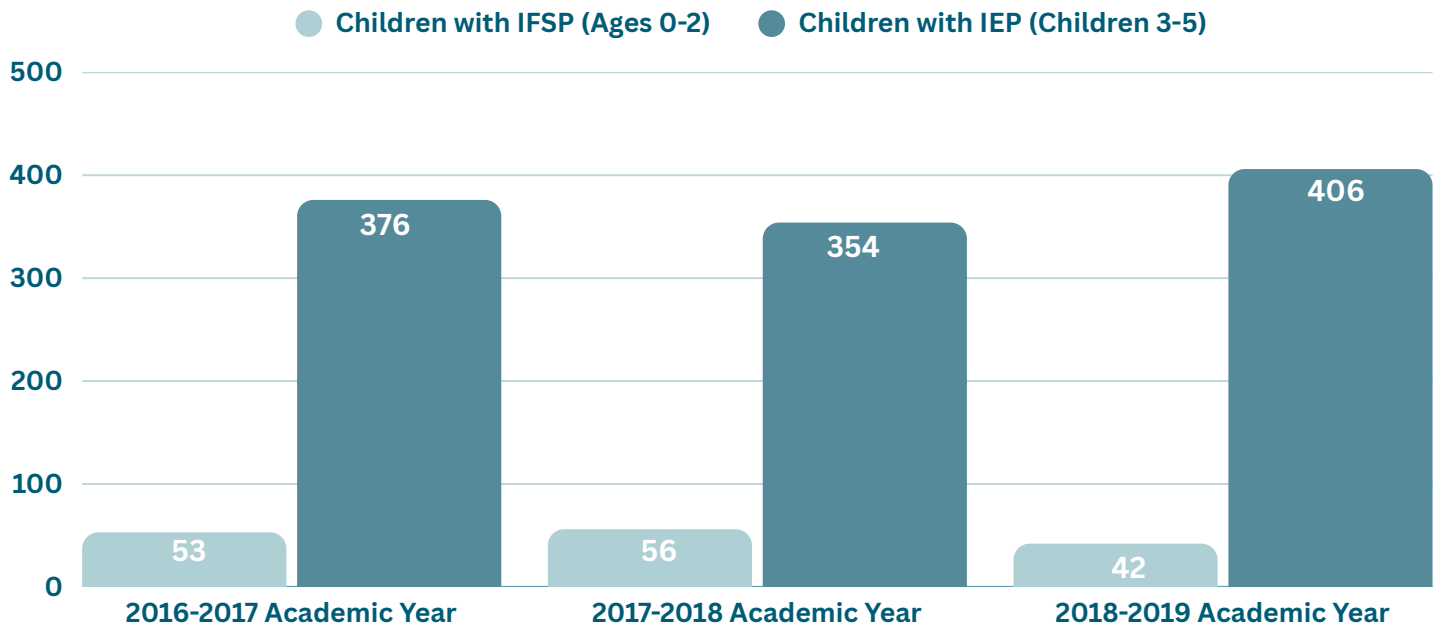
Connecting Undocumented Parents to Services: the specific population of undocumented parents have had an especially hard time getting connected to services, especially those related to housing and medical.

Adult Health, Dental Care and benefits: while the community has addressed the issue of child health and dental care with many affordable benefit programs, adult health and dental care remains expensive or inaccessible. Many times parents/adult go untreated for health conditions or dental care.

Health Care Access: Madera Community Hospital (MCH) closed early January 2023. Madera Community Hospital was the only general acute hospital serving all-ages in Madera County. The hospital had 106 licensed beds and rural health clinics that included diagnostic imaging, an emergency department, endocrinology, gastroenterology, inpatient care, labor & delivery, laboratory, maternity, medical imaging, nephrology, orthopedics, post operation care, specialty clinic, surgical services, telemedicine, and women's health services. Most of the encounters at Madera Community Hospital came through the emergency department. The majority of these patients were adults between the ages of 35 to 64, Hispanic, and Medi-Cal recipients. The emergency department was also the main provider of care to the many under-served individuals in the county, such as the homeless population and the uninsured. Health care access and quality are major issues for Madera County, and with the closure of the hospital, more people may be affected than previously.

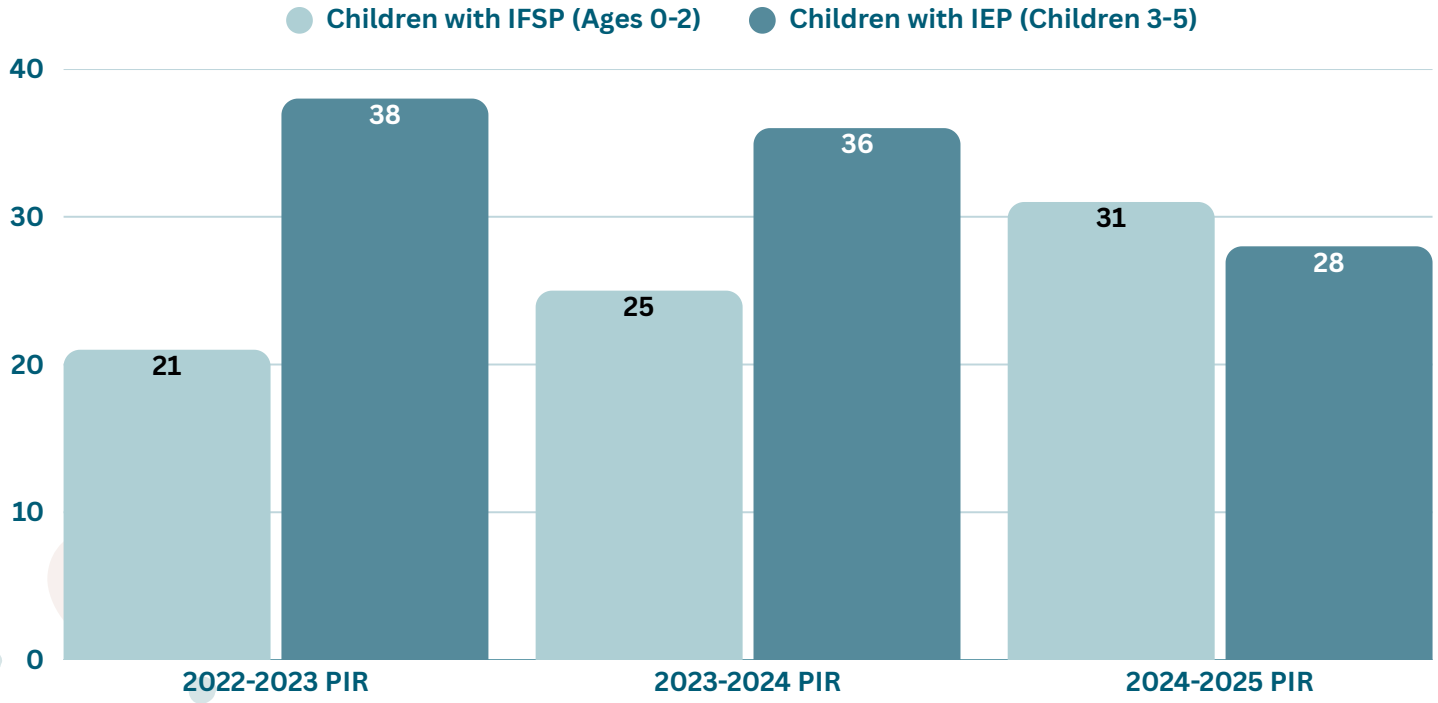
CHILDREN WITH DISABILITIES

The California Department of Education provides information on the number and type of disabilities for children ages 0-22 in Madera County. The number of children ages 0-5 with disabilities has increased from 429 in 2016-17 to 448 in 2018-19. Data for the year 2019-2020 was not reported due to the COVID-19 Pandemic and schools being closed and offering distance learning from home. No current data available.



Source: California Department of Education, Data Quest, Enrollment by Age and Disability, 2016-2019.

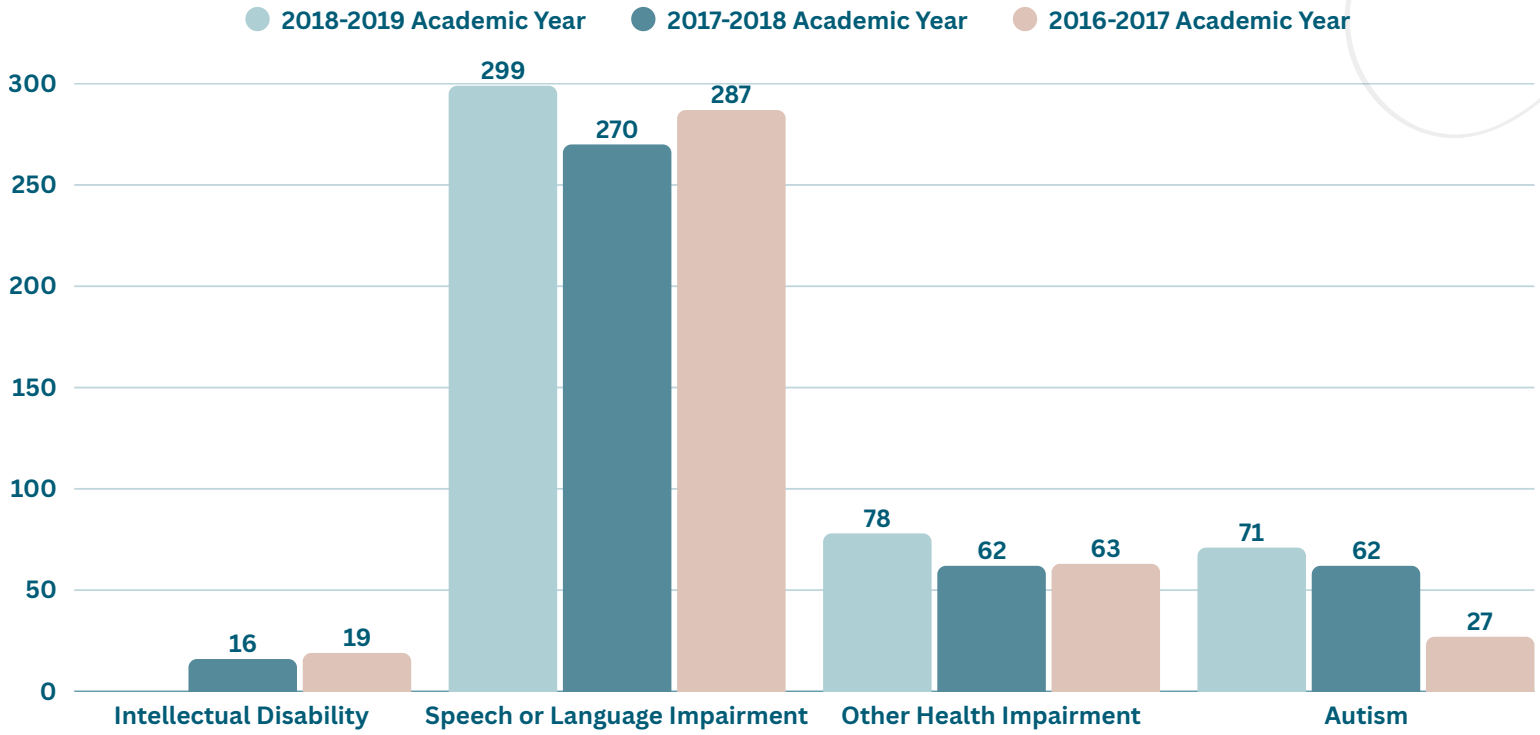
Of the 480 children ages 0-5 enrolled in the Madera Migrant / Seasonal Head Start program in 2024-2025, (12%) were identified with a disability.



Source: Program Information Report, CAPMC, 2022-23, 2023-24, 2024-2025. C.24 – C.25.

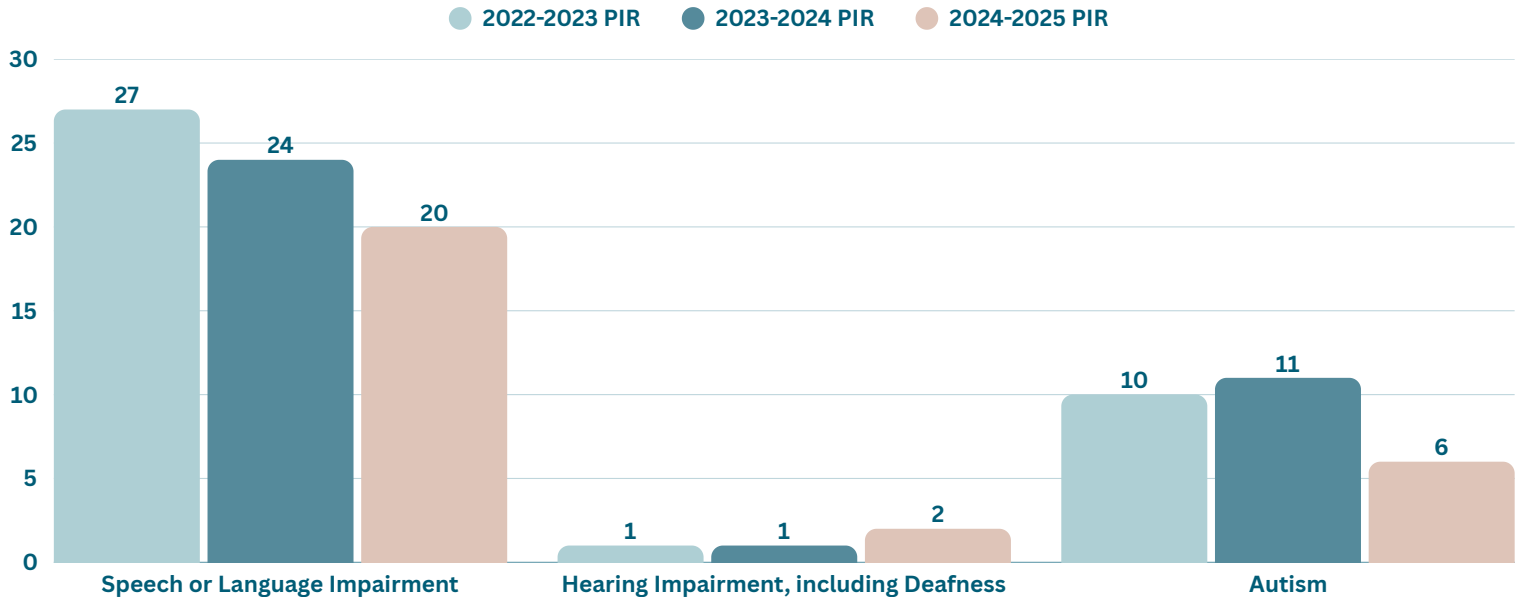
TYPES OF PREVALENT DISABILITIES

The majority of identified disabilities in the Madera Migrant/Seasonal Head Start program are for speech or language impairments, which follows the same trend as the Madera County data. Of the 448 Madera County children 0-5 diagnosed with some type of disability in 2018-2019, 299 (66.7%) were diagnosed with a speech or language impairment. Below is a chart reflecting the types of disability throughout Madera County, according to California Department of Education. No current data available.



Source: California Department of Education, Data Quest, Enrollment by Age and Disability, 2016-2019. Values under 11 are not noted.

The data below displays the types of disabilities of children 0-5 served by Madera Migrant / Seasonal Head Start.



Source: Program Information Report, CAPMC, 2022-2023, 2023-2024, 2024-2025 C.25.a – C.25.m.

STRENGTHS AND NEEDS OF ELIGIBLE CHILDREN & FAMILIES

The Madera Migrant/Seasonal Head Start program identified the strengths and needs of the community based on the parent focus group responses. The table below reflects the strengths information:

STRENGTHS

Health:

- Parents receive information about available health resources in the community.
- The Madera County Health Department offers free vaccines.

Nutrition:

- Parents have access to food banks in the community.
- Parents receive information about WIC and free lunches.
- Sports activities are available for children on Fridays.

Education:

- Parents receive information about education opportunities or educational workshops.
- Parents receive school packbacks for their children with educational materials.
- New schools have opened within the community.
- Available courses at Madera Community College.

Social Services:

- After-school meetings provide parents with information about rural assistance.
- The program teaches parents how to advocate for their children's needs.

Mental Health:

- Parents receive information and resources about mental health and well-being.



STRENGTHS AND NEEDS OF ELIGIBLE CHILDREN & FAMILIES

The following data was gathered to identified the needs of the families in the program.

WHAT DO YOU SEE AS A NEED IN THE COMMUNITY?

- *The need for a hospital in Madera.*
- *More grocery stores and affordable healthy choices.*
- *A program or resources for children who suffer bully.*
- *Speed bumps and cleaner sidewalks near the schools.*
- *More law enforcement near the schools and in the community.*
- *Affordable housing and more Section 8 apartments.*
- *Fewer requirements for utility programs.*
- *Transportation with extended hours.*

WHAT ARE THE GREATEST CHALLENGES FACED BY FAMILIES?

- *Families' economic/financial status due to low wages.*
- *Less work and the seasons are decreasing/declining due to weather.*
- *Difficulty qualifying for social services for not meeting the requirements or not having a social security.*
- *Affordable housing, apartments, or resources for families with no home.*
- *High cost of utilities.*
- *More Public Transportation.*
- *Free mental health assistance.*
- *More information on how to become a legal resident.*
- *More bilingual aid in schools.*
- *More resources for undocumented families.*

WHAT CAN CAPMC/MIGRANT HEAD START DUE TO HELP WITH SOME OF THE FAMILY CHALLENGES?

- *Provide more information about mental health services and support.*
- *Advocate for parents with low income.*
- *Resources and support for undocumented families.*
- *Parents' legal status is not to be questioned or a requirement to qualify for services.*
- *Serve all families that work in agriculture even if they don't move out of the area (seasonal slots).*
- *The migrant program open all year round from March to Jan.*
- *Information about current events in Madera and Fresno.*

DATA ANALYSIS OF MIGRANT SPECIFIC INFORMATION

An average migrant/seasonal farmworker family looks much different than an average family from the service areas of Madera County. The data collected by family advocates displays that information below:

NO HIGH SCHOOL DIPLOMA OR GED

EARNS OVER $15 AN HOUR

SPEAK AND READS ENGLISH "NOT AT ALL" OR "VERY LITTLE"



LIVES IN A HOUSE OR APARTMENT

COMMUTES 25-74 MILES TO WORK

PAYS OVER $900 OF RENT

WORKS 8 TO 12 HOURS PER DAY 6-7 DAYS PER WEEK

MOBILITY AND MIGRANCY PATTERNS

Over the course of the last several years, while there are still migrant farmworkers who continue to move to seek work, CAPMC is finding that more and more farmworker families are settling in or near the service area of Madera County.

Recruitment Areas:
The CAPMC service/recruitment area is defined by the county census tracts. The sites are dispersed throughout the city of Madera and the unincorporated areas of Madera County.

The Community Assessment team has concluded that five of our six sites are located where there is a high concentration of low-income migrant and seasonal farm workers residing in the city of Madera, and its surrounding unincorporated areas.

The table below displays the information regarding the recruitment areas for the sites in Madera County, while the next page displays the Census Tracts in map form.

Census Tract:	5.02	6.02	6.03	6.04	9.0	10.0
Population Under 5 years of age	5.8%	7.6%	6.9%	11.8%	8%	7.5%
Hispanic/Latino ethnicity	79%	89.7%	83.5%	88.7%	90.2%	51.1%
Employed in Agricultural industry	5.5%	45.3%	31.7%	45.4%	37.9%	20.3%
Speak English less than "Very Well"	20.2%	43.5%	39%	43.1%	36.2%	14.1%
Families below the poverty level	15.0%	38.7%	34.4%	22.1%	32.7%	9.1%
Average Household Size	3.82	3.82	4.83	4.91	3.29	3.39
Median Income	$61,739	$39,740	$49,694	$55,307	$33,724	$67,568
Recruitment Area for:						
Eastin Arcola						
Los Niño's	X				X	
Mis Angelitos		X	X	X		
Pomona	X					X
Sierra Vista					X	

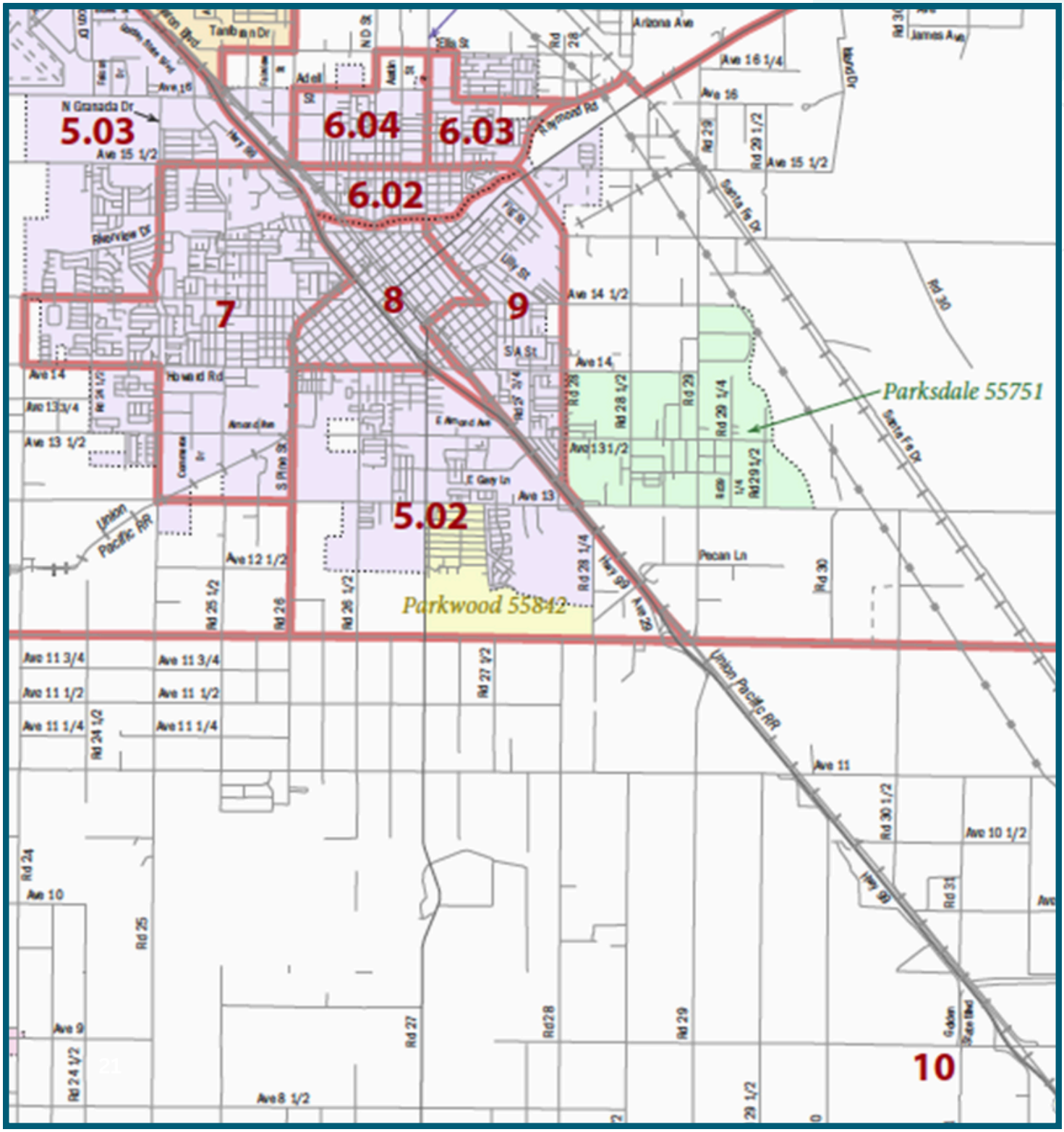
Source: US Census American Community Survey 5-Year Estimates, 2023. DP02, DP03, DP05.

Current Waiting List

The table below indicates the waiting list pulled from COPA on August 25, 2025.

Head Start Center	Children 0-5
Eastin Arcola	3
Los Niños	20
Mis Angelitos	41
Pomona	0
Sierra Vista	55
Total	119

CENSUS TRACTS IN MAP



Source: US Census Bureau

Program Options

CAPMC serves the Migrant/Seasonal Head Start eligible families in Madera County with a center-based program option. Sites are open 10 hours per day, and serve children five days per week.

IDENTIFICATION OF ISSUES AND PRIORITIES

Internal data regarding the identification of issues of migrant/seasonal families was gathered through family focus groups. From that data, the following issues were identified:

- *Behavior Management*
- *Mental Wellness (Stress/Depression)*
- *Health insurance eligibility services*
- *Immigration/naturalization*
- *Access to a local hospital*
- *After school care for children*
- *Nutrition Education*
- *Affordable/safe housing*
- *Homelessness*
- *Transportation*
- *Seasonal slots*
- *Families are migrating to other states for year-round employment.*

External data was collected from sources such as the U.S. Census, California Department of Education, and various local sources. That data supports and reinforces the issues came forth via internal data:

- *High rates of parent education levels of GED or less*
- *High rates of obesity and asthma*
- *High rates of unemployment*
- *High mortgage rates / cost of living*
- *No rental housing available*
- *No local hospital*

Prioritization of Identified Issues

Prioritizing needs requires that staff look at resources, scope of work, funding, and the highest needs of the families we serve, in addition to hearing first-hand from families. The issues are being brought forward to the Policy Committee to review and recommend for Goals & Objectives.

Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: October 9, 2025

Author: Maritza Gomez-Zaragoza

DATE: September 30, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Internal Dispute Resolution

I. RECOMMENDATIONS

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

II. SUMMARY

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

III. DISCUSSION

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

IV FINANCING: None

INTERNAL DISPUTE RESOLUTION
BINDING ARBITRATION AGREEMENT FOR RESOLUTION OF IMPASSE

Between Community Action Partnership of Madera County Board of Directors

And

Madera/Mariposa Regional and Early Head Start Policy Council

I. Clarification of Responsibilities

A. It is understood and agreed upon by all parties that the overall fiscal and legal responsibility for the administration of the Regional and Early Head Start Program lies with the Community Action Partnership of Madera County (CAPMC) Board of Directors.

B. It is also agreed upon and understood that Head Start regulations require that CAPMC Regional and Early Head Start Program has a representative Policy Council and that this Policy Council has decision-making authority under Head Start Performance Standards (45-CRF 1304.50) Appendix A – Governance and Management Responsibilities. This section of federal regulation and the chart contained therein outlines the policy-making rights and responsibilities of the Governing Board and the Policy Council.

II. Definition of Impasse

A. Impasse occurs when the CAPMC Board of Directors and Regional Head Start Policy Council cannot agree on an issue for which the Head Start Policy Council has the right to approve or disapprove as outlined in Appendix A- Governance and Management Responsibilities. The Regional Head Start Policy Council must first take each step in the program's grievance process before an impasse can be declared. If there is disagreement over the areas of approval or disapproval responsibility, according to Appendix A, clarification will be sought from the Regional Head Start Grantor Office, and an impasse will not be declared until such clarification is obtained.

B. When the Policy Council and Board of Directors don't agree on an issue and prior to formally calling impasse between the governing bodies, the following steps will take place;
   - The Executive Director and Head Start Director will meet with the disagreeing party to review information and share either party's position on the issue at hand.
   - Any supporting documentation and information will be provided to the Policy Council or Board of Directors in order to assist in

making the best decision for the program and program participants.

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

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

III. Impasse Procedures

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

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

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

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

2. A request that the Regional and Early Head Start Policy Council designate a member of the arbitration panel within fourteen (14) calendar days of receipt of the notification. A further request that the business telephone number, mailing address, and the name of the designee is forwarded to the CAPMC Board of Directors with in the fourteen (14) calendar day time period.

3. A statement that a translator will be in attendance at all hearing and will translate verbal comments and written documents as needed.

4. The written statement shall be in English and in Spanish, if needed.

IV. Arbitration Panel Composition

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

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

C. Failure to Name a Third Arbitrator

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

D. Scheduling Arbitration

1. The three (3) person arbitration panel shall schedule the arbitration hearing within fourteen (14) calendar days after the

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

2. The hearing shall be held in a mutually agreed upon setting with consideration for the convenience of the parties, but not at the CAPMC offices.

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

1. Oral presentation of the Policy Council's position.

2. Oral presentation of the CAPMC Board of Directors' position.

3. Response by both parties to such questions as the panel wishes to ask.

4. Informal cross-examination of each party by the other within the limits allowed by the panel.

5. Such additional presentation of oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or material that would be helpful to the panel.

6. If the panel needs additional materials (such as budget statements, Head Start regulations, CAPMC records, or other materials of the nature), the CAPMC Board of Directors has the duty to provide the panel with such documents within a time limit in which a reasonable person acting in good faith could have provided the information.

F. Compromise

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

G. Standard of Conduct

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

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

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

H. Representation of the Parties at the Hearing

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

I. Post hearing Procedures and Decisions

1. The Arbitration Panel shall issue its decision in writing within fourteen (14) calendar days after the hearings are concluded. The decision shall be in writing in the languages appropriate to the parties involved and shall be forwarded to the Head Start Policy Council and CAPMC Board of Directors within fourteen (14) calendar days of the conclusion of the hearings.

2. The final decision shall be binding on both parties, and there shall be no appeal.

3. The CAPMC Board of Directors and the Head Start Policy Council are parties to the arbitration hearings.

4. Costs of travel, per diem for all parties, salary, and payment for the third arbitrator and interpreters shall initially be paid by CAPMC from Regional Head Start funds.

5. The CAPMC Board of Directors will, within five (5) days of receipt of the ruling, submit the ruling to the Regional and Early Head Start Grantor Office. If the ruling is found by the Regional and Early Head Start Grantor Office contrary to federal regulations, then it shall be declared void. In such a case, another arbitration panel shall be consulted, and the process outlined above shall be reenacted.

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

Policy Number: PG 06	Relate to CFR #: 1301.6	Page #1 of 2

COMPONENT: Program Design and Management

SUBJECT: Internal Dispute Resolution

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

OPERATIONAL PROCEDURE:

Section 642 (d) Program Governance Administration-

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

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

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

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

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

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

Related Regulations: Head Start Performance Standards1301.6

Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: October 9, 2025

Author: Maru Gasca Sanchez

DATE: September 30, 2025

TO: Board of Directors

FROM: Maru Gasca Sanchez, Deputy Director Direct Services

SUBJECT: CAPMC California State Preschool Program 2025-2026 Program Philosophy, Goals and Parent Handbook.

I. RECOMMENDATIONS

Review and consider approving the California State Preschool 2025-2026 Program Philosophy, Goals and Parent Handbook.

II. SUMMARY

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

III. DISCUSSION

a. Included in the parent handbook is CAPMC's philosophy statement and goals that support the philosophy.

b. The parent handbook provides parents with information regarding the following topics:

- ✓ Days and hours of service
- ✓ Registration process and eligibility requirements, and parent responsibilities
- ✓ Open door policy
- ✓ Sexual Harassment
- ✓ Attendance and absences
- ✓ Communication with staff
- ✓ Health and emergency procedures
- ✓ Understanding Active Supervision and Child Safety
- ✓ Complaint Procedure
- ✓ Handbook will be given to families enrolled at the following sites: Fairmead, Chowchilla, Cottonwood, Mis Tesoros, Ruth Gonzales, Verdell McKelvey, Oakhurst and Eastside.

c. Information will be reviewed with parents at time of registration and/or during parent meetings.

- The CAPMC California State Preschool Program 2025-2026 Program Philosophy, Goals and Parent Handbook will be presented to the Policy Council for review and approval on October 2, 2025.

IV. FINANCING: Minimal

MADERA HEAD START PRESCHOOL APMC PROGRAMA PRESCOLAR DEL ESTADO DE CALIFORNIA Y HEAD START REGIONAL DE MADERA (CSPP/RHS)

PARA VER EL MANUAL PARA PADRES Y LA GUÍA DE RECURSOS

2025-2026

ESCANEAR AQUÍ

MANUAL DE PADRES

DIRECTORIO DE RECURSOS

MADERA HEAD START-CALIFORNIA STATE PRESCHOOL PROGRAM/REGIONAL HEAD START (CSPP/RHS)

TO VIEW THE PARENT HANDBOOK & REOURCE GUIDE

2025-2026

SCAN HERE

PARENT HANDBOOK

RESOURCE DIRECTORY



MADERA HEAD START-CALIFORNIA STATE PRESCHOOL PROGRAM/REGIONAL HEAD START (CSPP/RHS)

PARENT HANDBOOK 2025-2026

Addressing the Needs of our Community Since 1965
Helping People, Changing Lives.
Community Action Partnership of Madera County

Community Action Partnership of Madera County welcomes your family to our State Preschool Program/Regional Head Start (CSPP/RHS)

This handbook was designed to assist families with understanding the requirements to participate in Madera Head Start-California State Preschool/Regional Head Start (CSPP/RHS) program.

We look forward to serving you!

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



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PROGRAM DESIGN

Dear Head Start Parents,

Welcome to Head Start Preschool Program!

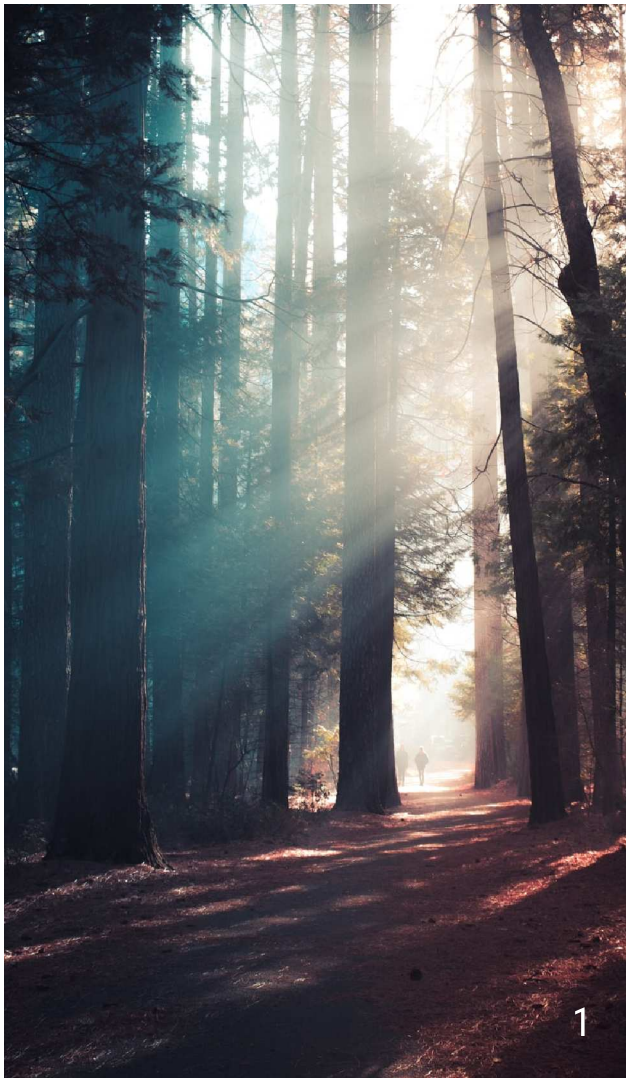
We hope that you and your family enjoy your experiences and path to continuous learning during your enrollment and participation in the program.

Head Start provides quality services to children and families that are designed to ensure the growth and developmental success of your child/ren. We welcome your input and ideas but most of all your engagement in the program and your child's education.

We are here to answer any questions or provide you with any support you need for your child or family. Please contact the Site Supervisor or Family Advocate at any time.

Thank you for allowing us to serve you.

Maritza Gomez-Zaragoza
Head Start Program Director



OUR MISSION

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

OUR VISION

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

PROGRAM DESIGN

Services

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

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

All individuals are valued and respected

Staff and visitors honor the individuality of every child and family, ensuring they are welcome and treated with respect.

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

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

CENTER LOCATION

Chowchilla Head Start
Serving Children Ages 3 –5 years
Full-Day Site Operating 7:30 am –1:30 pm
(559)665-0291
265 Hospital Dr.
Chowchilla, CA 93610

Cottonwood Head Start
Serving Children Ages 3–5years
Full-Day Site Operating 7:30 am –1:30 pm
(559) 664-1109
2236 Tozer Ave,
Madera, CA 93638

Eastside Head Start
Serving Children Ages 3–5 years
Full-Day Site Operating 7:30 am –1:30 pm
(559) 674-1268
1112 South A St,
Madera, CA 93638

Oakhurst Head Start
Serving Children Ages 3–5 years
Full-Day Site Operating 12:00 pm - 3:30 pm
(559) 658-8171
40094 Indian Springs Rd.
Oakhurst, CA 93644

Fairmead Head Start
Serving Children Ages 3–5 years
Full-Day Site Operating 7:30 am –1:30 pm
(559) 665-5559
22850 Rd. 19 ½
Chowchilla, CA 93610

Mis Tesoros Head Start
Serving Children Ages 3 –5years
Full-Day Site Operating 7:30 am –1:30 pm
(559) 673-1011
131 Mace St.
Madera, CA 93638

Ruth Gonzales Head Start
Serving Children Ages 3 –5years
Full-Day Site Operating 7:30 am –1:30 pm
(559) 675-8518
838 Lilly St.
Madera, CA 93638

Verdell McKelvey Head Start
Serving Children Ages 3 –5years
Full-Day Site Operating 7:30 am –1:30 m
(559) 673-1500
1901 Clinton St.
Madera, CA 93638

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Open Door Policy

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

Refrain from Religious Instruction

Our program refrains from religious instruction or worship.

Sexual Harassment

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

Confidentiality

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

Program Self-Evaluation

The state requires that all state preschool programs complete the self-evaluation process. This is an opportunity where program staff review data collected and make instructional decisions based upon the findings.
Programs are measured according to the following
areas:

- Classroom Assessment Scoring System (CLASS) - Classroom observations are conducted to assess classroom quality, including teacher-child interaction that are linked to positive child outcomes. Results are shared with parents and staff.
- Desired Results: Observational assessment system that is completed twice a year. The results are shared in parent conferences.
- Parent Survey: Parent surveys are completed each school year to provide feedback from our parents.

Information from all three documents is summarized into a program summary for reviewing areas of strength, challenges, and expectations.

Center Group Sizes

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

Preschool (36 Months to enrollment in Kinder)
1 adult for every 8 prschoolers maximum 20 children

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

PROGRAM PHILOSOPHY

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

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

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

We also believe:

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

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



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Parent Education and Engagement

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

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

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

Opportunities to participate include, but are not limited to:

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

Other ways to participate in our program

Parent Education/Curriculum

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

Our program adopted Ready Rosie as the parent curriculum for the program.

Ready Rosie is a research-based parenting curriculum that builds on parents' knowledge. Ready Rosie harnesses the power of video and mobile technology to empower families and schools to work together to promote school readiness.

- Ready Rosie has videos in English and Spanish that are delivered to families via text, email and/or app. Videos are one to three minutes long.
- Ready Rosie also has a variety of Family Workshops that are offered to parents during the parent meetings.

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

Family Partnership Agreements

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



Parent Education and Engagement

Family Assessments/Referrals

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

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

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

Surveys/Data Process

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

Collected survey data, child/family assessment data and environmental assessment is entered into our data based (COPA/CARE) systems which generates reports for staff to review, analyze and evaluate. Based on the results, staff make recommendation for changes, additions, or enhancement to program services.

Male/Father Engagement

The program provides opportunities for fathers to enhance their skills, knowledge and understanding of the importance of being engaged with their children. Male/Father engagement strategies include but not limited to the following:

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



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Health Services

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

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

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

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

Test for anemia, lead poisoning, tuberculosis, blood pressure and other screening as needed by each individual child
****NOTE** No assessment will be completed without parent's notification and approval.**

Immunizations

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

Dental Health

Children ages 1-5 are required to see a dentist for a dental exam within 90 calendar days of enrollment.
Please ask us if you need help finding a dentist.

Physical Assessments/Screenings

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

Medical and Dental Emergencies

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

- First aid will be provided on site.
- Parent/guardian will be notified of any accident.
- CAPMC Incident Report will be completed and provided when child is picked up.

Life Threatening Condition

- CALL 911
- Parent/guardian will be contacted immediately. If unavailable, emergency contacts will be contacted.
- Staff will complete the CAPMC Incident Report and CCL Unusual Incident/Injury Report.



Health Services

When your child is ill...

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

- A sore throat, accompanied with other symptoms (fever, redness, swollen glands, etc.)
- A cold or cough, when symptoms are not due to an allergy or chronic condition.
- Eye Discharge and/redness
- Shortness of breath
- Chills or repeated shaking
- Muscle pain or headache
- A fever of 100.4 degrees >
- Nausea and/or vomiting
- Earache
- Runny nose or congestion
- Stomachache/ Diarrhea
- An unidentified rash
- Any infectious disease diagnosed by your family physician.
- Lice or Nits, dead or alive
- Your child is overly tired.
- Combination of symptoms



Medication Procedure

When a child must take medication at school, the proper medication forms and documentation must be submitted prior to any medication being administered to the child or accepted at the site. This includes over the counter medication AND emergency medication for such conditions as asthma, allergies, or seizures.

The following process must be followed prior to any medication being brought to the center:

- Completed Consent for Administration of Medication and/or other necessary Individualized Health Care Plans.
- Parent/Guardian and Physician's signatures must be present on all required forms and medication.
- Medication MUST be in its original container have: name of child, name of medication, dosage/route of medication, administration schedule, and possible reactions.
- Staff will be trained by parent/guardian on the proper steps of administration, any side effects and the expected outcomes from the medication.

Emergency Medication and all documentation must be submitted prior to a child's enrollment. Additional documentation may be requested. If the center is informed of a child's diagnosis and need of emergency medication AFTER enrollment, the emergency medication and all forms must be submitted to the center within 10 calendar days. Failure to provide medication and documentation will result in exclusion of your child from the program.

Daily Health Observation

A Daily Health check will be conducted on each child and upon arrival at the center and before the child is accepted. Inform centers staff or any recent illness, injuries, or concerns to insure your child is in good health to participate in the daily activities.

Keep your child home if they are ill If it is determined that child is ill once you have left, your child will be isolated from others, and you will be contacted to pick your child up for the day.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Nutrition Services

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

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

All individuals are valued and respected

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Meal Services

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

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

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

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



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

Education Program

We aim to ensure all children progress in physical, cognitive, language, and social-emotional development.

The program provides comprehensive services to meet every child's emotional, social, health, nutritional, and educational needs. It also offers inclusive and diverse spaces for children and families by tailoring services to their needs.

Physical development is supported by:

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

Social/Emotional development is supported by:

- Providing learning opportunities for children to understand, express, and manage their emotions while building healthy relationships.
- Planning routines and transitions so they can occur in a predictable and unhurried manner

Cognitive & Language skills are supported by:

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



Education Program

Assessment

The program utilizes The Desired Results Developmental Profile DRDP 2015. The DRDP© is an assessment instrument developed by the California Department of Education for young children and their families to inform instruction and program development. This assessment is designed for teachers to observe, document, and reflect on children's learning, development, and progress; it is intended to support teachers with planning and scaffolding young children's education.

Parent Conferences/Home Visits

Teachers will meet with parents at least four times a year to share information and plan individual child goals to improve skills.

1. During these conferences, parents can ask questions they might have about the DRDP (2015) results and their child's progress, and an individualized plan is developed.
2. Parents can talk with teachers about what to expect from their child's development.
3. Parents can communicate with the teacher about any classroom adaptations a child might need.

SCHOOL READINESS PLAN GOALS AND OBJECTIVE

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

Education Program

Curriculum Implementation

The Madera Head Start program utilizes the Creative Curriculum, a developmentally and linguistically appropriate curriculum that recognizes children's development rates, individual interests, temperaments, languages, and learning styles. This curriculum provides strategies and practices that support children in ensuring full access to and effective participation in daily learning experiences.

The Creative Curriculum identifies nine areas of development: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, and the Arts, and provides a structured environment of learning experiences, allowing teachers to scaffold and individualize learning to meet children's needs. It offers resources to implement a high-quality education program for children aged zero to five. This curriculum emphasizes hands-on exploration, nurturing environments, and responsive relationships, fostering social, emotional, physical, and cognitive development. By providing a variety of formats for instruction, teachers offer children multiple ways of acquiring knowledge and skills.

Preschool Schedule

A daily schedule is designed to provide a plan that outlines the activities and routines young children follow throughout the day. It gives a predictable framework that supports their learning, development, and overall well-being. Below is a general daily schedule for preschool children.

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

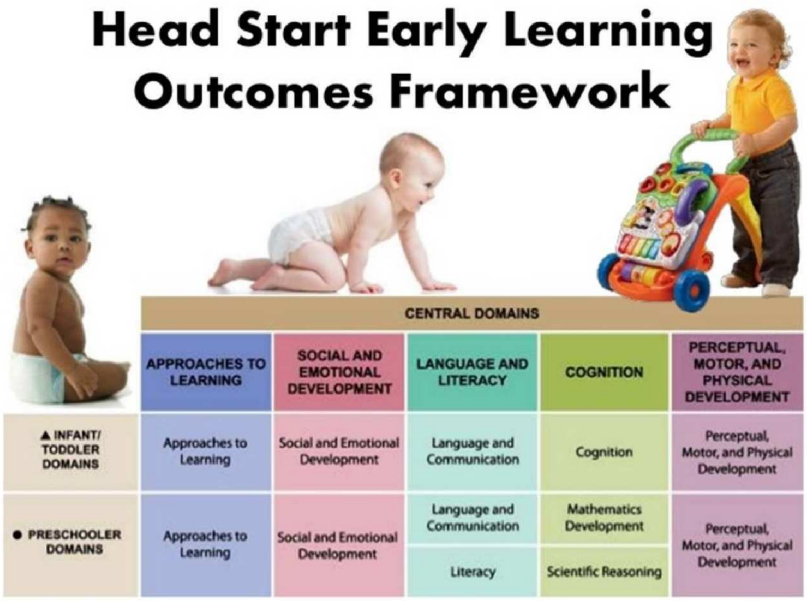
****On very rainy, snowy, or cold days we will plan outside time with indoor gross motor activities. Children will wear warm clothes, including coats, hats & mittens or gloves on cold or snowy days.**

Transition Activities

The program ensures that all families and children receive optimal services during transitions. Teachers complete a Child and Family Transition Plan for each child during the first days of attendance. Developmentally appropriate strategies will be utilized with children and families during times of transition. Activities will ensure a smooth transition to meet the child's individual needs. This process will include parent involvement and staff support, and parents will be supported in their role as their child's primary teacher and advocate.

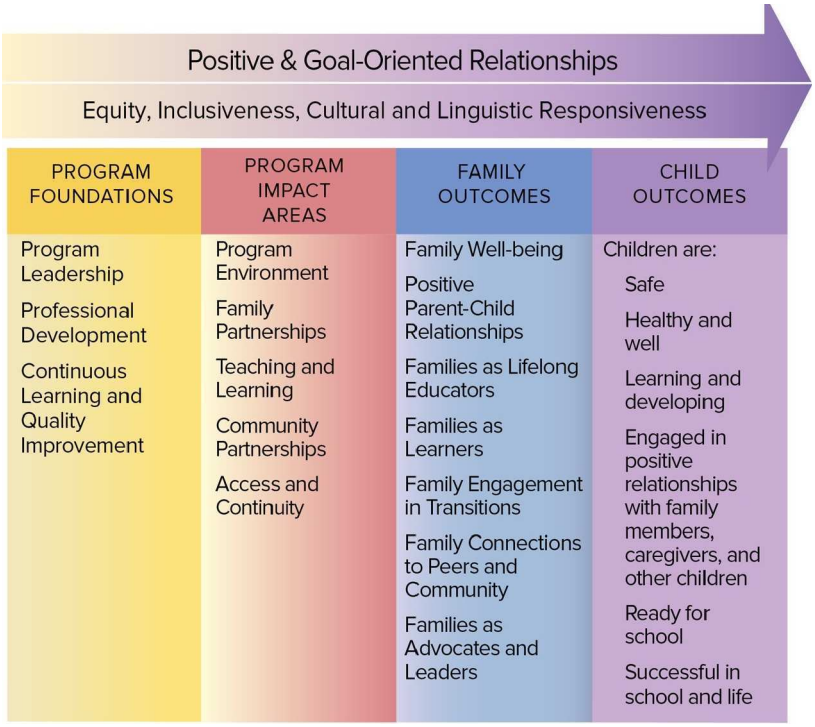


Education Program



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

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT FRAMEWORK (PFCE)



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

Disabilities Services

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

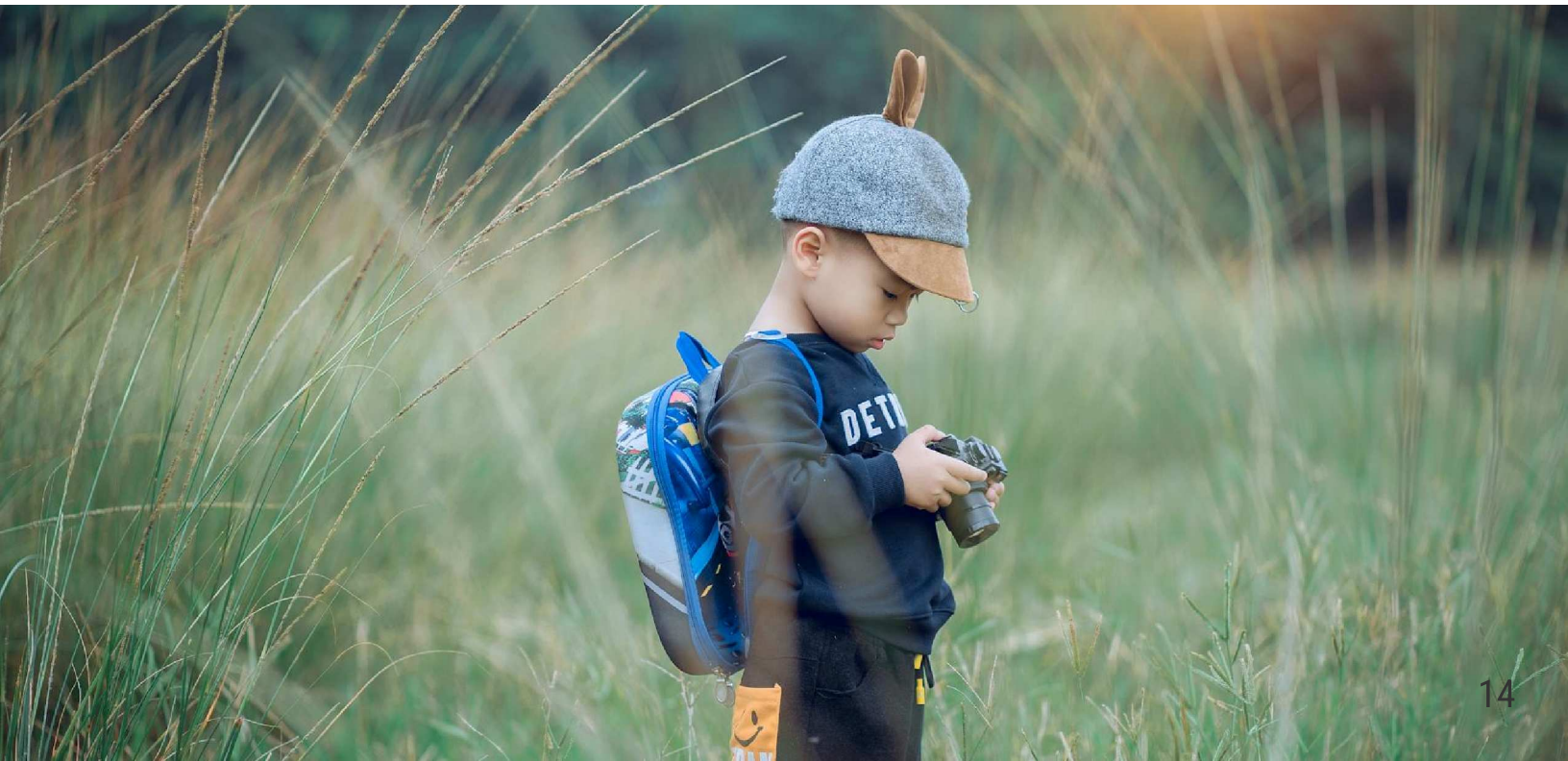
Disability Service Area Objectives

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

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

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

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



Mental Health Services

Goals and Objective of the Mental Health Program

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

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

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

Prevention Goals

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

Identification and Referral

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

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

Treatment

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

Helping Children Make Good Choices

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

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

  *Time outs (Performance Standards 1304.52(h) (iii-iv))
  *Using food as a punishment or reward (Performance Standards 1304.23(c)(2))
  *Use of corporal punishment (State Licensing Sec. 101223)

Social Emotional Curriculum

The development of social skills is crucial to the success of children in public school. Our programs are implementing Conscious Discipline and the Social Emotional Teaching Pyramid strategies to teach our children social emotional skills that will promote school readiness. The Social Emotional Teaching Pyramid focuses on promoting the social emotional development and school readiness of young children birth to age 5 years old. Teaching Pyramid is a resource. center that provides resources to teachers and parents. Conscious Discipline is a research-based discipline approach that can organize classrooms around the concept of a School Family. Each member of the family-both adult and child-learns the skills needed to successfully manage life tasks such as learning, self-regulating, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others. Visit the website at -scan QR code for more information.

Mental Health Services

Our program prohibits or severely limits the use of suspension and expulsion. Children will not be unenrolled or expelled based solely on their behavior. Temporary suspensions for behavior will only be used as a last resort in unusual situations where there is a serious threat that doesn't improve through reasonable modifications.
If a temporary suspension is deemed necessary, the program will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by continuing to work with the parents and a mental health consultant, and continuing to utilize appropriate community resources.

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

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

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

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

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

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

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

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

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

If CAPMC deems is necessary to suspend or expel a child, the parent or guardian has the right to file an appeal of the action directly with the following departments no later than 14 calendar days after the receipt of notice to: California Department of Education, Early Education Division, Attn: Appeals Coordinator, 1430 N Street, Suite 3410, Sacramento, CA 95814 | Phone: 916-322-6233 | Fax: 916-323-6853

SELECTION & ENROLLMENT PROCESS

Head Start Selection Criteria

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

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

Proof of Family Size

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

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

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

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

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

Types of Eligibility

- A current aid recipient
- Income eligible
- Experiencing homeless
- The child is a recipient of child protective services, or are identified as at-risk of being abused, neglected, or exploited.
- Families who have a member of its household who is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants, and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or any other designated means-tested government program, as determined by the department, will be categorically eligible.
- The child has a disability; only the children in the family with a disability may enroll under this eligibility category (New eligibility category)

State Selection Criteria / Waiting List

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

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

When multiple families are within the same ranking.

1. Child with Exceptional needs within same ranking is admitted first.
2. If number 1 is not applicable, then the child who is Dual Language within the same ranking should be admitted first.
3. If number 1 nor 2 are applicable, then the child with the oldest application date is admitted first.

State Admission Priority

1. Exceptional needs or severely disabled.
2. Dual Language Learners.
3. Entry with oldest application date.

Verifying Ongoing Eligibility

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

Family Disenrollment

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

SELECTION & ENROLLMENT PROCESS

Income Guidelines and Age

HEAD START			CDSS STATE PROGRAMS 85% SMI			CDE STATE PROGRAM 100% SMI			CDE STATE PROGRAM 15% OVER SMI	
Effective January 15, 2025			Effective July 1, 2024			Effective July 1, 2024			Effective July 1, 2024	
Family Size	Gross Annu Income	130%	Family Size	Gross Monthly Income	Gross Annu Income	Family Size	Gross Monthly Income	Gross Annu Income	Family Size	Gross Monthly
1	15,650	20,345								
2	21,150	27,495	1 to 2	6,595	79,143	1 to 2	7,759	93,110	1 to 2	8,923
3	26,650	34,645	3	7,472	89,660	3	8,790	105,482	3	10,109
4	32,150	41,795	4	8,712	104,544	4	10,249	122,993	4	11,787
5	37,650	48,945	5	10,106	121,271	5	11,889	142,672	5	13,673
6	43,150	56,095	6	11,500	137,998	6	13,529	162,350	6	15,559
7	48,650	63,245	7	11,761	141,134	7	13,837	166,040	7	15,912
8	54,150	70,395	8	12,023	144,270	8	14,144	169,730	8	16,266
9	59,650	77,545	9	12,284	147,407	9	14,452	173,420	9	16,619
10	65,150	84,695	10	12,545	150,543	10	14,759	177,109	10	16,973
11	70,650	91,845	11	12,807	153,679	11	15,067	180,799	11	17,327
12	76,150	98,995	12	13,068	156,816	12+	15,374	184,489	12+	17,680
Other Qualifying Factors: Homeless, Cash Aid Recipient, SNAP Recipient, Foster Children & Children with Disabilities			Other Qualifying Factors: CPS, At-Risk, Homeless, Receiving Benefits from Certain Governmental Programs (including Head Start), or current Aid Recipient			Other Qualifying Factors: CPS, At-Risk, Homeless, receiving benefits from certain governmental programs (including Head Start) or current Aid Recipient. In addition, families with a child who has exceptional needs regardless of income.			Other Qualifying Factors: CPS, At-Risk, Homeless, receiving benefits from certain governmental programs (including Head Start) or current aid recipient. In addition families with a child who has exceptiona needs, regardless of income.	
Note: For approved CSPP sites operating within the attendance boundary of a qualified Free & Reduced Priced Meal School, 4-year children whose families reside within the attendance boundary of a qualified FRPM elementary school may enroll without establishing eligibility or need once all eligible children are served.										

AGE ELIGIBILITY:

KINDERGARTEN
Children turning 5 years of age on or before September 1, 2025.

TRANSITIONAL KINDERGARTEN
Minimum age to enroll: Must be 4 years old by September 1, 2025

HEAD START/STATE PRESCHOOL/HEAD START BLENDED/LAYERED
FOUR YEAR OLDS
Children turning 4 years of age on or before December 1, 2025.

THREE YEAR OLDS
*Outside of the below windows, a child may be enrolled on or after their 3rd birthday
Children turning 3 years of age on or before December 1, 2025.

C

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

SELECTION & ENROLLMENT PROCESS

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

Step 1: Complete Documentation & Orientation

Complete forms, gather documents listed on the checklist.

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

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

Step 2: Verify Eligibility

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



SELECTION & ENROLLMENT PROCESS

Certification

Enrollment into the program is determined by specific family eligibility criteria. In addition, the family must live in California. Family's complete a certification process at initial enrollment and remain eligible until the end of the school year. The family will remain eligible for 24 months or until they are no longer age eligible. If the family is deemed ineligible at time of recertification, they will remain in the program for the remainder of the program year or until they are no longer age eligible, whichever comes first."

Family Data File

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

Proof of Residency

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

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

Exceptional Needs Child

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

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

Court Order

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

Health & Emergency Information

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



Sign In/Out

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

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

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

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

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



ATTENDANCE AND ABSENCES

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

- If your child is ill or any other emergency occurs, contact your child's teacher within one hour of the program's start time.
- After TWO (2) consecutive absences without parent contact, the advocate may conduct a home visit or make other direct contact with a child's parents.
- After THREE (3) unexcused absences without contact from parents, the child will be dropped from the program and placed back on the waiting list.
- When a child has accumulated, FOUR (4) absences whether excused or unexcused a letter on attendance concerns will be issued to the parent letting them know that the child is at risk of missing ten percent of program instruction.
- Staff will make every effort to support families to promote the children regular attendance by providing support and resources as needed. Staff will keep documentation of children's absences and parent contacts in the child's file.
- When a child has accumulated SIX (6) or more absences whether excused or unexcused. Center Director with the advocate and family will develop a plan to ensure children maintain regular attendance, beginning immediately. If no improvement in attendance occurs and absences exceed the numbers of best interest days (limit 10), staff will make a determination whether to continue providing services or referring child to another program that best meets the needs of the family. Staff understands that each case is unique and as such each case will be discussed and evaluated before any determination is made.
- The ERSEA Specialist in consensus with the Head Start Director will have the authority to formally drop a child when absenteeism has not been resolved. If services are terminated, the family will be provided with resources/referrals to other preschool services.

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

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

Excused Absence

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

Unexcused Absence

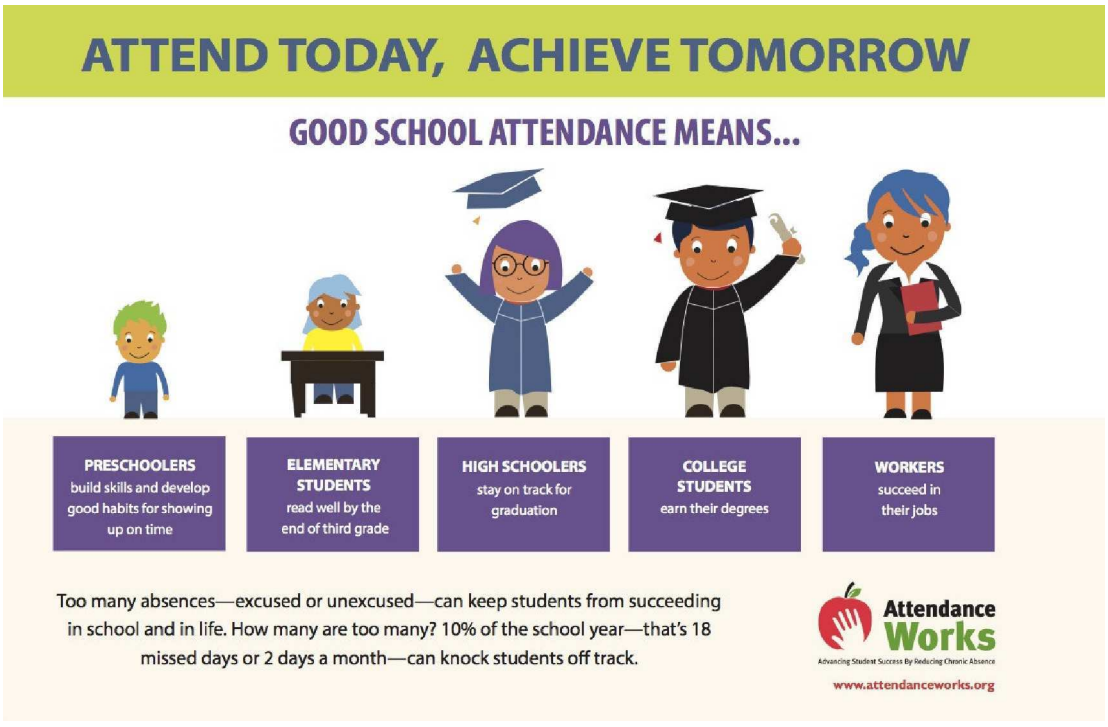
- Illness of child or parent/guardian, ailment, communicable disease, injury, hospitalization or quarantine
- Appointment of child or parent/guardian, which includes doctor, dentist, mental health, social service, welfare, education, special education services, counseling or therapy
- Court ordered visitation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

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

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

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

*There is no limitation to the number of Best Interest Days for children who are recipient of CPS/At Risk.



Standards of Conduct - All Adults

Staff, consultants, contractors, volunteers, and visitors are expected to abide by the program's standards of conduct. This code of conduct includes but is not restricted to:

- Staff, consultants, contractors, volunteers, and visitors will implement positive strategies to support children's well-being and prevent and address challenging behavior; '
- Staff, consultants, contractors, volunteers and visitors do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not: use corporal punishment, isolation to discipline a child, bind or tie a child to restrict movement or tape a child's mouth. use of withhold food as a punishment or reward, use toilet learning/training methods that punish, demean, or humiliate a child, use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child, physical abuse a child, use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family, use physical activity or outdoor time as a punishment or reward.
- Staff, consultants, contractors, volunteers and visitors will respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- Staff, consultants, contractors, volunteer, and visitors will comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members.
- **No child will be left alone or unsupervised by staff, consultants, contractors, volunteers, and parents while under their care.**

Behaviors that are inappropriate and will not be tolerated in the Head Start classrooms/centers are:

1. Physical violence
2. Shouting
3. Cursing
4. Talking in a negative or degrading manner
5. Scolding, threatening or hitting children
6. Use of cell phones in the classroom and while interacting with children and staff

Children Supervision

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

Staff /Providers will:

- Actively ensure that our environments are safe, and no child will be left alone or unsupervised at any time.
- Develop a Child Active Supervision Plan which describes how staff actively ensures that our environments are safe and that children are actively supervised. Elements include

    *Arrival//Departure
    *Restroom Planning/Diapering
    *Indoor/Outdoor Transition
    *Meal & Nap Times
    *Zoning & Child Counts
    *Plans for children needing extra support
- Participate in training and monitoring support compliance

Parents will:

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

UNDERSTANDING ACTIVE SUPERVISION & CHILD SAFETY

WE WILL ASK YOU:

- Has your child ever engaged in the following child safety concern behaviors?



YOU CAN ASK US: HOW DO I KNOW WHEN TO SAY "YES" TO A CHILD SAFETY CONCERN?

- Running away from caregivers, hiding, and fleeing from conflict are all part of the developmental process and for most young children, these types of behaviors are developmentally appropriate behaviors.

YOU SHOULD KNOW: WHAT IS DEVELOPMENTALLY APPROPRIATE?

- Children ages 0-5 years old are all working on their social emotional development and self-regulation skills at different levels, depending on their age and individual circumstances. Through relationships with a modeling from their caregivers children are learning how to:

  - listen and understand language
  - communicate and express themselves
  - name and identify their feelings
  - regulate their feelings and behavior
  - problem solve
  - socialize with other children
  - cope with and resolve conflict
  - keep themselves and others safe

Child safety concerns arise when a child struggles to learn or has never been taught these skills before and then engages in unsafe behaviors as a result.

UNDERSTANDING ACTIVE SUPERVISION & CHILD SAFETY

If you can check the box below any of these three behaviors, you should mark "Yes" to Child Safety Concerns.

- ☑ **WANDERING/ELOPEMENT** - Wandering, also called elopement, refers to when a child leaves a safe area or a responsible caregiver. This typically includes situations where the child may be injured or harmed as a result.

- ☑ **HIDING-** Hide and seek is a normal part of childhood. However, hiding becomes a concern when a child can't be found for an extended period of time and doesn't respond when their name is called or to an adult's verbal prompts for discovery.

- ☑ **PULLING AWAY OR FLEEING DURING CONFLICT** - When a child pulls away and flees from conflict with adults or peers and runs away to an unsafe, unsupervised location or does not stop when an adult calls for them or comes after them, this type of behavior can put a child in danger and is considered unsafe.

WHY SHARING THIS INFORMATION WITH YOUR CHILD'S TEACHERS IS IMPORTANT

Our main priority when you entrust your child to our care is that we keep them safe. Knowing about these types of incidences helps us know how best support your child to teach them and keep them safe.

It is a performance standard of the Head Start program and a childcare licensing requirement that all of our staff ensure that a child is never left unsupervised or alone at any time. Our staff are thoroughly trained in providing active supervision of your children at all times.

In all of our early childhood classrooms and outdoor environments, we have implemented multiple active supervision and safety systems that ensure that your child is seen, heard, and kept safety at all times:

- **meaningful teacher-child interactions and guided play experiences**
- **individualized child goals and behavior support that are planned specifically for your child.**
- **high-quality learning environments with developmentally appropriate and safe furniture, equipment, and materials**
- **frequent scanning, counting, & documenting of children in attendance**
- **locks & latches on doors, gates, and cupboards are secured and closed.**

For more information about how to keep your children safe while they are at school, please contact your Center Director or Family Advocate at your center.

POLICIES

Classroom Visitors

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

Adult Immunization Requirement

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

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

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

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

Holiday/Celebrations Policy

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

Clothing and Items from Home

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



POLICIES

Child Abuse Reporting

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

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

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

Infant and Child Car Seat

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

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

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

Active Supervision

Active supervision and safety of children is every staff and parent/guardian responsibility. Active supervision promotes a safe environment and prevents injuries in young children. It requires focused attention and intentional observation at all times. Staff use active supervision strategies to make sure children of all ages explore their environments safely. No child will be left alone or unsupervised at any time by staff and/or parent/guardian.

Classroom Zoning

- Zoning is a technique used to organize. classroom staff.
- Each staff member is assigned a role.
- Zoning can be used throughout the whole day, not just for free choice time.

Child Count Board

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

Doors and Gates

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

Safe School Notice

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

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



Children with Special Health Needs

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

Pets

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

POLICIES

Emergencies

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

Diapers

The program provides diapers/pull ups while children are in care for children who are not yet potty-trained. Children in diapers/pull ups must come to the center with a clean diaper on. If child arrives with soiled diaper/pull up, the person dropping off child may be directed to change the child's diaper.

Napping

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

Safe Environments

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

Pictures

Upon enrolling your child into our program, a picture release permission form was signed that gives CAPMC-Head Start permission to take pictures, video/digital recordings and use them within our agency. Pictures may end up in brochures, presentations, flyers, newsletters, websites or social media. If you do not want pictures of your child taken or used, please notify your child's teacher or Center Director.

Procedures for Walking Your Child to Head Start Center

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

When you cross the street with your child:

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

Confidentiality

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

Parent and Child Rights

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

Parents have the right to:

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

C**hildren have the right to:**

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

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

PARENT COMPLAINT PROCEDURES

STEP 1: Discuss the issue with the person with whom you have an issue or concern within 30 days of the incident. If the individual with whom you have an issue/concern with is unable to resolve the matter to your satisfaction, proceed to step two.

STEP 2: Request a Parent/Community Complaint Form from the Center Director/Site Supervisor/Teacher. Complete the form and include: a description of the problem, dates of occurrence, name of person/people involved, and possible solution. The completed form must be returned to the Center Director/Site Supervisor/Teacher within 5 working days of meeting with the individual with whom you have a concern. Request a meeting with the Center Director/Site Supervisor/Teacher to resolve the issue. If no resolution has resulted, then proceed to step three.

STEP 3: Request an appointment with the Head Start Program Director within 5 working days of your meeting with the Center Director/Site Supervisor/Teacher. If the Head Start Program Director determines that the complaint is related to the Nutrition Program, the appropriate form will be given and assistance provided. The Head Start Program Director shall issue a written response to you within 5 days after the meeting. If no resolution has been reached, proceed to step four.

STEP 4: Request a meeting with Community Action Partnership of Madera County Executive Director within 5 working days of receiving Head Start Program Director's decision. The Executive Director shall issue a written response to you within 5 working days after the meeting. If no resolution has been reached, proceed to step five.

STEP 5: Request the issue to be presented to the Head Start Policy Council/Committee Executive Committee within 5 working days of receiving the Executive Director's decision. The Executive Committee shall issue a written response to you within 5 working days after the hearing. If no resolution has been reached, proceed to step six.

STEP 6: You may request that the issue be brought to the attention of the full Policy Policy/Committee within 3 working days of receiving the Executive Committee's decision. The Policy Council/Committee will hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review). If you remain dissatisfied, proceed to step seven.

STEP 7: An appeal to the Community Action Partnership of Madera County's Board of Directors Chairperson may be made in writing within 3 working days of receiving the Policy Council/Committee's decision. You must state the problem and desired solution. The Board of Directors shall hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review).

STEP 8: If you remain dissatisfied, you may file the complaint with the Administration for Children and Families Office, 50 United Nations Plaza, San Francisco, CA 9410.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
PARENT/COMMUNITY COMPLAINT FORM

Date:_____

Personnel about which complaint is issued:

Name:_____ Site Location:_____
Date of Incident: _____ Approximate Time of Incident:_____
Location of Incident: _____

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

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

State desired solution.

Person filing complaint: Name (Please Print):_____

Signed:_____

Date Submitted:_____

CALIFORNIA STATE PRESCHOOL PARENT COMPLAINT PROCEDURES

Disenrollment Policy

When a family chooses to disenroll from the program, they are required to notify the program in writing at least 2 weeks in advance of anticipated last day of attendance.
Families will be issued a Notice of Action at least 19-days if mailed or 14-days if hand delivered prior to disenrollment from the program. The program may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

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

Grievance/Complaint Procedures

Complaints Regarding Program Staff:

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

Level 1:	Complaint is brought to the attention of the Teacher.
Level 2:	If complaint is not resolved by the Teacher, it is brought to the attention of the Supervisor.
Level 3:	If complaint is not resolved by the Supervisor, it is brought to the attention of the Director

Uniform Complaint Procedure:

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

CALIFORNIA STATE PRESCHOOL PARENT COMPLAINT PROCEDURES

Program Complaints (Disagree with Notice of Action):

Notice of Action –Parent Appeal Process

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

Step 1: Requesting Hearing

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

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

Step 2: Schedule Hearing

Within 10 days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than14calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date one (1) time.
Note: At any reasonable time, including before a hearing, a parent has the right to review the data file.

Step 3: Conduct Hearing

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

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

CALIFORNIA STATE PRESCHOOL PARENT COMPLAINT PROCEDURES

Step 4: Hearing Decision

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

California Department of Education
Early Learning and Care Division
Attn: Appeals Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814
Phone: 916-322-6233
Fax: 916-323-6853

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

RESOURCES

CAPMC - RESOURCES

Community Services
559-673-9173
Energy Assistance
Weatherization
Drought Water Assistance Program

Child Care Alternative Payment Program and Resource & Referral
APP: 559-661-0779
R&R: 559-675-8469
Subsidized Child Care
Finding Quality Child Care
Child Care Initiative Project

Head Start
Madera: 559-673-0012
Fresno: 559-277-8641

Madera Regional Head Start
Madera Early Head Start
Madera/Migrant/Seasonal Head Start
Madera and Child Care Development (CMIG)
California State Preschool Programs
Fresno Migrant & Seasonal Head Start

Strengthening Families Program
Positive Parenting Program
325 S Pine St. #103
Madera, CA 93637
559-416-5655

Victim Services
559-661-1000
Hotline: 1(800)355-8989
Martha Diaz Shelter
Domestic Violence
Rape/ Sexual Assault
Victim &Witness Services
24-Hour Crisis Hotline
Unserved/ Underserved

OTHER RESOURCES

C.A.R.E.S. - Crisis, Assessment, Response, and Evaluation Services
24//7/265 Days a Year
Mobile Crisis & Non-Crisis Services for All
Call at 559-395-0451

Crisis Line: 888.275.9799 or 559.673-3508
Central Valley Crisis or Suicide Prevention Hotline: 1.888.506.5991 or text at 988

BRIGHTLIFE KIDS - behavioral health program that offers live 1:1 coaching support, personalized digital resources, connections to community resources, and online peer communities at no cost to families with children ages 0-12.

Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: October 9, 2025

Author: Maritza Gomez-Zaragoza

DATE: September 24, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Fresno Migrant & Seasonal Head Start 2024-2025 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 336 children during the 2024-2025 program year.

   Highlighted below are some key demographics of the children and families served:

   - 100% of enrolled children have health insurance at end of year.
   - 91% 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.
   - 77% of preschool enrolled children received preventative dental care.
   - 96% of families received at least one referral/services during the program year.

2. Attached is the PIR in its entirety for 2024-2025 for review.

➢ The Fresno Migrant & Seasonal Head Start 2024-2025 Program Information Report will be presented to the Policy Committee on October 8, 2025.

IV. FINANCING:

None

2024-2025 MIGRANT HEAD START PROGRAM INFORMATION REPORT
90CM009851-001 Community Action Partnership of Madera County, Inc.

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	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	mgomez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Eric LiCalsi, CAPMC Board Chair
Unique Entity Identifier (UEI)	V9D5YUNVFNA4
Agency Type	Community Action Agency (CAA)
Agency Description	Delegate agency

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children / pregnant women
A.1 Funded Enrollment:	335
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	335
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

	# of slots
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	335
1. Of these, the number that are available for the full-working-day	335
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	335
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	20
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	41
b. 1 year old	87
c. 2 years old	94
d. 3 years old	69
e. 4 years old	45
f. 5 years and older	0
g. Total cumulative enrollment of children	336

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	336

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	135
b. Public assistance*	90
1. TANF documentation	4
2. SSI documentation	1
3. SNAP documentation	85
c. Foster care	0
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	111

	# of children / pregnant women
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	125
b. Three or more years	86

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	79
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	29
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	24

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	336
a. Of these children, the number of children that were chronically absent	167
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	54

A.23 Comments on children that were chronically absent:
Children were absent due to illness and/or transportation.

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	1
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	1
f. Bi-racial/Multi-racial	0	0
g. Other	334	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	74
1. Of these, the number of children acquiring/learning another language in addition to English	43
b. Spanish	262
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	305

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	102	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	237
a. Of these, the number who are current or former Head Start or Early Head Start parents	237

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	7	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:		
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	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:		
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	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	2
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	2

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
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	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	27

	# 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	18

	# 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	7
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	7

	# 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	1	0
f. Biracial/Multi-racial	0	0
g. Other	40	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.	40
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	40
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	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	1
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	1
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	336	336
a. Of these, the number enrolled in Medicaid and/or CHIP	333	333
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	3	3
C.2 Number of children with no health insurance	0	0

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	336	336
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	181	181

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	223	307

	# 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	25
a. Of these, the number who received medical treatment for their diagnosed chronic health condition	25

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	12
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	0
g. Vision Problems	7
h. Blood lead level test with elevated lead levels >5 g/dL	6
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 2022 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	2
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	70
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	11
d. Obese (BMI at or above 95th percentile for child's age and sex)	22

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	334	335
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	2	1
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	168	260

	# of children
C.19 Number of children who received oral health preventive care during the program year	260
C.20 Number of all children who have completed a professional oral examination during the program year	299
a. Of these, the number of children diagnosed as needing oral treatment during the program year	36
1. Of these, the number of children who received oral treatment during the program year	16
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	4
7. Children left the program before their appointment date	16
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	34
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	12

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	16
a. Of these, the number who received an evaluation to determine IDEA eligibility	9
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	7
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	7

	# 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	7
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.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	28
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	17
2. During this program year	11
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	9
2. During this enrollment year	16
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	21	21
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	2	2
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	132
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	117
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	2

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

Assessment

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

Curriculum

C.31 Curriculum used by the program:
a. For center-based services
Name/title
Creative Curriculum (PreSchool)
Frog Street Infant
Frog Street Toddler
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
Name/title
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
Name/title
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:	288
a. Of these, the number of two-parent families	193
b. Of these, the number of single-parent families	95
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)	287
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	91
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	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	14
b. An associate degree, vocational school, or some college	27
c. A high school graduate or GED	137
d. Less than high school graduate	110

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	249
1. Of these families, the number in which one or more parent/guardian is employed	249
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)	39

	# 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	249
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)	248
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)	1
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	38
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	38

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

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	5	5
C.41 Total number of families receiving Supplemental Security Income (SSI)	1	1
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	272	272
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	97	97

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)	6
b. Housing assistance (e.g., subsidies, utilities, repairs)	9
c. Asset building services (e.g., financial education, debt counseling)	38
d. Mental health services	6
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	8
h. Assistance in enrolling into an education or job training program	58
i. Research-based parenting curriculum	244
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)	276
l. Education on preventive medical and oral health	84
m. Education on health and developmental consequences of tobacco product use	49
n. Education on nutrition	123
o. Education on postpartum care (e.g., breastfeeding support)	2
p. Education on relationship/marriage	3
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	278

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	67
b. Family goal setting	67
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	80
d. Head Start program governance, such as participation in the Policy Council or policy committees	2
e. Parenting education workshops	52

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	2

REPORTING INFORMATION

PIR Report Status	Started
Last Update Date	08/25/2025

Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: October 9, 2025

Author: Yessenia Casillas

DATE: September 12, 2025

TO: Board of Directors

FROM: Yessenia Casillas, Finance Director – Grants Management

SUBJECT: 2025-2026 Training & Technical Assistance Grant Budget Revision

I. RECOMMENDATION:

Review and approve Community Action Partnership of Madera County 2025-2026 Training & Technical Assistance (T&TA) Comparison Budget Revisions to Stanislaus County Office of Education. Comparison Budgets included.

II. SUMMARY:

We have prepared comparison budget revisions based on the agency's funding allocations for the 2025-2026 guidance and amounts received from Stanislaus County Office of Education.

III. DISCUSSION:

Basic, Blended and T&TA Grants in need of multiple category changes.

A. T&TA

a. 6c Travel: Increase funding by $5,991 due to costs exceeding initially planned Staff- Travel Out of Area for trainings.

b. 6h Other - Decrease $5,991 to allocate unspent Consultant and Fees & Licenses to Staff- Travel Out of Area.

- The 2025-2026 Training & Technical Assistance Grant Budget Revision will be presented to the Policy Committee for review and approval on October 7, 2025.

IV. FINANCING: None

STANISLAUS COUNTY OFFICE OF EDUCATION
MIGRANT HEAD START - TRAINING & TECHNICAL ASSISTANCE
BUDGET COMPARISON REVISION
March 1, 2025 - February 28, 2026

Delegate Agency: COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

320 T&TA		Approved Budget	Modification Changes	Revised Budget
6a	Personnel	-	0	-
6b	Fringe	-	0	-
6c	Travel	6,311	5,991	12,302
6d	Equip >5,000	-	0	-
6e	Equip <5,000	-	0	-
6e	Supplies	1,839	0	1,839
6f	Contracts	-	0	-
6g	Renovations	-	0	-
6h	Other	19,510	**(5,991)**	13,519
	Total Direct	27,660	-	27,660
6i	Indirect	2,517	0	2,517
	Total	**30,177**	**-**	**30,177**

Explanation of requested variance/changes:			**Changes**
6a	No Change		**-**
6b	No Change		**-**
6c	Net Increase:	Increase to Staff Travel - Out of Area due to costs exceeding intially planned travel for trainaings.	5,991
6d	No Change		-
6e	No Change		-
6e	No Change		-
6f	No Change		-
6g	No Change		-
6h	Net Decrease:	Decrease to Other; to allocate unspent Consultant and Fees & Licenses to Staff- Travel Out of Area.	**(5,991)**
6i	No Change		**-**
Total			**-**

Approval Section	
Delegate Director:	**Date:**
Agency Executive Director:	**Date:**
Policy Committee Approval:	**Date:**
Board Approval:	**Date:**
Grantee Director:	**Date:**

Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors' Meeting for: October 9, 2025

Author: Irene Yang

DATE: October 1, 2025

TO: Board of Directors

FROM: Irene Yang, Human Resources Director

SUBJECT: Reclassify two employees from Homeless Outreach Worker position to Outreach Navigator position upon updating education requirement.

I. RECOMMENDATION:

Review and approve revised education / experience requirements for the Outreach Navigator's position. Approve two existing employees possess with the proposed education/ experience to classify into the Outreach Navigator position.

II. SUMMARY.

Outreach Navigator position was newly created in June 2025. The position was funded by the Proposition 47 contract and was awarded to CAPMC to perform outreach support to people with mental health and substance use disorder issues and to connect with partnering agencies to connect housing placement and a variety of supportive services. While recruitment activities are taking place, two in-house Homeless Outreach Workers have stepped up to carry out essential outreach tasks and form reliable connections with other supportive agencies.

Both employees demonstrate that they have the skills and abilities to handle job functions beyond their regular position.

III. DISCUSSION.

A. The Outreach Navigator position was created with an Associate's degree requirement without alternative way to meet the education / experience requirements. It was created with a notion to encourage employees to obtain college degrees for promotional opportunities.

Recruitment activities for the said position began in July and continue, and outcomes include 10 candidates, 4 failed written skill assessments, 1 withdrew, 2 declined to job offers, 1 no show, 1 failed interview and 1 passed October 1, 2025, interview.

Based on recruitment outcomes, it would be helpful to increase candidate pool with years of experience in lieu of an Associate's degree requirement.

B. While the recruitment activities were taking place, the position tasks must be delivered to clients and partnering agencies. Two staff members working in the capacity of the Homeless Outreach Worker position have stepped up to handle key duties, such as engaging with individuals experiencing homelessness, representing CAPMC, engaging with landlords on vacancies and rental information, referring clients to emergency shelters, food program, and connecting clients to assigned Housing Case Workers.

C. One staff member has been working for CAPMC since 2002 as a Shelter Aide, a Receptionist and now a Homeless Outreach Worker. Another staff member has been with CAPMC since 2023 as the Homeless Outreach Worker. Both have demonstrated their understanding to serve needs of clients and generate needed services from partnering agencies or local landlords, apartment complexes or shelters.

D. When this item is approved, position announcement will be modified with the new education / experience requirement. The two proposed employees will be reclassified to the Outreach Navigator position with the compensation adjustment from range 18.5 to range 20.0 effective October 12, 2025.

IV. **FINANCIAL IMPACT:** Funds are allocated in the appropriate budgets. The contract is through June 2028.

09/25

Community Action Partnership of Madera County

JOB TITLE: **OUTREACH NAVIGATOR**

DEPARTMENT: Community Services – HELP Center

REPORT TO: Homeless Services Coordinator

SUPERVISE: N/A

COMPENSATION: Range 20.0

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: The Outreach Navigator acts as a bridge between unsheltered individuals and supportive services by conducting outreach and building relationships. This position conducts assessments, engages high-risk populations, and supports their transition into case management and housing services.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE:

- Associate's Degree in Human Services or related field with a year experience working in the field of study.

OR

- High school diploma, GED or demonstrate high school level proficiency mathematics, science, social studies and language arts sufficient to perform the essential function of the position with two or more years' experience working in a similar or related field.

ABILITY TO:

- Have computer skills in MS Windows environment. Must include Word, Excel, and PowerPoint.
- 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.
- Have excellent documentation/organizational skills.
- Work as a team with other CAPMC employees.
- Communicate orally and in writing in English.
- Communicate orally and in writing in Spanish is preferred.

KNOWLEDGE OF:

- Services for homeless individuals and families.
- Community resources and demographics of Madera County.
- The Fresno Madera Continuum of Care (FMCoC)
- The Fresno Madera Continuum of Care Homeless Coordinated Entry System
- Housing of Urban Development (HUD) Regulations for Permanent Supportive Housing Programs
- Fair Housing Laws
- Housing First Approach

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 establish 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 training, 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.
- Interact 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, parents, 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 assistance 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.

<u>GENERAL DUTIES:</u>

- Conduct outreach in targeted areas to identify and engage individuals experiencing homelessness.
- Preform Initial Screenings, administer Vulnerability Index Specialized Data Assessment Tool (VI-SPDAT) and coordinate client entry into the Coordinated Entry System (CES).
- Provide short-term navigation and warm hand-offs to Housing Case Workers.
- Assist clients with gathering documents required for housing eligibility.
- Maintain logs of outreach efforts and complete data entry.
- Collaborate with community partners and attend relevant meetings and training sessions.
- Represent CAPMC at community forums and advocacy events.
- Engage with landlords to confirm vacancies, rental requirements, and potential client matches.

- Coordinate with Housing Case Workers to support landlord introductions and tenant readiness.
- Participate in Point-in-Time Counts, community events, meetings and training under supervisor's directives.
- Participate with local neighborhood associations or community-based organizations to conduct outreach activities.
- Connect individuals to support services.
- Provides information, referrals, and does follow up for appropriate services and resources.
- Conduct street outreach to locate homeless individuals.
- Collect and document data as required and assist in compiling statistical data.

CASE MANAGEMENT DUTIES**:**

- Provide early-stage navigation and short-term case tracking.
- Assist with housing readiness and unit matching using PADMISSION.
- Guide clients through initial eligibility steps and basic document acquisition
- Help clients understand the housing process and prepare them for program enrollment.
- Refer clients to emergency shelters, food programs, and day centers as needed.
- Maintain regular contact with clients during the transition from outreach to assigned Housing Case Worker.
- Support tracking of client progress in databases and flag urgent needs to case management staff.

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 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 an 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 to one's self, 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 vehicle such as forklifts, golf carts, riding mower.
- 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 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 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 accommodation 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.

Report to the Board of Directors

Agenda Item Number: D-17

Board of Directors' Meeting for: October 9, 2025

Author: Jeannie Stapleton

Date: September 29, 2025

To: Board of Directors

From: Ana Gudino, Community Services Program Manager

Subject: 2026 Low Income Home and Energy Assistance Program Local Plan

I. RECOMMENDATION

Approve the Executive Director to submit the 2026 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).

II. SUMMARY

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.

III. DISCUSSION

A. The following categories are used to determine eligibility for the program; applicants need to have a total of 20 points to be eligible for assistance. A maximum of 60 points is possible. Applicants may receive up to 10 points based on income and up to another 10 points for the household energy burden. A household with a vulnerable population may receive points in each of the five categories below, up to a maximum of 40 points per household. Clients are awarded points for each category once, no matter how many people live in the household that meets the definition.

Category 1. 1 or more people 5 years or younger = 10 points
Category 2. 1 or more people 2 years or younger = 5 points
Category 3. 1 or more people 60 years or older = 10 points
Category 4. 1 or more people 70 years or older = 5 points
Category 5. 1 or more persons Disabled = 10 points

B. The approved plan helps to ensure we are serving the most vulnerable population first.

C. Applicants applying for weatherization services who have the highest energy burden are given a higher priority. Consideration is also given to the most vulnerable populations. Weatherization of homes that qualify will be subcontracted through the Merced County Community Action Agency.

D. To ensure CAPMC is not giving priority to employees, CAPMC employees who qualify for assistance may apply after March 1 unless they have been laid off. Employees who have been laid prior to March 1 may apply. All employee applications are reviewed and signed by both the Program Manager and the Executive Director.

E. Depending on the household size and the poverty group level, applicants that are non-emergency assisted can receive anywhere from $405.00 to 758.00. Customers that have received a 48 hour notice or are shut off can receive up to $1,500.

F. Applications can be obtained by stopping by the office, visiting the agency webpage at www.maderacap.org or an application can be mailed to the client.

G. Outreach for LIHEAP is mostly conducted through advertisements in social media. Applications are also dropped off at the local senior complexes, and other locations where low-income people will see them.

H. The 2026 Low Income Home Energy Assistance (LIHEAP) Local Plan is attached for review.

IV. **FINANCING**

N/A

2026 Agency Local Plan

Attachment I - Utility Assistance Priority Plan

The annual Agency Local Plan explains how each LIHEAP Service Provider intends to meet Federal law by providing financial assistance and weatherization services to those households with the lowest income and highest energy burden, as well as to those households with "vulnerable populations": frail elderly, disabled, and young children.

Contractor (Agency Name):	Date: 6/4/25
Community Action Partnership of Madera County, Inc.	
Agency Name: Madera	

Section 1: INCOME

Fed Poverty Group	From	To	Points
1	0	100%	**10**
2	100.1%	125%	**8**
3	125.1%	150%	**6**
4	150.1%	60% SMI	**4**

Section 2: ENERGY BURDEN

From	To	Points
0%	10.92%	**4**
10.93%	13.46%	**6**
13.47%	16.00%	**8**
16.01%	100%	**10**

Section 3: VULNERABLE POPULATIONS (VP)

A household with VPs may receive points once in each of the 5 categories below, up to a maximum of 40 points per HH. You may only award points for each category once, no matter how many people in the HH meet that definition.		Points Max. 40 pts per HH
CAT 1	• 1 or more persons 5 years or younger	**10**
CAT 2	• 1 or more persons 2 years or younger	**5**
CAT 3	• 1 or more persons 60 years or older	**10**
CAT 4	• 1 or more persons 70 years or older	**5**
CAT 5	• 1 or more persons Disabled[1]	**10**

Examples:

- A HH with two adults who are disabled would receive 10 points, because you may only award each category once, no matter how many people in the HH meet that definition.
- An individual who is aged 75 and who is disabled would receive 25 points (10pts for being “60 years or older,” 5pts for being “70 years or older” and 10 points for being “Disabled.”
- A HH with three children aged 3, 4 and 5, would receive 10 pts. If that same HH also had a child aged 1, the HH would receive an additional 5 points, for a total of 15.

[1] California’s Legal Definition of Disabilities: https://govt.westlaw.com/calregs/Document/I7D0D5F6F02064B09BB18C50AE51A2A8F?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1

2026 LIHEAP Local Plan

Welcome to the Redesigned LIHEAP Local Plan! The Department of Community Services and Development (CSD) has redesigned the annual Local Plan. We hope this new format will allow you to more easily share the information CSD needs to keep LIHEAP funds flowing! Some of the changes to the Plan include:

- Updated format making it easier to complete the document.
- Description of the basis for our questions—whether that basis be LIHEAP statute or CSD contract.
- Organized structure eliminating repetitive questions.
- Removal of requests to scan and upload supporting documents.

What is the Purpose of the Local Plan? For CSD to receive LIHEAP funds each year, it must first comply with the law*[1]* that authorizes those funds to be released. The first step in that compliance is the submission of a "Plan" (commonly referred to as *The State Plan*), in which CSD certifies to the assurances in the law and describes how the assurances will be implemented. We are all familiar with "Assurance 16," but there are actually 16 separate assurances that address outreach, crisis assistance, heating and cooling assistance, and more. CSD is required to respond to our state's approach to these requirements, and that's where the Local Plan comes in.

1. CSD's primary use of your Local Plan is to gather information about how your agency will address each of the assurances. We take the information each agency provides and "roll it up" to support our responses in our State Plan.
2. The secondary use of the plan is to help CSD understand each agency's business practices. As you know, the CSD 43 Energy Intake Form directs applicants who have unresolved protests to appeal to CSD. Often those appeals require CSD to fully understand how an agency does business to determine if the agency acted in accordance with their normal processes. The Local Plan helps us do that.
3. Lastly, CSD hopes this updated plan will allow us to start sharing best practices. When we perform the yearly review of all the local plans, we're impressed by some of the creative ways agencies are performing outreach or managing their overload of Utility Assistance applications. Moving forward, CSD hopes to develop a process for sharing some of these "Best" (or, at least, interesting) practices.

[1] Omnibus Budget Reconciliation Act (OBRA) of 1981 and subsequent amendments

* Required

Local Plan Contact Information

Name of Organization *

Community Action Partnership of Madera County, Inc.

Point of Contact Name *

Mattie Mendez

Point of Contact Title: *

Executive Director

Point of Contact Phone Number: *

559-673-3223

Point of Contact Email Address: *

mmendez@maderacap.org

Please enter an email

Date Submitted: *

9/17/2025

General Agency Information

Counties (or Areas) Served *

Madera County; Oakhurst, Coarsegold, Raymond, North Fork, Ahwahnee, O'Neals and Bass Lake,

Planned Closures for the Upcoming Calendar Year *

N/A

Type text here

Outreach

Outreach is the focus of LIHEAP "Assurance 3" and requires the following: *conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and household with high home energy burdens, are made aware of the assistance available under this title, and any similar energy related assistance available under subtitle B of title VI (relating to community services block grant program or under any other provision of law which carries out programs which were administered under the Economic Opportunities Act of 1964 before the date of the enactment of this Act).*

Does your agency have a written LIHEAP Outreach plan? *

- [x] Yes
- [ ] No

How often is it updated? *

The outreach plan is updated yearly.

Who is responsible for creating and maintaining the plan? *

Ana Gudino, Community Services Program Manager

Do you have staff who perform LIHEAP outreach? *

- [x] Yes
- [ ] No

Approximately, how many positions are dedicated to LIHEAP outreach? *

Four staff attend outreach for LIHEAP.

Does your agency maintain any of the following social/electronic media accounts? *

- [x] Web page
- [x] Facebook
- [ ] Twitter
- [x] Instagram
- [ ] Other

Web page address: *

www.maderacap.org

Facebook address: *

If this does not apply please type in "N/A."

Community Action Partnership of Madera County

Type text here

Twitter address: *

If this does not apply please type in "N/A."

N/A

Instagram handle: *

If this does not apply please type in "N/A."

@maderacap

Overall Outreach Approach *

Describe your agency's overall approach to ensuring your community is aware of the LIHEAP program (no need to focus on vulnerable populations in this discussion...they will be asked about later). No need to give details about specific outreach methods. Instead, just explain your overall approach to LIHEAP outreach:

One way outreach is provided is by distributing flyers to apartment units and senior living communities. Social Services offices, offices of aging or where potential eligible clients reside. Another way is through social media such as Facebook or Instagram.

Outreach Activities *

Please choose each outreach activity your agency performs below.

- [ ] Hang posters at various strategic locations in your community
- [x] XX Place flyers or brochures at various strategic locations in your community
- [ ] Publish articles in local newspaper or journals
- [ ] Purchase radio ad spots
- [ ] Develop ads to air on local cable TV stations
- [x] XX Include LIHEAP inserts in utility vendor bills
- [ ] Canvass door-to-door
- [ ] Perform mass mailings to prior year LIHEAP customers
- [x] XX Participate as a vendor in community events where LIHEAP information is distributed
- [ ] Execute interagency agreements with organizations to perform outreach to target groups
- [ ] Outreach to legislative offices
- [x] XX Outreach to local schools

Type text here

List at least three examples of the types of places you hang posters: *

If this does not apply, please type "N/A."

N/A

List at least three examples of the types of places (e.g., laundromats) or the specific names of organizations where you place flyers or brochures for people to pick up: *

If this does not apply, please type "N/A."

Laundromats

List up to three examples of local newspapers or journals in which articles about your agency and LIHEAP services were published over the past year: *

If this does not apply, please type "N/A."

N/A

List any radio stations where ads about your agency and LIHEAP services played over the past year: *

If this does not apply, please type "N/A."

N/A

Would you recommend using radio ads to other LSPs to get the word out about LIHEAP? Why or why not? *

If this does not apply, please type "N/A."

N/A

List any cable TV stations where ads about your agency and LIHEAP services played over the past year: *

If this does not apply, please type "N/A."

N/A

Would you recommend using local cable TV stations to other LSPs to get the word out about LIHEAP? Why or why not? *

If this does not apply, please type "N/A."

Some customers only have television so that would be a way to reach out to them regarding LIHEAP.

Type text here

Describe up to three utility bills inserts or bill-partnering messages you coordinated over the past year, including IOU, non-IOU and WPO vendors. *

If this does not apply, please type "N/A."

N/A

Did you collect metrics to test the effectiveness of these bill inserts? If so, describe the level of response: *

If this does not apply, please type "N/A."

N/A

How do you select the neighborhoods to canvas? Approximately how many households would you typically reach over the course of a year? *

If this does not apply, please type "N/A."

The census track is used to determine the low income areas in Madera County.

Approximately how many outreach letters did you send out to former LIHEAP customers during the past year? *

If this does not apply, please type "N/A."

N/A

If you regularly send mass mailings to prior year LIHEAP customers, how do you balance serving previous customers with reaching out to new ones? *

If this does not apply, please type "N/A."

N/A

List at least three examples of community events where you distributed LIHEAP information over the past year: *

If this does not apply, please type "N/A."

Swap meet
LaVina community gathering
Kennedy Plaza Family Resource Fair
One Stop Hub outreach events

Do you find community events to be an effective way of marketing the LIHEAP program? Why or why not? *

If this does not apply, please type "N/A."

Yes, a great way to meet the public and inform them of the LIHEAP Program.

List at least three organizations with which you have interagency agreements: *

If this does not apply, please type "N/A."

Madera County Department of Social Services
Madera County Public Health
Madera County Food Bank

List any legislative offices you outreach to: *

If this does not apply, please type "N/A."

N/A

Describe how you reach out to them (e.g., set up in-person meetings, send written reports or customized letters, etc.): *

If this does not apply, please type "N/A."

N/A

Type text here

List at least three local schools you outreach to: *

If this does not apply, please type "N/A."

Madera Unified School District

Describe how you promote LIHEAP when you reach out to these schools: *

If this does not apply, please type "N/A."

An email is sent to the school district and they in turn will send out a mass email.

What tactics work best for you regarding Outreach? If you have something interesting to share, list up to 3 Best Practices that have been successful for your agency. *

Attending swap meets to hand out flyers and / or applications.
Callling prior customers who have not applied to inform them of funding.
Attending as many outreach events as possible.

Reaching Out to Special Populations

Still focusing on Assurance 3, LSPs are required to ". . .*conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title* . . ." In this section, we'll ask you to explain how your agency does that. It's likely that many of the things you list below will relate to those general outreach items you described in the section above. The difference is that the information you provided in the "Outreach Activities" section will be general outreach to all populations, whereas the information you provide here, in the "Reaching Out to Special Populations" section, will be specific to those populations.

Outreach to High Energy Burden Populations *

Reaching out to homes with a high energy burden is a challenging requirement. Does your agency have any methods in place to identify homes with high energy burdens?

- ◯ Yes
- ◉ No

Please explain how you identify these homes. *

What information would you need to make such outreach possible? Be as specific as possible. *

CAPMC would need the specific information from PG&E but they cannot provide it. CAPMC has requested it.

Outreach to Households with Very Young Children *

List and describe the methods you use to reach out to families with young children. Use as much space as you need and be as specific as possible:

1) Each program year when the new funding starts an e-mail blast is sent out to all CAPMC employees; this would let staff at Head Start Centers know assistance is available and they can pass on the information to parents.
2) Staff have attended outreach "One Stop Shop" conducted by Madera County Public Health Department.

Outreach to Individuals with Disabilities *

List and describe the methods you use to reach out to individuals with disabilities. Use as much space as you need and be as specific as possible:

1) Customers who are not able to leave their home can mail the application to the office. They can also email a photo of the documents to process the application; faxes are also accepted.
2) At times staff have made home visits to assist with the application completion and collect copies of documents for those who are unable to leave and do not have means to make copies or send emails.
3) Applications can be downloaded and completed and the documents necessary to process the application can be uploaded. Staff retrieve the application and assign it to the Customer Assistance Technician.

Outreach to Frail Older Individuals *

List and describe the methods you use to reach out to frail older individuals. Use as much space as you need and be as specific as possible:

1) Applications can be downloaded and the documents necessary to process the application can be uploaded. Staff retrieve the application and assign it to theCustomer Assitance Technician.
2) At times staff have made home visits to assist with the application completeion and collect copies of documetns for those who are unable to leave and do not have the means to make copies or send emails.
3) Customers who are not able to leave their home can mail the application to the office. They can also email a photo of the documents to process the application; faxes are also accepted.

Outreach to Non-English Speakers *

Describe the methods your agency uses to identify non-English languages spoken by the low-income population in your service territory and your outreach efforts to people speaking those languages:

Some staff are fluent in English and Spanish.

List the languages identified: *

English and Spanish.

How does your agency perform outreach to those who speak different languages? *

Attending community events such as the swap meet, or community.
CAPMC provides flyers / brochures in Spanish and English. An interpreter is always available.

List the specific outreach materials your agency makes available in different languages. *

Each brochure / flyer or application is in both English and Spanish.

How many staff members assist with outreach for different languages? Please list them out by language. *

3 staff are fluent in Spanish and English.

Challenging Populations to Reach

Depending on your service territory's geography and demographics, there may be groups you find challenging to reach as effectively as you'd like. Examples of such populations might include:

- Geographically remote communities
- Cultural or religious communities who are not open to outside influence
- Speakers of certain languages

Type text here

Note: please save any tribal outreach challenges for the Tribal Programs and Outreach Section of this plan)

Identify the populations you would like to be reaching out to in greater numbers: *

List the specific population (City of XYZ, Hmong community, etc.) and describe the challenges of reaching this population.

Madera County, Oakhurst, Coarsegold, Raymond, North Fork, Ahwahnee, O'Neals and Bass Lake, Chowchilla

Type text here

Coordination

Coordination is the focus of LIHEAP Assurance 4 and requires the following: *coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act.*

Coordination with Federal Programs *

Please indicate which (if any) federal programs your agency coordinates with LIHEAP:

- [XX] CSBG
- [ ] CalWORKS (previously TANF)
- [ ] CalFresh
- [ ] DOE
- [ ] SSI
- [ ] Other

How do you coordinate CSBG with LIHEAP? *

If this does not apply, please type "N/A."

CAPMC provides an annual report to CSBG.
CSBG funding is set aside for those that are in dire need and do not qualify for LIHEAP.

How do you coordinate CalWORKS with LIHEAP? *

If this does not apply, please type "N/A."

N/A

How do you coordinate CalFRESH with LIHEAP? *

If this does not apply, please type "N/A."

N/A

How do you coordinate DOE with LIHEAP? *

If this does not apply, please type "N/A."

N/A

How do you coordinate SSI with LIHEAP? *

If this does not apply, please type "N/A."

N/A

Type text here

How do you coordinate any other programs with LIHEAP? *

If this does not apply, please type "N/A."

Type text here

LIHEAP coordinates with Head Start Programs so that families are aware of the program.
LIHEAP also coordinates with the Strengthening Families Program so that their customers are aware of the program.

LIHEAP Coordination with Programs Your Agency Operates *

In addition to coordinating with federal programs, your agency likely operates other programs designed to assist low-income customers. In the table below, please indicate if your agency operates the named program.

- [ ] Affordable Housing/Section 8 Type text here
- [ ] Homeless Shelter
- [ ] Mental Health Housing
- [ ] Mental Health Programs/Services
- [x] Head Start
- [ ] Charter Schools
- [ ] Child Development Centers and State Preschools
- [ ] After-School Programs
- [ ] Food Bank
- [ ] WIC or Nutrition Programs (e.g., Meals on Wheels, Senior Food Delivery, etc.)
- [ ] Employment Training
- [ ] One Stop Center
- [ ] Computer Training Programs
- [ ] Computer Access
- [ ] Youth Job Training
- [ ] Youth Crisis Services
- [ ] Family Counseling
- [x] Parenting Classes
- [ ] Covered California
- [ ] Tax Services (EITC)
- [ ] Court Appointed Special

- [ ] Transportation Services
- [ ] Workforce Development
- [ ] Visiting Nurses for Seniors
- [ ] Income Management/Asset Building Classes
- [ ] Healthy Living Programs (e.g., Community gardens, bike programs, safe routes to school, etc.)
- [ ] Other

Briefly describe the programs you coordinate with LIHEAP below: *

Head Start Program
Strengthening Families
VITA Tax Service Type text here

Explain the coordination process below: *

An email blast is sent out to all staff at the Head Start Centers and the Strengthening Families programs to inform them about LIHEAP so they can share with parents and provide applications when necessary. Information is provided to customers at the time of their visit for income tax assistance with the VITA Program.

Similarly, your LIHEAP contract requires that you *"refer all potentially eligible applicants, including HEAP applicants, to the LIHEAP Weatherization Program, ECIP EHCS, CARE/RRP, DOE, or other energy or conservation programs."* Please check each named program your agency operates below. *

- [x] LIHEAP Wx
- [x] ECIP EHCS
- [x] CARE/Reduced Rate Programs
- [ ] DOE
- [ ] Other

Explain below, how you refer all potentially eligible applicants to the programs indicated in the last question. For each program, indicate below if you use a written document, a verbal referral, etc, and describe that communication. *

Customers who have a high energy burden or have a heater / AC unit that is not functioning properly will be referred to the WX program as a priority. Customers who have an energy burden of 5% or higher are r eferred to the WX program as well.
CAPMC staff will inform customers who are not enrolled in the CARE Program that they will be enrolled through the PG&E website.Type text here
Type text here

Customers who have a high energy burden or have a heater / AC unit that is not functioning properly are referred to the WX program on a priority basis.
Customers with an energy burden of 5% or higher are also referred to the WX program.

Assurance 16

Helping households reduce their need for LIHEAP assistance is the focus of the Assurance 16 and requires the following: *use up to 5 percent of such funds, at its option, to **provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance**, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.*

Needs Assessment *

The LIHEAP contract requires you to "*conduct a needs assessment for each client who submits an application that shall include computing the energy burden of each applicant's household and prioritizing households in accordance with Agency's Local Plan . . .*"

Besides the contractually required items (computing energy burden and applying priority points), explain other tasks (if any) your agency undertakes to determine an applicant's need for LIHEAP services:

Customers who have a high energy burden or have a heater / AC unit that is not functioning properly are referred to the WX program on a priority basis.
Customers with an energy burden of 5% or higher are also referred to the WX program.

Client Energy Education

The LIHEAP contract requires you to "*provide all recipients of energy assistance . . . with applicable energy conservation information. . . Contractor shall include the following: Information regarding the importance of applying for energy assistance prior to falling behind in utility payments and information concerning various utility company budget payment plan(s) and other forms of energy assistance offered within the State; Written information that describes energy-saving behavioral adjustments that will decrease the energy consumption of the household . . .* "

Providing Utility Information (Part 1) *

Describe how you provide all recipients of energy assistance with "*information regarding the importance of applying for energy assistance prior to falling behind in utility payments*." Is this information provided in writing or is it conveyed to the recipient verbally?

Customers who have a high energy burden or have a heater / AC unit that is not functioning properly are referred to the WX program on a priority basis.
Customers with an energy burden of 5% or higher are also referred to the WX program.

Providing Utility Information (Part 1 continued) *

If the information is included in writing, include the exact language below:

Written informaiton that describes energy saving conservation tips that can decrease the energy consumption of the houshold. LIHEAP Financial Budgeting is provided to assist clients in achieving self-sufficiency. If the application is selected for WX the cusotmer can expect to receive on or more of the folloiwng services: weatherization assessment, weather stripping of doors, water heater blanket, attic insulation, caulking of windows, energy saving shower hear, other energy saving measures. The information is also provided in Spanish.

Providing Utility Information (Part 1 continued) *

If the information is conveyed verbally, describe at what point in your process the information is conveyed:

CAPMC staff provide customer education and budget counseling to all LIHEAP applicants who apply for servcies. Energy conservation educational material along with budgeting information in the application package that is given to each applicant. Information is provided both verbally and conveyed in the application.

Providing Utility Information (Part 2) *

Describe how you provide all recipients of energy assistance with "*information concerning various utility company budget payment plan(s) and other forms of energy assistance offered within the State.*" Is this information provided in writing or is it conveyed to the recipient verbally?

If a customer presents a high energy bill, staff will inform them of the AMP program, or the payment assistance program through PG&E. REACH is also offered to customers who may not qualify for LIHEAP.

Providing Utility Information (Part 2 continued) *

If the information is included in writing, include the exact language below:

Written information that describes energy saving conservation tips that can decrease the energy consumption of the household. LIHEAP Financial Budgeting is provided to assist clients in achieving self-sufficiency. If the application is selected for weatherization the customer can expect to receive one or more of the following services: weatherization assessment, weather stripping of doors, heat / AC units replaced if eligible.

Providing Utility Information (Part 2 continued) *

If the information is conveyed verbally, describe at what point in your process the information is conveyed:

The maximum benefit a qualifying household can receive will be $1,500. Customers that are shut off can receive a maximum benefit of up to $1,500.00 provided services can be restored.
Customers are also informed of the REACH Program which the agency now promotes, customers can also be referred to the Central Valley Opportunity Center in Madera as
well as Madera Coalition.

Providing Energy-Saving Information *

Describe the document(s) used to provide all recipients of energy assistance with "*Written information that describes energy-saving behavioral adjustments that will decrease the energy consumption of the household.*" *(e.g., three-panel brochure, flyer, multi-page booklet, etc.):*

1). Switching to Eco-Friendly light bulbs can save electricity and money while still giving as much light. Turn off all lights while not in use.
2). Install a programmable thermostat and adjust the settings. Turning the thermostat from 68 to 72 degrees can cut your heating bill by 20%.
3). Check your seal or gasket on your refrigerator door. The temperature of your refrigerator should be between 38 - 40 degrees. The freezer can be between 0 - 10 degrees.
4). Purchase a smart power strip to turn off electronic equipment of unplug while not in use.
5). Install a low-flow shower head and take short showers instead of baths to reduce water heating costs. Turn your hot water to 120 degrees or lower.
6). Clean the lint filter every time before drying clothes to ensure they will dry faster. Dry clothes outside whenever possible.

Resource Information, Budget Counseling, etc. *

The LIHEAP contract requires you to provide all recipients of energy assistance with "*Resource information, referral, family, and budget counseling in order to assist clients in achieving self-sufficiency*."

Describe how you provide all recipients of energy assistance with *"Resource information, referral, family, and budget counseling."* Is this information included in a brochure or some other written document, or are recipients directed to a website for the information, etc.?

The Budget Form is a part of the LIHEAP application with the following instructions for the customers. To track your expenses and build a monthly budget use the enclosed form. This will give you a sense of where you are spending your money and changes you can make to improve your situation if needed. For items listed on the form that do not apply to you or your household please put down a zero. If unsure just write down your best guess or an average.

Type text here

Type text here

Service Delivery

In the Service Delivery section, CSD wants to understand your process for serving UA and Weatherization clients from start to finish - that is from the point you make a CSD 43 (Intake Application) available to a potential customer to the time that client is approved or denied services. The following questions will break that process down into steps and ask for your feedback.

LIHEAP Application Availability

Use the following questions to list all the ways that a potential applicant to your agency can obtain a LIHEAP application. If your agency uses additional methods, you can add them in the next question.

Operators are available to take application requests. *

If this statement is true, indicate the phone number(s) to request an application. If this statement is false, indicate "N/A":

Yes, the receptionist is available to distribute applications to those customers requesting one.

A message line is available on which clients may request an application to be mailed to them. *

If this statement is true, indicate the phone number(s) to request an application. Also list the days and hours the message line is available. If this statement is false, indicate "N/A":

Yes, customer can leave a message on the agency voice mail to have an application mailed to them.
559-673-9173 - main line
This number is available 24 hours a day 7 days a week.

Applications may be downloaded from agency website. *

If this statement is true, indicate the website URL to request an application. If this statement is false, indicate "N/A":

www.maderacap.org

Agency maintains and advertises a dedicated email box where potential customers can request to have applications mailed or emailed. *

If this statement is true, enter the email address that can be used to request an application. If this statement is false, indicate "N/A":

CAPMC does not maintain nor advertise a specific mailbox where potential customers can request application be mailed or e-mailed to them. Customers can call the main office and ask the receptionist to provide one them via e-mail, fax, or regular mail. Customers can go to the website to download an application. CAPMC also has a "Contact Us" button on the website where the customer can contact us via email and request an application there as well.

Hardcopy applications are available in agency office(s) for potential customers to pick up. *

If this statement is true, enter the agency office(s) address(es) that can be accessed to receive an application. If this statement is false, indicate "N/A":

Yes, customers may pick up an application Monday through Friday from 8:00 am to 5:00 pm at the office.

During closure, hardcopy applications are available outside (or very nearby) agency office(s). *

If this statement is true, enter the address(es) or location(s) that can be accessed to receive an application. If this statement is false, indicate "N/A":

If the agency is closed, the application can be found on the agency website and the customer can complete the application and upload the documents immediately.

Agency regularly makes applications available for distribution at local utility offices. *

If this statement is true, enter the name(s) and address(es) of the local utility offices that can be accessed to receive an application. If this statement is false, indicate "N/A":

The local PG&E office has been closed down.

Agency regularly makes applications available for distribution at local social service agencies. *

If this statement is true, enter the name(s) and address(es) of the local social service agencies that can be accessed to receive an application. If this statement is false, indicate "N/A":

N/A

Agency regularly makes applications available for distribution at local libraries. *

If this statement is true, enter the name(s) and address(es) of the local libraries that can be accessed to receive an application. If this statement is false, indicate "N/A":

N/A

Operators are available to take application requests. *

If this statement is true, indicate the phone number(s) to request an application:

N/A

Use the space below to enter other ways or places applications are made available: *

Customers may pick up an application at the office located at 1225 Gill Avenue, Madera, CA.
Or staff can mail an application to the customer, or they can download the application from the agency website and upload the required documents or fax it to the office.

Applications for Physically Infirm_ *

The LIHEAP contract requires you to *"Provide low-income individuals who are physically infirm with the means to submit applications for HEAP and ECIP without leaving their residences."*

Describe below how you allow the physically infirm to submit their applications:

The physically infirm customers can either mail their application to the Gill Avenue office or in some cases staff have gone to a customer's home to collect documents and assist with completing the LIHEAP applications. Customers can also go to the website and download the application and upload all the required documents.

Application Receipt_ *

List below all the ways your agency allows applications to be submitted (e.g., by mail, email, fax, drop-box, in-person at office, in-person at special events, by appointment only, etc.):

Customers may drop the application off in person, or place it in the drop box outside the office which is available 24 hours a day, they can also fax it to the 559-673-3223 fax number. Customrs may also send their application throug the US Postal Service or walk in with their application.

Application Handling

In next section, we'll ask how you process applications after you receive them. We've broken the process into several distinct steps, so we can better understand it.

Type text here

Application Acknowledgement *

Explain how you record WHEN an application was received (e.g., date stamp it, enter it into an electronic system, etc.).

When a customer drops off an application or it is retrieved from the drop box outside or the customer brings it into the office, the application is date stamped and given to the Customer Assistance Technicians and processed on a first come first serve basis unless it is a 48 hour notice which the notice is placed on the front of the application and staff know that it is urgent and needs to be processed first. Staff review the applications and enter them into ServTraq system and then provide the customer with a letter to let them know if they quaify or are denied and the reason.

Type text here

Crisis Applications

1) Customers who are not able to leave their home can mail the application to the office They can also e-mail a photo of the documents to process the applicationn; faxes are also accepted.
2)At times staff have made home visits to assist with the application completion and collection of copies of documents for those who are unable to leave their home and do not have means to make copies or send emails.

Explain how, and at what point, you determine an application is a crisis application: *

A customer is in crisis when they present the application with a 48 hour notice or are shut off or tell us they are shut off. Staff contact PG&E to determine if the customer is in crisis mode.

When a crisis application arrives to you incomplete (lacking the required documentation), describe how you inform the applicant about what is missing: *

When a customer drops off the application and is missing information staff immediately tell the customer in person or by phone what is missing and when the customer provides the missing information the application can be processed.

Once a crisis application is determined to be eligible, explain the steps you take to process it. Be as detailed as possible, including, but not limited to:

- at what point you apply priority points;
- how and when a pledge or payment is made;
- at what point the application gets entered in your front-end system, etc.

*

Once the application is received a work sheet is created to determine if the customer meets the 20 priority points. Income is taken into consideration, the energy burden as well as a person who is in the vunerable population.
Once the application is entered into the front end system, a pledge is made to PG&E in the amount the customer is eligible for.

The LIHEAP contract requires that once an application is determined to be eligible for ECIP or ECIP WPO, you have 48 hours in which to make a pledge to the energy vendor. What steps do you take to ensure that 48-hour timeline is met? *

Once the application is entered into the front end system, a pledge is then made to PG&E through their website portal or a direct call is made to PG&E customer service if the portal is not available.

The LIHEAP contract requires that if an applicant is determined to be in a "life-threatening situation," you have 18 hours in which to make a pledge to the energy vendor. What steps do you take to ensure that 18-hour timeline is met? *

Once the application is entered into the front end system, a pledge is then made to PG&E immediately through their website portal or a direct all is made to PG&E customer service if the portal is not available.

If a crisis applicant does not qualify to be served, explain the method you use to let the applicant know they are denied. If there are multiple methods (e.g., in-person, phone call, mail, etc.), list all of them. *

If a customer does not qualify for the LIHEAP Program and applies with a regular bill, a letter is mailed to t them to inform the customer they do not qualify and why. If they apply with a 48 hour notice or are shut off we call them and send a letter to let them know why they do not qualify. If the are in the office at the time of delivery of the application we notify them in person and present them with a letter. A flyer for other resources is provied to the customer at all times.

If a crisis applicant qualifies to be served, but cannot be served because of high demand or some other reason, does your agency "rollover" their application for future consideration? If no, enter "No." If yes, explain your process for rolling crisis applications over. *

No

Non-Crisis Applications

When a non-crisis application arrives to you incomplete (lacking the required documentation), describe how you inform the applicant about what is missing: *

When a customer provides an application and is missing information
a letter is sent to them to let them know what they are missing.
A list is on the letter of various reasons something is missing with a
check box next to it so the Customer Assistance Technician can identify what is missing.

Once a non-crisis application is determined to be eligible, explain the steps you take to process it. Be as detailed as possible, including, but not limited to:

- at what point you apply priority points;
- how and when a pledge or payment is made;
- at what point the application gets entered in your front-end system, etc.

*

A workseet is created to ensure the customer qualifies for the LIHEAP Program. Income and the energy burden are taken into consideration. If the customer has a person in the vunerable population that is taken into consideration as well. Points are determined and the customer needs at least 20 to qualify. The application is entered into the front end system and then a pledge is made if the customer has a 48 hour notice or is shut off.

If a non-crisis applicant does not qualify to be served, explain the method you use to let the applicant know they are denied. If there are multiple methods (e.g., in-person, phone call, mail, etc.), list all of them. *

If a customer does not qualify, a letter will be sent out to let them know they do not qualify and the reason. If the customer calls to check the status they are informed by phone if they do not qualify but must provide verification of their identity before information is provide due to privacy concerns.

If a non-crisis applicant qualifies to be served, but cannot be served because of high demand or some other reason, does your agency "rollover" their application for future consideration? If no, enter “No.” If yes, explain your process for rolling applications over. *

No

Service Delivery (Continued)

Planned Closures and Handling Crisis Applications *

In Part 1 of this plan, you were asked if your agency had any planned closures during the year longer than 3 business days.

If you listed any planned closures in Part 1, please explain how you serve clients who are experiencing an emergency/crisis during those periods your office is closed.

N/A

Additional Information: Crisis vs. Non-Crisis Application Handling *

Is there anything we failed to ask about how you handle a crisis application differently from a non-crisis application? If so, describe below:

No

Additional Information: Anything We Forgot to Ask? *

Our goal is for CSD to have a clear and thorough understanding of the procedures your agency takes to process LIHEAP applications, according to the requirements of your contract and the needs of the client. Is there anything we failed to ask about how you accept and process your applications that will assist CSD in this understanding? If so, describe below:

No

Energy Crisis Intervention Program (ECIP) Services Provided *

Please indicate which crisis services your agency provides:

- [XX] ECIP WPO

Type text here

- [XX] ECIP Heating
- [XX] ECIP Cooling
- [XX] ECIP Water Heating
- [XX] ECIP Fast Track

If your agency does not provide any of the listed services below, please explain why. *

- ECIP WPO
- ECIP Heating
- ECIP Cooling
- ECIP Water Heating
- ECIP Fast Track

Seasonal Crisis Services *

The contract states that, "*Contractor shall provide crisis services and activities to the low-income community within its service area through at least March 15* . . ."After March 15, what does your agency do with funds reserved for this purpose that have not been expended (check all that apply):

- [XX] Provide heating assistance
- [XX] Provide cooling assistance
- [XX] Provide weatherization assistance
- [XX] Provide crisis assistance throughout the year

Weatherization Services

Is your agency delegated to provide services on behalf on another, primary LSP? *

- ◯ Yes
- ⊗ No

Counties (or Areas) Served *

List the counties or areas in which the delegated agency provides delegated Utility Assistance and/or Weatherization (Wx) services for the primary agency:

Madera County only.

Office Location *

Do you maintain a separate office in the delegated service territory?

- ◯ Yes
- ⊗ No

You answered that your LSP maintains a separate office in the delegated service territory. *

What is the address of the office? What are the hours of operation of the office? What is the phone where clients can reach your staff or leave a message?

Weatherization Services Provided *

Discuss the process by which your agency identifies homes to be weatherized. Specifically: do you do your own outreach and intake or does the Primary agency refer already qualified homes to you?

Applications are submitted by customers; households with a high energy burden or if the Heat/AC unit is not in working order are referred for WX first.
Households with a energy burden of 5% or higher are also referred.
Once the application is determined to qualify for the program it is scanned into a drive where Merced is able to access it. In case of emergency a phone call or email is sent to Merced to let them know of the situation.

Outreach *

If you provide Outreach to identify Wx clients, please discuss how you perform that outreach. If you do not provide outreach, enter “n/a”:

N/A

Intake *

If you provide Intake to qualify Wx clients, please discuss how and where you perform Intake. If you do not provide outreach, enter “n/a”:

On the application a question is presented "do you want your application to be considered for the weatherization services. Yes or No. If the customer indicates yes and they have an energy burden of 5% or higher the application is scanned into the K drive and Merced can retrieve it.

Indicate which (if any) specialty services you subcontract for in the delegated area: *

	Always	Never	Oc
HVAC	XX	◯	
Water Heating	XX	◯	
Windows	XX	◯	
Glass Only	XX	◯	
Electrical	XX	◯	
Appliances	XX	◯	
Insulation	XX	◯	

Specialty Subcontracting *

Were there any specialties not listed in the previous table that you subcontract for? Also, if you have any notes to clarify any answers from the previous question, please provide them here.

N/A

Weatherization Prioritization *

Describe how you prioritize your Wx applicants in the delegated area:

Customers with a high energy burden and or Heat/AC unit not working are priority are referred to Merced and they are notified of the situation by phone or by email and the application is scanned into the K drive where Merced is able to retrieve it.
Applications with an energy burden of 5% or higher are also referred to Merced for consideration.

Waiting Lists *

Do you typically have a waiting list for Wx in the delegated area? If so, please discuss how you manage it.

N/A

Weatherization Challenges *

Briefly discuss your biggest challenges with fulfilling Wx in the delegated area. For example: Do they have to do with housing type in your area? Customers not being home? Staff turnover or lack of trained staff? Travel distance? Performing audits? Coordination with primary agency, etc.?

N/A

Assurance 16 *

Does your agency receive Assurance 16 funding from the primary agency?

- [x] Yes
- [ ] No

You answered that your LSP receives Assurance 16 funding from the primary agency. *

Please describe the specific Assurance 16 requirements your agency provides:

Type text here

Energy Education, financial management, vendor mediation, low cost conservation, weatherization, assisting households to become self sufficient.

Energy Crisis Intervention Program (ECIP) *

P{lease indicated what crisis services your LSP provides for the delegated service area:

- [x] ECIP WPO

Type text here

- [x] ECIP Heating
- [x] ECIP Cooling
- [x] ECIP Water Heating
- [x] ECIP Fast Track

ECIP (Continued) *

How do clients experiencing an emergency/crisis contact you?

Customers will contact us by phone or walk into the office to let us know they are in crisis mode. We inform the customer they need to complete an application with all the required documents to determine if they are eligible.

Does your agency have in-house weatherization staff? *

- ○ Yes
- ◉ No
- ○ My agency does not provide weatherization services.

Indicate which (if any) specialty services for which you subcontract: *

	Always	Never	Oc
HVAC	XX	○	
Water Heating	XX	○	
Windows	XX	○	
Glass Only	XX	○	
Electrical	XX	○	
Appliances	XX	○	
Insulation	XX	○	

Are there any other specialty services for which you subcontract that were not listed in the previous question? *

N/A

Weatherization Prioritization *

Describe how you prioritize your Wx applicants:

Customers with the highest energy burden or have a heat/AC unit not working are prioritized.
Customers with an energy burden of 5% or higher are referred to WX.

Type text here

Waiting Lists *

Do you typically have a waiting list for Wx? If so, please describe how you manage it.

N/A

Weatherization Challenges *

Briefly discuss your biggest challenges with fulfilling Wx. For example: Do they have to do with housing type in your area? Customers not being home? Staff turnover or lack of trained staff? Travel distance? Performing audits? Etc.

N/A

Type text here

Type text here

Utility Assistance Implementation Plan

This information is intended to help CSD understand how your agency applies its Priority Plan and ensures that federal requirements for prioritization are met.

Application of Priority Points *

Does your agency apply your priority plan points to assess every application for Utility Assistance benefits?

- (XX) Yes
- ( ) No
- ( ) Varies

Application of Priority Points *

If you answered "No" or "Varies" in the previous question, please explain why your agency does not apply priority points to every application or why the application of priority points varies:

Minimum Point Threshold *

Does your agency apply a minimum point threshold for the following programs, denying those who fall below?

	Yes	No
HEAP	(XX)	( )
Fast Track	(XX)	( )
HEAP WPO	(XX)	( )
ECIP WPO	(XX)	( )

Minimum Point Threshold *

If you answered "Yes" in the previous question, please enter your minimum point threshold, by program. If "No," write "N/A." If "varies," please explain:

Customers must meet a minimum threshold of 20 points to qualify for the LIHEAP Program.

Minimum Energy Burden *

Does your agency apply a minimum energy burden for the following programs, denying those who fall below?

	Yes	No
HEAP	XX	○
Fast Track	XX	○
HEAP WPO	XX	○
ECIP WPO	XX	○

Minimum Energy Burden *

If you answered "Yes" in the previous question, please enter your minimum energy burden by program. If "No," write "N/A." If "varies," please explain:

Customers must meet a minimum threshold of 20 points to qualify for the LIHEAP Program.

Life Threatening Emergencies *

Does your agency give first priority to households whose members have a "life-threatening emergency?"

- XX Yes
- ○ No
- ○ Varies

Life Threatening Emergencies *

If you answered “Varies” in the previous question, please explain why and how it varies:

Customers who have a life threatening emergency such as a breathing machine and are in crisis mode are prioritized first.

Allocation Cycle *

Does your agency prioritize or serve applicants based on their priority points, from highest points to lowest, until all funds are expended?

- ◯ Yes
- (xx) No
- ◯ Varies

Allocation Cycle *

Please explain why and how it varies:

Allocation Cycle *

What interval does your agency prioritize?

- (xx) Daily
- ◯ Weekly
- ◯ Monthly
- ◯ Other

Allocation Cycle *

Please indicate what interval you perform prioritization:

Application Rollover *

If an applicant qualifies to be served but cannot be served because of high demand or some other reason, does your agency rollover their application for future consideration?

- ◯ Yes
- ◯ No xx
- ◯ Varies

Application Rollover *

If you answered "No" or “Varies” in the previous question, explain how you handle qualified applications that cannot be served:

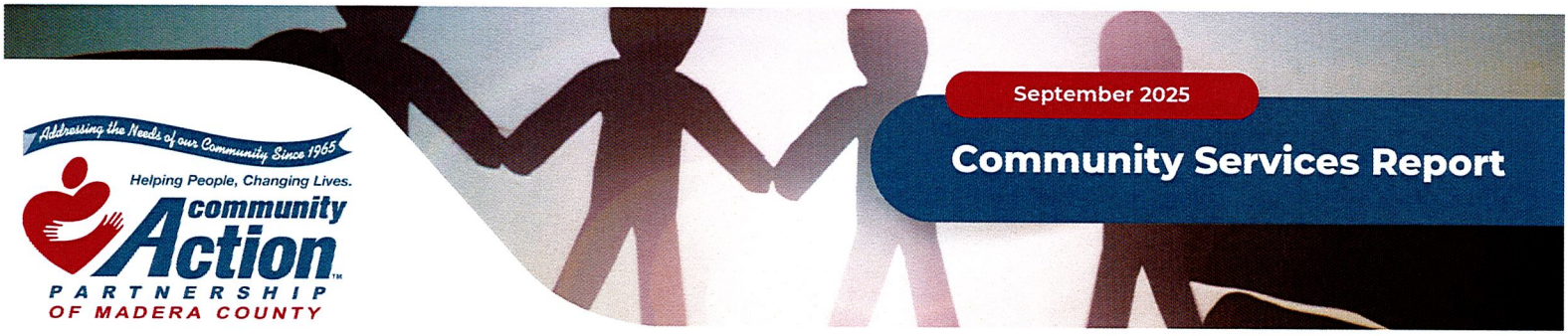
Households that do not qualify for LIHEAP are referred to other agencies such as REACH, Madera Coalition, or Central Valley Opportunity Center to see if they can be assisted. Customers are also advised of the AMP program through PG&E and are advised of the budget billing with PG&E.

You have finished the **first part** of submitting your 2026 LIHEAP Local Plan.

Please submit your answers and then continue to the final section: Tribal Outreach by visiting: https://forms.office.com/g/1uU71LBsrx

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Microsoft Forms



Addressing the Needs of our Community Since 1965

Helping People, Changing Lives.

Community Action Partnership of Madera County

September 2025

Community Services Report

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

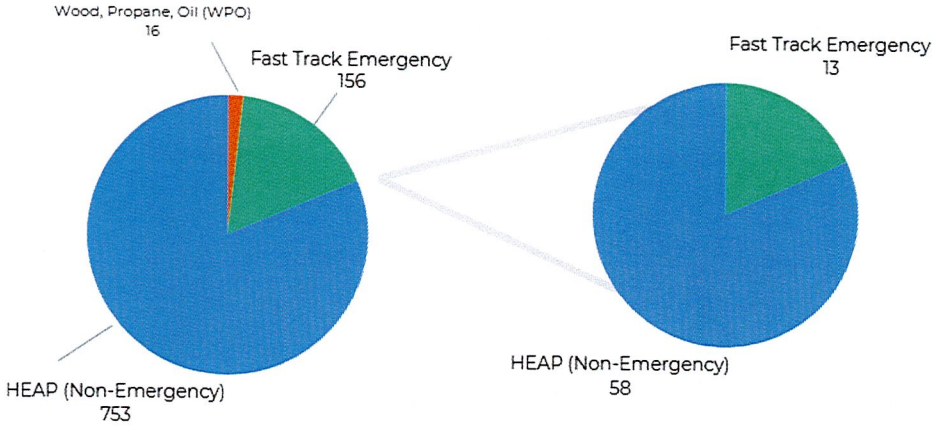
HOUSEHOLDS SERVED (2025)

The data displayed was collected from January to September 2025. For monitoring purposes, we've discovered several key insights and trends during this period that may inform decision-making and guide future actions. The LIHEAP Program assists customers with utility bills, the program also includes Weatherization for qualified households.

2024 Total

2025 Program Assistance Overview

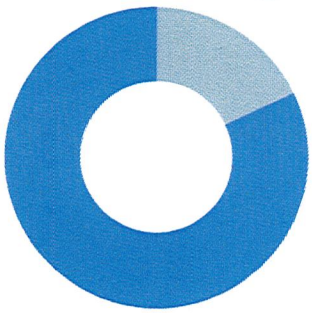
From January to September 2025, the majority of support provided was through the HEAP (Non-Emergency) category with 753 households, followed by Fast Track Emergency at 156 homes, and a smaller number utilizing the Wood, Propane, Oil (WPO) with 16 households.



LIHEAP
Low-Income Home Energy Assistance Program

HOUSEHOLDS SERVED (2025) through the Weatherization Program

Funding to Assist Households through September 2025 $72,638.49



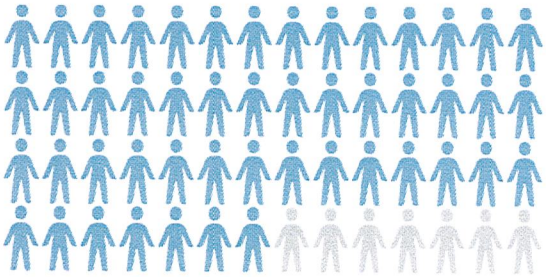
The weatherization services help low-income households reduce energy costs and improve their home's energy efficiency. The LIHEAP Weatherization Program provides free energy upgrades, education on energy efficiency, and budget counseling. These services aim to lower utility bills, enhance home health and safety, and promote overall household economic security.

Homes Weatherized With 2025 Funding = 57

HOMELESS ASSISTANCE SERVICES

SHUNAMMITE PLACE

August 2025 Total



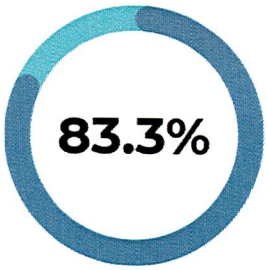
September 2025 Overview

As of September 2025, the Shunammite Place holds a total of 56 residential occupancy. Out of these 49 units are currently occupied by residents while the remaining 7 units are vacant and available for placement. This indicates an approximate 87% occupancy rate, with opportunities to increase resident placement and utilization. The Shunammite Place Program offers permanent supportive housing to individuals and families prioritizing a barrier-free transition from the streets or shelters. The program recently acquired a 3-bedroom home and is in the process of getting ready to be occupied.

MADERA MENTAL HEALTH SERVICES ACT (MMHSA)

How the Community Services Program utilizes MMHSA

MMHSA holds 12 residents and supports recovery-focused mental health care. Currently the program is operating at 83.3% capacity, 10 units were filled as of September 2025, with 83.3% of residents completing the program—demonstrating full engagement and optimal use of program resources.

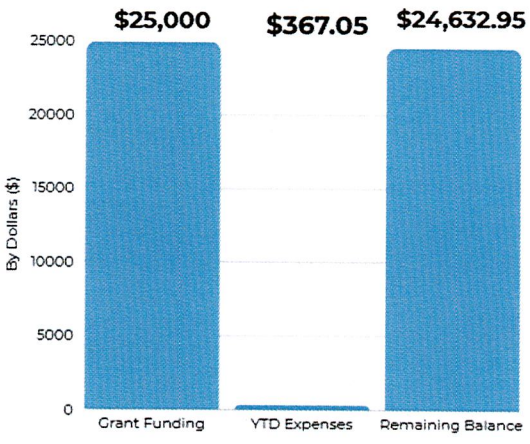


Total Units Occupied

KAISER PERMANENTE HOUSING GRANT FOR HEALTH GRANT OPPORTUNITIES ROUND 3

The Kaiser Permanente Housing for Health Grant Round 3 is a funding initiative aimed at improving health outcomes by addressing housing insecurity and homelessness. This grant develops or expands programs linking stable housing with supportive services such as mental health care, substance use treatment, and primary health care access.

Budget Breakdown



Grant Expense Overview

As part of the Kaiser Permanente Housing for Health Grant Round 3 budget a total of $25,000 was allocated. To date, $367.05 has been expended representing 1.46% of the total budget. This leaves a remaining balance of $34,632.95; this grant is for the period June 30, 2025 through July 1, 2026.

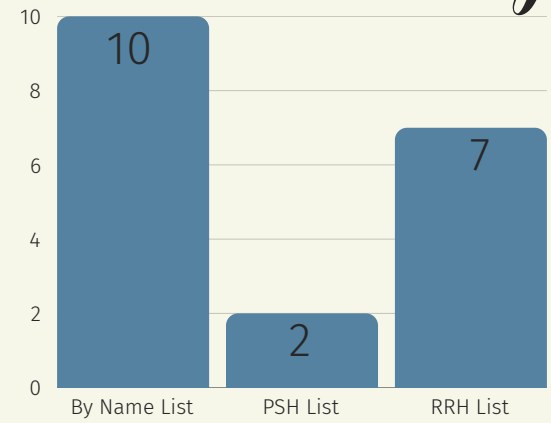
Community Action Partnership of Madera County, Inc. - HELP Center
SEPTEMBER 2025

Housed
16

Permanent Housing: 11

Permanent Supportive Housing: 5

Coordinated Entry



Sheltered


14

Referrals Received
28

Clients Served YTD

Chowchilla City
31

Madera City
122

Eastern Madera
19

172

Rental Assistance
5

Homeless Engagement for Living Program (HELP Center) Services Report - September 2025

Below are the number of services provided and contacts made in Madera County for the period of 09/01/2025 - 9/30/2025.

	Individuals	Families	DV	TAY	Veterans
Madera City	122	17	0	6	0
Chowchilla City	31	0	0	0	0
Eastern Madera	19	0	0	0	0
Total:	172	17	0	6	0

HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	5	19
REFERRED TO TRIAGE - MRM	17	39
TRIAGE HOUSING	6	15
REUNIFICATION WITH FAMILY	0	1
HOUSING RESOURCE GUIDE	10	20
SUBMITTED RENTAL APPLICATIONS	16	32
PERMANENT HOUSING	11	21
PERMANENT SUPPORTIVE HOUSING	5	7
PROVIDED MOVE-IN COSTS	2	8
RECEIVED EMERGENCY HOUSING VOUCHER	0	0
DOCUMENT COLLECTION	**CURRENT MONTH**	**YEAR TO DATE**
DMV VOUCHER FOR ID	8	20
ASSISTED IN OBTAINING DOCUMENTS THROUGH CONSULATE	1	3
SOCIAL SECURITY CARD	3	9
BIRTH CERTIFICATE	4	8
INCOME VERIFICATION	5	10
DISABILITY CERTIFICATION	3	4
PSH SUPPORT LETTERS	5	13
EMOTIONAL SUPPORT ANIMAL LETTER	1	2
REFERRALS	**CURRENT MONTH**	**YEAR TO DATE**
WORKFORCE	12	21
VICTIM SERVICES	1	5
VETERAN AFFAIRS	0	0
BEHAVIORAL HEALTH	34	77
REFFERED TO BH BRIDGE HOUSING	1	1
REFERRED TO BHS-HOPE HOUSE	5	6
IMMIGRATION SERVICES	1	5
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	1	7
RHCB-CALAIM	0	0
SUBSTANCE ABUSE PROGRAM	0	1
DEPARTMENT OF SOCIAL SERVICES - APS	2	3
DEPARTMENT OF SOCIAL SERVICES - CPS	0	0
DEPARTMENT OF SOCIAL SERVICES - HOUSING	5	5
OTHER NON-CASH BENEFITS	**CURRENT MONTH**	**YEAR TO DATE**
ASSISTED IN OBTAINING MEDICAL APPTS	2	5
ASSISTED IN OBTAINING CASH AID / TANF	0	0
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	4
ASSISTED IN OBTAINING HEALTH INSURANCE	1	3
OTHER SERVICES	**CURRENT MONTH**	**YEAR TO DATE**
SUICIDE PREVENTION	0	0
PROVIDED HYGIENE KITS	29	64
DELIVERED COMMODITIES	36	81
ASSISTED WITH SSI BENEFITS	0	3
ARRANGED TRANSPORTATION	14	33
ADVOCACY WITH LEGAL MATTER	1	1
ASSISTED IN OBTAINING A GOVT. PHONE	0	1
PROVIDED SHOES OR CLOTHES TO CLIENT	7	7
PROVIDED BICYCLE FOR TRANSPORTATION	1	2
ASSISTED WITH JOB INTERVIEW	1	1
ASSISTED IN OBTAINING INCOME	0	0
OTHER COORDINATED ENTRY	**CURRENT MONTH**	**YEAR TO DATE**
PLACED ON PSH PRIORITY LIST	2	9
PLACED ON RRH PRIORITY LIST	7	17
PLACED ON BY-NAME LIST	10	14
OTHER HOUSING SERVICES	**CURRENT MONTH**	**YEAR TO DATE**
ASSISTED WITH UTILITY ARREARS	0	0
ASSISTED WITH RENTAL ARREARS	4	4
ASSISTED WITH DEPOSIT	1	1

ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – October 2025

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

General Contract - CAPP	581
CalWORKs Stage 2 – C2AP	143
CalWORKs Stage 3 – C3AP	141
Bridge Program - BP	16
Total Children Enrolled	**881**

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	39
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	45
LICENSE-EXEMPT CHILD CARE PROVIDERS	102
Total Providers Enrolled	**186**

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	156
CLOSED - LICENSED CHILD CARE PROVIDERS	0

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- CCIP Orientation (English) – 1 attendee
- CCIP Orientation (Spanish) – 21 attendees

*All CCIP Workshops were provided In person

Family, Friend and Neighbor Activity:

- No Activities

BRIDGE PROGRAM Workshops:

- Coaching Session Spanish- 21 attendees

Report to the Board of Directors

Month: **October 2025**

Program Manager: Jennifer Coronado

ACCOMPLISHMENTS:

- Established a partnership with Madera County District Attorney's Office and Probation to bring awareness to Domestic Violence Awareness Month during their resource fair October 16, 2025. Probation will also be purchasing black polo shirts with a purple badge to promote DV awareness.
- Collaborating with Madera Community College on a Domestic Violence resource fair taking place on October 15, 2025.

UPCOMING EVENTS:

- Oct. 7, 2025, Cal OES Performance Assessment of all six programs.
- 2025-2026 Rape Crisis (RC) program RFP due 10/10/25.
- Participate in Madera Community College Domestic Violence Awareness resource fair on 10/15/25.
- Wear purple for domestic violence awareness day 10/17/25.
- 2025-2026 Domestic Violence (DV) program RFP due 10/17/25.
- 2025-2026 Victim Witness (VW) program RFP due 10/20/25.
- 2025-2026 Transitional Housing (XH) program RFP due 10/20/25.
- NCA re-accreditation site review for the Madera County Child Advocacy Center on 10/22/25.
- Annual Soup Bowl Event for Domestic Violence Awareness 10/24/25.
- Participating in National Night out Trunk-in-treat 10/30/25 host by Madera County Sheriff's Office.
- All final progress reports due 10/31/2025 for VW, DV, and RC.
- Child Advocacy Center (KC) mid-year report due 10/31/2025.

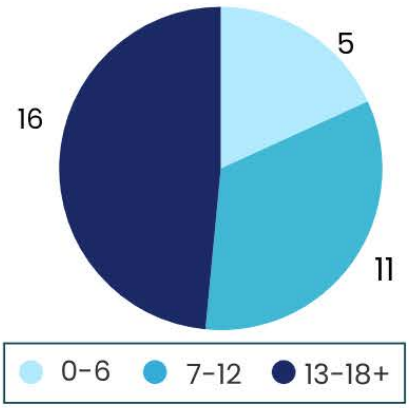
STATISTICAL REPORTS:

To be provided on a quarterly basis**.**

Madera County Child Advocacy Center (CAC)

Quarterly Report: July 1st-September 30th 2025

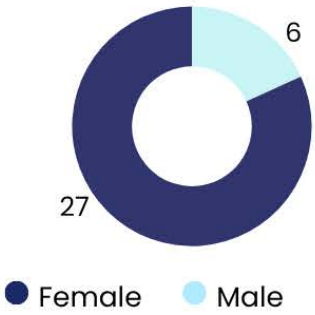
Age



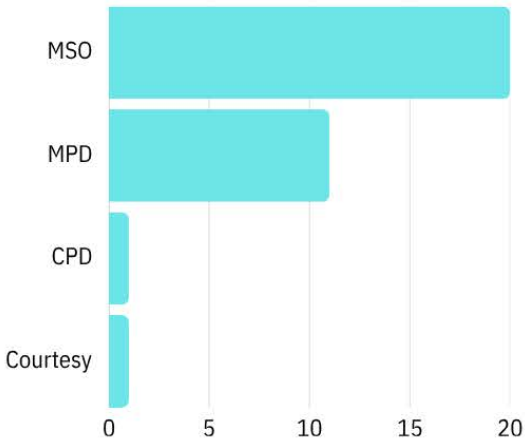
Total Child Forensic Interviews

33

Gender



Requesting Agency



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

Mental Health Services

Referrals Made: 6

Onsite Therapy Sessions: 0



Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov	Dec.
2025	3	5	10	11	6	7	9	9	16			
2024 YTD	7	7	13	15	11	7	13	12	3	5	4	2

Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: October 9, 2025

Author: Donna Tooley

DATE: September 30, 2025

TO: Board of Directors

FROM: Donna Tooley, Chief Financial Officer

SUBJECT: Employer Discretionary Contribution to CAPMC 403B Retirement Plan for Calendar Year 2024

I. RECOMMENDATION:

Review and consider approving the 5% discretionary employer contribution amount of $672,736.09 for the plan year ended December 31, 2024.

II. SUMMARY:

The $672,736.09 reflects the calculation of the 5% discretionary employer contribution based on FICA wages for the period of January 1, 2024 through December 31, 2024. The employer contribution will be deposited with VOYA Retirement Insurance and Annuity Company, the plan custodian, by the due date of the Form 5500 with extension on or before
October 15, 2025.

III. DISCUSSION:

A. Ratify the 5% employer discretionary contribution for the 2024 plan year. The 5% contribution was last considered and adopted at the Board meeting on December 14, 2023 for the 2024 plan year. The 5% is subject to “meet and confer” negotiations with the SEIU Local Union 521 that represents the Regional and Madera Migrant Head Start Employees and there has been no change.

B. This agenda item is notification to the Board of the actual dollar amount of the 5% contribution.

C. The State of California requires that the Board of Directors approve discretionary contributions and that the minutes reflect that action and it is also recommended by the third-party administrator, Navia (formerly Nexus).

D. This Board action provides the maximum dollar amount the corporation is liable to pay for the plan year ended December 31, 2024 and serves to protect the agency.

IV. FINANCING:

The discretionary contribution was budgeted in all of the applicable funds.

Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: October 9, 2025

Author: Donna Tooley

DATE: September 30, 2025

TO: Board of Directors

FROM: Donna Tooley, Chief Financial Officer

SUBJECT: Accept and Approve the Submission of the CAPMC 403(b) Form 5500 Tax Return

I. RECOMMENDATION:

Accept and Approve the Submission of CAPMC 403(b) Form 5500 Tax Return

II. SUMMARY:

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, 2024.

III. DISCUSSION:

A. A copy of the Form 5500 is attached for your review and consideration. This return must be filed electronically. The CFO has reviewed the tax return prior to the submission to the Board of Directors.

B. The auditors of the 403(b) pension plan, Hudson & Company, Inc. CPAs also reviewed the final draft of the Form 5500 as part of its audit of the agency's 403(b) retirement plan. The return was prepared from financial information for the year ended December 31, 2024. The 403(b) audited financial statements were presented to the Board of Directors at its October 9, 2025 meeting.

C. CAPMC is subject to the filing requirement because the agency's 403(b) Retirement Plan has more than 100 participants.

D. The appropriate filing extension was obtained until October 15, 2025.

E. The audited financial statements and audit report for the 403(b) plan prepared by Hudson & Company, Inc. CPAs must be filed with the Pension Plan Form 5500 tax return.

IV. FINANCING:

The cost of the 403(b) Form 5500 preparation and plan accounting will be cost allocated to the various programs based on the number of participants in the retirement plan.

DRAFT

Form 5500

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Annual Return/Report of Employee Benefit Plan

This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code).

▶ **Complete all entries in accordance with the instructions to the Form 5500.**

OMB Nos. 1210-0110
1210-0089

2024

This Form is Open to Public Inspection

Part I Annual Report Identification Information

For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024

A This return/report is for:
- ☐ a multiemployer plan
- ☐ a multiple-employer plan (Filers checking this box must provide participating employer information in accordance with the form instructions.)
- ☒ a single-employer plan
- ☐ a DFE (specify) ____

B This return/report is:
- ☐ the first return/report
- ☐ the final return/report
- ☐ an amended return/report
- ☐ a short plan year return/report (less than 12 months)

C If the plan is a collectively-bargained plan, check here. . . . . ▶ ☐

D Check box if filing under:
- ☒ Form 5558
- ☐ automatic extension
- ☐ the DFVC program
- ☐ special extension (enter description)

E If this is a retroactively adopted plan permitted by SECURE Act section 201, check here. . . . . ▶ ☐

Part II Basic Plan Information—enter all requested information

1a Name of plan
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN

1b Three-digit plan number (PN) ▶ 001

1c Effective date of plan 07/01/1993

2a Plan sponsor's name (employer, if for a single-employer plan)
Mailing address (include room, apt., suite no. and street, or P.O. Box)
City or town, state or province, country, and ZIP or foreign postal code (if foreign, see instructions)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY,

1225 GILL AVENUE

MADERA CA 93637

2b Employer Identification Number (EIN) 94-1612823

2c Plan Sponsor's telephone number 559-673-9173

2d Business code (see instructions) 813000

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

SIGN HERE			DONNA TOOLEY
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
SIGN HERE			
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
SIGN HERE			
	Signature of DFE	Date	Enter name of individual signing as DFE

3a Plan administrator's name and address [X] Same as Plan Sponsor

DRAFT

3b Administrator's EIN

3c Administrator's telephone number

4 If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN, the plan name and the plan number from the last return/report:

a Sponsor's name

4b EIN

c Plan Name

4d PN

5	Total number of participants at the beginning of the plan year	**5**	462
6	Number of participants as of the end of the plan year unless otherwise stated (welfare plans complete only lines **6a(1), 6a(2), 6b, 6c,** and **6d**).		
a(1)	Total number of active participants at the beginning of the plan year	**6a(1)**	314
a(2)	Total number of active participants at the end of the plan year	**6a(2)**	314
b	Retired or separated participants receiving benefits	**6b**	0
c	Other retired or separated participants entitled to future benefits	**6c**	150
d	Subtotal. Add lines **6a(2)**, **6b**, and **6c**.	**6d**	464
e	Deceased participants whose beneficiaries are receiving or are entitled to receive benefits.	**6e**	0
f	Total. Add lines **6d** and **6e**.	**6f**	464
g(1)	Number of participants with account balances as of the beginning of the plan year (only defined contribution plans complete this item)	**6g(1)**	396
g(2)	Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item)	**6g(2)**	405
h	Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested	**6h**	9
7	Enter the total number of employers obligated to contribute to the plan (only multiemployer plans complete this item)	**7**	

8a If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristics Codes in the instructions:

2A 2E 2G 2J 2L 3D

b If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristics Codes in the instructions:

9a Plan funding arrangement (check all that apply)

- **(1)** [X] Insurance
- **(2)** [ ] Code section 412(e)(3) insurance contracts
- **(3)** [X] Trust
- **(4)** [ ] General assets of the sponsor

9b Plan benefit arrangement (check all that apply)

- **(1)** [X] Insurance
- **(2)** [ ] Code section 412(e)(3) insurance contracts
- **(3)** [X] Trust
- **(4)** [ ] General assets of the sponsor

10 Check all applicable boxes in 10a and 10b to indicate which schedules are attached, and, where indicated, enter the number attached. (See instructions)

a Pension Schedules

- **(1)** [X] **R** (Retirement Plan Information)
- **(2)** [ ] **MB** (Multiemployer Defined Benefit Plan and Certain Money Purchase Plan Actuarial Information) - signed by the plan actuary
- **(3)** [ ] **SB** (Single-Employer Defined Benefit Plan Actuarial Information) - signed by the plan actuary
- **(4)** [ ] **DCG** (Individual Plan Information) – Number Attached _____
- **(5)** [ ] **MEP** (Multiple-Employer Retirement Plan Information)

b General Schedules

- **(1)** [X] **H** (Financial Information)
- **(2)** [ ] **I** (Financial Information – Small Plan)
- **(3)** [X] **A** (Insurance Information) – Number Attached 2
- **(4)** [X] **C** (Service Provider Information)
- **(5)** [X] **D** (DFE/Participating Plan Information)
- **(6)** [ ] **G** (Financial Transaction Schedules)

Part III **Form M-1 Compliance Information (to be completed by welfare benefit plans)**

DRAFT

11a If the plan provides welfare benefits, was the plan subject to the Form M-1 filing requirements during the plan year? (See instructions and 29 CFR 2520.101-2.) ..... ☐ Yes ☐ No

If "Yes" is checked, complete lines 11b and 11c.

11b Is the plan currently in compliance with the Form M-1 filing requirements? (See instructions and 29 CFR 2520.101-2.) ..... ☐ Yes ☐ No

11c Enter the Receipt Confirmation Code for the 2024 Form M-1 annual report. If the plan was not required to file the 2024 Form M-1 annual report, enter the Receipt Confirmation Code for the most recent Form M-1 that was required to be filed under the Form M-1 filing requirements. (Failure to enter a valid Receipt Confirmation Code will subject the Form 5500 filing to rejection as incomplete.)

Receipt Confirmation Code_____

SCHEDULE A (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Insurance Information

DRAFT

This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).

▶ **File as an attachment to Form 5500.**

▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).

OMB No. 1210-0110

2024

This Form is Open to Public Inspection

For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024

A Name of plan
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
403(B) RETIREMENT PLAN

B Three-digit plan number (PN) ▶ 001

C Plan sponsor's name as shown on line 2a of Form 5500
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY,

D Employer Identification Number (EIN)
94-1612823

Part I **Information Concerning Insurance Contract Coverage, Fees, and Commissions** Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.

1 Coverage Information:

(a) Name of insurance carrier
VOYA RETIREMENT INSURANCE AND ANNUITY COMPANY

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year (f) From	(g) To
71-0294708	86509	VE8442	367	01/01/2024	12/31/2024

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
10,672	0

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
ROBERT B RINEY
1015 BERKELEY AVENUE

MENLO PARK CA 94025

(b) Amount of sales and base commissions paid	Fees and other commissions paid (c) Amount	(d) Purpose	(e) Organization code
10,648			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
JASON D. BAHRAMIAN
236 HERMOSA AVE

HERMOSA BEACH CA 90254

(b) Amount of sales and base commissions paid	Fees and other commissions paid (c) Amount	(d) Purpose	(e) Organization code
23			3

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(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

EUGENE H. HUANG
21C ORINDER WAY, STE. 524

ORINDA CA 94563

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	
1			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

SHELLEY S NOLASCO
21227 US Highway 19 N Apt 162B

CLEARWATER FL 33765

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	
0			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

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4	Current value of plan's interest under this contract in the general account at year end	4	4,752,784
5	Current value of plan's interest under this contract in separate accounts at year end	5	1,912,858

6 Contracts With Allocated Funds:

a State the basis of premium rates ▶

b	Premiums paid to carrier	6b	
c	Premiums due but unpaid at the end of the year	6c	
d	If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount.	6d	

Specify nature of costs ▶

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity

(3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee

(3) ☒ guaranteed investment (4) ☐ other ▶

b	Balance at the end of the previous year			7b	4,602,666
c	Additions: (1) Contributions deposited during the year	7c(1)	382,586		
	(2) Dividends and credits	7c(2)	0		
	(3) Interest credited during the year	7c(3)	137,951		
	(4) Transferred from separate account	7c(4)			
	(5) Other (specify below)	7c(5)	50		
	▶Adjustment				
	(6) Total additions			7c(6)	520,587
d	Total of balance and additions (add lines **7b** and **7c(6)**)			7d	5,123,253
e	Deductions:				
	(1) Disbursed from fund to pay benefits or purchase annuities during year	7e(1)	367,381		
	(2) Administration charge made by carrier	7e(2)	3,088		
	(3) Transferred to separate account	7e(3)			
	(4) Other (specify below)	7e(4)			
	▶				
	(5) Total deductions			7e(5)	370,469
f	Balance at the end of the current year (subtract line **7e(5)** from line **7d**)			7f	4,752,784

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Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- **a** ☐ Health (other than dental or vision)
- **b** ☐ Dental
- **c** ☐ Vision
- **d** ☐ Life insurance
- **e** ☐ Temporary disability (accident and sickness)
- **f** ☐ Long-term disability
- **g** ☐ Supplemental unemployment
- **h** ☐ Prescription drug
- **i** ☐ Stop loss (large deductible)
- **j** ☐ HMO contract
- **k** ☐ PPO contract
- **l** ☐ Indemnity contract
- **m** ☐ Other (specify) ▶

9 Experience-rated contracts:				
a Premiums: (1) Amount received	**9a(1)**			
(2) Increase (decrease) in amount due but unpaid	**9a(2)**			
(3) Increase (decrease) in unearned premium reserve	**9a(3)**			
(4) Earned (**(1)** + **(2)** - **(3)**)			**9a(4)**	0
b Benefit charges (1) Claims paid	**9b(1)**			
(2) Increase (decrease) in claim reserves	**9b(2)**			
(3) Incurred claims (add **(1)** and **(2)**)			**9b(3)**	0
(4) Claims charged			**9b(4)**	
c Remainder of premium: (1) Retention charges (on an accrual basis) --				
(A) Commissions	**9c(1)(A)**			
(B) Administrative service or other fees	**9c(1)(B)**			
(C) Other specific acquisition costs	**9c(1)(C)**			
(D) Other expenses	**9c(1)(D)**			
(E) Taxes	**9c(1)(E)**			
(F) Charges for risks or other contingencies	**9c(1)(F)**			
(G) Other retention charges	**9c(1)(G)**			
(H) Total retention			**9c(1)(H)**	0
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.)			**9c(2)**	
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement			**9d(1)**	
(2) Claim reserves			**9d(2)**	
(3) Other reserves			**9d(3)**	
e Dividends or retroactive rate refunds due. (Do not include amount entered in line **9c(2)**.)			**9e**	
10 Nonexperience-rated contracts:				
a Total premiums or subscription charges paid to carrier			**10a**	
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount.			**10b**	

Specify nature of costs.

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

SCHEDULE A (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Insurance Information

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This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).

▶ **File as an attachment to Form 5500.**

▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).

OMB No. 1210-0110

2024

This Form is Open to Public Inspection

For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024

A Name of plan
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
403(B) RETIREMENT PLAN

B Three-digit plan number (PN) ▶ 001

C Plan sponsor's name as shown on line 2a of Form 5500
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY,

D Employer Identification Number (EIN)
94-1612823

Part I **Information Concerning Insurance Contract Coverage, Fees, and Commissions** Provide information for each contract on a separate Schedule A. Individual contracts grouped as a unit in Parts II and III can be reported on a single Schedule A.

1 Coverage Information:

(a) Name of insurance carrier
VOYA RETIREMENT INSURANCE AND ANNUITY COMPANY

(b) EIN	(c) NAIC code	(d) Contract or identification number	(e) Approximate number of persons covered at end of policy or contract year	Policy or contract year (f) From	(g) To
71-0294708	86509	VE8443	316	01/01/2024	12/31/2024

2 Insurance fee and commission information. Enter the total fees and total commissions paid. List in line 3 the agents, brokers, and other persons in descending order of the amount paid.

(a) Total amount of commissions paid	(b) Total amount of fees paid
10,063	0

3 Persons receiving commissions and fees. (Complete as many entries as needed to report all persons).

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
ROBERT B RINEY
1015 BERKELEY AVENUE

MENLO PARK CA 94025

(b) Amount of sales and base commissions paid	Fees and other commissions paid (c) Amount	(d) Purpose	(e) Organization code
10,031			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid
JOANNE REDMOND
5013 EAGLESHAM COURT

RENO NV 89519

(b) Amount of sales and base commissions paid	Fees and other commissions paid (c) Amount	(d) Purpose	(e) Organization code
17			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

EUGENE H. HUANG
21C ORINDA WAY, SUITE 524

ORINDA CA 94563

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(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	
15			3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

(b) Amount of sales and base commissions paid	Fees and other commissions paid		**(e)** Organization code
	(c) Amount	**(d)** Purpose	

Part II Investment and Annuity Contract Information

Where individual contracts are provided, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

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4	Current value of plan's interest under this contract in the general account at year end	**4**	3,864,555
5	Current value of plan's interest under this contract in separate accounts at year end	**5**	1,420,137

6 Contracts With Allocated Funds:

a State the basis of premium rates ▶

b	Premiums paid to carrier	**6b**	
c	Premiums due but unpaid at the end of the year	**6c**	
d	If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, enter amount.	**6d**	

Specify nature of costs ▶

e Type of contract: (1) ☐ individual policies (2) ☐ group deferred annuity (3) ☐ other (specify) ▶

f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ ☐

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) ☐ deposit administration (2) ☐ immediate participation guarantee (3) ☐ guaranteed investment (4) ☒ other ▶ UNALLOCATED ANNUITY CONTRACT

b	Balance at the end of the previous year			**7b**	3,703,348
c	Additions: (1) Contributions deposited during the year	**7c(1)**	252,577		
	(2) Dividends and credits	**7c(2)**	0		
	(3) Interest credited during the year	**7c(3)**	113,232		
	(4) Transferred from separate account	**7c(4)**			
	(5) Other (specify below)	**7c(5)**			
	▶				
	(6) Total additions			**7c(6)**	365,809
d	Total of balance and additions (add lines **7b** and **7c(6)**)			**7d**	4,069,157
e	Deductions:				
	(1) Disbursed from fund to pay benefits or purchase annuities during year	**7e(1)**	200,123		
	(2) Administration charge made by carrier	**7e(2)**	3,101		
	(3) Transferred to separate account	**7e(3)**			
	(4) Other (specify below)	**7e(4)**	1,378		
	▶ Adjustment				
	(5) Total deductions			**7e(5)**	204,602
f	Balance at the end of the current year (subtract line **7e(5)** from line **7d**)			**7f**	3,864,555

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Part III Welfare Benefit Contract Information

If more than one contract covers the same group of employees of the same employer(s) or members of the same employee organizations(s), the information may be combined for reporting purposes if such contracts are experience-rated as a unit. Where contracts cover individual employees, the entire group of such individual contracts with each carrier may be treated as a unit for purposes of this report.

8 Benefit and contract type (check all applicable boxes)

- **a** ☐ Health (other than dental or vision)
- **b** ☐ Dental
- **c** ☐ Vision
- **d** ☐ Life insurance
- **e** ☐ Temporary disability (accident and sickness)
- **f** ☐ Long-term disability
- **g** ☐ Supplemental unemployment
- **h** ☐ Prescription drug
- **i** ☐ Stop loss (large deductible)
- **j** ☐ HMO contract
- **k** ☐ PPO contract
- **l** ☐ Indemnity contract
- **m** ☐ Other (specify) ▶

9 Experience-rated contracts:				
a Premiums: (1) Amount received	**9a(1)**			
(2) Increase (decrease) in amount due but unpaid	**9a(2)**			
(3) Increase (decrease) in unearned premium reserve	**9a(3)**			
(4) Earned (**(1)** + **(2)** - **(3)**)			**9a(4)**	0
b Benefit charges (1) Claims paid	**9b(1)**			
(2) Increase (decrease) in claim reserves	**9b(2)**			
(3) Incurred claims (add **(1)** and **(2)**)			**9b(3)**	0
(4) Claims charged			**9b(4)**	
c Remainder of premium: (1) Retention charges (on an accrual basis) --				
(A) Commissions	**9c(1)(A)**			
(B) Administrative service or other fees	**9c(1)(B)**			
(C) Other specific acquisition costs	**9c(1)(C)**			
(D) Other expenses	**9c(1)(D)**			
(E) Taxes	**9c(1)(E)**			
(F) Charges for risks or other contingencies	**9c(1)(F)**			
(G) Other retention charges	**9c(1)(G)**			
(H) Total retention			**9c(1)(H)**	0
(2) Dividends or retroactive rate refunds. (These amounts were ☐ paid in cash, or ☐ credited.)			**9c(2)**	
d Status of policyholder reserves at end of year: (1) Amount held to provide benefits after retirement			**9d(1)**	
(2) Claim reserves			**9d(2)**	
(3) Other reserves			**9d(3)**	
e Dividends or retroactive rate refunds due. (Do not include amount entered in line **9c(2)**.)			**9e**	
10 Nonexperience-rated contracts:				
a Total premiums or subscription charges paid to carrier			**10a**	
b If the carrier, service, or other organization incurred any specific costs in connection with the acquisition or retention of the contract or policy, other than reported in Part I, line 2 above, report amount.			**10b**	

Specify nature of costs.

Part IV Provision of Information

11 Did the insurance company fail to provide any information necessary to complete Schedule A? ☐ Yes ☒ No

12 If the answer to line 11 is "Yes," specify the information not provided. ▶

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SCHEDULE C (Form 5500)	Service Provider Information	OMB No. 1210-0110
Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ File as an attachment to Form 5500.	2024 This Form is Open to Public Inspection.

For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024

A Name of plan
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN

B Three-digit plan number (PN) ▶ 001

C Plan sponsor's name as shown on line 2a of Form 5500
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY,

D Employer Identification Number (EIN)
94-1612823

Part I Service Provider Information (see instructions)

You must complete this Part, in accordance with the instructions, to report the information required for **each person** who received, directly or indirectly, $5,000 or more in total compensation (i.e., money or anything else of monetary value) in connection with services rendered to the plan or the person's position with the plan during the plan year. If a person received **only** eligible indirect compensation for which the plan received the required disclosures, you are required to answer line 1 but are not required to include that person when completing the remainder of this Part.

1 Information on Persons Receiving Only Eligible Indirect Compensation

a Check "Yes" or "No" to indicate whether you are excluding a person from the remainder of this Part because they received only eligible indirect compensation for which the plan received the required disclosures (see instructions for definitions and conditions). . . . . [X] Yes [ ] No

b If you answered line 1a "Yes," enter the name and EIN or address of each person providing the required disclosures for the service providers who received only eligible indirect compensation. Complete as many entries as needed (see instructions).

(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation

VOYA RETIREMENT INS & ANNUITY CO 71-0294708

(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation

(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation

(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation

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(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation

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(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation

(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation

2. Information on Other Service Providers Receiving Direct or Indirect Compensation. Except for those persons for whom you answered "Yes" to line 1a above, complete as many entries as needed to list each person receiving, directly or indirectly, $5,000 or more in total compensation (i.e., money or anything else of value) in connection with services rendered to the plan or their position with the plan during the plan year. (See instructions).

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(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

2. Information on Other Service Providers Receiving Direct or Indirect Compensation. Except for those persons for whom you answered "Yes" to line 1a above, complete as many entries as needed to list each person receiving, directly or indirectly, $5,000 or more in total compensation (i.e., money or anything else of value) in connection with services rendered to the plan or their position with the plan during the plan year. (See instructions).

DRAFT

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	(c) Relationship to employer, employee organization, or person known to be a party-in-interest	(d) Enter direct compensation paid by the plan. If none, enter -0-.	(e) Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	(f) Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	(g) Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	(h) Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

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Part I **Service Provider Information (continued)**

3. If you reported on line 2 receipt of indirect compensation other than eligible indirect compensation, by a service provider, and the service provider is a fiduciary or provides contract administrator, consulting, custodial, investment advisory, investment management, broker, or recordkeeping services, answer the following questions for (a) each source from whom the service provider received $1,000 or more in indirect compensation and (b) each source for whom the service provider gave you a formula used to determine the indirect compensation instead of an amount or estimated amount of the indirect compensation. Complete as many entries as needed to report the required information for each source.

(a) Enter service provider name as it appears on line 2	**(b)** Service Codes (see instructions)	**(c)** Enter amount of indirect compensation

(d) Enter name and EIN (address) of source of indirect compensation	**(e)** Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.

(a) Enter service provider name as it appears on line 2	**(b)** Service Codes (see instructions)	**(c)** Enter amount of indirect compensation

(d) Enter name and EIN (address) of source of indirect compensation	**(e)** Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.

(a) Enter service provider name as it appears on line 2	**(b)** Service Codes (see instructions)	**(c)** Enter amount of indirect compensation

(d) Enter name and EIN (address) of source of indirect compensation	**(e)** Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.

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Part II Service Providers Who Fail or Refuse to Provide Information

4 Provide, to the extent possible, the following information for each service provider who failed or refused to provide the information necessary to complete this Schedule.

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

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Part III **Termination Information on Accountants and Enrolled Actuaries (see instructions)**
(complete as many entries as needed)

a Name:
b EIN:
c Position:
d Address:
e Telephone:

Explanation:

a Name:
b EIN:
c Position:
d Address:
e Telephone:

Explanation:

a Name:
b EIN:
c Position:
d Address:
e Telephone:

Explanation:

a Name:
b EIN:
c Position:
d Address:
e Telephone:

Explanation:

a Name:
b EIN:
c Position:
d Address:
e Telephone:

Explanation:

SCHEDULE D (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

DFE/Participating Plan Information

DRAFT

This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).

▶ File as an attachment to Form 5500.

OMB No. 1210-0110

2024

This Form is Open to Public Inspection.

For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024

A Name of plan
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN

B Three-digit plan number (PN) ▶ 001

C Plan or DFE sponsor's name as shown on line 2a of Form 5500
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY,

D Employer Identification Number (EIN)
94-1612823

Part I Information on interests in MTIAs, CCTs, PSAs, and 103-12 IEs (to be completed by plans and DFEs)

(Complete as many entries as needed to report all interests in DFEs)

a Name of MTIA, CCT, PSA, or 103-12 IE: VOYA GENERAL ACCOUNT

b Name of sponsor of entity listed in (a): VOYA RETIREMENT INSURANCE AND ANNUITY COMPANY

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)
71-0294708 001	P	8,617,338

a Name of MTIA, CCT, PSA, or 103-12 IE: VOYA SEPARATE ACCOUNT

b Name of sponsor of entity listed in (a): VOYA RETIREMENT INSURANCE AND ANNUITY COMPANY

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)
71-0294708 001	P	3,332,994

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

DRAFT

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

a Name of MTIA, CCT, PSA, or 103-12 IE:

b Name of sponsor of entity listed in (a):

c EIN-PN	**d** Entity code	**e** Dollar value of interest in MTIA, CCT, PSA, or 103-12 IE at end of year (see instructions)

Part II **Information on Participating Plans (to be completed by DFEs, other than DCGs)**
(Complete as many entries as needed to report all participating plans. DCGs must report each participating plan using Schedule DCG.)

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a Plan name	
b Name of plan sponsor	**c** EIN-PN
a Plan name	
b Name of plan sponsor	**c** EIN-PN
a Plan name	
b Name of plan sponsor	**c** EIN-PN
a Plan name	
b Name of plan sponsor	**c** EIN-PN
a Plan name	
b Name of plan sponsor	**c** EIN-PN
a Plan name	
b Name of plan sponsor	**c** EIN-PN
a Plan name	
b Name of plan sponsor	**c** EIN-PN
a Plan name	
b Name of plan sponsor	**c** EIN-PN
a Plan name	
b Name of plan sponsor	**c** EIN-PN
a Plan name	
b Name of plan sponsor	**c** EIN-PN
a Plan name	
b Name of plan sponsor	**c** EIN-PN
a Plan name	
b Name of plan sponsor	**c** EIN-PN

SCHEDULE H (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Financial Information

DRAFT

This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA), and section 6058(a) of the Internal Revenue Code (the Code).

▶ **File as an attachment to Form 5500.**

OMB No. 1210-0110

2024

This Form is Open to Public Inspection

For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024

A Name of plan
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN

B Three-digit plan number (PN) ▶ 001

C Plan sponsor's name as shown on line 2a of Form 5500
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY,

D Employer Identification Number (EIN)
94-1612823

Part I Asset and Liability Statement

1 Current value of plan assets and liabilities at the beginning and end of the plan year. Combine the value of plan assets held in more than one trust. Report the value of the plan's interest in a commingled fund containing the assets of more than one plan on a line-by-line basis unless the value is reportable on lines 1c(9) through 1c(14). Do not enter the value of that portion of an insurance contract which guarantees, during this plan year, to pay a specific dollar benefit at a future date. **Round off amounts to the nearest dollar.** MTIAs, CCTs, PSAs, and 103-12 IEs do not complete lines 1b(1), 1b(2), 1c(8), 1g, 1h, and 1i. CCTs, PSAs, and 103-12 IEs also do not complete lines 1d and 1e. See instructions.

Assets		(a) Beginning of Year	(b) End of Year
a Total noninterest-bearing cash	1a		
b Receivables (less allowance for doubtful accounts):			
(1) Employer contributions	1b(1)	600,886	672,736
(2) Participant contributions	1b(2)	8,788	22,863
(3) Other	1b(3)		
c General investments:			
(1) Interest-bearing cash (include money market accounts & certificates of deposit)	1c(1)		
(2) U.S. Government securities	1c(2)		
(3) Corporate debt instruments (other than employer securities):			
(A) Preferred	1c(3)(A)		
(B) All other	1c(3)(B)		
(4) Corporate stocks (other than employer securities):			
(A) Preferred	1c(4)(A)		
(B) Common	1c(4)(B)		
(5) Partnership/joint venture interests	1c(5)		
(6) Real estate (other than employer real property)	1c(6)		
(7) Loans (other than to participants)	1c(7)		
(8) Participant loans	1c(8)		
(9) Value of interest in common/collective trusts	1c(9)		
(10) Value of interest in pooled separate accounts	1c(10)		
(11) Value of interest in master trust investment accounts	1c(11)		
(12) Value of interest in 103-12 investment entities	1c(12)		
(13) Value of interest in registered investment companies (e.g., mutual funds)	1c(13)	2,911,330	3,332,994
(14) Value of funds held in insurance company general account (unallocated contracts)	1c(14)	8,306,014	8,617,338
(15) Other	1c(15)		

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			(a) Beginning of Year	(b) End of Year
1d	Employer-related investments:			
	(1) Employer securities	1d(1)		
	(2) Employer real property	1d(2)		
e	Buildings and other property used in plan operation	1e		
f	Total assets (add all amounts in lines 1a through 1e)	1f	11,827,018	12,645,931
	Liabilities			
g	Benefit claims payable	1g		
h	Operating payables	1h	50	0
i	Acquisition indebtedness	1i		
j	Other liabilities	1j		
k	Total liabilities (add all amounts in lines 1g through1j)	1k	50	0
	Net Assets			
l	Net assets (subtract line 1k from line 1f)	1l	11,826,968	12,645,931

Part II Income and Expense Statement

2 Plan income, expenses, and changes in net assets for the year. Include all income and expenses of the plan, including any trust(s) or separately maintained fund(s) and any payments/receipts to/from insurance carriers. Round off amounts to the nearest dollar. MTIAs, CCTs, PSAs, and 103-12 IEs do not complete lines 2a, 2b(1)(E), 2e, 2f, and 2g.

	Income		(a) Amount	(b) Total
a	**Contributions:**			
	(1) Received or receivable in cash from: **(A)** Employers	2a(1)(A)	672,736	
	(B) Participants	2a(1)(B)	420,792	
	(C) Others (including rollovers)	2a(1)(C)	101	
	(2) Noncash contributions	2a(2)		
	(3) Total contributions. Add lines **2a(1)(A), (B), (C),** and line **2a(2)**	2a(3)		1,093,629
b	**Earnings on investments:**			
	(1) Interest:			
	(A) Interest-bearing cash (including money market accounts and certificates of deposit)	2b(1)(A)		
	(B) U.S. Government securities	2b(1)(B)		
	(C) Corporate debt instruments	2b(1)(C)		
	(D) Loans (other than to participants)	2b(1)(D)		
	(E) Participant loans	2b(1)(E)		
	(F) Other	2b(1)(F)		
	(G) Total interest. Add lines **2b(1)(A)** through **(F)**	2b(1)(G)		0
	(2) Dividends: **(A)** Preferred stock	2b(2)(A)		
	(B) Common stock	2b(2)(B)		
	(C) Registered investment company shares (e.g. mutual funds)	2b(2)(C)		
	(D) Total dividends. Add lines **2b(2)(A)**, **(B)**, and **(C)**	2b(2)(D)		0
	(3) Rents	2b(3)		
	(4) Net gain (loss) on sale of assets: **(A)** Aggregate proceeds	2b(4)(A)		
	(B) Aggregate carrying amount (see instructions)	2b(4)(B)		
	(C) Subtract line **2b(4)(B)** from line **2b(4)(A)** and enter result	2b(4)(C)		0
	(5) Unrealized appreciation (depreciation) of assets: **(A)** Real estate	2b(5)(A)		
	(B) Other	2b(5)(B)		
	(C) Total unrealized appreciation of assets. Add lines **2b(5)(A)** and **(B)**	2b(5)(C)		0

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		(a) Amount	(b) Total
(6) Net investment gain (loss) from common/collective trusts	2b(6)		
(7) Net investment gain (loss) from pooled separate accounts	2b(7)		664,738
(8) Net investment gain (loss) from master trust investment accounts	2b(8)		
(9) Net investment gain (loss) from 103-12 investment entities	2b(9)		
(10) Net investment gain (loss) from registered investment companies (e.g., mutual funds)	2b(10)		
c Other income	2c		282
d Total income. Add all **income** amounts in column (b) and enter total	2d		1,758,649
Expenses			
e Benefit payment and payments to provide benefits:			
(1) Directly to participants or beneficiaries, including direct rollovers	2e(1)	929,956	
(2) To insurance carriers for the provision of benefits	2e(2)		
(3) Other	2e(3)		
(4) Total benefit payments. Add lines **2e(1)** through **(3)**	2e(4)		929,956
f Corrective distributions (see instructions)	2f		
g Certain deemed distributions of participant loans (see instructions)	2g		
h Interest expense	2h		
i Administrative expenses:			
(1) Salaries and allowances	2i(1)		
(2) Contract administrator fees	2i(2)	9,730	
(3) Recordkeeping fees	2i(3)		
(4) IQPA audit fees	2i(4)		
(5) Investment advisory and investment management fees	2i(5)		
(6) Bank or trust company trustee/custodial fees	2i(6)		
(7) Actuarial fees	2i(7)		
(8) Legal fees	2i(8)		
(9) Valuation/appraisal fees	2i(9)		
(10) Other trustee fees and expenses	2i(10)		
(11) Other expenses	2i(11)		
(12) Total administrative expenses. Add lines **2i(1)** through **(11)**	2i(12)		9,730
j Total expenses. Add all **expense** amounts in column (b) and enter total	2j		939,686
Net Income and Reconciliation			
k Net income (loss). Subtract line **2j** from line **2d**	2k		818,963
l Transfers of assets:			
(1) To this plan	2l(1)		
(2) From this plan	2l(2)		

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Part III Accountant's Opinion

3 Complete lines 3a through 3c if the opinion of an independent qualified public accountant is attached to this Form 5500. Complete line 3d if an opinion is not attached.

a The attached opinion of an independent qualified public accountant for this plan is (see instructions):

(1) [X] Unmodified **(2)** [ ] Qualified **(3)** [ ] Disclaimer **(4)** [ ] Adverse

b Check the appropriate box(es) to indicate whether the IQPA performed an ERISA section 103(a)(3)(C) audit. Check both boxes (1) and (2) if the audit was performed pursuant to both 29 CFR 2520.103-8 and 29 CFR 2520.103-12(d). Check box (3) if pursuant to neither.

(1) [X] DOL Regulation 2520.103-8 **(2)** [ ] DOL Regulation 2520.103-12(d) **(3)** [ ] neither DOL Regulation 2520.103-8 nor DOL Regulation 2520.103-12(d).

c Enter the name and EIN of the accountant (or accounting firm) below:

(1) Name: HUDSON HENDERSON & COMPANY, INC. **(2)** EIN: 81-1741762

d The opinion of an independent qualified public accountant is **not attached** as part of Schedule H because:

(1) [ ] This form is filed for a CCT, PSA, DCG or MTIA. **(2)** [ ] It will be attached to the next Form 5500 pursuant to 29 CFR 2520.104-50.

Part IV Compliance Questions

4 CCTs and PSAs do not complete Part IV. MTIAs, 103-12 IEs, and GIAs do not complete lines 4a, 4e, 4f, 4g, 4h, 4k, 4m, 4n, or 5. 103-12 IEs also do not complete lines 4j and 4l. MTIAs also do not complete line 4l. DCGs do not complete lines 4e, 4f, 4k, 4l, and 5, and DCGs generally complete the rest of Part IV collectively for all plans in the DCG, except as otherwise provided (see instructions).

During the plan year:

		Yes	No	Amount
a Was there a failure to transmit to the plan any participant contributions within the time period described in 29 CFR 2510.3-102? Continue to answer "Yes" for any prior year failures until fully corrected. (See instructions and DOL's Voluntary Fiduciary Correction Program.)	**4a**		X	
b Were any loans by the plan or fixed income obligations due the plan in default as of the close of the plan year or classified during the year as uncollectible? Disregard participant loans secured by participant's account balance. (Attach Schedule G (Form 5500) Part I if "Yes" is checked.)	**4b**		X	
c Were any leases to which the plan was a party in default or classified during the year as uncollectible? (Attach Schedule G (Form 5500) Part II if "Yes" is checked.)	**4c**		X	
d Were there any nonexempt transactions with any party-in-interest? (Do not include transactions reported on line 4a. Attach Schedule G (Form 5500) Part III if "Yes" is checked.)	**4d**		X	
e Was this plan covered by a fidelity bond?	**4e**	X		500,000
f Did the plan have a loss, whether or not reimbursed by the plan's fidelity bond, that was caused by fraud or dishonesty?	**4f**		X	
g Did the plan hold any assets whose current value was neither readily determinable on an established market nor set by an independent third party appraiser?	**4g**		X	
h Did the plan receive any noncash contributions whose value was neither readily determinable on an established market nor set by an independent third party appraiser?	**4h**		X	
i Did the plan have assets held for investment? (Attach schedule(s) of assets if "Yes" is checked, and see instructions for format requirements.)	**4i**	X		
j Were any plan transactions or series of transactions in excess of 5% of the current value of plan assets? (Attach schedule of transactions if "Yes" is checked and see instructions for format requirements.)	**4j**		X	
k Were all the plan assets either distributed to participants or beneficiaries, transferred to another plan, or brought under the control of the PBGC?	**4k**		X	
l Has the plan failed to provide any benefit when due under the plan?	**4l**		X	
m If this is an individual account plan, was there a blackout period? (See instructions and 29 CFR 2520.101-3.)	**4m**		X	
n If 4m was answered "Yes," check the "Yes" box if you either provided the required notice or one of the exceptions to providing the notice applied under 29 CFR 2520.101-3.	**4n**			

5a Has a resolution to terminate the plan been adopted during the plan year or any prior plan year? [ ] Yes [X] No

If "Yes," enter the amount of any plan assets that reverted to the employer this year _____.

5b If, during this plan year, any assets or liabilities were transferred from this plan to another plan(s), identify the plan(s) to which assets or liabilities were transferred. (See instructions.)

5b(1) Name of plan(s)	**5b(2)** EIN(s)	**5b(3)** PN(s)

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5c Was the plan a defined benefit plan covered under the PBGC insurance program at any time during this plan year? (See ERISA section 4021 and instructions.) ..... ☐ Yes ☐ No ☐ Not determined

If "Yes" is checked, enter the My PAA confirmation number from the PBGC premium filing for this plan year _____.

SCHEDULE R (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Retirement Plan Information

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This schedule is required to be filed under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and section 6058(a) of the Internal Revenue Code (the Code).

▶ File as an attachment to Form 5500.

OMB No. 1210-0110

2024

This Form is Open to Public Inspection.

For calendar plan year 2024 or fiscal plan year beginning 01/01/2024 and ending 12/31/2024

A Name of plan
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN

B Three-digit plan number (PN) ▶ 001

C Plan sponsor's name as shown on line 2a of Form 5500
COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY,

D Employer Identification Number (EIN)
94-1612823

Part I Distributions

All references to distributions relate only to payments of benefits during the plan year.

1 Total value of distributions paid in property other than in cash or the forms of property specified in the instructions ..... | 1 | 0

2 Enter the EIN(s) of payor(s) who paid benefits on behalf of the plan to participants or beneficiaries during the year (if more than two, enter EINs of the two payors who paid the greatest dollar amounts of benefits):

EIN(s): 71-0294708

Profit-sharing plans, ESOPs, and stock bonus plans, skip line 3.

3 Number of participants (living or deceased) whose benefits were distributed in a single sum, during the plan year ..... | 3 |

Part II Funding Information (If the plan is not subject to the minimum funding requirements of section 412 of the Internal Revenue Code or ERISA section 302, skip this Part.)

4 Is the plan administrator making an election under Code section 412(d)(2) or ERISA section 302(d)(2)? ..... ☐ Yes ☐ No ☐ N/A

If the plan is a defined benefit plan, go to line 8.

5 If a waiver of the minimum funding standard for a prior year is being amortized in this plan year, see instructions and enter the date of the ruling letter granting the waiver. **Date:** Month _____ Day _____ Year _____

If you completed line 5, complete lines 3, 9, and 10 of Schedule MB and do not complete the remainder of this schedule.

6	**a** Enter the minimum required contribution for this plan year (include any prior year accumulated funding deficiency not waived)	**6a**	
	b Enter the amount contributed by the employer to the plan for this plan year	**6b**	
	c Subtract the amount in line 6b from the amount in line 6a. Enter the result (enter a minus sign to the left of a negative amount)	**6c**	

If you completed line 6c, skip lines 8 and 9.

7 Will the minimum funding amount reported on line 6c be met by the funding deadline? ..... ☐ Yes ☐ No ☐ N/A

8 If a change in actuarial cost method was made for this plan year pursuant to a revenue procedure or other authority providing automatic approval for the change or a class ruling letter, does the plan sponsor or plan administrator agree with the change? ..... ☐ Yes ☐ No ☐ N/A

Part III Amendments

9 If this is a defined benefit pension plan, were any amendments adopted during this plan year that increased or decreased the value of benefits? If yes, check the appropriate box. If no, check the "No" box. ..... ☐ Increase ☐ Decrease ☐ Both ☐ No

Part IV ESOPs (see instructions). If this is not a plan described under section 409(a) or 4975(e)(7) of the Internal Revenue Code, skip this Part.

10 Were unallocated employer securities or proceeds from the sale of unallocated securities used to repay any exempt loan? ..... ☐ Yes ☐ No

11 **a** Does the ESOP hold any preferred stock? ..... ☐ Yes ☐ No

b If the ESOP has an outstanding exempt loan with the employer as lender, is such loan part of a "back-to-back" loan? (See instructions for definition of "back-to-back" loan.) ..... ☐ Yes ☐ No

12 Does the ESOP hold any stock that is not readily tradable on an established securities market? ..... ☐ Yes ☐ No

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Part V Additional Information for Multiemployer Defined Benefit Pension Plans

13 Enter the following information for each employer that (1) contributed more than 5% of total contributions to the plan during the plan year or (2) was one of the top-ten highest contributors (measured in dollars). See instructions. *Complete as many entries as needed to report all applicable employers.*

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify):

---

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

---

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

---

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

---

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

---

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*

(1) Contribution rate (in dollars and cents) _____

(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

DRAFT

14 Enter the number of deferred vested and retired participants (inactive participants), as of the beginning of the plan year, whose contributing employer is no longer making contributions to the plan for:

a The current plan year. Check the box to indicate the counting method used to determine the number of inactive participants: ☐ last contributing employer ☐ alternative ☐ reasonable approximation (see instructions for required attachment)	**14a**	
b The plan year immediately preceding the current plan year. ☐ Check the box if the number reported is a change from what was previously reported (see instructions for required attachment)	**14b**	
c The second preceding plan year. ☐ Check the box if the number reported is a change from what was previously reported (see instructions for required attachment)	**14c**	

15 Enter the ratio of the number of participants under the plan on whose behalf no employer had an obligation to make an employer contribution during the current plan year to:

a The corresponding number for the plan year immediately preceding the current plan year	**15a**	
b The corresponding number for the second preceding plan year	**15b**	

16 Information with respect to any employers who withdrew from the plan during the preceding plan year:

a Enter the number of employers who withdrew during the preceding plan year	**16a**	
b If line 16a is greater than 0, enter the aggregate amount of withdrawal liability assessed or estimated to be assessed against such withdrawn employers	**16b**	

17 If assets and liabilities from another plan have been transferred to or merged with this plan during the plan year, check box and see instructions regarding supplemental information to be included as an attachment ☐

Part VI Additional Information for Single-Employer and Multiemployer Defined Benefit Pension Plans

18 If any liabilities to participants or their beneficiaries under the plan as of the end of the plan year consist (in whole or in part) of liabilities to such participants and beneficiaries under two or more pension plans as of immediately before such plan year, check box and see instructions regarding supplemental information to be included as an attachment ☐

19 If the total number of participants is 1,000 or more, complete lines (a) and (b):

a Enter the percentage of plan assets held as:

Public Equity: _____% Private Equity: _____% Investment-Grade Debt and Interest Rate Hedging Assets: _____%

High-Yield Debt: _____% Real Assets: _____% Cash or Cash Equivalents: _____% Other: _____%

b Provide the average duration of the Investment-Grade Debt and Interest Rate Hedging Assets:

☐ 0-5 years ☐ 5-10 years ☐ 10-15 years ☐ 15 years or more

20 **PBGC missed contribution reporting requirements.** If this is a multiemployer plan or a single-employer plan that is not covered by PBGC, skip line 20.

a Is the amount of unpaid minimum required contributions for all years from Schedule SB (Form 5500) line 40 greater than zero? ☐ Yes ☐ No

b If line 20a is "Yes," has PBGC been notified as required by ERISA sections 4043(c)(5) and/or 303(k)(4)? Check the applicable box:

☐ Yes.

☐ No. Reporting was waived under 29 CFR 4043.25(c)(2) because contributions equal to or exceeding the unpaid minimum required contribution were made by the 30th day after the due date.

☐ No. The 30-day period referenced in 29 CFR 4043.25(c)(2) has not yet ended, and the sponsor intends to make a contribution equal to or exceeding the unpaid minimum required contribution by the 30th day after the due date.

☐ No. Other. Provide explanation._____

Part VII IRS Compliance Questions

21a Does the plan satisfy the coverage and nondiscrimination tests of Code sections 410(b) and 401(a)(4) by combining this plan with any other plans under the permissive aggregation rules? ☐ Yes ☒ No

21b If this is a Code section 401(k) plan, check all boxes that apply to indicate how the plan is intended to satisfy the nondiscrimination requirements for employee deferrals and employer matching contributions (as applicable) under Code sections 401(k)(3) and 401(m)(2).

☐ Design-based safe harbor method

☐ "Prior year" ADP test

☐ "Current year" ADP test

☒ N/A

22 If the plan sponsor is an adopter of a pre-approved plan that received a favorable IRS Opinion Letter, enter the date of the Opinion Letter 03/31/2017 (MM/DD/YYYY) and the Opinion Letter serial number J500386a.

Report to the Board of Directors

Item Number: E-3

Board of Directors Meeting for: October 9, 2025

Author: Donna Tooley

DATE: September 30, 2025

TO: Board of Directors

FROM: Donna Tooley, Chief Financial Officer

SUBJECT: Accept 403(b) Audit Report – December 31, 2024

I. RECOMMENDATION:

Review and accept the 403(b) audit report for the year ended December 31, 2024.

II. SUMMARY:

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, 2024. Recommend that the Board of Directors accept the audit report and the related financial statements for the period ended December 31, 2024.

III. DISCUSSION:

A. Community Action Partnership of Madera County's 403(b) plan is required to have an independent external audit because of the Department of Labor regulations. The audit has to be included with the Form 5500, which is the annual IRS reporting form for pension plans. Hudson & Company, Inc., CPAs performed the audit work and prepared the audit report.

B. The agency received a disclaimer of opinion, which means that the auditors were not able to express an opinion on the overall status of the financial records. This is because the assets of the pension plan are held at Voya Retirement Insurance and Annuity Company who acts as the custodian. We did not ask the auditors to perform any auditing procedures related to those assets. Voya provided a certification to CAPMC about the assets held by it, which is shown in Note 5. This is related in the fourth paragraph of the Independent Auditors' Report.

C. This type of audit report is allowed by the Department of Labor Rules and Regulations.

IV. FINANCING:

The audit cost of $10,950 was budgeted in the Indirect Cost Pool.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN

FINANCIAL STATEMENTS AND SUPPLEMENTAL SCHEDULE

FOR THE YEARS ENDING DECEMBER 31, 2024 AND 2023

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HUDSON& COMPANYINC
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the
Community Action Partnership of
Madera County, Inc. 403(b) Retirement Plan

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit

We have performed audits of the accompanying financial statements of the Community Action Partnership of Madera County, Inc. 403(b) Retirement Plan (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) [ERISA Section 103(a)(3)(C) audit]. The financial statements comprise the statements of net assets available for benefits as of December 31, 2024 and 2023, and the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audits of the financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audits need not extend to any statements or information related to assets held for investment of the plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained a certification from a qualified institution as of and for the years ended December 31, 2024 and 2023, stating that the certified investment information, as described in Note 6 to the financial statements, is complete and accurate.

Opinion

In our opinion, based on our audits and on the procedures performed as described in the Auditors' Responsibilities for the Audit of the Financial Statements section—

- the amounts and disclosures in the financial statements referred to above, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.
- the information in the financial statements referred to above related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for one year after the date the financial statements are available to be issued.

Management is also responsible for maintaining a current plan instrument, including all plan amendments; administering the Plan; and determining that the plan's transactions that are presented and disclosed in the financial statements are in conformity with the plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditors' Responsibilities for the Audit of the Financial Statements

Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit for the Financial Statements section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

Our audits did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of accounting principles generally accepted in the United States of America.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matter

Supplemental Schedules Required by ERISA

The supplemental schedules of Schedule H, Line 4a – Schedule of Delinquent Participant Contributions and Schedule H, Line 4i – Schedule of Assets (Held at End of Year) for the year ended December 31, 2024, is presented for purposes of additional analysis and is not a required part of the financial statements but are supplementary information required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with generally accepted auditing standards. For information included in the supplemental schedule that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedules, we evaluated whether the supplemental schedules, other than the information agreed to or derived from the certified investment information, including its form and content, is presented in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion—

- the form and content of the supplemental schedules, other than the information in the supplemental schedule that agreed to or is derived from the certified investment information, is presented, in all material respects, in conformity with the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA.
- the information in the supplemental schedules related to assets held by and certified to by a qualified institution agrees to or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

HUDSON & COMPANY, INC.



Fresno, California
September 30, 2025

COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN
STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS
DECEMBER 31, 2024 AND 2023

	2024	2023
ASSETS		
Investments:		
Investments at fair value	$ 3,332,994	$ 2,911,330
Investments at contract value	8,617,338	8,306,014
Total investments	11,950,332	11,217,344
Receivables:		
Employer contributions	672,736	600,886
Participant contributions	22,863	8,788
Total receivables	695,599	609,674
Total assets	12,645,931	11,827,018
LIABILITIES		
Operating payable	-	50
Total liabilities	-	50
Net Assets Available For Benefits	$ 12,645,931	$ 11,826,968

The accompanying notes are an integral part of these financial statements.

COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN
STATEMENTS OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
FOR THE YEARS ENDED DECEMBER 31, 2024 AND 2023

	2024	2023
Additions to net assets attributed to:		
Investment income (loss):		
Net appreciation (depreciation) in fair value of investments	$ 664,738	$ 693,121
Other income	282	-
Total investment income (loss)	665,020	693,121
Contributions:		
Participant	420,792	361,019
Employer	672,736	600,886
Rollover	101	9,616
Total contributions	1,093,629	971,521
Total additions	1,758,649	1,664,642
Deductions from net assets attributed to:		
Benefits paid to participants	929,956	479,453
Administrative expenses	9,730	9,885
Total deductions	939,686	489,338
Net increase (decrease)	818,963	1,175,304
Net assets available for benefits:		
Beginning of year	11,826,968	10,651,664
End of year	$ 12,645,931	$ 11,826,968

The accompanying notes are an integral part of these financial statements.

COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN
NOTES TO FINANCIAL STATEMENTS

NOTE 1 – DESCRIPTION OF PLAN

The following description of the Community Action Partnership of Madera County, Inc. 403(b) Retirement Plan (the Plan) provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

Community Action Partnership of Madera County, Inc. (the Administrator) established the Plan for the benefit of its employees in July of 1993. The total number of participants in the Plan with account balances as of December 31, 2024 and 2023, was 405 and 396, respectively. The service provider of the Plan is Navia Benefit Solutions (formerly Nexus Administrators), and the Custodian of the Plan's assets is Voya Retirement Insurance and Annuity Company (VRIAC).

General: The Administrator established the Plan to provide employees with a systematic means of saving and investing for the future. All permissible employees of the Administrator, as defined in accordance with the universal availability standards, are eligible to enroll upon meeting their service requirement of one year. The entry date into the Plan is the first day of the first month or the first day of the seventh month of the Plan year. The Plan is a defined contribution plan subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions: Participants may contribute from $1 up to the maximum amount allowed by law and certain discrimination tests prescribed by the Internal Revenue Code. For 2024 and 2023, the 403(b) elective deferral limits are $23,000 and $22,500, respectively. For 2024 and 2023, the limit is increased by $7,500 and $7,500, respectively, for participants that have reached age 50 by the end of the Plan year and make catch-up contributions.

The Administrator may, at its sole discretion, make non-elective contributions to the Plan for each participant who satisfies the service requirement of at least 1,000 hours during the Plan year. Each participant may receive an allocation of the non-elective contribution for each Plan year up to 5% of their compensation received during the Plan year. Non-elective contributions are allocated to the participants' accounts at the end of each Plan year.

Participant Accounts: Each participant's account is credited with the participant's contributions, the Administrator's contribution (if applicable), Plan earnings, and an allocation of administrative expenses. The benefit to which a participant is entitled is the vested benefit that can be provided from the participant's account.

Investment Options: Upon enrollment in the Plan, participants may direct the investment of the contributions and the Administrator's contributions into various investment contracts and annuity options offered by the Plan.

Vesting: Participants are immediately vested in the portion of their account resulting from their 403(b) elective deferral contributions and rollover contributions. However, vesting in the Administrator's contributions is based on years of service. Prior to normal retirement age, a participant's interest in the contributions of the employer becomes 100% vested after four years of service.

NOTE 1 – DESCRIPTION OF PLAN (continued)

Distributions: Upon retirement or disability, a participant or beneficiary receives the entire amount credited to the participant's account in a lump sum payment. Upon death of the participant, the beneficiary has the option to receive the vested balance in the participant's account as a lump sum payment or in annual installments. Upon termination, other than by retirement, disability, or death, a participant becomes eligible to receive the current value of the participant's vested account in a lump sum.

Cash Out: Upon termination, if the vested amount of a participant's account does not exceed $5,000, the vested account will be paid in a lump sum. If the vested amount of the participant's account exceeds $1,000 (or such lesser amount as determined by the plan administrator in a nondiscriminatory manner) but does not exceed $5,000 and the participant does not timely return the distribution forms, the plan administrator must transfer the vested account to an IRA established in the participant's name, unless the distribution occurs after the later of the participant's Normal Retirement Age or age 62. The mandatory distribution will be invested in an IRA designed to preserve principal and provide a reasonable rate of return and liquidity. The IRA account set-up fee is 20% of total value, up to a maximum fee of $100, and an annual fee of $45.

If the vested amount of the participant's account exceeds $5,000, they must consent to any distribution of their account. However, the plan administrator may distribute the participant's vested account in a lump sum without consent at the time that payments must begin under applicable federal law.

In addition, the participant may elect to have the plan administrator begin the distribution of their benefit at any time after reaching the Normal Retirement Age (even if the participant is still working) by providing the plan administrator with a written election that they want their benefits to begin.

Inservice Distributions: As of November 1, 2018, the Plan was amended to allow for hardship withdrawals. A participant may only receive a hardship distribution if the plan administrator finds they have an immediate and heavy financial need. See the Plan document for additional information on what financial needs are considered immediate and heavy. A participant may receive a distribution on account of hardship from the following accounts, but only if they are fully vested:

- Elective Deferral Account, except earnings on the Elective Deferral Account credited after the later of December 31, 1988, and the end of the last plan year ending before July 1, 1989.
- Non-Elective Contribution Account (except that portion that has been invested in a custodial account).
- Rollover Contribution Account.

Participant Investment Rollovers: Participants are allowed to transfer or rollover funds into the Plan from other qualified plans.

NOTE 1 – DESCRIPTION OF PLAN (continued)

Recent Plan Amendments: The Plan has been amended throughout the years to comply with tax legislation. The Plan was most recently amended effective June 3, 2020, to allow for certain requirements of the Coronavirus Aid, Relief, and Economic Security Act (the CARES Act) and the Setting Every Community Up for Retirement Enhancement Act of 2019 (the SECURE Act), laws which changed the Plan, among other requirements, to allow certain eligible individuals to receive Coronavirus related relief for loan repayment, request a preapproved CARES Act distribution up to $100,000, suspend required minimum distributions, and delay the commencement date for required minimum distributions. The optional features within these acts were enabled in April 2020. Written amendments to the Plan reflecting these operational changes will be adopted at a later date in accordance with applicable law and IRS guidance. Below is additional information on the CARES Act.

CARES Act: On March 27, 2020, the CARES Act was signed into law. This aid package was designed to help the economy from the effects of the coronavirus pandemic and included provisions affecting employee benefit plans. The following provisions were mandated or adopted in 2020.

- Withdrawals of up to $100,000, less the amount of any outstanding loans from the Plan, were permitted for participants who were employed by the Administrator and self-certified to the plan administrator that they met one of the following criteria:
    - Participant or their spouse or dependent was diagnosed with COVID-19 by a test approved by the Center for Disease Control and Prevention, or
    - Due to COVID-19, participant experienced adverse financial consequences as a result of being quarantined, being furloughed or laid off, having work hours reduced, being unable to work due to lack of childcare, or the closing or reduced hours of their owned business.
- Participants who were employed by the Administrator and self-certified to meet one of the aforementioned criteria were permitted to suspend their Plan loan payments through the end of 2020. Their loan would be re-amortized, and payments would resume in 2021.
- The Required Minimum Distribution (RMD) rules were waived for 2020, including participants who reached eligibility in 2019 and had not yet received their distribution.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting: The financial statements of the Plan are prepared using the accrual method of accounting.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and changes therein and disclosure of contingent assets and liabilities at the date of the financial statements. Actual results could differ from those estimates.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Investment Valuation and Income Recognition: At December 31, 2024 and 2023, the Plan's investments were held in various money market and mutual funds and are stated at fair value or contract value as certified by the Plan's custodian. The net appreciation/depreciation in the fair value of investments includes realized and unrealized gains and losses on the fair value of investments held by the Plan. Purchases and sales of investments are recorded on a settlement date basis. Interest and dividend income is accrued as it is earned.

Excluded Contracts and Accounts: As allowed by the Department of Labor (DOL) Field Assistance Bulletin (FAB) 2009-02, the plan administrator has the ability to exclude certain contracts and accounts from Plan assets. Certain contracts and accounts may be excluded due to the fact that:

- The contract or account was issued to a current or former employee before January 1, 2009;
- The employer ceased to have any obligation to make contributions (including employee salary reduction contributions), and in fact stopped making contributions to the contract on or before January 1, 2009;
- All the rights under the contract or account are legally enforceable against the insurer or custodian by the individual owner of the contract or account without any involvement by the employer; and
- The individual owner of the contract is fully vested in the contract or account.

For the years ended December 31, 2024 and 2023, there were no contracts or accounts excluded. The plan assets include all the contracts and accounts.

Contributions: Contributions from employees and the employer are recorded in the period in which the administrator makes the payroll deductions from participant earnings.

Payment of Benefits: Benefits are recorded when paid. At December 31, 2024 and 2023, there were no benefits processed and approved for payment, but not paid.

Forfeitures: The Plan's forfeited amounts resulting from participant accounts may be used to pay for administrative expenses of the Plan. Those resulting from employer contributions may be used to reduce the employer contributions. During 2024 and 2023, employer contributions were reduced by $0 and $0, respectively, from forfeited nonvested accounts

Administrative Expenses: A certain amount of the Plan's administrative expenses are paid by the administrator. Other expenses, such as investment expenses, are paid from Plan assets and deducted from participant accounts in accordance with the Plan document.

Subsequent Events: In compliance with accounting standards, management has evaluated events that have occurred after year-end to determine if these events are required to be disclosed in the financial statements. Management has determined that no events require disclosure in accordance with accounting standards. These subsequent events have been evaluated through September 30, 2025, the date which the financials were available to be issued.

NOTE 3 – FUNDING POLICY

A summary of the funding policy of the Plan is as follows:

Contributions:

1. Employee Salary Reduction: At the participants' discretion up to maximum permitted by law.
2. Non-Elective: Employer may also make other discretionary contributions to the Plan. In any Plan year in which non-elective contributions are made, an allocation is made to an employee's non-elective contribution account based on the ratio that each employee's compensation bears to the total compensation of all eligible participants for that year.
3. Maximum Employee Contribution for 2024 and 2023: $23,000 and $22,500, respectively.
4. Maximum Contribution Limit – Employer plus Employee for 2024 and 2023: $69,000 and $66,000, respectively.
5. Maximum Compensation for 2024 and 2023: $345,000 and $330,000.

Vesting:

1. Employee: 100% full and immediate
2. Employer: 100% if the participant is working for the Administrator on or after the date of normal retirement. Before that date, vesting on employer matching funds follow the following schedule:

Years of Vesting Service	Vesting Percentage
Less than 1 year	0%
1 year but less than 2 years	25%
2 years but less than 3 years	50%
3 years but less than 4 years	75%
4 years or more	100%

NOTE 4 – INVESTMENTS AND FAIR VALUE MEASUREMENTS

Financial Accounting Standards Board (FASB) *Accounting Standards Codification* (ASC) 820, *Fair Value Measurements and Disclosures*, provides the framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

Level 1	Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

NOTE 4 – INVESTMENTS AND FAIR VALUE MEASUREMENTS (continued)

Level 2 Inputs to the valuation methodology include:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs and can vary from security to security and, if affected by a wide variety of factors, including the type of security, whether the security is new and not yet established in the marketplace, and other characteristics particular to the transaction. To the extent evaluation is based on models or inputs that are less observable or unobservable in the market that determination of fair value requires more judgment.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2024 and 2023 and there have been no transfers between levels during the years ended December 31, 2024 and 2023.

Mutual funds: Valued at the net asset value (NAV) of shares held by the Plan at year end.

Money market fund: Valued at the NAV of shares held by the Plan at year end.

Common collective trust fund: Valued at the NAV redemption value as determined by the trustees.

The Plan's investments were held and administered by VRIAC. All investment information presented in the accompanying financial statements and supplemental schedule, including investments held, net appreciation/depreciation in fair value of investments, interest, and dividends, was obtained or derived from information supplied to the Plan administrator.

NOTE 4 – INVESTMENTS AND FAIR VALUE MEASUREMENTS (continued)

The following tables set forth by level, within the fair value hierarchy, the Plan's investments at fair value as of December 31, 2024 and 2023:

	Assets at Fair Value as of December 31, 2024			
	Level 1	Level 2	Level 3	Total
Common collective trust	$ -	$ 2,881,667	$ -	$ 2,881,667
Mutual funds				
Bond funds	-	5,805	-	5,805
Balanced funds	-	315,152	-	315,152
Money market funds	-	130,370	-	130,370
Total investments at fair value	$ -	$ 3,332,994	$ -	$ 3,332,994

	Assets at Fair Value as of December 31, 2023			
	Level 1	Level 2	Level 3	Total
Common collective trust	$ -	$ 2,233,913	$ -	$ 2,233,913
Mutual funds				
Bond funds	-	17,483	-	17,483
Balanced funds	-	551,723	-	551,723
Money market funds	-	108,211	-	108,211
Total investments at fair value	$ -	$ 2,911,330	$ -	$ 2,911,330

NOTE 5 – ANNUITY CONTRACTS WITH LIFE INSURANCE COMPANIES

Group annuity contract with Voya Retirement Insurance and Annuity Company:

The Plan entered into a traditional fully benefit-responsive guaranteed interest account (GIA) with Voya Retirement Insurance and Annuity Company provided through a group annuity contract (the Contract) that totaled $8,617,338 and $8,306,014 at December 31, 2024 and 2023, respectively. Voya Retirement Insurance and Annuity Company maintains the contributions in a general account. The account is credited with earnings on the underlying investments and charged for participant withdrawals and administrative expenses. The guaranteed investment contract issuer is contractually obligated to repay the principal and a specified interest rate that is guaranteed to the Plan. The crediting rate is based on a formula established by the contract issuer but may not be less than 0 percent. The crediting rate is reviewed on an annual basis for resetting. The GIA does not permit the insurance company to terminate the agreement under normal circumstances.

NOTE 5 – ANNUITY CONTRACTS WITH LIFE INSURANCE COMPANIES (continued)

Group annuity contract with Voya Retirement Insurance and Annuity Company (continued):

This contract meets the fully benefit-responsive investment contract criteria and therefore is reported at contract value. Contract value is the relevant measure for fully benefit-responsive investment contracts because this is the amount received by participants if they were to initiate permitted transactions under the terms of the Plan. Contract value, as reported to the Plan by Voya Retirement Insurance and Annuity Company, represents contributions made under the contract, plus earnings, less participant withdrawals and administrative expenses. Participants may ordinarily direct the withdrawal or transfer of all or a portion of their investment at contract value. The asset custodian has determined that contract value approximates fair value.

The Plan's ability to receive amounts due is dependent on the issuer's ability to meet its financial obligations. The issuer's ability to meet its contractual obligations may be affected by future economic and regulatory developments.

Certain events might limit the ability of the Plan to transact at contract value with the issuer. Such events include (1) amendments to the Plan documents (including complete or partial Plan termination or merger with another plan), (2) changes to the Plan's prohibition on competing investment options or deletion of equity wash provisions, (3) bankruptcy of the Plan sponsor or other Plan sponsor events (for example, divestitures or spin-offs of a subsidiary) that cause a significant withdrawal from the Plan, (4) the failure of the trust to qualify for exemption from federal income taxes or any required prohibited transaction exemption under ERISA, or (5) termination of the contract. No events are probable of occurring that might limit the ability of the Plan to transact at contract value with the contract issuers and that also would limit the ability of the Plan to transact at contract value with the participants.

In addition, certain events allow the issuer to terminate the contract with the Plan and settle at an amount different from contract value. Such events include (1) an uncured violation of the Plan's investment guidelines, (2) a breach of material obligation under the contract, (3) a material misrepresentation, or (4) a material amendment to the agreement without the consent of the issuer.

NOTE 5 – ANNUITY CONTRACTS WITH LIFE INSURANCE COMPANIES (continued)

The following table presents a reconciliation of the financial instruments measured at contract value using significant unobservable inputs (Level 3) for the years ended December 31, 2024 and 2023:

2024	Beginning balance	Net realized and unrealized gains (losses) included in change in net assets	Sales, issuances and settlement	Purchases/ Transfers	Ending balance
Guaranteed Interest Account	$ 8,306,014	$ 251,183	$ (575,072)	$ 635,213	$ 8,617,338

2023	Beginning balance	Net realized and unrealized gains (losses) included in change in net assets	Sales, issuances and settlement	Purchases/ Transfers	Ending balance
Guaranteed Interest Account	$ 7,742,204	$ 245,481	$ (318,106)	$ 636,435	$ 8,306,014

NOTE 6 – INVESTMENTS CERTIFIED BY PLAN CUSTODIAN

The Plan administrator has elected the method of compliance permitted by 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosures under ERISA. Accordingly, Voya Retirement Insurance and Annuity Company, the custodian of the Plan, has certified as being complete and accurate the investments on the Statements of Net Assets Available for Benefits, the investment activity reflected in the Statements of Changes in Net Assets Available for Benefits, and the investment information included in the supplemental schedule of the financial statements as of and for the years ended December 31, 2024 and 2023. Accordingly, as permitted under such election, the Plan administrator instructed the Plan's independent auditors not to perform any additional auditing procedures with respect to the information certified as complete and accurate by the Plan's custodian for their respective periods.

NOTE 6 – INVESTMENTS CERTIFIED BY PLAN CUSTODIAN (continued)

The following information included in the accompanying financial statements and supplemental schedule was obtained from data that has been prepared and certified as complete and accurate by the custodians:

	2024	2023
Guaranteed investment contract	$ 8,617,338	$ 8,306,014
Common collective trust	$ 2,881,667	$ 2,233,913
Mutual funds		
Bond funds	$ 5,805	$ 17,483
Balanced funds	$ 315,152	$ 551,723
Money market funds	$ 130,370	$ 108,211
Investment income:		
Net appreciation (depreciation) in fair value of investments	$ 664,738	$ 693,121

NOTE 7 – PLAN ACTIVITY

Benefits under the Plan are provided by trust investments. The value of Plan assets after subtracting liabilities of the Plan, was $12,645,931 and $11,826,968 as of December 31, 2024 and 2023, respectively. During the 2024 plan year, the Plan experienced an increase in net assets of $818,963 compared to the prior year's increase of $1,175,304. This change includes unrealized gains/(losses) on investments.

NOTE 8 – RISKS AND UNCERTAINTIES

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances, and the amounts reported in the Statements of Net Assets Available for Benefits.

NOTE 9 – PLAN TERMINATION

Although it has not expressed any intent to do so, the Administrator has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants will become one hundred percent vested in their plan assets.

NOTE 10 – INCOME TAXES

Although the Plan has not requested a determination letter from the Internal Revenue Service, the Plan has been based on a prototype, and Plan management believes the Plan is designed in accordance with applicable sections of the Internal Revenue Code (IRC). Therefore, no provision for income taxes has been included in the Plan's financial statements.

Accounting principles generally accepted in the United States of America require Plan management to evaluate tax positions taken by the Plan and recognize a tax liability (or asset) if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the taxing authorities. The Plan administrator has analyzed the tax positions taken by the Plan, and has concluded as of December 31, 2024 and 2023, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The Plan administrator believes it is no longer subject to income tax examinations for years prior to 2021.

NOTE 11 – TRANSACTIONS WITH PARTIES-IN-INTEREST

During the year ended December 31, 2024, the Plan sponsor did not remit certain participant contributions to the Plan in a timely manner, as defined by ERISA. These instances will be corrected in the year ended December 31, 2025. These contributions are considered non-exempt party-in-interest transactions. These non-exempt transactions do not affect the tax status determination of the Plan.

The Plan invests in annuities sponsored by the Plan's custodian, as defined by the Plan, and therefore, these transactions qualify as party-in-interest transactions. Administrative fees related to the administration of the Plan are paid by the Plan.

The third-party administrator of the Plan and the Plan's investment advisor provide various services to the Plan and receive compensation and other fees for these services and, therefore, qualify as parties-in-interest.

There were no transactions with any parties-in-interest that would be considered prohibited transactions by DOL regulations.

NOTE 12 – RECONCILIATION OF FINANCIAL STATEMENTS TO FORM 5500

Differences between the financial statement presentation and the Form 5500, Schedule H can occur due to differences in accounting principles and timing differences on the recognition of assets. During the years ending December 31, 2024 and 2023, there were no differences between the financial statements presented and the Form 5500 examined.

COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC.
403(B) RETIREMENT PLAN

SUPPLEMENTAL SCHEDULES

COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN
SCHEDULE H, LINE 4a – SCHEDULE OF DELINQUENT PARTICIPANT CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2024

Employer Identification # 94-1612823

Plan Number 001

Participant Contributions Transferred Late to the Plan	Total that Constitutes Nonexempt Prohibited Transactions			
Check here if Late Participant Loan Repayments are Included: ☐	Contributions Not Corrected	Contributions Corrected Outside VFCP	Contributions Pending Correction in VFCP	Total Fully Corrected Under VFCP and PTE 2002-51
$ 29,051	$ 29,051	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN
SCHEDULE H, LINE 4i – SCHEDULE OF ASSETS (HELD AT END OF YEAR)
DECEMBER 31, 2024

Employer Identification # 94-1612823

Plan Number 001

(a)	(b) Identity of Issuer, Borrower, Lessor, or Similar Party	(c) Description of Investment including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	(d) Cost	(e) Current Value
	ALLSPG SPEC SMCP VL FD A	Mutual Fund	**	$ 22
	AMERICAN FUNDS BOND FD AM R4	Mutual Fund	**	474
	AMERICAN FUNDS FDMNTL INV R4	Mutual Fund	**	12,349
	AMERICAN FUNDS EUROPACIFIC R4	Mutual Fund	**	12
	AMERICAN FUNDS GROWTH FND R4	Mutual Fund	**	206,324
	AMERICAN FUNDS NW PRSPCTV R4	Mutual Fund	**	12
	AMERICAN FUNDS SMALLCAP R4	Mutual Fund	**	12
	AMERICAN FUNDS WASH MUTUAL R4	Mutual Fund	**	44
	ARTISAN INTERNATIONAL FUND INV	Mutual Fund	**	12
	CALVERT VP SRI BALANCED PORT	Mutual Fund	**	10
	COLUMBIA SEL MID CAP VALUE A	Mutual Fund	**	9,919
	FIDELITY VIP CONTRAFUND PT I	Mutual Fund	**	13,351
	FIDELITY VIP EQTY-INC PRT I	Mutual Fund	**	62
	FIDELITY VIP GROWTH PORT I	Mutual Fund	**	60,271
	FIDELITY VIP OVERSEAS PRT I	Mutual Fund	**	12
	FRANKLIN SMALL CAP VAL VIP 2	Mutual Fund	**	22
	INV DEV MRKTS FD A	Mutual Fund	**	13,496
	INV V.I. MN STRT SM CP F S I	Mutual Fund	**	1,696
	INVESCO VI AMR FRANCHISE FD I	Mutual Fund	**	79
	INVESCO VI CORE EQTY FUND SI	Mutual Fund	**	45
	LORD ABBETT SRS FD MC ST PT VC	Mutual Fund	**	22
	NEUBERG BERM SUS EQU FD TRS	Mutual Fund	**	46
	PIMCO VIT REAL RETURN PORT ADM	Mutual Fund	**	76
	PIONEER HIGH YIELD VCT PORT I	Mutual Fund	**	12,938
	TEMPLETON GLOBAL BOND FUND A	Mutual Fund	**	502
*	VOYA BALANCED PORTFOLIO I	Mutual Fund	**	323,209
*	VOYA FIXED ACCOUNT (4550)	Guaranteed Investment Contract	**	4,858,042
*	VOYA FIXED ACCOUNT (4552)	Guaranteed Investment Contract	**	51,000
*	VOYA FIXED PLUS ACCOUNT (4564)	Guaranteed Investment Contract	**	311,315
*	VOYA FIXED PLUS ACCOUNT II A	Guaranteed Investment Contract	**	3,388,758

COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN
SCHEDULE H, LINE 4i – SCHEDULE OF ASSETS (HELD AT END OF YEAR) (continued)
DECEMBER 31, 2024

(a)	(b) Identity of Issuer, Borrower, Lessor, or Similar Party	(c) Description of Investment including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	(d) Cost	(e) Current Value
*	VOYA GLO HI DIV LOW VOL PRTF I	Mutual Fund	**	$ 1,739
*	VOYA GLOBAL BOND PORT I	Mutual Fund	**	75
*	VOYA GLOB INSIGHTS PORT INIT	Mutual Fund	**	41,022
*	VOYA GOV MONEY MARKET PORT I	Mutual Fund	**	130,370
*	VOYA GROWTH AND INCOME PORT I	Mutual Fund	**	460,170
*	VOYA HIGH YIELD PORT INS	Mutual Fund	**	2,669
*	VOYA INDEX PLUS SMALLCAP PRT I	Mutual Fund	**	22
*	VOYA INDEX PLUS MIDCAP PRT I	Mutual Fund	**	22
*	VOYA INDEX PLUS LARGECAP PRT I	Mutual Fund	**	53,259
*	VOYA INTERMEDIATE BOND PRT I	Mutual Fund	**	3,939
*	VOYA INTERNATIONAL IND PRT I	Mutual Fund	**	12
*	VOYA LARGE CAP GROWTH PRT INS	Mutual Fund	**	398
*	VOYA LARGE CAP VALUE PORT INS	Mutual Fund	**	6,723
*	VOYA MID CAP OPPORT PORT I	Mutual Fund	**	23
*	VOYA RUSSELL LC VI IND PRT S	Mutual Fund	**	9
*	VOYA RUSSELL LCP GR IND PRT I	Mutual Fund	**	15,889
*	VOYA RUSSELL LGCP INDX PRT I	Mutual Fund	**	8,006
*	VOYA RUSSELL SMCP INDX PRT I	Mutual Fund	**	6,164
*	VOYA SHORT-TERM GAA	Guaranteed Investment Contract	**	8,223
*	VOYA SMALL COMPANY PORT I	Mutual Fund	**	4,623
*	VOYA SMCP OPPORT PORT I	Mutual Fund	**	22
*	VOYA SOLUTION 2025 PORT SRV	Mutual Fund	**	65,610
*	VOYA SOLUTION 2030 PORT SRV	Mutual Fund	**	3,653
*	VOYA SOLUTION 2035 PORT SRV	Mutual Fund	**	202,911
*	VOYA SOLUTION 2040 PORT SRV	Mutual Fund	**	8,753
*	VOYA SOLUTION 2045 PORT SRV	Mutual Fund	**	282,173
*	VOYA SOLUTION 2050 PORT SRV	Mutual Fund	**	18,018
*	VOYA SOLUTION 2055 PORT SRV	Mutual Fund	**	338,203
*	VOYA SOLUTION 2060 PORT SRV	Mutual Fund	**	61,494
*	VOYA SOLUTION 2065 PORT SRV	Mutual Fund	**	92,185
*	VOYA SOLUTION AGGRESS PT I	Mutual Fund	**	25,722
*	VOYA SOLUTION BALANCED PT I	Mutual Fund	**	436,620
*	VOYA SOLUTION CONSERV PT I	Mutual Fund	**	56,474
*	VOYA SOLUTION INCOME PT SRV	Mutual Fund	**	6,725

COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY, INC. 403(B) RETIREMENT PLAN
SCHEDULE H, LINE 4i – SCHEDULE OF ASSETS (HELD AT END OF YEAR) (continued)
DECEMBER 31, 2024

(a)	(b) Identity of Issuer, Borrower, Lessor, or Similar Party	(c) Description of Investment including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	(d) Cost	(e) Current Value
*	VOYA US BOND INDEX PORT I	Mutual Fund	**	$ 814
*	VOYINTLHIDIVLOW VOL PORT-IN	Mutual Fund	**	29
*	VY AMCEN SM-MDCP VL PT SRV	Mutual Fund	**	5,822
*	VY BARON GROWTH PORT SRV	Mutual Fund	**	5,802
*	VY COL CONTR CORE PORT SRV	Mutual Fund	**	45
*	VY INVESCO COMSTOCK PORT SRV	Mutual Fund	**	4,769
*	VY INVESCO EQTY & INC PT I	Mutual Fund	**	72,316
*	VY INVESCO GRW & INC PRT SRV	Mutual Fund	**	201
*	VY JPM EMRG MKTS EQ PORT SRV	Mutual Fund	**	9,621
*	VY JPM MDCP VALUE PORT SRV	Mutual Fund	**	251
*	VY JPM SMCP CR EQ PORT SRV	Mutual Fund	**	10,608
*	VY TRWPR CAP APPREC PORT SRV	Mutual Fund	**	83,521
*	VY TRWPR DIVR MDCP GR PT I	Mutual Fund	**	128,043
*	VY TRWPR EQTY INCOME PRT SRV	Mutual Fund	**	443
*	VY TRWPR GRW EQTY PT I	Mutual Fund	**	21,984
*	WAGNER INTERNATIONAL	Mutual Fund	**	11
				$ 11,950,332

* Denotes party-in-interest as defined in the Employee Retirement Income Security Act of 1974.

** Cost information is not required for participant directed investments and is therefore not included.

Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: October 9, 2025

Author: Donna Tooley

DATE: October 2, 2025

TO: Board of Directors

FROM: Donna Tooley, Chief Financial Officer

SUBJECT: Review and Approve Revised Changes to the Accounting and Financial Policies and Procedures for Property and Equipment

I. RECOMMENDATION:

Staff recommends that the Board of Directors review and approve the revised CAPMC Accounting and Financial Policies and Procedures Manual section for Property and Equipment.

II. SUMMARY:

The Uniform Guidance definition of equipment was revised in the 2024 updates to 2 CFR 200, effective October 1, 2024, increasing the per-unit acquisition cost threshold from $5,000 to $10,000. CAPMC proposes to adopt the higher threshold as its equipment capitalization policy. The Office of Management and Budget (OMB) Uniform Guidance is the government-wide framework for managing federal grants that CAPMC as a non-profit is required to follow.

III. DISCUSSION:

A. An item is now considered equipment if it is tangible personal property with a useful life of more than one year and a per-unit acquisition cost of $10,000 or greater. Items costing less than $10,000 with a life more than one year are now generally considered supplies.

B. The revised definition applies to new awards issued on or after October 1, 2024. CAPMC staff recommend to increase its recipient definition to match the Uniform Guidance. A copy of the draft policy is provided for reference with the additions or changes to the policy underlined and deletions shown as strikeouts.

C. The revision aims to reduce administrative burden, improve clarity, and increase consistency in the federal grant policies.

D. The increased threshold also provides more flexibility regarding the disposition of equipment, with recipients potentially able to retain equipment without further obligation to the federal agency.

E. Additional changes to CAPMC's Accounting and Financial Policies and Procedures Manual will be brought to the Board of Directors toward the end of the year or early 2026. These changes will be in the area of procurement, audit requirements, travel per diems, and other updates.

IV. FINANCING:

None, although it is necessary to have written financial policies and procedures for compliance with the Agency's contracts and grant awards.

PROPERTY AND EQUIPMENT

Capitalization Policy

Physical assets such as real property and non-expendable personal property having a useful life of more than one year and an acquisition cost of $10,000 ~~$5,000~~ or more are capitalized as property and equipment on the Agency's financial statements. Items with unit costs below this threshold shall be expensed in the year purchased. All items of property and equipment should follow the procurement policies outlined in the chapter on Purchasing Policies and Procedures.

If an awarding agency requires a lower amount for equipment, CAPMC will adhere to that dollar amount only for that program or contract.

Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives, as described later.

Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application. However, for the Agency's financial statements, these assets will be capitalized and depreciated according to these policies.

The Chief Financial Officer or his/her designee within CAPMC will be assigned the responsibility for recording and maintaining the information on the property records and for monitoring the locations and use of all property held by CAPMC.

Contributed Assets

Assets with fair market values in excess of $10,000 ~~$5,000~~ per unit that are contributed to CAPMC shall be capitalized as fixed assets on the financial statements. Contributed items with market values below this threshold shall be expensed in the year contributed.

Capitalized contributed assets are accounted for at their market value at the time of donation and all such assets, except land and certain works of art and historical treasures, are subject to depreciation over their estimated useful lives, as described in the section Depreciation and Useful Lives

Equipment and Furniture Purchased with Federal Funds *(2 CFR Part 200.313)*

CAPMC may occasionally purchase equipment and furniture that will be used exclusively on a program funded by a federal agency. In addition to those policies on Asset Management described earlier, equipment and furniture charged to federal awards will be subject to certain additional policies as described below.

For purposes of federal award accounting and administration, "equipment" shall include all assets with a unit cost equal to the lesser of $10,000 ~~$5,000~~ or the capitalization threshold utilized by CAPMC, described under Asset Management.

All purchases of "equipment" with federal funds shall be approved, in advance and in writing, by the federal awarding agency. In addition, the following policies shall apply regarding equipment purchased and charged to federal awards:

1. Adequate insurance coverage will be maintained with respect to equipment and furniture charged to federal awards.

2. For equipment (or residual inventories of supplies) with a remaining per unit fair market value of $10,000 ~~$5,000~~ or less at the conclusion of the award, CAPMC shall retain the equipment without any requirement for notifying the federal agency.

3. If the remaining per unit fair market value is $10,000 ~~$5,000~~ or more, CAPMC shall gain a written understanding with the federal agency regarding disposition of the equipment. This understanding may involve returning the equipment to the federal agency, keeping the equipment and compensating the federal agency, or selling the equipment and remitting the proceeds, less allowable selling costs not to exceed $1,000 ~~$500~~, to the federal agency.

4. The Chief Financial Officer along with the Program Manager shall determine whether a specific award with a federal agency includes additional equipment requirements or thresholds and requirements that differ from those described above.

5. A physical inventory of all equipment purchased with federal funds shall be performed at least once every two years. The results of the physical inventory shall be reconciled to the accounting records of CAPMC.

Establishment and Maintenance of a Fixed Asset Listing

Capitalized property and equipment will be managed until transfer, replacement, or disposition takes place by maintaining a perpetual inventory of all equipment. All capitalized property and equipment shall be recorded in an inventory form (Form 14). This form shall include the following information with respect to each asset:

1. Date of acquisition
2. Cost
3. Description (including manufacturer's model, serial number or other identification number)
4. Agency assigned asset number
5. Source of the funds used to purchase the equipment, including the federal award number, if applicable
6. Whether the title vests in the Agency or the federal Government
7. Information to calculate the federal share of the cost of the equipment, if applicable
8. Location, use and condition of asset
9. Depreciation method
10. Estimated useful life
11. All pertinent information on the ultimate transfer, replacement, or disposition of the asset including the date of disposal and sale price.

A physical inventory of all assets capitalized under the preceding policies will be taken on a bi-annual basis by CAPMC. This physical inventory shall be reconciled to the property log and adjustments made

as necessary. All adjustments resulting from this reconciliation will be approved by the Chief Financial Officer.

Receipt of Newly-Purchased Equipment and Furniture

At the time of arrival, all newly-purchased equipment and furniture shall be examined for obvious physical damage. If an asset appears damaged or is not in working order, it shall be returned to the contractor immediately.

In addition, descriptions and quantities of assets per the packing slip or bill of lading shall be compared to the assets delivered. Discrepancies should be resolved with the contractor immediately.

Depreciation and Useful Lives

All capitalized assets are maintained in the special property and equipment account group and are not included as an operating expense. Property and equipment are depreciated over their estimated useful lives using the straight-line method.

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service, counting the month of acquisition depending on the date of purchase. For example, an asset is purchased on the 5th day of the fifth month there will be eight full months of depreciation (eight-twelfths of one year) recorded for that year. However, if the asset is purchased between the 15th day and the last day of the fifth month, there will only be seven full months of depreciation (seven-twelfths of one year).

Estimated useful lives of capitalized assets shall be determined by the Fiscal Department. The following is a list of the estimated useful lives of each category of fixed assets for depreciation purposes:

Furniture and fixtures	5 years
General office equipment	5 years
Computer hardware and peripherals (which exceed the capitalization threshold)	3-5 years
Playground equipment	5 years
Vehicles	5 years
Buildings	39 years
Portable, modular buildings	20 years
Leased assets	life of lease
Leasehold Improvements	remaining lease term

For accounting and financial reporting purposes, depreciation expense will be recorded on a monthly basis.

Changes in Estimated Useful Lives

If it becomes apparent that the useful life of a particular capitalized asset will be less than the life originally established, an adjustment to the estimated useful life shall be made. All such changes in estimated useful lives of capitalized assets must be approved by the Chief Financial Officer.

When a change in estimated useful life is made, the new life is used for purposes of calculating annual depreciation expense. In the year in which the change in estimate is made, the cumulative effect of the change shall be reflected as depreciation expense in the Agency's statement of activities.

For example, if in the fourth year of an asset's life, it is determined that the asset will last five years instead of the original estimate of seven years, depreciation expense for that year shall be equal to the difference between 4/5 of the asset's basis (accumulated depreciation at the end of year four) and 3/7 of the asset's basis (accumulated depreciation at the beginning of the year).

Repairs of Property and Equipment

Physical assets will be properly maintained and serviced periodically in order to keep the asset in good working order condition. Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets shall be capitalized if the repairs increase the value of property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs shall be depreciated over the remaining estimated useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

Loss, Damage, or Theft

Physical assets will be maintained in secured areas in order to safeguard the assets and prevent loss, damage or theft. Any such event will be investigated, fully documented and reported to the Program Manager. The Chief Financial Officer will be immediately notified of all cases of loss, damage, or destruction of physical assets and will make a report to the Executive Director.

Dispositions of Property and Equipment

For dispositions of property and equipment purchased with federal dollars, the procedures outlined previously under the section entitled Equipment and Furniture Purchased with federal funds should be followed. When CAPMC disposes of or sells equipment it no longer needs, specific information regarding the sale or disposal should be documented on the inventory form. For some programs/contracts, approval must be granted from the funding agency to dispose of equipment or property. The Chief Financial Officer will review the funding terms and conditions to determine the appropriate action to be taken.

If equipment is sold, scrapped, donated or stolen, adjustments need to be made to the fixed asset listing and property log. If money is received for the asset, then the difference between the money received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss (if the money received is less than the book value) or a gain (if the money received is more than the book value).

Write-Offs of Property and Equipment

The Chief Financial Officer approves the disposal of all capitalized fixed assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the Chief Financial Officer. If not located, this property will be written off the books with the proper notation specifying the reason.

Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: October 9, 2025

Author: Irene Yang

DATE: October 2, 2025

TO: Board of Directors

FROM: Irene Yang, Human Resources Director

SUBJECT: Health Insurance Coverage Renewals

I. RECOMMENDATION:

Renewal information will be available during the meeting.
Review and approve the health insurance plan options that are effective January 1, 2025, and the employer contribution thresholds are at $780.00 for medical and $51.78 for dental/vision/life insurances per employee per month.

II. SUMMARY:

Kaiser medical plans: HMO15, HMO20A, HMO20B and Kaiser DHMO13858 plan came in at overall average 3.4% increase. Rate pass for dental/vision/life insurance coverage.

III. DISCUSSION:

A. The national renewal is set between 10% to 18%. CAPMC received overall 3.4% rate increase. The four Kaiser medical plans for employees coverage only change from $977.72 / $828.43 / $737.88 / $510.88 to $994.98 / $889.73 / $787.87 / $520.53. The Agency will increase the contribution from $737.88 to $780. This is an increase of $42.12 per employee per month.

B. A telemedicine plan will remain allowing employees to seek consultations or prescriptions from state licensed physicians via phone services. The cost of the plan remains at $8.00 for employees and their dependents. An enhanced option is created for employees to have additional support in the areas of mental health care, dermatology, neck and back care, and nutrition. This option remains at $15.50 per month for employees and their dependents.

C. Guardian is the carrier to cover dental, vision, life insurances. It is a rate pass that dental remains at $36.66 per month per employee, vision at $8.32 per employee per month and life at $6.80 per employee per month.

III. FINANCING: Fringe benefits costs are being allocated to departmental budgets. The Agency contributes $780.00 per employee per month for medical coverage, and $51.78 for dental/vision/life. Employees will be responsible for the applicable dependents' premiums.

Community Action Partnership of Madera County
1/1/2026 - 12/31/2026
Medical/Telemedicine/Dental/Vision/Life/EAP Benefits
Rate Plan Summary

	KAISER PLAN HMO15 (AccuFund KAI)	KAISER PLAN HMO20A (AccuFund KAL)	KAISER PLAN HMO20B (AccuFund KAC)	KAISER PLAN DHMO13858 (AccuFund KDH)
Plan Type				
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited
Annual Deductible				
Individual	$0	$500	$1,500	$5,500
Family	$0	$1,000	$3,000	$11,000
Out-of-Pocket Maximum				
Individual	$1,500	$3,000	$4,000	$7,500
Family	$3,000	$6,000	$8,000	$15,000
Professional				
Primary	$15 copay	$20 copay	$20 copay	$50 (after ded.)
Specialist	$15 copay	$20 copay	$20 copay	$50 (after ded.)
Preventive Care				
Baby	$0 copay	$0 copay	$0 copay	$0 copay
Adult	$0 copay	$0 copay	$0 copay	$0 copay
Eye Refraction & Hearing Test	$0 copay	$0 copay	$0 copay	
Hospital Services				
Inpatient	$250 per admission	20% after deductible	20% after deductible	40% after deductible
Outpatient	$15 copay per procedure	20% after deductible	20% after deductible	40% after deductible
Urgent Care	$15 copay	$20 copay	$20 copay	$50 (after ded.)
Emergency Room	$50 copay; Waived if admitted	20% after deductible Waived if admitted	20% after deductible Waived if admitted	40% after deductible Waived if admitted
Lab & X-Ray				
Diagnostic Lab	No Charge	$10 copay per encounter (after deductible)	$10 copay per encounter (after deductible)	40% after deductible
X-Ray	No Charge	$10 copay per encounter (after deductible)	$10 copay per encounter (after deductible)	40% after deductible
Advanced Imaging; CT, PET, MRI	No Charge	20% coinsurance(after deductible), up to $50 max per procedure	20% coinsurance(after deductible), up to $50 max per procedure	40% after deductible
Durable Medical Equipment	20%	20%	20%	40%
Maternity				
Office Visits	No Charge	No Charge	No Charge	No Charge
Hospitalization	$250 per admission	20% after deductible	20% after deductible	40% after deductible
Mental Health & Chemical Dependency				
Inpatient	$250 per admission	20% after deductible	20% after deductible	40% after deductible
Outpatient	$15 copay	$20 copay	$20 copay	$50 (after ded.)
Mental Health Group Outpatient	$7 copay	$10 copay	$10 copay	$50 (after ded.)
Chemical Dependency Group Outpat	$5 copay	$5 copay	$5 copay	$50 (after ded.)
Telehealth				
Telephonic Visits	No Charge	No Charge	No Charge	No Charge
Chiropractic				
Office Visits	Not Covered	Not Covered	Not Covered	Not Covered
Prescription Drug Benefits				
Retail Supply Limit	Retail up to a 100 day supply	Retail up to a 100 day supply	Retail up to a 30 day supply	Retail up to a 30 day supply
Tier 1: Generic	$15	$10	$10	$15
Tier 2: Brand	$30	$30 (after deductible)	$30	40% up to $100 per Rx
Tier 3: Typically Non-Preferred Bran	N/A	N/A	N/A	40% up to $100 per Rx
Tier 4: Specialty Drugs	N/A	N/A	20% up to $150	40% up to $100 per Rx
MONTHLY RATES				
Employee Only	$ 994.98	$ 889.73	$ 789.87	$ 520.53
Employee + Spouse	$ 2,278.50	$ 2,037.48	$ 1,808.80	$1,192.01
Employee + Child(ren)	$ 1,771.06	$ 1,583.72	$ 1,405.97	$ 926.54
Family	$ 3,104.34	$ 2,775.96	$ 2,464.39	$1,624.05
EMPLOYER'S MONTHLY CONTRIBUTION	$ 780.00	$ 780.00	$ 780.00	$ 780.00
EMPLOYEE'S MONTHLY PORTION				
Employee Only	$ 214.98	$ 109.73	$ 9.87	$ -
Employee + Spouse	$ 1,498.50	$ 1,257.48	$ 1,028.80	$ 412.01
Employee + Child(ren)	$ 991.06	$ 803.72	$ 625.97	$ 146.54
Family	$ 2,324.34	$ 1,995.96	$ 1,684.39	$ 844.05
EMPLOYEE'S PORTION PER PAY PERIOD (24 pay periods per year)				
Employee Only	$ 107.49	$ 54.87	$ 4.94	$ -
Employee + Spouse	$ 749.25	$ 628.74	$ 514.40	$ 206.01
Employee + Child(ren)	$ 495.53	$ 401.86	$ 312.99	$ 73.27
Family	$ 1,162.17	$ 997.98	$ 842.20	$ 422.03

Healthiest You Voluntary Telemedicine Plan		
	Standard	Bundle (AccuFund BEMPLOYEE)
Doctor by phone	$ 8.00	$ 15.50
Doctor online	$ 8.00	$ 15.50
Prescribe medication by phone	$ 8.00	$ 15.50
Prescribe medication online	$ 8.00	$ 15.50
Available 24 / 7 / 365	$ 8.00	$ 15.50
Enhanced clinical service	$ 8.00	$ 15.50
Expert Medical Services	$ 8.00	$ 15.50
(2nd opinions, critical case support)	$ 8.00	$ 15.50
MyStrength Complete	$ 8.00	$ 15.50
Mental Health Care in:	$ 8.00	$ 15.50
*Digitial	$ 8.00	$ 15.50
*Psychiatrist (evaluation)	$ 8.00	$ 15.50
*Ongoing Psychiatrist	$ 8.00	$ 15.50
*Psychologist	$ 8.00	$ 15.50
Dermatology	$ 8.00	$ 15.50
Neck and Back Care	$ 8.00	$ 15.50
Nutrition	$ 8.00	$ 15.50

Guardian Dental		
Deductible		
Individual	$25	
Family	$75	
Calendar Year Maximum	$2,000	
100% Diagnostic & Preventive		
Office Visit	2x per year	
Teeth Cleaning	Covered	
X-Rays	Covered	
Fluoride Treatment	Covered	
80% Basic Services		
Fillings	Covered	
Root Canals	Covered	
Oral Surgery	Covered	
Endodontic Services	Covered	
Periodontics Services	Covered	
50% Major Services		
Inlays, Onlays, Gold Fillings, Crowns, Prosthodontic Services, Full/Partial Dentures, Fixed Bridges, Implants		
Orthodontia		
Lifetime Maximum	$1,000	

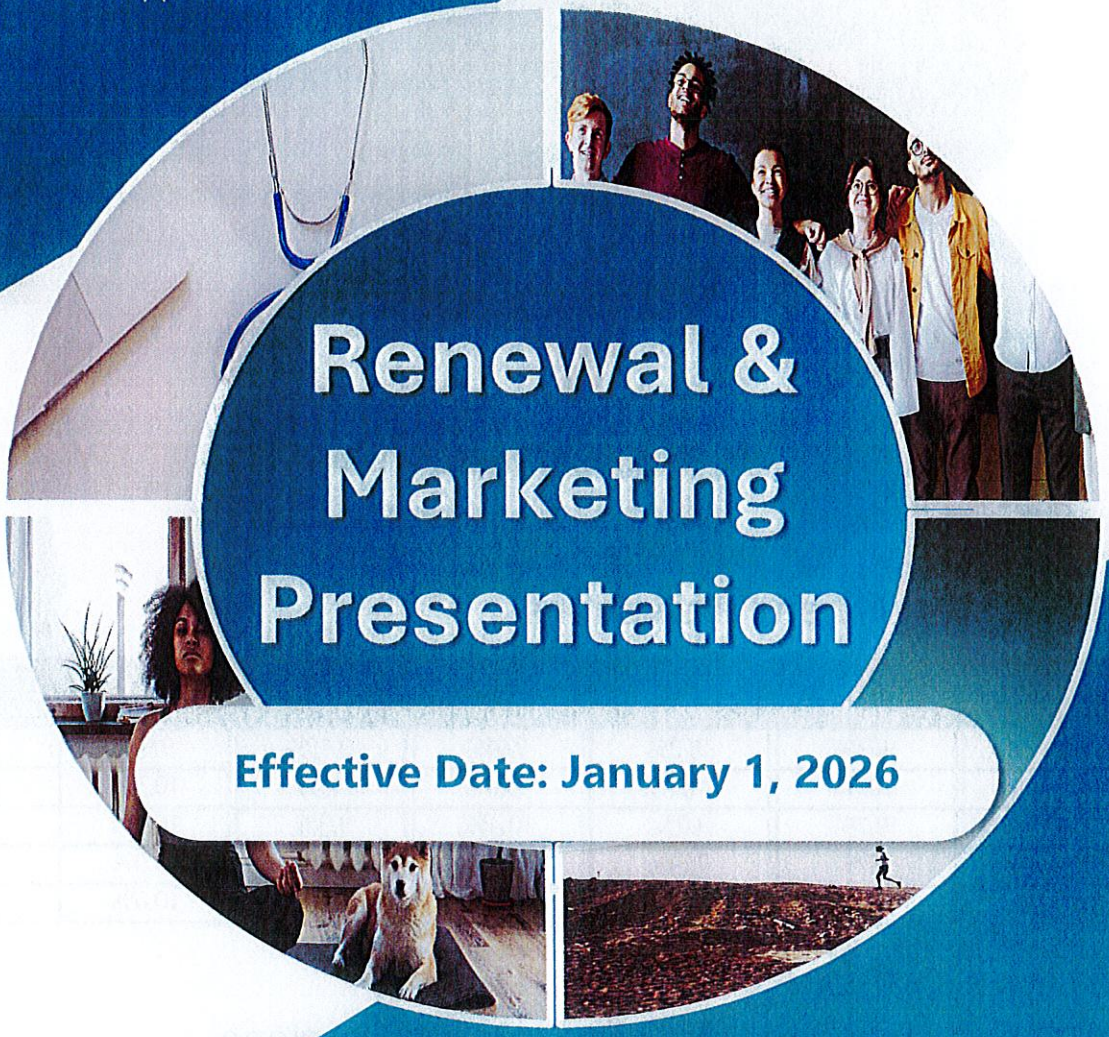
Guardian Vision	Network	Non-Network
Exam		
Duration	Every 12 months	
Benefit	$0 copay	up to $39 allowance
Lenses		
Duration	Every 12 months	
Single	$0 copay	up to $23 allowance
Bifocal	$0 copay	up to $37 allowance
Trifocal	$0 copay	up to $49 allowance
Contact Lenses in lieu of glasses		
Duration	Every 12 months	
Medically Necessary	pay in-full	up to $210
Cosmetic/Convenience	$150	$150
	15% off balance	
	over $150	
Frames		
Duration	Every 24 months	
Benefit	$150	up to $46
	20% off balance	
	over $150	

Guardian Life / EAP		
Benefit		
Employee	$	50,000.00
Dependent	$	2,000.00
Reduction Schedule		
Reduce 35% at age 70 - 74		
Reduce 50% at age 75. Benefits cease.		
Actively at Work		
Applies		
Conversion/Portability		
Yes		
Auto Accident Benefit		
Seat belt and air bag benefit equals $10,000 or 10% of the principal sum, whichever is less.		
Employee Assistance Program		
3 sessions per incident per household member annually. Current: Uprise Health		
www.guardianlife.com/eap		
24 / 7 / 365 Phone Services		
One 30 minutes legal consultaiton per each separate legal matter.		
Financial consultation on budgeting, credit, and financial guidance.		
Multilingual interpreter services via AT&T Language line.		
	<70	70-74
	$ 6.80	$ 4.42
	$ 7.80	$ 5.43
	$ 7.80	$ 5.43
	$ 7.80	$ 5.43
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	$ 0.50	$ -
	$ 0.50	$ -
	$ 0.50	$ -

2026

HEFFERNAN INSURANCE BROKERS

Because You're Different



Renewal & Marketing Presentation

Effective Date: January 1, 2026

Prepared For

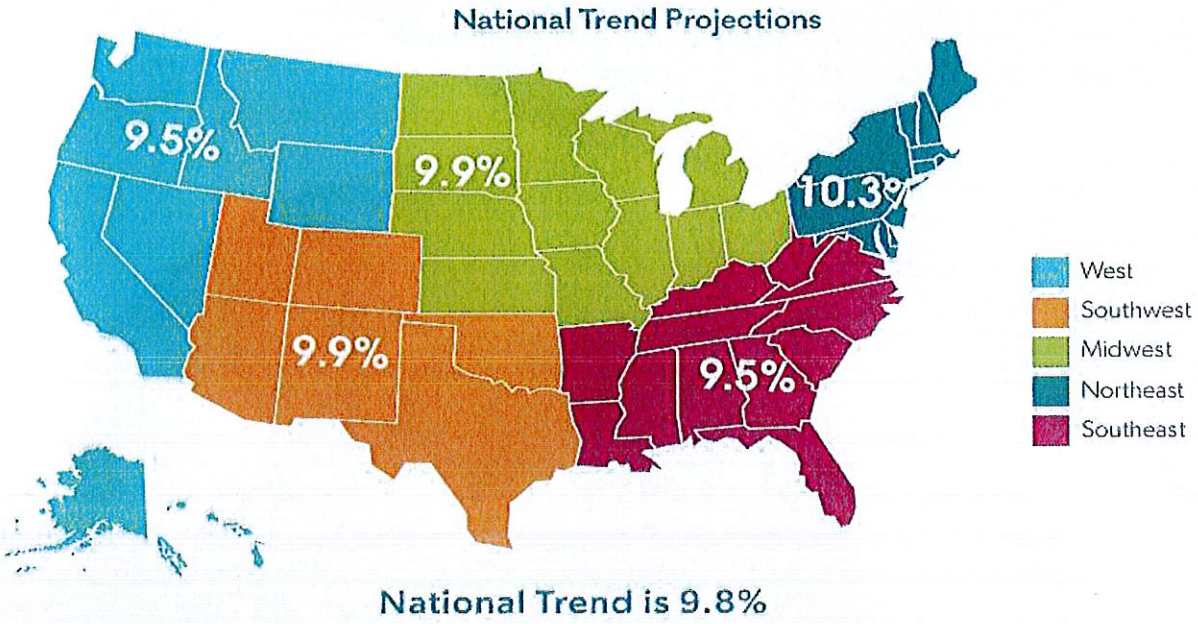
Community Action Partnership of Madera

Jani De La Rosa

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Presentation Date: October 8, 2025

2026 Carrier Trend Projections



2026 Medical Trend Projections

Plan Type	National	West	Southwest	Midwest	Northeast	Southeast
HMO w/Rx	9.3%	8.2%	9.9%	9.1%	9.9%	9.2%
PPO w/Rx	10.0%	10.9%	9.6%	9.9%	10.3%	9.7%
CDHP w/Rx	9.7%	9.0%	10.4%	9.9%	10.3%	9.2%
POS w/Rx	9.7%	8.3%	10.7%	9.8%	10.0%	9.6%
IND w/Rx	10.3%	11.3%	9.5%	10.0%	10.0%	10.1%

2026 National Dental & Vision Trend Projections

Plan Type	Dental DMO	Dental PPO	Dental Indemnity	Vision
National	3.6%	4.7%	5.1%	2.7%

Demographics

Plan Year: January 1, 2026

Demographics play a key role in the development of required premiums and rates for your health care plans. A person's age, gender and residence/location are the basis for which risk factors are determined, which is one of the main factors in a carrier developing a company's rates. In addition, participation and enrollment fluctuations caused by employee contributions and communications are also factors used by carriers to determine required premium.

MEDICAL PLAN	Kaiser Traditional HMO	Kaiser HMO-XD 500	Kaiser HMO-XD 1500	Kaiser HMO CDO	Waivers	Total
Employee Only	96	30	45	4	116	291
Employee + Spouse	0	0	0	2		2
Employee + Child(ren)	1	1	1	2		5
Family	1	0	0	0		1
Total	**98**	**31**	**46**	**8**	**116**	**299**
Percent to Total	**32.8%**	**10.4%**	**15.4%**	**2.7%**	**38.8%**	**100%**
Total Enrolled by Carrier	**183**				**116**	**299**
Percent to Total by Carrier	**61.2%**				**38.8%**	**100%**

DENTAL PLAN	Guardian ASO Self Funded	Waivers	Total
Employee Only	172	33	205
Employee + Spouse	31		31
Employee + Child(ren)	27		27
Family	36		36
Total	**266**	**33**	**299**
Percent to Total	**89.0%**	**11.0%**	**100%**

VISION PLAN	Guardian Vision Plan	Waivers	Total
Employee Only	180	37	217
Employee + Spouse	33		33
Employee + Child(ren)	23		23
Family	26		26
Total	**262**	**37**	**299**
Percent to Total	**87.6%**	**12.4%**	**100%**

GROUP LIFE & AD&D	Guardian Group Life/AD&D	Comments	Not Enrolled	Total
Life Volume	$14,950,000.00	No employees are being reduced due to the Age Reduction Schedule; Benefits have been capped at the Maximum for 2 employees		
Enrolled Employees	**299**		0	299
Percent to Total	**100.0%**		**0.0%**	**100%**

NOTES & ASSUMPTIONS

The above rates, demographics and figures were developed based on the September 18, 2025 census provided by Community Action Partnership of Madera County. If demographics change by +/- 10% or if Employer contribution structures are modified, the carriers reserve the right to review the quotes provided and illustrated herein.

Projected Annual Cost Analysis

	CURRENT	RENEWAL	% Change to Current	NEGOTIATED RENEWAL	% Change to Current
				Renew As-is	
MEDICAL PLANS					
Kaiser Traditional HMO	Kaiser *Kaiser HMO 15* $ 1,183,823	Kaiser *Kaiser HMO 15* $ 1,204,722	1.8%	Kaiser *Kaiser HMO 15* $ 1,204,722	1.8%
Kaiser HMO-XD 500	Kaiser *Kaiser HMO 20A* $ 315,930	Kaiser *Kaiser HMO 20A* $ 339,307	7.4%	Kaiser *Kaiser HMO 20A* $ 339,307	7.4%
Kaiser HMO-XD 1500	Kaiser *Kaiser HMO 20B* $ 414,216	Kaiser *Kaiser HMO 20B* $ 443,401	7.0%	Kaiser *Kaiser HMO 20B* $ 443,401	7.0%
Kaiser HMO CDO	Kaiser *Kaiser HMO 13858* $ 74,425	Kaiser *Kaiser HMO 13858* $ 75,831	1.9%	Kaiser *Kaiser HMO 13858* $ 75,831	1.9%
MEDICAL PLANS TOTAL	$ 1,988,394	$ 2,063,261	3.8%	$ 2,063,261	3.8%
DENTAL PLANS					
ASO Self Funded	Guardian ASO Self Funded $ 166,055	Guardian ASO Self Funded $ 177,527	6.9%	Guardian ASO Self Funded $ 166,055	0.0%
DENTAL PLANS TOTAL	$ 166,055	$ 177,527	6.9%	$ 166,055	0.0%
VISION PLANS					
Vision Plan	Guardian Vision Plan $ 36,456	Guardian Vision Plan $ 38,643	6.0%	Guardian Vision Plan $ 36,456	0.0%
VISION PLANS TOTAL	$ 36,456	$ 38,643	6.0%	$ 36,456	0.0%
LIFE & DISABILITY PLANS					
Life & AD&D	Guardian Group $ 24,398	Guardian Group $ 26,192	7.4%	Guardian Group $ 24,398	0.0%
LIFE & DISABILITY PLANS TOTAL	$ 24,398	$ 26,192	7.4%	$ 24,398	0.0%
PROJECTED ANNUAL TOTAL	$ 2,215,304	$ 2,305,624		$ 2,290,170	
Comparison to Current, Annualized:					
Dollars		$ 90,321		$ 74,867	
Percent			4.1%		3.4%
Comparison to Renewal, Annualized:					
Dollars				$ (15,454)	
Percent					-0.7%
EMPLOYEE CONTRIBUTION	$ (427,344)	$ (510,135)		$ (486,887)	
NET PROJECTED ANNUAL TOTAL	$ 1,787,960	$ 1,795,489		$ 1,803,283	
Comparison to Current, Annualized:					
Dollars		$ 7,530		$ 15,324	
Percent			0.4%		0.9%
Comparison to Renewal, Annualized:					
Dollars				$ 7,794	
Percent					0.4%

Employee Contribution Analysis

Kaiser: Kaiser HMO 15

PLAN OFFERINGS	Enrollment	CURRENT Employer pays: $737.88 towards any elected health plan Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution	RENEWAL Employer pays: $740.00 towards any elected health plan Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution	Change in Employee Contribution
Kaiser Traditional HMO		**Kaiser: Kaiser HMO 15**					**Kaiser: Kaiser HMO 15**					
Employee Only	96	$ 977.72	$ 737.88	$ 239.84	$ 119.92	75.5%	$ 994.98	$ 740.00	$ 254.98	$ 127.49	74.4%	$ 7.57
Employee + Spouse	0	$ 2,238.98	$ 737.88	$ 1,501.10	$ 750.55	33.0%	$ 2,278.50	$ 740.00	$ 1,538.50	$ 769.25	32.5%	$ 18.70
Employee + Child(ren)	1	$ 1,740.34	$ 737.88	$ 1,002.46	$ 501.23	42.4%	$ 1,771.06	$ 740.00	$ 1,031.06	$ 515.53	41.8%	$ 14.30
Family	1	$ 3,050.49	$ 737.88	$ 2,312.61	$ 1,156.31	24.2%	$ 3,104.34	$ 740.00	$ 2,364.34	$ 1,182.17	23.8%	$ 25.87
Monthly Total	**98**	**$ 98,651.95**	**$ 72,312.24**	**$ 26,339.71**	**$ 13,169.86**		**$ 100,393.48**	**$ 72,520.00**	**$ 27,873.48**	**$ 13,936.74**		
Kaiser HMO-XD 500		**Kaiser: Kaiser HMO 20A**					**Kaiser: Kaiser HMO 20A**					
Employee Only	30	$ 828.43	$ 737.88	$ 90.55	$ 45.28	89.1%	$ 889.73	$ 740.00	$ 149.73	$ 74.87	83.2%	$ 29.59
Employee + Spouse	0	$ 1,897.10	$ 737.88	$ 1,159.22	$ 579.61	38.9%	$ 2,037.48	$ 740.00	$ 1,297.48	$ 648.74	36.3%	$ 69.13
Employee + Child(ren)	1	$ 1,474.60	$ 737.88	$ 736.72	$ 368.36	50.0%	$ 1,583.72	$ 740.00	$ 843.72	$ 421.86	46.7%	$ 53.50
Family	0	$ 2,584.69	$ 737.88	$ 1,846.81	$ 923.41	28.5%	$ 2,775.96	$ 740.00	$ 2,035.96	$ 1,017.98	26.7%	$ 94.57
Monthly Total	**31**	**$ 26,327.50**	**$ 22,874.28**	**$ 3,453.22**	**$ 1,726.61**		**$ 28,275.62**	**$ 22,940.00**	**$ 5,335.62**	**$ 2,667.81**		
Kaiser HMO-XD 1500		**Kaiser: Kaiser HMO 20B**					**Kaiser: Kaiser HMO 20B**					
Employee Only	45	$ 737.88	$ 737.88	$ -	$ -	100.0%	$ 789.87	$ 740.00	$ 49.87	$ 24.94	93.7%	$ 24.94
Employee + Spouse	0	$ 1,689.74	$ 737.88	$ 951.86	$ 475.93	43.7%	$ 1,808.80	$ 740.00	$ 1,068.80	$ 534.40	40.9%	$ 58.47
Employee + Child(ren)	1	$ 1,313.42	$ 737.88	$ 575.54	$ 287.77	56.2%	$ 1,405.97	$ 740.00	$ 665.97	$ 332.99	52.6%	$ 45.22
Family	0	$ 2,302.18	$ 737.88	$ 1,564.30	$ 782.15	32.1%	$ 2,464.39	$ 740.00	$ 1,724.39	$ 862.20	30.0%	$ 80.05
Monthly Total	**46**	**$ 34,518.02**	**$ 33,942.48**	**$ 575.54**	**$ 287.77**		**$ 36,950.12**	**$ 34,040.00**	**$ 2,910.12**	**$ 1,455.06**		
Kaiser HMO CDO		**Kaiser: Kaiser HMO 13858**					**Kaiser: Kaiser HMO 13858**					
Employee Only	4	$ 510.88	$ 737.88	$ (227.00)	$ (113.50)	144.4%	$ 520.53	$ 740.00	$ (219.47)	$ (109.74)	142.2%	$ 3.76
Employee + Spouse	2	$ 1,169.91	$ 737.88	$ 432.03	$ 216.02	63.1%	$ 1,192.01	$ 740.00	$ 452.01	$ 226.01	62.1%	$ 9.99
Employee + Child(ren)	2	$ 909.36	$ 737.88	$ 171.48	$ 85.74	81.1%	$ 926.54	$ 740.00	$ 186.54	$ 93.27	79.9%	$ 7.53
Family	0	$ 1,593.94	$ 737.88	$ 856.06	$ 428.03	46.3%	$ 1,624.05	$ 740.00	$ 884.05	$ 442.03	45.6%	$ 13.99
<<Enter Description Here>>		$ -	$ -				$ -	$ -				
Monthly Total	**8**	**$ 6,202.06**	**$ 5,903.04**	**$ 299.02**	**$ 149.51**		**$ 6,319.22**	**$ 5,920.00**	**$ 399.22**	**$ 199.61**		
MEDICAL TOTAL	183	$ 165,699.53	$ 135,032.04	$ 30,667.49	$ 15,333.75		$ 171,938.44	$ 135,420.00	$ 36,518.44	$ 18,259.22		$ 2,925.48
ASO Self Funded		**Guardian ASO Self Funded**					**Guardian ASO Self Funded**					
Employee Only	172	$ 36.66	$ 36.66	$ -	$ -	100.0%	$ 39.19	$ 36.66	$ 2.53	$ 1.27	93.5%	$ 1.27
Employee + Spouse	31	$ 73.89	$ 36.66	$ 37.23	$ 18.62	49.6%	$ 78.99	$ 36.66	$ 42.33	$ 21.17	46.4%	$ 2.55
Employee + Child(ren)	27	$ 58.38	$ 36.66	$ 21.72	$ 10.86	62.8%	$ 62.41	$ 36.66	$ 25.75	$ 12.88	58.7%	$ 2.02
Family	36	$ 101.82	$ 36.66	$ 65.16	$ 32.58	36.0%	$ 108.85	$ 36.66	$ 72.19	$ 36.10	33.7%	$ 3.52
Monthly Total	**266**	**$ 13,837.89**	**$ 9,751.56**	**$ 4,086.33**	**$ 2,043.17**		**$ 14,793.94**	**$ 9,751.56**	**$ 5,042.38**	**$ 2,521.19**		
Vision Plan		**Guardian Vision Plan**					**Guardian Vision Plan**					
Employee Only	180	$ 8.32	$ 8.32	$ -	$ -	100.0%	$ 8.82	$ 8.82	$ (0.00)	$ (0.00)	100.0%	$ (0.00)
Employee + Spouse	33	$ 15.81	$ 8.32	$ 7.49	$ 3.75	52.6%	$ 16.76	$ 8.32	$ 8.44	$ 4.22	49.6%	$ 0.47
Employee + Child(ren)	23	$ 16.64	$ 8.32	$ 8.32	$ 4.16	50.0%	$ 17.64	$ 8.32	$ 9.32	$ 4.66	47.2%	$ 0.50
Family	26	$ 24.46	$ 8.32	$ 16.14	$ 8.07	34.0%	$ 25.93	$ 8.32	$ 17.61	$ 8.80	32.1%	$ 0.73
Monthly Total	**262**	**$ 3,038.01**	**$ 2,179.84**	**$ 858.17**	**$ 429.09**		**$ 3,220.29**	**$ 2,269.84**	**$ 950.45**	**$ 475.23**		
MONTHLY TOTAL		**$ 182,575**	**$ 146,963**	**$ 35,612**	**$ 35,612**		**$ 189,953**	**$ 147,441**	**$ 42,511**	**$ 42,511**		
ANNUAL TOTAL		**$ 2,190,905**	**$ 1,763,561**	**$ 427,344**	**$ 427,344**		**$ 2,279,432**	**$ 1,769,297**	**$ 510,135**	**$ 510,135**		

Notes & Assumptions

Employee Contribution Analysis

		CURRENT					NEGOTIATED RENEWAL					
		Employer pays: $737.88 towards any elected health plan					Employer pays: $740.00 towards any elected health plan					
PLAN OFFERINGS	Enrollment	Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution	Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution	Change in Employee Contribution
Kaiser Traditional HMO		Kaiser: Kaiser HMO 15					Kaiser: Kaiser HMO 15					
Employee Only	96	$ 977.72	$ 737.88	$ 239.84	$ 119.92	75.5%	$ 994.98	$ 740.00	$ 254.98	$ 127.49	74.4%	$ 7.57
Employee + Spouse	0	$ 2,238.98	$ 737.88	$ 1,501.10	$ 750.55	33.0%	$ 2,278.50	$ 740.00	$ 1,538.50	$ 769.25	32.5%	$ 18.70
Employee + Child(ren)	1	$ 1,740.34	$ 737.88	$ 1,002.46	$ 501.23	42.4%	$ 1,771.06	$ 740.00	$ 1,031.06	$ 515.53	41.8%	$ 14.30
Family	1	$ 3,050.49	$ 737.88	$ 2,312.61	$ 1,156.31	24.2%	$ 3,104.34	$ 740.00	$ 2,364.34	$ 1,182.17	23.8%	$ 25.87
Monthly Total	**98**	**$ 98,651.95**	**$ 72,312.24**	**$ 26,339.71**	**$ 13,169.86**		**$ 100,393.48**	**$ 72,520.00**	**$ 27,873.48**	**$ 13,936.74**		
Kaiser HMO-XD 500		Kaiser: Kaiser HMO 20A					Kaiser: Kaiser HMO 20A					
Employee Only	30	$ 828.43	$ 737.88	$ 90.55	$ 45.28	89.1%	$ 889.73	$ 740.00	$ 149.73	$ 74.87	83.2%	$ 29.59
Employee + Spouse	0	$ 1,897.10	$ 737.88	$ 1,159.22	$ 579.61	38.9%	$ 2,037.48	$ 740.00	$ 1,297.48	$ 648.74	36.3%	$ 69.13
Employee + Child(ren)	1	$ 1,474.60	$ 737.88	$ 736.72	$ 368.36	50.0%	$ 1,583.72	$ 740.00	$ 843.72	$ 421.86	46.7%	$ 53.50
Family	0	$ 2,584.69	$ 737.88	$ 1,846.81	$ 923.41	28.5%	$ 2,775.96	$ 740.00	$ 2,035.96	$ 1,017.98	26.7%	$ 94.57
Monthly Total	**31**	**$ 26,327.50**	**$ 22,874.28**	**$ 3,453.22**	**$ 1,726.61**		**$ 28,275.62**	**$ 22,940.00**	**$ 5,335.62**	**$ 2,667.81**		
Kaiser HMO-XD 1500		Kaiser: Kaiser HMO 20B					Kaiser: Kaiser HMO 20B					
Employee Only	45	$ 737.88	$ 737.88	$ -	$ -	100.0%	$ 789.87	$ 740.00	$ 49.87	$ 24.94	93.7%	$ 24.94
Employee + Spouse	0	$ 1,689.74	$ 737.88	$ 951.86	$ 475.93	43.7%	$ 1,808.80	$ 740.00	$ 1,068.80	$ 534.40	40.9%	$ 58.47
Employee + Child(ren)	1	$ 1,313.42	$ 737.88	$ 575.54	$ 287.77	56.2%	$ 1,405.97	$ 740.00	$ 665.97	$ 332.99	52.6%	$ 45.22
Family	0	$ 2,302.18	$ 737.88	$ 1,564.30	$ 782.15	32.1%	$ 2,464.39	$ 740.00	$ 1,724.39	$ 862.20	30.0%	$ 80.05
Monthly Total	**46**	**$ 34,518.02**	**$ 33,942.48**	**$ 575.54**	**$ 287.77**		**$ 36,950.12**	**$ 34,040.00**	**$ 2,910.12**	**$ 1,455.06**		
Kaiser HMO CDO		Kaiser: Kaiser HMO 13858					Kaiser: Kaiser HMO 13858					
Employee Only	4	$ 510.88	$ 737.88	$ (227.00)	$ (113.50)	144.4%	$ 520.53	$ 740.00	$ (219.47)	$ (109.74)	142.2%	$ 3.76
Employee + Spouse	2	$ 1,169.91	$ 737.88	$ 432.03	$ 216.02	63.1%	$ 1,192.01	$ 740.00	$ 452.01	$ 226.01	62.1%	$ 9.99
Employee + Child(ren)	2	$ 909.36	$ 737.88	$ 171.48	$ 85.74	81.1%	$ 926.54	$ 740.00	$ 186.54	$ 93.27	79.9%	$ 7.53
Family	0	$ 1,593.94	$ 737.88	$ 856.06	$ 428.03	46.3%	$ 1,624.05	$ 740.00	$ 884.05	$ 442.03	45.6%	$ 13.99
<<Enter Description Here>>		$ -	$ -				$ -	$ -				
Monthly Total	**8**	**$ 6,202.06**	**$ 5,903.04**	**$ 299.02**	**$ 149.51**		**$ 6,319.22**	**$ 5,920.00**	**$ 399.22**	**$ 199.61**		
MEDICAL TOTAL	183	$ 165,699.53	$ 135,032.04	$ 30,667.49	$ 15,333.75		$ 171,938.44	$ 135,420.00	$ 36,518.44	$ 18,259.22		$ 2,925.48
ASO Self Funded		Guardian ASO Self Funded					Guardian ASO Self Funded					
Employee Only	172	$ 36.66	$ 36.66	$ -	$ -	100.0%	$ 34.30	$ 36.66	$ (2.36)	$ (1.18)	106.9%	$ (1.18)
Employee + Spouse	31	$ 73.89	$ 36.66	$ 37.23	$ 18.62	49.6%	$ 69.14	$ 36.66	$ 32.48	$ 16.24	53.0%	$ (2.37)
Employee + Child(ren)	27	$ 58.38	$ 36.66	$ 21.72	$ 10.86	62.8%	$ 54.63	$ 36.66	$ 17.97	$ 8.98	67.1%	$ (1.88)
Family	36	$ 101.82	$ 36.66	$ 65.16	$ 32.58	36.0%	$ 95.28	$ 36.66	$ 58.62	$ 29.31	38.5%	$ (3.27)
Monthly Total	**266**	**$ 13,837.89**	**$ 9,751.56**	**$ 4,086.33**	**$ 2,043.17**		**$ 12,948.88**	**$ 9,751.56**	**$ 3,197.32**	**$ 1,598.66**		
Vision Plan		Guardian Vision Plan					Guardian Vision Plan					
Employee Only	180	$ 8.32	$ 8.32	$ -	$ -	100.0%	$ 8.32	$ 8.32	$ -	$ -	100.0%	$ -
Employee + Spouse	33	$ 15.81	$ 8.32	$ 7.49	$ 3.75	52.6%	$ 15.81	$ 8.32	$ 7.49	$ 3.75	52.6%	$ -
Employee + Child(ren)	23	$ 16.64	$ 8.32	$ 8.32	$ 4.16	50.0%	$ 16.64	$ 8.32	$ 8.32	$ 4.16	50.0%	$ -
Family	26	$ 24.46	$ 8.32	$ 16.14	$ 8.07	34.0%	$ 24.46	$ 8.32	$ 16.14	$ 8.07	34.0%	$ -
Monthly Total	**262**	**$ 3,038.01**	**$ 2,179.84**	**$ 858.17**	**$ 429.09**		**$ 3,038.01**	**$ 2,179.84**	**$ 858.17**	**$ 429.09**		
MONTHLY TOTAL		**$ 182,575**	**$ 146,963**	**$ 35,612**	**$ 35,612**		**$ 187,925**	**$ 147,351**	**$ 40,574**	**$ 40,574**		
ANNUAL TOTAL		**$ 2,190,905**	**$ 1,763,561**	**$ 427,344**	**$ 427,344**		**$ 2,255,104**	**$ 1,768,217**	**$ 486,887**	**$ 486,887**		

Notes & Assumptions

Community Action Partnership of Madera County

Medical HMO Plan Comparison and Cost Analysis

Plan Year January 1, 2026

	CURRENT / RENEWAL
Carrier Name	**Kaiser**
Plan Type	**Traditional HMO**
Plan Name	**Kaiser HMO 15**
MEDICAL BENEFITS	
Lifetime Maximum	Unlimited
Deductible	
Individual	$0
Family	$0
Out of Pocket Maximum	
Individual	$1,500
Family	$3,000
Professional Services	
Office Visit Copay	$15 copay
Specialist Copay	$15 copay
Hospital Services	
Inpatient	$250 per admission
Laboratory	No Charge
Advanced Imaging	No Charge
Emergency Room	$50 copay
Urgent Care	$15 copay
Prescription Drugs	
Retail	$15/$30/$30-100 day
Mail Order	$15/$30/$30-100 day

RATES	CURRENT / RENEWAL	
Rate Guarantee	1 Year	
Rates	CURRENT	RENEWAL
Employee Only	$977.72	$994.98
Employee + Spouse	$2,238.98	$2,278.50
Employee + Child(ren)	$1,740.34	$1,771.06
Family	$3,050.49	$3,104.34

Community Action Partnership of Madera County

Medical HMO Plan Comparison and Cost Analysis

Plan Year January 1, 2026

	CURRENT / RENEWAL
Carrier Name	**Kaiser**
Plan Type	**HMO-XD 500**
Plan Name	**Kaiser HMO 20A**
MEDICAL BENEFITS	
Lifetime Maximum	Unlimited
Deductible	
Individual	$500
Family	$1,000
Out of Pocket Maximum	
Individual	$3,000
Family	$6,000
Professional Services	
Office Visit Copay	$20 copay
Specialist Copay	$20 copay
Hospital Services	
Inpatient	20% A.D.
Laboratory	$10/encounter A.D.
Advanced Imaging	20% A.D. ($50 max)
Emergency Room	20% A.D.
Urgent Care	$20 copay
Prescription Drugs	$100 Brand Ded.
Retail	$10 (no Ded)/$30/$30 A.D.
Mail Order	$10 (no Ded)/$30/na

RATES	CURRENT / RENEWAL	
Rate Guarantee	1 Year	
Rates	**CURRENT**	**RENEWAL**
Employee Only	$828.43	$889.73
Employee + Spouse	$1,897.10	$2,037.48
Employee + Child(ren)	$1,474.60	$1,583.72
Family	$2,584.69	$2,775.96

Notes & Assumptions

This information is intended as a summary only, benefits may contain limitations and exclusions. Actual benefits cannot be guara

Community Action Partnership of Madera County

Medical HMO Plan Comparison and Cost Analysis

Plan Year January 1, 2026

	CURRENT / RENEWAL
Carrier Name	**Kaiser**
Plan Type	**HMO-XD 1500**
Plan Name	**Kaiser HMO 20B**
MEDICAL BENEFITS	
Lifetime Maximum	Unlimited
Deductible	
Individual	$1,500
Family	$3,000
Out of Pocket Maximum	
Individual	$4,000
Family	$8,000
Professional Services	
Office Visit Copay	$20 copay
Specialist Copay	$20 copay
Hospital Services	
Inpatient	20% A.D.
Laboratory	$10/encounter A.D.
Advanced Imaging	20% A.D. ($50 max)
Emergency Room	20% A.D.
Urgent Care	$20 copay
Prescription Drugs	
Retail	$10/$30/$30/20% to $150 max
Mail Order	$20/$60/$60

RATES	CURRENT / RENEWAL	
Rate Guarantee	1 Year	
Rates	**CURRENT**	**RENEWAL**
Employee Only	$737.88	$789.87
Employee + Spouse	$1,689.74	$1,808.80
Employee + Child(ren)	$1,313.42	$1,405.97
Family	$2,302.18	$2,464.39

Notes & Assumptions

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benefits cannot be guaranteed in advance

Community Action Partnership of Madera County

Medical HMO Plan Comparison and Cost Analysis

Plan Year January 1, 2026

	CURRENT / RENEWAL
Carrier Name	**Kaiser**
Plan Type	**HMO CDO**
Plan Name	**Kaiser HMO 13858**
MEDICAL BENEFITS	
Lifetime Maximum	Unlimited
Deductible	
Individual	$5,500
Family	$11,000
Out of Pocket Maximum	
Individual	$7,500
Family	$15,000
Professional Services	
Office Visit Copay	$50 A.D.
Specialist Copay	$50 A.D.
Hospital Services	
Inpatient	40% A.D.
Laboratory	40% A.D.
Advanced Imaging	40% A.D.
Emergency Room	40% A.D.
Urgent Care	$50 A.D.
Prescription Drugs	
Retail	$15/40%/40% A.D.
Mail Order	$30/40% A.D.

RATES	CURRENT / RENEWAL	
Rate Guarantee	**1 Year**	
Rates	**CURRENT**	**RENEWAL**
Employee Only	$510.88	$520.53
Employee + Spouse	$1,169.91	$1,192.01
Employee + Child(ren)	$909.36	$926.54
Family	$1,593.94	$1,624.05

Notes & Assumptions

This information is intended as a summary only; benefits may contain limitations and exclusions. Actual ra
cannot be guarant

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Dental PPO Plan Comparison & Cost Analysis

Community Action Partnership of Madera County

		CURRENT / RENEWAL		
Carrier Name		**Self Funded Guardian**		
Plan Description		**Dental PPO**		
		Network		**Non-Network**
Deductible				
Individual		$25		
Family		$75		
Waived for Preventive		Yes		
Calendar Year Maximum		$2,000		
Rollover Benefit		Yes		
Diagnostic & Preventive		100%		100%
Office Visit		Once Every 6 Months		
Teeth Cleaning (Prophylaxis)		Covered		
Preventive X-Rays		Covered		
Fluoride Treatment		Covered		
Basic Services				
Includes: Fillings (Restorations), Fillings (Composite), Root Canals, Oral Surgery, Endodontic Services, Periodontic Services		80%		80%
Major Services				
Includes: Inlays, Onlays, Gold Fillings, Crowns, Prosthodontic Services, Full/Partial Dentures, Fixed Bridges, Implants		50%		50%
Orthodontia				
Eligibility		Adult & Children		
Benefit Percentage		50%		
Lifetime Maximum		$1,000		
Usual & Customary		Negotiated Rate		90% Percentile
COST ANALYSIS		**CURRENT**	**RENEWAL**	**NEGOTIATED RENEWAL**
FIXED COSTS		**1/1/2025**	**1/1/2026**	**1/1/2026**
Rate Guarantee		1 Year	1 Year	1 Year
Network Provider		**Guardian**	**Guardian**	**Guardian**
Dental Claims Administration	266	$5.09	$5.45	$5.09
Total Projected Fixed Costs		**$16,247**	**$17,385**	**$16,247**
PROJECTED PAID CLAIMS				
Projected Paid Claims (PEPM)	266	$43.59	$50.17	$43.59
Projected Paid Claims Annually		$139,139	$160,143	$139,139
Total Projected Paid Claims		**$139,139**	**$160,143**	**$139,139**
TOTAL PROJECTED COSTS				
Total Projected Fixed Costs		$16,247	$17,385	$16,247
Total Projected Paid Claims		$139,139	$160,143	$139,139
Total Projected Costs		**$155,387**	**$177,527**	**$155,387**
Comparison to Current, Dollars			**$22,141**	**$0**
Comparison to Current, Percentage			**14.2%**	**0.0%**
FULLY INSURED EQUIVALENT RATES		**CURRENT**	**RENEWAL**	**NEGOTIATED**
Monthly Rates				
Employee Only	172	$36.66	$39.19	$36.66
Employee + Spouse	31	$73.89	$78.99	$73.89
Employee + Child(ren)	27	$58.38	$62.41	$58.38
Family	36	$101.82	$108.85	$101.82
Total Projected Costs		**$166,055**	**$177,527**	**$166,055**
Comparison to Current, Dollars			$11,473	$0
Comparison to Current, Percentage			6.9%	0.0%

Vision Plan Comparison & Cost Analysis

Plan Year January 1, 2026

	CURRENT / RENEWAL		NEGOTIATED RENEWAL	
Carrier Name	**Guardian**		**Guardian**	
Plan Type	**VISION**		**VISION**	
Vision Network	**VSP**		**VSP**	
	Network	**Non-Network**	**Network**	**Non-Network**
Annual Copayment				
Examination	$0 copay		$0 copay	
Contact Lens Examination (Fitting & Evaluation)	Standard - up to $40 copay Premium - 10% off retail		Standard - up to $40 copay Premium - 10% off retail	
Materials (*Lenses, Frames, or Contacts*)	$0 copay		$0 copay	
Examinations				
Duration	Every 12 months		Every 12 months	
Benefit	Paid In-Full after copay	up to $39 allowance	Paid In-Full after copay	up to $39 allowance
Retinal Imaging	up to $39 allowance	Not Applicable	up to $39 allowance	Not Applicable
Lenses				
Duration	Every 12 months		Every 12 months	
Single Vision	Paid In-Full after copay	up to $23 allowance	Paid In-Full after copay	up to $23 allowance
Bifocal Vision	Paid In-Full after copay	up to $37 allowance	Paid In-Full after copay	up to $37 allowance
Trifocal Vision	Paid In-Full after copay	up to $49 allowance	Paid In-Full after copay	up to $49 allowance
Lenticular	Paid In-Full after copay	up to $64 allowance	Paid In-Full after copay	up to $64 allowance
Lens Enhancements	Available at additional cost		Available at additional cost	
Discount Services	Available	Not Available	Available	Not Available
Contact Lenses in Lieu of Frames & Lenses				
Duration	Every 12 months		Every 12 months	
Benefit				
Medically Necessary	Paid In-Full	up to $210	Paid In-Full	up to $210
Cosmetic/Convenience	up to $150	up to $100	up to $150	up to $100
Discount Services	Available	Not Available	Available	Not Available
Frames				
Duration	Every 24 months		Every 24 months	
Frame Allowance	$150-$175 Frame Allow	up to $46	$150-$175 Frame Allow	up to $46
Discount Services	Available	Not Available	Available	Not Available

COST ANALYSIS		**Guardian**		**Guardian**
Effective Date		**1/1/2025**	**1/1/2026**	**1/1/2026**
Rate Guarantee		**1 Year**	**1 Year**	**2 Year**
Rates:	**CENSUS**	**CURRENT**	**RENEWAL**	**NEGOTIATED RENEWAL**
Employee Only	180	$8.32	$8.82	$8.32
Employee + Spouse	33	$15.81	$16.76	$15.81
Employee + Child(ren)	23	$16.64	$17.64	$16.64
Family	26	$24.46	$25.93	$24.46
PROJECTED MONTHLY TOTAL	**262**	**$3,038**	**$3,220**	**$3,038**
PROJECTED ANNUAL TOTAL		**$36,456**	**$38,643**	**$36,456**
Comparison To Current Annualized:				
Dollar			**$2,187**	**$0**
Percent			**6.0%**	**0.0%**
Comparison To Renewal Annualized:				
Dollar				**($2,187)**
Percent				**-5.7%**

Life and AD&D Plan Comparison & Cost Analysis

Plan Year January 1, 2026

	CURRENT / RENEWAL		NEGOTIATED RENEWAL
Carrier Name	**Guardian**		**Guardian**
Plan Type	**LIFE & AD&D**		**LIFE & AD&D**
Benefit			
Maximum Benefit	$50,000		$50,000
Guaranteed Issue	$50,000		$50,000
Minimum Benefit	$50,000		$50,000
Definition of Earnings	Basic annual earnings, excluding commissions, bonuses, overtime pay and other pay or fringe benefits.		Basic annual earnings, excluding commissions, bonuses, overtime pay and other pay or fringe benefits.
Age Reduction Schedule	Benefits reduce 35% at age 70, an additional 50% at 75. Benefits cease at retirement.		Benefits reduce 35% at age 70, an additional 50% at 75. Benefits cease at retirement.
Actively at Work	Applies		Applies
Waiver of Premium	Disabled for 9 months or life expectancy of 12 months or less.		Disabled for 9 months or life expectancy of 12 months or less.
Conversion/Portability	Yes		Yes
Accelerated Benefit - Life Benefit Insurance Only	Yes - an advanced payment of 75% of the benefit amount, plan amount maximum, if life expectancy is 12 months or less.		Yes - an advanced payment of 75% of the benefit amount, plan amount maximum, if life expectancy is 12 months or less.
Repatriation	N/A		N/A
Automobile Accident Benefit - AD&D Benefit Only	Seat Belt benefit up to $10,000. Airbag benefit up to $15,000.		Seat Belt benefit up to $10,000. Airbag benefit up to $15,000.
Exclusions	Special Note: Refer to policy for the complete policy exclusions.		Special Note: Refer to policy for the complete policy exclusions.
COST ANALYSIS	**Guardian Group Life/AD&D**		**Guardian Group Life/AD&D**
Effective Date	**1/1/2025**	**1/1/2026**	**1/1/2026**
Rate Guarantee	**1 Year**	**1 Year**	**1 Year**
Rates per $1,000 Volume:	**CURRENT**	**RENEWAL**	**NEGOTIATED RENEWAL**
Life	**$0.121**	**$0.131**	**$0.121**
AD&D	**$0.015**	**$0.015**	**$0.015**
Volume	**$14,950,000**	**$14,950,000**	**$14,950,000**
PROJECTED MONTHLY TOTAL 299	**$2,033**	**$2,183**	**$2,033**
PROJECTED ANNUAL TOTAL	**$24,398**	**$26,192**	**$24,398**
Comparison To Current Annualized:			
Dollar		1,794.00	0.00
Percent		7.4%	0.0%
Comparison To Renewal Annualized:			
Dollar			(1,794.00)
Percent			-6.8%

Telemedicine Plan Comparison & Cost Analysis

Plan Year January 1, 2026

		CURRENT / RENEWAL	CURRENT / RENEWAL
Carrier Name		**HealthiestYou**	**HealthiestYou**
Plan Type		**Telemedicine - BASE Plan**	**Telemedicine - COMPLETE Plan**
Benefits			
Traditional Nurse Line		Yes	Yes
Doctor by phone		Yes	Yes
Doctor online		Yes	Yes
Prescribe medication by phone		Yes	Yes
Prescribe medication by online		Yes	Yes
myStrength Complete		No	**Yes**
Dermatology		No	**Yes**
Neck & Back Care		No	**Yes**
Nutrition		No	**Yes**
Appointment Availability		24/7/365	24/7/365
Cost Analysis	**Census**	**HealthiestYou**	**HealthiestYou**
Effective Date		**1/1/2025** **1/1/2026**	**1/1/2026**
Rate Guarantee		**1 Year** **1 Year**	**1 Year**
Rates:		**CURRENT / RENEWAL**	**CURRENT / RENEWAL**
Employee Only	33	$8.00	13 $15.50
Employee + Spouse	0	$8.00	0 $15.50
Employee + Child(ren)	0	$8.00	0 $15.50
Family	0	$8.00	0 $15.50
PROJECTED MONTHLY TOTAL	**33**	**$264.00**	**$201.50**
PROJECTED ANNUAL TOTAL		**$3,168.00**	**$2,418.00**

Medical Plan Affordability Analysis

Plan Year January 1, 2026

Under the Affordable Care Act (ACA), large employers are required to not only offer minimum essential coverage to all full time employees, but also make that coverage of minimum value and affordable. An employer's health coverage is considered "Affordable" if the employee's required contribution to at least one minimum value plan does not exceed a certain percentage (affordability percentage) of the employee's household income for the taxable year. Because an employer generally will not know an employee's household income, the IRS has provided three affordability safe harbors that employers may use to determine affordability based on information that is available to them. These safe harbor methods are the Rate of Pay Safe Harbor Method, the W2 Safe Harbor Method, and the Federal Poverty Line Safe Harbor Method.

LOWEST COSTING MEDICAL PLAN (FOR EACH CLASS OR AREA)	RENEWAL RATES	EMPLOYER MONTHLY CONTRIBUTIONS	EMPLOYEE MONTHLY CONTRIBUTIONS	RATE OF PAY SAFE HARBOR	W2 SAFE HARBOR	Federal Poverty Line Safe Harbor
				The Affordability Percentage for 2025 is 9.02%		
MEDICAL PLANS						
Kaiser: Kaiser HMO 15						
Employee Only	$994.98	$740.00	$254.98	Affordability Threshold **$175.89** **Plan is unaffordable by the Rate of Pay Safe Harbor**	Affordability Threshold **$225.50** **Plan is unaffordable by the W2 Safe Harbor**	Affordability Threshold **$117.64** **Plan is unaffordable by the FPL Safe Harbor**
Safe Harbor Recommendation						
RATE OF PAY SAFE HARBOR Plan affordability is based on your lowest wage earner's rate of pay, in which the employee contribution may not exceed 9.02% of the computed monthly wages (employees hourly rate of pay x 130 hours x 9.02%) for the 2025 tax year.				Assumes the lowest hourly wage is $15.00/hour	Assumes the lowest annual salary (including tips, commission, and bonuses) is $30,000	The Federal Poverty Line for 2025 is $15,650
Kaiser: Kaiser HMO 20A						
Employee Only	$889.73	$740.00	$149.73	Affordability Threshold **$175.89** Plan is affordable by the Rate of Pay Safe Harbor	Affordability Threshold **$150.33** Plan is affordable by the W2 Safe Harbor	Affordability Threshold **$117.64** **Plan is unaffordable by the FPL Safe Harbor**
Safe Harbor Recommendation						
RATE OF PAY SAFE HARBOR Plan affordability is based on your lowest wage earner's rate of pay, in which the employee contribution may not exceed 9.02% of the computed monthly wages (employees hourly rate of pay x 130 hours x 9.02%) for the 2025 tax year.				Assumes the lowest hourly wage is $15.00/hour	Assumes the lowest annual salary (including tips, commission, and bonuses) is $20,000	The Federal Poverty Line for 2025 is $15,650
Kaiser: Kaiser HMO 20B						
Employee Only	$789.87	$740.00	$49.87	Affordability Threshold **$175.89** Plan is affordable by the Rate of Pay Safe Harbor	Affordability Threshold **$225.50** Plan is affordable by the W2 Safe Harbor	Affordability Threshold **$117.64** Plan is affordable by the FPL Safe Harbor
Safe Harbor Recommendation						
RATE OF PAY SAFE HARBOR Plan affordability is based on your lowest wage earner's rate of pay, in which the employee contribution may not exceed 9.02% of the computed monthly wages (employees hourly rate of pay x 130 hours x 9.02%) for the 2025 tax year.				Assumes the lowest hourly wage is $15.00/hour	Assumes the lowest annual salary (including tips, commission, and bonuses) is $30,000	The Federal Poverty Line for 2025 is $15,650

Notes & Assumptions

- The chart above is an example of how this may be calculated. Please note, this has been prepared for educational and information purposes only. This is not legal advice or a legal opinion on any specific matter. Transmission of the information is not intended to create, and receipt does not constitute, a lawyer-client relationship between Heffernan Insurance Brokers and you. You should not act upon this information without seeking professional counsel.

Important Information & Disclosures

EXHIBIT A

DISCLAIMER

This information is intended as a summary only; benefits may contain limitations and exclusions. Actual rates and benefits are based on actual enrollment, insurer-specific underwriting guidelines, utilization and must be approved by the insurer. Rates and benefits cannot be guaranteed in advance and are subject to change by the insurer without notice.

A. **ADMINISTRATIVE SUPPORT:** HEFFERNAN INSURANCE BROKERS (HEFFERNAN) MAY CONTRACT WITH A THIRD PARTY WHO WILL HAVE ACCESS TO PROTECTED HEALTH INFORMATION TO ACCOMPLISH ADMINISTRATIVE TASKS AND PROJECT WORK ON BEHALF OF THE CLIENT AND HEFFERNAN.

B. **COMMISSIONS AND COMPENSATION.** THE INSURER, INTERMEDIARY BROKER, AND/OR VENDOR THAT UNDERWRITES YOUR POLICY GENERALLY PAYS OUR FIRM A SALES COMMISSION. FOR OUR EFFORTS, WE ARE COMPENSATED PRIMARILY BY STANDARD COMMISSIONS. STANDARD COMMISSIONS ARE BASED ON THE COMMISSION SCHEDULES DEVELOPED BY EACH INSURANCE COMPANY, INTERMEDIARY BROKER, AND/OR VENDOR AND CALCULATED AS A PERCENTAGE OF THE PREMIUM. THIS COMMISSION PERCENTAGE IS SET BY THE ABOVE, NOT BY US, AND IS INCLUDED AS PART OF THE INSURANCE PREMIUM YOU PAY.

C. **INCENTIVE COMPENSATION.** WE MAY ALSO RECEIVE COMPENSATION THROUGH INCENTIVE OR PROFIT-SHARING ARRANGEMENTS WITH INSURANCE COMPANIES, INTERMEDIARY BROKERS, AND/OR VENDORS WITH WHICH WE PLACE BUSINESS. ELIGIBILITY FOR AND THE AMOUNT OF CONTINGENCY COMPENSATION IS BASED ON PRE-ESTABLISHED THRESHOLDS THAT CONSIDER THE OVERALL PROFITABILITY OF THE BUSINESS WE PLACE WITH THEM AND OTHER FACTORS. THIS INCENTIVE COMPENSATION IS NEVER TIED TO ANY INDIVIDUAL POLICYHOLDER, AND THERE IS NO MEANINGFUL METHOD TO DETERMINE IN ADVANCE THE IMPACT THAT ANY PARTICULAR POLICY HAS ON THESE PAYMENTS. IF IN A GIVEN YEAR OUR FIRM DOES NOT MEET THE PROFITABILITY THRESHOLDS OUTLINED ABOVE, WE ARE NOT ELIGIBLE FOR ANY INCENTIVE COMPENSATION

Carrier Financial Ratings

Plan Year January 1, 2026

Each state's Department of Insurance (DOI) is charged with the responsibility to monitor and review the financial stability of all insurance companies operating within their state In addition to the DOI, there are many agencies that also provide input regarding the financial stability of insurance companies, including A.M. Best, Standard & Poors, Moodys and Weiss Ratings.

By utilizing information provided by A.M. Best, Weiss Rating and the DOI, it is the goal of Heffernan Insurance Brokers (HIB) to avoid placing our clients with an insurance company of questionable financial or managerial integrity. A.M. Best evaluates insurance companies on the basis of general management and assigns one of nine ratings:

A++ and A+	**Superior**	C++ and C+	**Fair**
A and A-	**Excellent**	C and C-	**Marginal**
B++ and B+	**Very Good**	D	**Below Minimum Standards**
B and B-	**Good**	E	**Under State Supervision**
		F	**In Liquidation**

For the tracking of HMO companies and those companies who are not rated by A.M. Best, HIB uses Weiss Ratings. Weiss Ratings track the financial safety of over 1,700 U.S. health insurance companies, including over 700 HMOs and all Blue Cross Blue Shields plans. Weiss Ratings issue safety ratings based on their analysis' review of publicly available information, supplemented by data collected directly from the companies themselves.

It is the policy of HIB to discourage the use of insurance carriers whose A.M. Best ratings and Weiss ratings are less than B+. However, in the interest of providing our clients insurance consistent with your needs and requirements, sometimes this is unavoidable. If you are offered a company with lower that a B+ rating, HIB will only be able to use this carrier with approval from you, and will request you provide this authorization in writing.

Carriers Illustrated In This Report

CARRIER NAME	RATING	RATING COMPANY	DATE OF RATING
Guardian	A++	AM Best	07/24/24
Kaiser Permanente	A+	Weiss Rating	12/31/19

Broker Compensation Disclosure

EXHIBIT B

Below is a list of the core services that Heffernan Insurance Brokers standardly offers to their Employee Benefits clients. The services provided to each client may vary based on the size of the group, market segment, complexity of plan offerings, and scope of relationship. Please note that in performing these services, Heffernan Insurance Brokers is NOT acting as a "fiduciary" for the Plan (as that term is defined in Section 3(21) of ERISA).

Heffernan Insurance Brokers' Services

Strategic Planning
Exploration/development/confirmation of strategy for following Plan Year in context of business and HR strategies
Plan design and financial benchmarking analysis
Exploration of industry trends and all pertinent emerging issues
Analysis of current plans in the context of the strategy and benchmarks
Interface with client regarding alternatives, employee impact and appropriate designs

Vendor Management
Ongoing interface with vendors on issues relative to benefit plans, including management of overall vendor performance
Contract review and delivery; establishment and monitoring of appropriate vendor performance guarantees

Underwriting And Financial Support
Annual financial strategic planning & analysis of plan performance
Financial projections for employee contribution strategies and alternative benefit plan designs

Ongoing Claim Analysis
Quarterly claims monitoring and reporting of actual experience vs. projections/budgets
Review and analysis of carrier utilization reports

Renewal Negotiations And Analysis
Data driven renewal analysis and negotiation with applicable vendors
Executive summary report with results of negotiations and final rates/fees
Confirmation of vendor acceptance

Competitive Bidding And Placement Of Plans
Development of competitive Request for Proposals & analysis of proposals and summary of findings
Network discount comparison and analysis, if applicable
Decision making facilitation, in face meetings if applicable
Implementation support, as needed, for new vendors

Alternative Funding Options
Strategic discussion concerning financial targets, plan design and overall objectives
Verification of carriers plan design impact, pricing projections and contribution settings

Form 5500 Filings
Preparation of Health and Welfare Form 5500 for Client signature and filing and Summary Annual reports for distribution to employees (as needed).

Day-To-Day Assistance
Assist Client/Partner with claim problems, billing questions, policy interpretations and other insurer/vendor issues
Assistance with claim resolution/employee advocacy issues
Tracking of open service issues and management of carrier resolution
Maintenance/creation of current policy summary of benefits, contracts, SBCs, etc.
Employee Handbook, contract and Summary Plan Description, etc. review
Annual enrollment meeting support/coordination

Legal Compliance Support And Legislative Updates
Access to MyWave, Heffernan's website, including research capabilities, self-help tools and forms
Periodic updates on Legislations that would impact Client/Partners
Ad hoc access to Heffernan's legal professionals for general questions and research

Seminars And Ongoing Staff Training
Access to all Heffernan seminars, roundtables, executive forums and webcasts

Value Added Services
Employee call center through Heffernan with multilingual capabilities
Employee compensation benefit statements
Newsletter Series – employee communication materials
Employee Benefits Communication pieces, customized to client partners' specific needs (to be determined)
Mineral (Formerly ThinkHR) a telephone support service for client partners offering immediate access to PHR/SHPR certified professionals. Calls receive assistance from a consultant, followed by written documentation of the issue discussed.

draft

Community Action Partnership of Madera County
1/1/2026 - 12/31/2026
Medical/Telemedicine/Dental/Vision/Life/EAP Benefits
Rate Plan Summary

Plan Type	KAISER PLAN HMO15 (AccuFund KAI)	KAISER PLAN HMO20A (AccuFund KAL)	KAISER PLAN HMO20B (AccuFund KAC)	KAISER PLAN DHMO13858 (AccuFund KDH)	Healthiest You Voluntary Telemedicine Plan	Guardian Dental	Guardian Vision	Guardian Life / EAP
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Standard / Bundle (AccuFund BEMPLOYEE)	*Deductible*	Network / Non-Network	*Benefit*
Annual Deductible						Individual $25	*Exam*	Employee $ 50,000.00
Individual	$0	$500	$1,500	$5,500	Doctor by phone	Family $75	Duration Every 12 months	Dependent $ 2,000.00
Family	$0	$1,000	$3,000	$11,000	Doctor online		Benefit $0 copy / up to $39 allowance	
Out-of-Pocket Maximum					Prescribe medication by phone	*Calendar Year Maximum*		*Reduction Schedule*
Individual	$1,500	$3,000	$4,000	$7,500	Prescribe medication online	$2,000	*Lenses*	Reduce 35% at age 70 - 74
Family	$3,000	$6,000	$8,000	$15,000	Available 24 / 7 / 365		Duration Every 12 months	Reduce 50% at age 75. Benefits cease.
Professional						*100% Diagnostic & Preventive*	Single $0 copy / up to $23 allowance	
Primary	$15 copay	$20 copay	$20 copay	$50 (after ded.)	Enhanced clinical service	Office Visit 2x per year	Bifocal $0 copay / up to $37 allowance	*Actively at Work*
Specialist	$15 copay	$20 copay	$20 copay	$50 (after ded.)	Expert Medical Services	Teeth Cleaning Covered	Trifocal $0 copay / up to $49 allowance	Applies
Preventive Care					(2nd opinions, critical case support)	X-Rays Covered		
Baby	$0 copay	$0 copay	$0 copay	$0 copay	MyStrength Complete	Fluoride Treatment Covered	*Contact Lenses in lieu of glasses*	*Conversion/Portability*
Adult	$0 copay	$0 copay	$0 copay	$0 copay	Mental Health Care in:		Duration Every 12 months	Yes
Eye Refraction & Hearing Test	$0 copay	$0 copay	$0 copay		*Digitial	*80% Basic Services*	Medically Necessary pay in-full / up to $210	
Hospital Services					*Psychiatrist (evaluation)	Fillings Covered	Cosmetic/Convenience $150 / $150	*Auto Accident Benefit*
Inpatient	$250 per admission	20% after deductible	20% after deductible	40% after deductible	*Ongoing Psychiatrist	Root Canals Covered	15% off balance over $150	Seat belt and air bag benefit equals $10,000 or 10% of the principal sum, whichever is less.
Outpatient	$15 copay per procedure	20% after deductible	20% after deductible	40% after deductible	*Psychologist	Oral Surgery Covered		
Urgent Care	$15 copay	$20 copay	$20 copay	$50 (after ded.)	Dermatology	Endodontic Services Covered		
Emergency Room	$50 copay; Waived if admitted	20% after deductible Waived if admitted	20% after deductible Waived if admitted	40% after deductible Waived if admitted	Neck and Back Care	Periodontics Services Covered		
					Nutrition			
Lab & X-Ray						*50% Major Services*	*Frames*	*Employee Assistance Program*
Diagnostic Lab	No Charge	$10 copay per encounter (after deductible)	$10 copay per encounter (after deductible)	40% after deductible		Inlays, Onlays, Gold Fillings, Crowns, Prosthodontic Services, Full/Partial Dentures, Fixed Bridges, Implants	Duration Every 24 months	3 sessions per incident per household member annually. Current: Uprise Health
X-Ray	No Charge	$10 copay per encounter (after deductible)	$10 copay per encounter (after deductible)	40% after deductible			Benefit $150 / up to $46	www.guardianlife.com/eap
Advanced Imaging; CT, PET, MRI	No Charge	20% coinsurance(after deductible), up to $50 max per procedure	20% coinsurance(after deductible), up to $50 max per procedure	40% after deductible			20% off balance over $150	24 / 7 / 365 Phone Services
Durable Medical Equipment	20%	20%	20%	40%				One 30 minutes legal consultation per each separate legal matter.
Maternity						*Orthodontia*		Financial consultation on budgeting, credit, and financial guidance.
Office Visits	No Charge	No Charge	No Charge	No Charge		Lifetime Maximum $1,000		Multilingual interpreter services via AT&T Language line.
Hospitalization	$250 per admission	20% after deductible	20% after deductible	40% after deductible				
Mental Health & Chemical Dependency								
Inpatient	$250 per admission	20% after deductible	20% after deductible	40% after deductible				
Outpatient	$15 copay	$20 copay	$20 copay	$50 (after ded.)				
Mental Health Group Outpatient	$7 copay	$10 copay	$10 copay	$50 (after ded.)				
Chemical Dependency Group Outpa	$5 copay	$5 copay	$5 copay	$50 (after ded.)				
Telehealth								
Telephonic Visits	No Charge	No Charge	No Charge	No Charge				
Chiropractic								
Office Visits	Not Covered	Not Covered	Not Covered	Not Covered				
Prescription Drug Benefits								
Retail Supply Limit	Retail up to a 100 day supply	Retail up to a 100 day supply	Retail up to a 30 day supply	Retail up to a 30 day supply				
Tier 1: Generic	$15	$10	$10	$15				
Tier 2: Brand	$30	$30 (after deductible)	$30	40% up to $100 per Rx				
Tier 3: Typically Non-Preferred Bran	N/A	N/A	N/A	40% up to $100 per Rx				
Tier 4: Specialty Drugs	N/A	N/A	20% up to $150	40% up to $100 per Rx				
MONTHLY RATES								<70 / 70-74
Employee Only	$ 994.98	$ 889.73	$ 789.87	$ 520.53	$ 8.00 / $ 15.50	$ 36.66	$ 8.32	$ 6.80 / $ 4.42
Employee + Spouse	$ 2,278.50	$ 2,037.48	$ 1,808.80	$1,192.01	$ 8.00 / $ 15.50	$ 73.89	$ 15.81	$ 7.80 / $ 5.43
Employee + Child(ren)	$ 1,771.06	$ 1,583.72	$ 1,405.97	$ 926.54	$ 8.00 / $ 15.50	$ 58.38	$ 16.64	$ 7.80 / $ 5.43
Family	$ 3,104.34	$ 2,775.96	$ 2,464.39	$1,624.05	$ 8.00 / $ 15.50	$ 101.82	$ 24.46	$ 7.80 / $ 5.43
EMPLOYER'S MONTHLY CONTRIBUTION	$ 740.00	$ 740.00	$ 740.00	$ 740.00	$ - / $ -	$ 36.66	$ 8.32	$ 6.80 / $ 6.80
EMPLOYEE'S MONTHLY PORTION								
Employee Only	$ 254.98	$ 149.73	$ 49.87	$ -	$ 8.00 / $ 15.50	$ -	$ -	$ - / $ -
Employee + Spouse	$ 1,538.50	$ 1,297.48	$ 1,068.80	$ 452.01	$ 8.00 / $ 15.50	$ 37.23	$ 7.49	$ 1.00 / $ -
Employee + Child(ren)	$ 1,031.06	$ 843.72	$ 665.97	$ 186.54	$ 8.00 / $ 15.50	$ 21.72	$ 8.32	$ 1.00 / $ -
Family	$ 2,364.34	$ 2,035.96	$ 1,724.39	$ 884.05	$ 8.00 / $ 15.50	$ 65.16	$ 16.14	$ 1.00 / $ -
EMPLOYEE'S PORTION PER PAY PERIOD (24 pay periods per year)								
Employee Only	$ 127.49	$ 74.87	$ 24.94	$ -	$ 4.00 / $ 7.75	$ -	$ -	$ - / $ -
Employee + Spouse	$ 769.25	$ 648.74	$ 534.40	$ 226.01	$ 4.00 / $ 7.75	$ 18.62	$ 3.75	$ 0.50 / $ -
Employee + Child(ren)	$ 515.53	$ 421.86	$ 332.99	$ 93.27	$ 4.00 / $ 7.75	$ 10.86	$ 4.16	$ 0.50 / $ -
Family	$ 1,182.17	$ 1,017.98	$ 862.20	$ 442.03	$ 4.00 / $ 7.75	$ 32.58	$ 8.07	$ 0.50 / $ -

Report to the Board of Directors

Agenda Item Number: E-6

Board of Directors Meeting for: October 9, 2025

Author: Jennifer Coronado

DATE: October 1, 2025

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Transitional Housing (XH) Program application due October 20, 2025, for the program period January 1, 2026, to December 31, 2026.

I. RECOMMENDATION:

Consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate 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, 2026, to December 31, 2026, 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 lets victims choose the course that best fits their needs.

IV. FINANCING:

The total project costs are $135,000 comprised of the following:
2025 VCGF: $59,001
2025 VOCA: $75,999

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

Report to the Board of Directors

Agenda Item Number: E-7

Board of Directors Meeting for: October 9, 2025

Author: Jennifer Coronado

DATE: October 1, 2025

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Victim Witness Assistance (VW) Program

I. RECOMMENDATION:

Review and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES) due October 20, 2025, to operate the Victim Witness Assistance Program from October 1, 2025, through September 30, 2026, including any extensions and/or amendments during the funding period.

II. SUMMARY:

The purpose of the VW Program is to maintain Victim Witness Assistance Centers and provide comprehensive services to victims and witnesses of all types of violent crimes, pursuant to California Penal Code §13835, in each of California's 58 counties.

III. DISCUSSION:

The services provided under the VW Program include, but are not limited to, information about victims' rights (Marsy's Law), orientation to the criminal justice system, crisis intervention, emergency assistance, court accompaniment, case status/disposition, victim compensation claim assistance, counseling, property return, notification to family/friends/employers, resource and referral assistance, restitution assistance upon request of the victim, community outreach and public presentations.

IV. FINANCING:

The budget for this item is still under development and will be presented to the Board of Directors at the October 9, 2025, regular meeting.
The total project costs are $435,577, comprised of the following:
2025 VOCA: $231,619
2025 VCGF: $179,783
2025 VWAO: $24,175

Report to the Board of Directors

Agenda Item Number: E-8

Board of Directors Meeting for: October 9, 2025

Author: Jennifer Coronado

DATE: October 1, 2025

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and consider authorizing the Executive Director to submit the grant application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program due October 17, 2025, for the program period October 1, 2025 to September 30, 2026.

I. RECOMMENDATION:

Review and consider authorizing the Executive Director to sign and submit the application to the California Office of Emergency Services (Cal OES), to support the Domestic Violence Assistance (DV) Program, including any extensions and/or amendments during the funding period.

II. SUMMARY:

The grant application submitted to the California Office of Emergency Services (Cal OES) for the purpose of the DV Program is to operate and maintain Domestic Violence Assistance Program. The goal of the DV Program is to provide local assistance for comprehensive support services to existing domestic violence providers, including emergency shelter to victims/survivors of domestic violence and their children.

III. DISCUSSION:

The services provided under the DV Program include, but are not limited to, maintain the 24-hotline, crisis intervention, individual and peer group counseling, emergency shelter for victims and their children, emergency food and clothing, court accompaniment, advocacy, transportation, and household establishment assistance.

IV. FINANCING:

The total project costs are $539,465 comprised of the following:
2025 VOCA: $122,836
2025 VCGF: $112,164
2025 DVPO: $198,097
2025 FVPS $106,368

Report to the Board of Directors

Agenda Item Number: E-9

Board of Directors Meeting for: October 9, 2025

Author: Jennifer Coronado

DATE: October 1, 2025

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review an consider authorizing the Executive Director to submit the grant application the California Office of Emergency Services (CalOES), to support the Rape Crisis (RC) Program due October 10, 2025, for the program period October 1, 2025, to September 30, 2026.

I. RECOMMENDATION:

Review and consider authorizing the Executive Director to submit the grant application to the California Office of Emergency Services (CalOES), to support the Rape Crisis (RC) Program, including any extensions and/or amendments during the funding period.

II. SUMMARY:

The grant application to the California Office of Emergency Services (CalOES) for the purpose of the RC Program is to operate and maintain Rape Crisis Program. The goal of the RC Program is to reduce the level of trauma experienced by sexual assault survivors through the provision of comprehensive and supportive services.

III. DISCUSSION:

The services provided under the RC Program include, but are not limited to, maintaining the 24-hotline, crisis intervention, follow-up services, survivor rights, individual counseling, accompaniment, advocacy, community education, information, and referral.

IV. FINANCING:

The total project costs are $340,289 comprised of the following:
VOCA 2025: $153,430
2025 RCP5: $15,620
VCGF 2025: $171,239

Report to the Board of Directors

Agenda Item Number: E-10

Board of Directors Meeting for: October 9, 2025

Author: Sydney Boolootian

DATE: October 9, 2025

TO: Board of Directors

FROM: Sydney Boolootian, CAPMC CAC Worker/Forensic Interviewer

SUBJECT: Child Advocacy Center (CAC) Strategic Plan 2025-2030

I. RECOMMENDATIONS

Review and consider approving the updated CAC Strategic Plan 2025-2030.

II. SUMMARY

The purpose of the CAC Strategic Plan is to ensure the long-term viability of the organization. The CAC needs to update the plan that addresses programmatic and operational needs. The strategic plan is actively implemented and monitored by CAC Case Worker and CAPMC Victim Services Manager.

III. DISCUSSION

The need to update the CAC Strategic Plan arose from the current strategic plan expiring in 2024. In addition, CAPMC CAC has the National Children's Alliance Reaccreditation Site Review on Wednesday, October 22, 2025. The National Children's Alliance standards require the updated CAC Strategic Plan for 2025-2030 to be reviewed and approved by the Board of Directors.

The CAC Strategic Plan 2025-2030 will be distributed at the Board of Directors meeting.

IV. FINANCING:

None

MADERA COUNTY
CHILD ADVOCACY CENTER
STRATEGIC PLAN 2025-2030

Strategic Plan Vision: Madera County children and families experiencing child abuse will have access to quality services in a safe and child–focused setting.

Completed March 2025, will reassess once a year

Goal 1: Review and Discuss Interagency Agreements



Review of interagency agreements occurring twice a year providing evidence-supported, trauma-focused services to children at the CAC:

- Services will be made available on-site by scheduled appointment
- Evidence-supported treatment will be appropriate for the child client

Completed in 2025, assessed yearly

Goal 2: Provide a Child-Focused Setting



Provide a child-focused setting that is safe, private, and comfortable for diverse populations of children and families at all times.

- CAC will be designed to create a welcoming, warm, and safe environment for all clients
- CAC is convenient and accessible to all clients and to the multidisciplinary team members
- CAC is considered a restricted area to all staff not part of the CAC/multidisciplinary team

To be completed March 18th, 2026

Goal 3:Secure Funding



Secure funding for the Child Advocacy Center to ensure that the CFIT continues to have a location to operate and serve the alleged children victims of Madera County:

- Submit reports quarterly for KC grant funding
- Financial planning occurs once a year for CAC
- identify and secure funding sources to ensure all children continue having access to the multidisciplinary team members and approach

Will be completed on a month to month until 2030

Goal 4: Continue to Foster Relationships with MDT Members



It is important that the CAC serves as a comfortable environment for MDT Members who come into the center :

- Continue ongoing communication with MDT Members
- Case review held monthly to ensure information sharing among team members

Report to the Board of Directors

Agenda Item Number: E-11

Board of Directors Meeting for: October 9, 2025

Author: Maritza Gomez-Zaragoza

DATE: October 1, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Year 3 Head Start grant contract #90-CM-9866/03. 2026-2027 Madera Migrant/Seasonal Head Start funding Grant Budget to serve Madera County Migrant/Seasonal Children and Families.

I. RECOMMENDATION:

Review and consider approving the submission of the Community Action Partnership of Madera County's 2026-2027 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 to be distributed during the Policy Committee Meeting.

II. SUMMARY:

On August 25, 2025, CAPMC received our annual Funding Guidance Letter from Central California Migrant/Seasonal Head Start to submit the following budgets by October 3, 2025 with an extension to submit PC and Board approval:

Basic Funds	$6,303,222
T/TA Funds	$ 30,177
Non-Federal Share	$1,583,350
Total Allocation	$7,916,749

III. DISCUSSION:

- Funded enrollment of 479 children's slots for the program year.
- 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.
- T&TA funds provide training and technical assistance to Head Start staff during pre-service. Provide Leadership training for staff and Parent Education training.
- Non-Federal Share budget is 25% of total Basic and T/TA budgets.
- Administrative costs maximum budget is 9.5% of total allocation. Administrative costs are inclusive of Basic funds. Indirect rate approved at 9.1%.
- Policy Committee to review the Basic, T&TA, and Non-Federal Share budgets on October 7, 2025 for approval.

- The 2026-2027 Madera Migrant/Seasonal Head Start funding Grant Budget will be presented to the Policy Committee for review and approval on October 7, 2025.

IV. <u>FINANCING</u>: Significant - $6,303,222 and $1,583,350 Non-Federal Share

STANISLAUS COUNTY OFFICE OF EDUCATION
CENTRAL CALIFORNIA MIGRANT HEAD START
MIGRANT HEAD START PROGRAMS
March 1, 2026 - February 28, 2027

Delegate Agency: Community Action Partnership of Madera County, Inc.

	Federal Resource 321/362 Combine MSHS	Federal Resource 320 T&TA MSHS	Fedral Resource Budget Total	Non-Federal Share Total	TOTAL Administrative Budget	USDA
	$6,303,222	**$ 30,177**	**$ 6,333,399**	**$ 1,583,350**	**$ 752,091**	**$ 318,729**
6a Personnel						
Ent Code	**$ 3,751,055**	**$ -**	**$ 3,751,055**	**$ 861,125**	**$ 128,402**	**$ -**
CHILD HEALTH AND DEVELOPMENT						
a1	79,808	-	79,808	-	-	-
a2	1,722,997	-	1,722,997	502,049	-	-
a3	-	-	-	-	-	-
a4	-	-	-	-	-	-
a5	710,837	-	710,837	187,720	-	-
a6	78,270	-	78,270	-	-	-
a7						
a8	336,585	-	336,585	48,884	-	-
a9.1		-	-	-	-	-
FAMILY AND COMMUNITY PARTNERSHIP						
a10	84,391	-	84,391	10,458	-	-
a11.1	312,923	-	312,923	112,014	-	-
PROGRAM DESIGN AND MANAGEMENT						
a12	-	-	-	-	-	-
a13	45,993	-	45,993	-	45,993	-
a14.1	-	-	-	-	-	-
a15	32,614	-	32,614	-	-	-
a16	199,808	-	199,808	-	23,055	-
a17	-	-	-	-	-	-
a18.1	29,969	-	29,969	-	29,969	-
OTHER						
a19	66,811	-	66,811	-	-	-
a20	-	-	-	-	-	-
a21.1	50,049	-	50,049	-	29,385	-
6b Fringe Benefits	**$ 995,677**	**$ -**	**$ 995,677**	**$ 217,017**	**$ 32,451**	**$ -**
b1	423,947	-	423,947	99,695	13,969	-
b2	378,761	-	378,761	76,220	12,270	-
b3	192,969	-	192,969	41,102	6,212	-

	Federal Resource 321/362 Combine MSHS	Federal Resource 320 T&TA MSHS	Fedral Resource Budget Total	Non-Federal Share Total	TOTAL Administrative Budget	USDA
	$6,303,222	**$ 30,177**	**$ 6,333,399**	**$ 1,583,350**	**$ 752,091**	**$ 318,729**
b4.1	-	-	-	-	-	-
b4.2	-	-	-	-	-	-
6c Travel (Out of County)	**$ -**	**$ 5,573**	**$ 5,573**	**$ -**	**$ 660**	**$ -**
			-		-	
c1	-	5,573	5,573	-	660	-
6d Equipment ($10,000 or more per unit)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Delegate Agency: Community Action Partnership of Madera County, Inc.

		Federal Resource 321/362 Combine MSHS	Federal Resource 320 T&TA MSHS	Fedral Resource Budget Total	Non-Federal Share Total	TOTAL Administrative Budget	USDA
		$6,303,222	$ 30,177	$ 6,333,399	$ 1,583,350	$ 752,091	$ 318,729
6e Supplies and Equipment Under $10,000/Unit		$ 198,231	$ 1,916	$ 200,147	$ 9,053	$ 10,500	$ -
	e1	3,600	-	3,600	-	900	-
	e2	74,139	250	74,389	2,262	424	-
	e3	4,500	1,666	6,166	1,000	-	-
	e4.1	-	-	-	-	-	-
	e4.1	25,310	-	25,310	5,791	1,125	-
	e4.2	90,682	-	90,682	-	8,051	-
6f Contracts		$ -	$ -	$ -	$ -	$ -	$ -
6g Construction, Repairs/Renovations (Subject to 1309 R		$ -	$ -	$ -	$ -	$ -	$ -
6h Other		$ 832,509	$ 20,171	$ 852,680	$ 496,155	$ 51,811	$ 292,144
	h1	-	-	-	-	-	-
	h2	282,120	-	282,120	111,010	8,340	-
	h4	204,120	-	204,120	-	3,075	-
	h5	57,180	-	57,180	-	5,940	-
	h6	171,055	-	171,055	-	3,951	-
	h7	-	-	-	-	-	-
	h8	63,860	-	63,860	-	2,565	-
	h9	-	-	-	-	-	292,144
	h10	12,780	5,100	17,880	-	5,000	-
	h11	-	-	-	385,145	-	-
	h12	-	-	-	-	-	-
	h13	6,065	-	6,065	-	-	-
	h14	4,500	-	4,500	-	4,500	-
	h15	2,400	-	2,400	-	120	-
	h16	10,329	12,671	23,000	-	10,060	-
	h17.1	-	-	-	-	-	-
	h17.1	7,600	-	7,600	-	760	-
	h17.2	10,500	2,400	12,900	-	7,500	-
6i Direct Costs		$ 5,777,472	$ 27,660	$ 5,805,132	$ 1,583,350	$ 223,824	$ 292,144
6j Indirect		$ 525,750	$ 2,517	$ 528,267	$ -	$ 528,267	$ 26,585
	j1	525,750	2,517	528,267	-	528,267	26,585
		$ 6,303,222	$ 30,177	$ 6,333,399	$ 1,583,350	$ 752,091	$ 318,729
		$ -	$ -	$ -	$ -	$ -	$ -

Report to the Board of Directors

Agenda Item Number: E-12

Board of Directors Meeting for: October 9, 2025

Author: Maritza Gomez-Zaragoza

DATE: September 20, 2025

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: 2025-2026 Madera Migrant/Seasonal Head Start Monitoring Review Results

I. RECOMMENDATIONS

Review and consider approving the results of the 2025-2026 Madera Migrant/Seasonal Head Start Program Monitoring Review.

II. SUMMARY

Stanislaus County Office of Education- Central CA Migrant Seasonal Head Start (SCOE-CCMHS), CAPMC Migrant Seasonal Head Start grantee, scheduled a program monitoring visit the week of September 2 -4, 2025. All service areas were reviewed to ensure the program remains compliant with Office of Head Start Performance and Regulations.

III. DISCUSSION

1. A team of staff from SCOE-CCMHS conducted reviews/visits to classrooms, children's files, program's systems, conducted curriculum to fidelity visits, and CLASS to gather data on performance, ensure compliance, and identify any areas of strength and needs.
2. The result of the program monitoring did not identify any findings.
3. The attached document provides a summary of the component areas that were reviewed by the grantee, identified strengths and highlights, and areas of concern.
4. A plan of action has been developed to address the areas of concern identified during the program's fiscal monitoring.

- The 2025-2026 Madera Migrant/Seasonal Head Start Monitoring Review Results will be presented to the Policy Committee for review and approval on October 7, 2025.

IV. FINANCING - Minimal

PROGRAM MONITORING
Review Year 2025-2026
PROGRAM STRENGTHS, RECOMMENDATIONS AND FINDINGS

Program: CAPMC Madera Migrant Seasonal Head Start	September 2 – 4, 2025
Program Area	**Program Strengths/Highlights**
Quality Education and Child Development Services	**Strengths** • After the CLASS data is reviewed, support is provided by giving staff access to watch CLASS videos on Teachstone. Area managers also meet with teachers to provide feedback on CLASS scores and develop goals. This has resulted in CLASS scores being above the Office of Head Start Threshold with Emotional Support at 6.78, Classroom Organization at 6.60, and Instructional Support at 3.98. • The agency has lending study kits with materials that support teacher facilitation of Creative Curriculum investigations for preschool and infants/toddlers. This has resulted in high range fidelity scores. Preschool has an overall fidelity score of 98%. • Collaboration of Student Study Team (COST) meetings have been changed to 4 times per year vs previously 2 times per year, and now are more frequent, per agency's request, to meet the needs of our families and are now meeting in August instead of waiting until October. The system was also changed in order to provide CAPMC with copies of IEP/IFSPs when the Disabilities Coordinator attends the meetings instead of waiting 2 months for them. this is resulting in children being referred and assessed in a timely manner. Disability percentages currently are at 14%. • Sierra Vista ITERS (POD 3Toddlers, POD 4 Infants & /ECERS POD 1 Preschool Tools are completed with notes to support assessment. Classroom level Summary of Findings and Agency level Summary of Findings outline all Item Areas and Subscale areas that are under a 5 are addressed and attainable action plan goals were developed to support improvement. Completion dates are realistic, and follow-up is well documented

	• Sierra Vista DRDP POD 1 Preschool /POD 3 Toddler/POD 4 Infant- Classroom level Summary of Findings outline key finding(s), attainable action plan educational goals were developed to support ongoing development in the Cognitive domain. Completion dates are realistic and detailed. Agency Level Summary of findings will be completed by 9/15/25 and submitted through Basecamp. • Sierra Vista Parent Survey POD 1 Preschool /POD 3 Toddler/POD 4 Infant 85% of survey submissions from families are met. Agency level Summary of Findings outline key findings: attainable action plan educational goals were developed and shared with parents during parent meetings. Completion dates are detailed and support the key findings presented from the parent survey data. Tally and Overview completed to support the survey results. • CAPMC has established a comprehensive approach to mental health support by contracting with a bilingual Mental Health Consultant who is consistently available to partner with staff and families, conduct classroom observations, provide consultations, and connect families to needed resources. Mental Health Consultant has also started to support by providing treatment based services for referred children. **Highlights** A Family Language Interview form is completed for each child, giving teachers additional information on children's language development, and allowing them to identify additional strategies to support families with indigenous language backgrounds. • Three questions have been added for educators initial Home Visit form to help identify if a child is a runner. (Running, hiding and/or running away from conflict). This approach helps prepare the educator for any extra support, guidance and awareness. • For infants and toddlers, the CC to Fidelity scores for both Families and Assessment are high fidelity with a score of 100% for each area. • The IEP/IFSP Review form has been a highlight for the past few years. The Disabilities Coordinator reads all IEPs/IFSPs and uses the IEP/IFSP Review form where she matches goals to DRDP measures for educators to individualize on their lesson plans.

	• Sierra Vista Environmental Rating Scores Average Scores Calculation Spread sheet is used and completed to ensure accurate assessment scores outlined in the Agency level summary of findings. • Sierra Vista Parent Survey POD 1 Preschool /POD 3 Toddler/POD 4 Infant- CAPMC has established an internal Parent Survey for Sierra Vista which details when the surveys will be distributed, collected, tallied, and communicated to families with support documentation to meet the survey results. • CAPMC's commitment to staff wellness is evident through their active Wellness Committee, promotion of Employee Assistance Program (EAP) services, and the celebration of Wellness Days, which foster a positive work environment and enhance staff well-being. • CAPMC continues to actively promote Employee Assistance Program (EAP) services through its insurance carrier. They maintain a strong Wellness Committee led by Human Resources and celebrate wellness through dedicated Wellness Days. Staff well-being is further supported by providing healthy snacks and highlighting positive events taking place across different centers.
Family and Community Engagement	**<u>Strengths</u>** • CAPMC systematically provides comprehensive resources internally and externally resulting in families receiving documented support in all areas of the PFCE Framework. Internal services are a result of community collaboration and creative funding that allows this agency to offer Victim Services including the Child Forensics Interview Team, Triple P, Strengthening Families, Child Care & Alternative Payment & Referral Program, VITA for tax prep, Low Income Home Energy Assistance Program "LIHEAP", and a prevention and diversion program that navigates homelessness called the Help Center. CAPMC continues strengthening community partnerships to ensure families have a variety of resources to meet their needs such as CAL Fresh, EECU, the Department of Social Services, and others that support literacy, food security, health, mental health, nutrition, financial literacy, school readiness, and more. These creative partnerships and relationships has resulted in families building capacity and sustainability within their family units, and their willingness to be vulnerable and accept this support speaks to the strong trust families have with agency staff. CAPMC is truly committed to protecting and serving the most vulnerable, therefore making the most impact. • The agency provides expectant parents across all program options a resource packet that includes information that supports healthy birth outcomes, and

	then continues follow-up post-partum, offering referrals as needed. This activity builds strong connections early on and makes it more likely the supported newborn will be enrolled at CAPMC in the future healthy and ready to learn. • This agency makes a consistent effort in father engagement and documentation observed validates that father engagement is not just a special event, but a part of CAPMC's culture. Current PIR data shows that 97 fathers have participated in parent educational activities, two served on parent policy committees, 108 engaged in CDEV experiences, 44 participated in completing family assessments, and 20 in goal planning. This level of father engagement is a testament to the agency's approach to inclusivity and trust with all parents in the program. • The program actively participates in the following coalitions: Madera Breastfeed Coalition, Central Valley Safe Sleep Coalition, and Madera County Community Wellness Coalition. The participation in these coalitions help the agency address family needs and have contributed to expanded access to resources while creating a supportive network for families to access. As a result, families benefit from improved connections to needed services, stronger community supports and strong trusting relationships with CAPMC but also with the community network that has been built. This strong community network has led to the program having 11 MOUs in place. • A program newsletter is provided to all families monthly. The newsletter is intentionally designed and done in collaboration by all program managers to align with program goals, reflect current family trends and needs and incorporate finding from self-assessments, case conferencing and case management. An example of this is when staff found out a father was struggling with grief and loss, the program included an article on grief in the newsletter, in the hopes that not only the identified family received information in a respectful and non-intrusive manner but also for the benefit of others who may also have been experiencing grief. This approach ensures that the newsletter is responsive to providing families with relevant information, resources, and practical strategies to support families in health, nutrition, education, and family well-being. By using these intentional approaches, the program demonstrates a commitment to family engagement, strengthening communication and trust between families and the program. **Highlights** • CAPMC fosters strong parent to school connections through intentional family engagement strategies. Fathers are actively included in program engagement opportunities ensuring the whole family is an active participant in the program. During an observation at Mis Angelitos, families were encouraged to participate in creating a project a home that coincided with the classroom

	study. The projects that families created were displayed outside of the classroom for all to see. Family Advocates informed families that the project must be made with recycled materials and encouraged them to bring them into their child's classroom. Families were engaged and enthusiastic about their projects. Along with encouraging the families to participate in these projects, CAPMC hosts informative and educational parent meetings in collaboration with community agencies, expanding on access to resources and supports for families. In addition, they are intentionally connecting Ready Rosie and I Am Moving, I Am Learning in with families in a manner that continues to build on family's skills and gives them practical tools to promote early learning at home. Collectively, these efforts build trust, strengthen partnerships between families and schools, and empower parents to support their child's growth and success.
Health & Safety	**Strengths** • The agency goes above and beyond and provides hearing screenings for all children starting at 12 months. As a result, any issues are identified early and early intervention is critical for children's development and support. • All children have a nutrition assessment and their height and weight completed within 30 days of enrollment. Any children who are in the obese category are given education and a resource bag filled with items that support overall nutrition and physical movement. In addition, IMIL is on the classroom lesson plans to incorporate physical movement and activity in the classrooms. There is also an activity calendar provider to parents that includes physical activity ideas so they can do them with their children at home. As a result, the obese and overweight percentages continue to drop. • It was noted in several files for children who were transitioning out of the program that staff continued to ensure they had future dental and medical appointments up until their last day of attendance. This practice ensures we are supporting children's overall health and wellness even after they leave the program by supporting families in continuing health and dental services for their children. **Highlights** • The agency uses a health file checklist for each file that easily identifies all health and nutrition items that are required for compliance. The checklist is a great tool for staff to track health and nutrition documents and creates a consistent filing system for the agency. The checklist makes it easy to identify if any items are missing, expired or needs follow up. • CAPMC uses a detailed nutrition assessment for each family that easily identifies each child's needs so the staff can be proactive in providing resources or accommodations as needed.

	• The majority of the files had actual readings for the child's hemoglobin. Many times we see "no concerns" in health files, but CAPMC staff makes the effort to document the actual test result reading for each child. Staff also work closely with WIC when needed to obtain results to support the family in obtaining results without an additional appointment.
ERSEA	**Strengths** • The agency has built trusting and impactful relationships with the MSHS families in their communities over the many years of service and as a result families are still enrolling and attending our programs even in the uncertain climate. It is a testament to the long standing support and services that CAPMC provides to the children and families in their programs. • CAPMC has exceeded the 85% attendance goal this year with consist attendance over 90% for May, June, July and August. The programs attendance policies and follow up with families has created and approach where families know the importance of regular attendance for their children. Case notes and family engagement also capture the intentional systems in place. The case notes easily identify how many absences each child has and a specific reason which makes tracking and follow-up easy. **Highlights** • The agency has established multiple partnerships in the community which has permitted CAPMC to participate in recruitment events throughout the year which in turn increases their enrollment and waiting list number. • The agency is on track to meet full enrollment with their planned capacity in their winter programs (cumulative is currently at 292 of 479). • The agency is currently serving 14% of children with disabilities in their programs.
Program Management & Quality Improvement	**Strengths** • The agency has a strong record keeping system for all program components. All files were well organized in a consistent and systematic manner. As a result, all items were readily accessible, staff can easily track due dates and/or needed documents and compliance is easily and quickly identified. • The self-monitoring system is comprehensive and intentional. The program staff monitor their files as well as the managers. The monitoring is documented with checklist and reports with identified follow-up and support noted. As a result, staff are aware of any corrections needed and can provide support and training to staff as needed to ensure compliance.

	Highlights • CAPMC staff do thorough and quality work in their self-assessment process. The team is always prepared and collaborative with their data and planning points in each program area. The coordinated approaches in which the content leads work together is evident in the agencies consistent systems. • The management structure is effective in ensuring regular staff supervision and support to ensure program oversight and system implementation. The results are evident in the review reports.
Human Resources	**Highlights** • The agency provided a retention stipend in 2025 and will continue to do so when funding allows on an annual basis. This incentive enhances morale and supports the retention of current staff. • CAPMC's personnel files are very well-organized, which assists with tracking required documents and monitoring the files. • Safety is a high priority for CAPMC. The agency dedicates a month to Safety Month and has planned some fun activities to keep everyone engaged.
Program Governance	**Highlights** • CAPMC demonstrates strong support for parent leadership and governance. Each year, the agency's attorney provides the Brown Act and Robert's Rule of Order training ensuring parents are well prepared to participate in decision making. CAPMC has also shown adaptability to generational needs by making the parent handbook available in both hard copy and QR code format, this helps increase accessibility for all families. In addition, seasoned parent representatives serve as positive role models, taking their responsibilities seriously and mentoring new parents ensuring they are equipped for success.
Fiscal	**Highlights** • The Agency Procedure Manual is very detailed and thorough and aligns with Federal and State Regulations. While reviewing procurement transactions it is evident that the Agency's procedures finely distinguish a variety of transaction types and that their processes align with those procedures. • The Agency's Payroll files are very organized, detailed and easy to follow. The presentation within the file allowed for a reviewer to easily analyze for monitoring purposes.

Performance Standards: Program Area	Areas of Concern	Corrective Plan of Action	Timeframe	Person Responsible
Fiscal	Non-Federal Share - NFS Documents were reviewed for the month of May, June and July. The following items were found: • We found activities totaling more than 1.5 hours per child per day were claimed. Based on age-appropriate guidelines, the reasonable amount of NFS activities per day per child is set at 45 minutes. • Full Parent meetings were claimed as NFS that included activities that supported general parenting responsibilities and activities that primarily benefited the parent, not the program. Parent meetings claimed for NFS may include the business and decision-making portion of policy committee meetings and any other supervision, safety, curriculum and/or training to support parents while on-site. • One site utilized prefilled activity calendars for parent completion. Activity calendars must be filled out and completed by the parent.	• Documents identified will be removed and report revised to reflect correct NFS amounts. • Finding will be reviewed with Center Directors addressing allowable/appropriate activity time for children, parent meeting time allowable, and completion of activity calendars by parent and not pre-filled. • In-Kind form will be reviewed and updated to document appropriate timeframes that are age appropriate. • Meeting will be held with Program Technician to review forms, reports, and new process for review prior to calculating donated time. • Submitted forms and reports will be monitored for compliance on a monthly basis.	October 2025 Sept. 5, 2025 Sept. 5, 2025 Sept. 15, 2025 September 2025 and on-going	Program Tech. HS Director Head Start Director Head Start Director Program Tech Head Start Director Program Tech Head Start Director Program Tech
Fiscal	Non-Payroll Transaction - One non-payroll transaction was reviewed that included numerous wellness items. It is crucial that the Agency continues to be diligent in thoroughly monitoring these types of transactions and documentation is included to support reasonableness and alignment with the Head Start Wellness Wheel.	• Personnel Policies & Procedures will be reviewed to address purchases related to staff wellness. • The Financial & Accounting Procedures Manual will be reviewed to address monitoring of expenditures related to staff wellness.	November 2025 November 2025	CFO Dept. Head CFO Dept. Head

Performance Standards: Program Area	Finding	Corrective Plan of Action	Timeframe	Person Responsible
	• None			

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2025 - 04/30/2026 218	320,118.00	180,980.82	56.25%	56.54%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY 01/01/2025 - 04/30/2026 217	26,000.00	0.00	56.25%	0.00%	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/25 - 05/31/26 311/380	4,496,470.00	1,281,955.59	33.33%	28.51%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/25 - 05/31/26 310	46,025.00	11,257.08	33.33%	24.46%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/25 - 05/31/26 312	826,615.00	245,784.56	33.33%	29.73%	Provide early HS services to 50 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/1/25 - 05/31/26 309	13,373.00	4,393.96	33.33%	32.86%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/25 - 06/30/26 319	1,192,760.00	100,350.00	25.00%	8.41%	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	510,622.49	100.00%	84.75%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/25 - 02/28/26 321/362	6,303,222.00	3,579,290.26	58.33%	56.79%	Provide HS services to 479 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/25 - 02/28/26 320	30,177.00	30,112.15	158.33%	99.79%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/25 - 06/30/26 322/324	992,716.00	230,571.39	25.00%	23.23%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/25 - 06/30/26 325	169,936.00	40,556.25	25.00%	23.87%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2025 - 05/31/2026 356	187,412.76	277.65	33.33%	0.15%	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 SEPTEMBER 30, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/25 - 08/31/26 331	6,566,001.00	571,614.40	8.33%	8.71%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/25 - 08/31/26 330	82,690.00	2,285.14	8.33%	2.76%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2025 - 08/31/2026 351	425,745.25	0.00	8.33%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2025 - 06/30/2026 371	277,136.00	45,441.06	25.00%	16.40%	Provides training and education to parentx to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/25 - 06/30/26 411	7,997.00	741.88	25.00%	9.28%	Training and supplies for child care providers
R & R GENERAL 07/01/25 - 06/30/26 401	297,087.00	72,262.65	25.00%	24.32%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/25 - 06/30/26 407	307,121.00	40,277.29	25.00%	13.11%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/25 - 06/30/26 424	55,064.00	11,728.70	25.00%	21.30%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/25 - 06/30/26 414	8,294,765.00	980,879.03	25.00%	11.83%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/25 - 06/30/26 427	1,848,171.00	213,631.35	25.00%	11.56%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/25 - 06/30/26 428	1,166,253.00	214,402.92	25.00%	18.38%	Provide subsidized child care for eligible families

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2025

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	320,907.23	100.00%	94.24%	Assist victims of sexual assault
VICTIM WITNESS/CALOES 10/01/24 - 09/30/25 501	442,782.00	405,930.24	100.00%	91.68%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE 10/01/24 - 09/30/25 533	537,587.00	511,434.98	100.00%	95.14%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE 07/01/25 - 06/30/26 502	22,000.00	0.00	25.00%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION 07/01/25 - 06/30/26 504	4,000.00	0.00	25.00%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND 07/01/25 - 06/30/26 DONATIONS ONLY 507/525	2,000.00	0.00	25.00%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND 07/01/25 - 06/30/26 DONATIONS ONLY 510	2,500.00	0.00	25.00%	0.00%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH 01/01/25 - 12/31/25 508	196,906.00	146,388.20	75.00%	74.34%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING 01/01/25 - 12/31/25 531	135,000.00	91,788.82	75.00%	67.99%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER 07/01/25 - 06/30/26 516	1,000.00	0.00	25.00%	0.00%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2025 -03/31/2026 535	200,000.00	83,100.15	50.00%	41.55%	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 SEPTEMBER 30, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
FEMA NO CONTRACT YET 205	0.00	0.00	#DIV/0!	#DIV/0!	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/24 - 06/30/26) 208	950,228.00	864,945.95	55.00%	91.03%	Assistance for low income clients for energy bills and weatherization services
MADERA MENTAL HEALTH PROPERTY MGMT 07/01/25 - 06/30/26 216	50,000.00	6,683.36	25.00%	13.37%	Provides property management services for the County of Madera Behavioral Health

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2025

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
VALLARTA/THE GONZALEZ FAMILY DONATION 07/01/25 - 06/30/26 221	465.34	465.34	25.00%	100.00%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE 11/01/24 - 10/31/25 224	848,597.00	717,184.66	91.67%	84.51%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG 07/01/25 - 06/30/26 231	20,000.00	0.00	25.00%	0.00%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP IV) BEHAVIORAL HEALTH 01/01/24 - 6/30/27 246	346,709.12	157,464.53	50.00%	45.42%	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	526,635.86	506,355.44	75.00%	96.15%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER 11/01/24 - 10/31/25 284	539,797.00	391,195.20	91.67%	72.47%	Provides coordinated entry supportive housing for homeless people within the FMCoC area
MADERA CO. PROP 47 COMMUNITY & HOUSING OUTREACH SERVICE 6/17/25 - 3/31/28 285	1,000,000.00	27,039.01	9.09%	2.70%	Provides shelter, case management, essential resources, and street outreach services to unsheltered with Madera Co. Task Force members

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Community Action Partnership of Madera County, Inc.
Consolidated Statement of Financial Position by Object
August 31, 2025

	This Year
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	1,971.31
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	(0.40)
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	(516,312.59)
1122- SAVINGS - WESTAMERICA	9,623,564.90
1124- CERTIFICATE OF DEPOSIT VICTIM SERVICES - COMMUNITY WEST BANK	400,000.00
1130- PETTY CASH	710.00
1310- GRANTS RECEIVABLE	3,912,133.29
1320- ACCOUNTS RECEIVABLE	490.00
1323- A/R IGNITE MY CITY CHURCH	1,144.72
1328- EMPLOYEE & TRAVEL ADVANCES	328.00
1329- ADVANCE CLEARING	33,693.66
1410- PREPAID EXPENSES	98,336.49
1420- SECURITY DEPOSITS	48,261.04
1421- WORKERS' COMP DEPOSIT	58,943.00
1450- INVENTORY	46,019.59
1512- EQUIPMENT	1,742,135.69
1513- VEHICLES	1,435,177.80
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	(1,082,226.79)
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.	(226,995.63)
1590- ROU ASSETS - OPERATING LEASES	15,880,941.00
Total Assets	31,470,590.36
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,183,771.54
2111- ACCOUNTS PAYABLE - MANUAL	45,457.62
2112- ACCOUNTS PAY-FUNDING SOURCE	103,304.84
2115- A/P OTHERS	4,719.51
2121- ACCRUED PAYROLL	859,974.70
2122- ACCRUED VACATION	1,344,140.06
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	87,101.26
2212- FICA-MED PAYABLE	20,370.42
2213- FIT PAYABLE	46,270.00

2215- SIT PAYABLE	22,543.32
2216- SDI PAYABLE	8,429.21
2217- SUI PAYABLE	965.55
2218- GARNISHMENTS PAYABLE	2.36
2220- WORKER'S COMP PAYABLE	92,768.57
2231- RETIREMENT PAYABLE-ER CONTRIB	1,102,705.52
2232- W/H RETIREMENT	(10.00)
2244- KAISER MID20	2,970.56
2245- KAISER HIGH15	(1,637.01)
2248- KAISER LOW30	3,689.40
2249- KAISER DHMO40	510.90
2252- SELF INSURANCE - LIFE & ADD	170.42
2253- VISION INSURANCE PAYABLE	138.31
2254- SELF INSURANCE - DENTAL	59,932.85
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	23.50
2259- TELEMEDICINE BUNDLE PLAN	116.25
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	3,430.92
2410- DEFERRED GRANT REVENUE	7,368,480.15
2415- RESERVE ACCOUNT	81,568.00
2420- OTHER DEFERRED REVENUE	430,007.38
2690- OPERATING LEASE LIABILITY	15,880,941.00
Total Liabilities	28,758,307.33
3000- NET ASSETS W/O DONOR RESTRICTIONS	564,830.38
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,780,656.82
Change in Net Assets	(193,204.17)
Total Net Assets	2,712,283.03
Total Liabilities and Net Assets	31,470,590.36

Community Action Partnership of Madera County, Inc.
Consolidated Revenue and Expense
August 31, 2025

	Year-To-Date Actual
Revenues	
4110- GRANT INCOME-FEDERAL	4,590,808.15
4120- GRANT INCOME-STATE	1,725,167.12
4130- GRANT INCOME-AREA	32,924.11
4210- DONATIONS	19,370.00
4220- IN KIND CONTRIBUTIONS	465,090.61
4315- CHILD CRE REVENUE-STATE	1,562.80
4320- INTEREST INCOME	0.00
4330- SALE OF ASSETS	4,000.00
4350- RENTAL INCOME	10,211.21
4370- MERCHANDISE SALES	0.00
4390- MISCELLANEOUS INCOME	253.73
4900- INDIRECT COST REIMBURSEMENT	514,707.18
Total Revenues	7,364,094.91
Expenses	
5010- SALARIES & WAGES	2,942,920.25
5012- DIRECTOR'S SALARY	27,007.18
5020- ACCRUED VACATION PAY	174,729.81
5110- BENEFITS	3,655.11
5112- HEALTH INSURANCE	269,726.37
5114- WORKER'S COMPENSATION	77,054.35
5116- PENSION	171,344.70
5122- FICA	227,351.92
5124- SUI	4,879.75
5125- DIRECTOR'S FRINGE	11,375.53
5130- ACCRUED VACATION FICA	11,125.24
6110- OFFICE SUPPLIES	3,728.73
6112- DATA PROCESSING SUPPLIES	166,980.98
6121- FOOD	109,828.06
6122- KITCHEN SUPPLIES	18,832.82
6130- PROGRAM SUPPLIES	46,747.32
6132- MEDICAL & DENTAL SUPPLIES	5,280.26
6134- INSTRUCTIONAL SUPPLIES	131.20
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	1,833.78
6143- FURNISHINGS	9,909.36
6170- POSTAGE & SHIPPING	848.49
6180- EQUIPMENT RENTAL	37,877.80
6181- EQUIPMENT MAINTENANCE	4,847.58

6216- CAPITAL EXPENDITURES > $1000	4,000.00
6221- EQUIPMENT OVER > $5000	49,427.40
6310- PRINTING & PUBLICATIONS	6,032.97
6312- ADVERTISING & PROMOTION	0.00
6320- TELEPHONE	88,135.47
6410- RENT	277,682.42
6420- UTILITIES/ DISPOSAL	112,308.40
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	33,122.92
6433- GROUNDS MAINTENANCE	691.54
6436- PEST CONTROL	5,309.31
6437- BURGLAR & FIRE ALARM	3,386.55
6440- PROPERTY INSURANCE	25,625.30
6520- CONSULTANTS	16,632.74
6522- CONSULTANT EXPENSES	146.30
6524- CONTRACTS	45,747.96
6530- LEGAL	17,296.65
6540- CUSTODIAL SERVICES	29,184.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,470.00
6610- GAS & OIL	9,638.77
6620- VEHICLE INSURANCE	26,794.44
6640- VEHICLE REPAIR & MAINTENANCE	18,945.56
6712- STAFF TRAVEL-LOCAL	3,858.78
6714- STAFF TRAVEL-OUT OF AREA	13,442.73
6722- PER DIEM - STAFF	992.00
6730- VOLUNTEER TRAVEL	3,493.06
6742- TRAINING - STAFF	19,480.67
6744- TRAINING - VOLUNTEER	282.43
6748- EDUCATION REIMBURSEMENT	0.00
6810- BANK CHARGES	349.38
6832- LIABILITY INSURANCE	7,263.38
6834- STUDENT ACTIVITY INSURANCE	1,224.43
6840- PROPERTY TAXES	912.34
6850- FEES & LICENSES	33,672.78
6851- CPR FEES	680.00
6852- FINGERPRINT	504.25
6860- DEPRECIATION	0.00
6875- EMPLOYEE HEALTH & WELFARE	1,160.86
6892- CASH SHORT/OVER	(0.20)
7111- PARENT MILEAGE	242.20
7112- PARENT INVOLVEMENT	636.25
7114- PC ALLOWANCE	1,050.00
7116- POLICY COUNCIL FOOD ALLOWANCE	111.57
7210- TRANSPORTATION VOUCHERS	336.43
7224- CLIENT RENT	13,691.00
7226- CLIENT LODGING/SHELTER	26,404.00
7230- CLIENT FOOD	361.42
7240- DIRECT BENEFITS	1,346,193.44

7245- DIRECT BENEFITS - STATE	1,562.80
8110- IN KIND SALARIES	386,865.68
8120- IN KIND RENT	71,813.68
8130- IN KIND - OTHER	6,411.25
9010- INDIRECT COST ALLOCATION	514,707.18
Total Expenses	7,557,299.08
Excess Revenue Over (Under) Expenditures	(193,204.17)

Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
July 31, 2025

224 0 HUD SHUNAMMITE PLACE	Grant Budget	Current Month Actual	YTD Actual July 31, 2025	YTD Budget July 31, 2025	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	848,597.00	66,563.35	568,484.28	0.00	(0.67)	0.00	568,484.28	280,112.72
4220- IN KIND CONTRIBUTIONS	0.00	1,502.50	20,681.03	0.00	0.00	0.00	20,681.03	(20,681.03)
4350- RENTAL INCOME	0.00	5,020.73	46,875.21	0.00	0.00	0.00	46,875.21	(46,875.21)
Total Revenues	848,597.00	73,086.58	636,040.52	0.00	(0.75)	0.00	636,040.52	212,556.48
Expenses								
5010- SALARIES & WAGES	236,683.00	20,036.86	181,333.13	0.00	0.77	0.00	181,333.13	55,349.87
5020- ACCRUED VACATION PAY	0.00	706.23	8,776.05	0.00	0.00	0.00	8,776.05	(8,776.05)
5112- HEALTH INSURANCE	38,934.00	3,948.30	30,380.05	0.00	0.78	0.00	30,380.05	8,553.95
5114- WORKER'S COMPENSATION	1,039.00	905.41	7,488.27	0.00	7.21	0.00	7,488.27	(6,449.27)
5116- PENSION	11,834.00	819.75	8,125.91	0.00	0.69	0.00	8,125.91	3,708.09
5122- FICA	18,106.00	1,536.41	14,515.89	0.00	0.80	0.00	14,515.89	3,590.11
5124- SUI	1,863.00	0.00	2,217.02	0.00	1.19	0.00	2,217.02	(354.02)
5130- ACCRUED VACATION FICA	0.00	(41.84)	(140.09)	0.00	0.00	0.00	(140.09)	140.09
6110- OFFICE SUPPLIES	2,345.00	0.00	1,986.79	0.00	0.85	0.00	1,986.79	358.21
6112- DATA PROCESSING SUPPLIES	11,291.00	11.04	4,831.63	0.00	0.43	0.00	4,831.63	6,459.37
6130- PROGRAM SUPPLIES	10,721.00	172.27	5,021.03	0.00	0.47	0.00	5,021.03	5,699.97
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	0.00	0.00	26.11	0.00	0.00	0.00	26.11	(26.11)
6143- FURNISHINGS	21,860.00	4,811.92	17,175.34	0.00	0.79	0.00	17,175.34	4,684.66
6170- POSTAGE & SHIPPING	134.00	0.00	0.00	0.00	0.00	0.00	0.00	134.00
6180- EQUIPMENT RENTAL	1,285.00	157.92	1,353.84	0.00	1.05	0.00	1,353.84	(68.84)
6181- EQUIPMENT MAINTENANCE	1,855.00	4.25	115.52	0.00	0.06	0.00	115.52	1,739.48
6310- PRINTING & PUBLICATIONS	350.00	0.00	53.71	0.00	0.15	0.00	53.71	296.29
6320- TELEPHONE	10,405.00	822.78	6,772.81	0.00	0.65	0.00	6,772.81	3,632.19
6410- RENT	333,120.00	26,798.00	214,183.03	0.00	0.64	0.00	214,183.03	118,936.97
6420- UTILITIES/ DISPOSAL	19,465.00	3,932.72	26,301.09	0.00	1.35	0.00	26,301.09	(6,836.09)
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	14,210.00	1,600.00	8,837.55	0.00	0.62	0.00	8,837.55	5,372.45
6433- GROUNDS MAINTENANCE	7,200.00	40.00	360.00	0.00	0.05	0.00	360.00	6,840.00
6440- PROPERTY INSURANCE	24,862.00	460.05	4,202.91	0.00	0.17	0.00	4,202.91	20,659.09
6530- LEGAL	11,186.00	0.00	23,429.85	0.00	2.09	0.00	23,429.85	(12,243.85)
6540- CUSTODIAL SERVICES	8,800.00	0.00	5,027.00	0.00	0.57	0.00	5,027.00	3,773.00
6562- MEDICAL EXAM	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6564- MEDICAL FOLLOW-UP	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6566- DENTAL EXAM	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6568- DENTAL FOLLOW-UP	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6610- GAS & OIL	2,300.00	193.19	1,437.99	0.00	0.63	0.00	1,437.99	862.01

6620- VEHICLE INSURANCE	4,375.00	691.67	6,306.45	0.00	1.44	0.00	6,306.45	(1,931.45)
6630- VEHICLE LICENSE & FEES	155.00	0.00	0.00	0.00	0.00	0.00	0.00	155.00
6640- VEHICLE REPAIR & MAINTENANCE	1,405.00	276.04	1,166.74	0.00	0.83	0.00	1,166.74	238.26
6712- STAFF TRAVEL-LOCAL	2,120.00	35.00	449.61	0.00	0.21	0.00	449.61	1,670.39
6742- TRAINING - STAFF	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6832- LIABILITY INSURANCE	30.00	1.29	11.91	0.00	0.40	0.00	11.91	18.09
6850- FEES & LICENSES	3,004.00	50.00	1,388.06	0.00	0.46	0.00	1,388.06	1,615.94
6875- EMPLOYEE HEALTH & WELFARE	95.00	0.00	0.00	0.00	0.00	0.00	0.00	95.00
7210- TRANSPORTATION VOUCHERS	600.00	0.00	600.00	0.00	1.00	0.00	600.00	0.00
7224- CLIENT RENT	900.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
7226- CLIENT LODGING/SHELTER	435.00	0.00	0.00	0.00	0.00	0.00	0.00	435.00
7230- CLIENT FOOD	700.00	211.42	409.10	0.00	0.58	0.00	409.10	290.90
8110- IN KIND SALARIES	0.00	0.00	7,759.78	0.00	0.00	0.00	7,759.78	(7,759.78)
8130- IN KIND - OTHER	0.00	1,502.50	12,921.25	0.00	0.00	0.00	12,921.25	(12,921.25)
9010- INDIRECT COST ALLOCATION	41,430.00	3,403.40	31,215.19	0.00	0.75	0.00	31,215.19	10,214.81
Total Expenses	848,597.00	73,086.58	636,040.52	0.00	0.75	0.00	636,040.52	212,556.48
Excess Revenue Over (Under) Expenditures	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Beginning Net Assets - Unrestricted	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
August 31, 2025

224 0 HUD SHUNAMMITE PLACE	Grant Budget	Current Month Actual	YTD Actual August 31, 2025	YTD Budget August 31, 2025	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	848,597.00	88,298.28	656,782.56	0.00	(0.77)	0.00	656,782.56	191,814.44
4220- IN KIND CONTRIBUTIONS	0.00	690.00	21,371.03	0.00	0.00	0.00	21,371.03	(21,371.03)
4350- RENTAL INCOME	0.00	5,190.48	52,065.69	0.00	0.00	0.00	52,065.69	(52,065.69)
Total Revenues	848,597.00	94,178.76	730,219.28	0.00	(0.86)	0.00	730,219.28	118,377.72
Expenses								
5010- SALARIES & WAGES	236,683.00	30,258.52	211,591.65	0.00	0.89	0.00	211,591.65	25,091.35
5020- ACCRUED VACATION PAY	0.00	1,510.49	10,286.54	0.00	0.00	0.00	10,286.54	(10,286.54)
5112- HEALTH INSURANCE	38,934.00	3,948.30	34,328.35	0.00	0.88	0.00	34,328.35	4,605.65
5114- WORKER'S COMPENSATION	1,039.00	1,382.21	8,870.48	0.00	8.54	0.00	8,870.48	(7,831.48)
5116- PENSION	11,834.00	1,251.58	9,377.49	0.00	0.79	0.00	9,377.49	2,456.51
5122- FICA	18,106.00	2,335.44	16,851.33	0.00	0.93	0.00	16,851.33	1,254.67
5124- SUI	1,863.00	0.00	2,217.02	0.00	1.19	0.00	2,217.02	(354.02)
5130- ACCRUED VACATION FICA	0.00	98.15	(41.94)	0.00	0.00	0.00	(41.94)	41.94
6110- OFFICE SUPPLIES	2,345.00	25.95	2,012.74	0.00	0.86	73.62	2,086.36	258.64
6112- DATA PROCESSING SUPPLIES	11,291.00	11.04	4,842.67	0.00	0.43	67.97	4,910.64	6,380.36
6130- PROGRAM SUPPLIES	10,721.00	945.63	5,966.66	0.00	0.56	105.32	6,071.98	4,649.02
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	0.00	0.00	26.11	0.00	0.00	0.00	26.11	(26.11)
6143- FURNISHINGS	21,860.00	5,097.44	22,272.78	0.00	1.02	530.43	22,803.21	(943.21)
6170- POSTAGE & SHIPPING	134.00	0.00	0.00	0.00	0.00	0.00	0.00	134.00
6180- EQUIPMENT RENTAL	1,285.00	157.28	1,511.12	0.00	1.18	0.00	1,511.12	(226.12)
6181- EQUIPMENT MAINTENANCE	1,855.00	21.19	136.71	0.00	0.07	0.00	136.71	1,718.29
6310- PRINTING & PUBLICATIONS	350.00	0.00	53.71	0.00	0.15	0.00	53.71	296.29
6320- TELEPHONE	10,405.00	562.18	7,334.99	0.00	0.70	0.00	7,334.99	3,070.01
6410- RENT	333,120.00	28,060.00	242,243.03	0.00	0.73	0.00	242,243.03	90,876.97
6420- UTILITIES/ DISPOSAL	19,465.00	4,446.54	30,747.63	0.00	1.58	0.00	30,747.63	(11,282.63)
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	14,210.00	320.65	9,158.20	0.00	0.64	0.00	9,158.20	5,051.80
6433- GROUNDS MAINTENANCE	7,200.00	40.00	400.00	0.00	0.06	0.00	400.00	6,800.00
6440- PROPERTY INSURANCE	24,862.00	460.05	4,662.96	0.00	0.19	0.00	4,662.96	20,199.04
6530- LEGAL	11,186.00	4,758.25	28,188.10	0.00	2.52	0.00	28,188.10	(17,002.10)
6540- CUSTODIAL SERVICES	8,800.00	1,258.00	6,285.00	0.00	0.71	0.00	6,285.00	2,515.00
6562- MEDICAL EXAM	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6564- MEDICAL FOLLOW-UP	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6566- DENTAL EXAM	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
6568- DENTAL FOLLOW-UP	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00

6610- GAS & OIL	2,300.00	191.95	1,629.94	0.00	0.71	0.00	1,629.94	670.06
6620- VEHICLE INSURANCE	4,375.00	691.67	6,998.12	0.00	1.60	0.00	6,998.12	(2,623.12)
6630- VEHICLE LICENSE & FEES	155.00	0.00	0.00	0.00	0.00	0.00	0.00	155.00
6640- VEHICLE REPAIR & MAINTENANCE	1,405.00	354.75	1,521.49	0.00	1.08	0.00	1,521.49	(116.49)
6712- STAFF TRAVEL-LOCAL	2,120.00	63.70	513.31	0.00	0.24	0.00	513.31	1,606.69
6742- TRAINING - STAFF	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6832- LIABILITY INSURANCE	30.00	1.29	13.20	0.00	0.44	0.00	13.20	16.80
6850- FEES & LICENSES	3,004.00	0.00	1,388.06	0.00	0.46	0.00	1,388.06	1,615.94
6875- EMPLOYEE HEALTH & WELFARE	95.00	0.00	0.00	0.00	0.00	0.00	0.00	95.00
7210- TRANSPORTATION VOUCHERS	600.00	0.00	600.00	0.00	1.00	0.00	600.00	0.00
7224- CLIENT RENT	900.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
7226- CLIENT LODGING/SHELTER	435.00	0.00	0.00	0.00	0.00	0.00	0.00	435.00
7230- CLIENT FOOD	700.00	150.00	559.10	0.00	0.80	0.00	559.10	140.90
8110- IN KIND SALARIES	0.00	0.00	7,759.78	0.00	0.00	0.00	7,759.78	(7,759.78)
8130- IN KIND - OTHER	0.00	690.00	13,611.25	0.00	0.00	0.00	13,611.25	(13,611.25)
9010- INDIRECT COST ALLOCATION	41,430.00	5,086.51	36,301.70	0.00	0.88	0.00	36,301.70	5,128.30
Total Expenses	848,597.00	94,178.76	730,219.28	0.00	0.86	777.34	730,996.62	117,600.38
Excess Revenue Over (Under) Expenditures	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**(777.34)**	**(777.34)**	**777.34**
Beginning Net Assets - Unrestricted	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**(777.34)**	**(777.34)**	**777.34**

MADERA COUNTY

246- HHAP R4

1/01/2024-8/31/2025

Year to Date Expenses

		-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	-000-90 Administration	Total
4350/4	Rental/Misc. Income								0.00
5010	Salaries & Wages	28.39			833.28	11,986.73	1,203.40	1,634.75	15,686.55
5020	Accrued Vacation Pay	1.36			41.97	593.31	62.10	78.72	777.46
5112	Health Insurance				33.04	2,386.73	62.27	203.12	2,685.16
5114	Workers' Compensation	30.50			33.25	682.36	63.57	85.26	894.94
5116	Pension	1.71			53.01	613.42	34.38	88.18	790.70
5122	FICA	2.27			70.14	986.52	98.66	134.86	1,292.45
5124	SUI					38.90	1.83		40.73
5130	Accrued Vacation FICA	-0.09			-2.71	31.76	-1.75	-3.72	23.49
6110	Office Supplies								0.00
6112	Data Processing Supplies								0.00
6130	Program Supplies								0.00
6132	Medical & Dental Supplies								0.00
6140	Custodial Supplies								0.00
6143	Furnishings								0.00
6170	Postage & Shipping					2.76			2.76
6180	Equipment Rental								0.00
6181	Equipment Maintenance								0.00
6310	Printing & Publications								0.00
6320	Telephone	652.09			23.48	613.25	15.69	27.94	1,332.45
6410	Rent	2,120.94			76.72	1,946.01	88.72	125.51	4,357.90
6420	Utilities	537.19			16.95	575.62	20.07	30.40	1,180.23
6432	Building R & M								0.00
6433	Grounds Maintenance								0.00
6440	Property Insurance	73.34			2.56	167.25	4.98	9.09	257.22
6510	Audit								0.00
6520	Consultants								0.00
6530	Legal								0.00
6562	Medical Exam								0.00
6564	Medical Follow-Up								0.00
6566	Dental Exam								0.00
6568	Dental Follow-Up								0.00
6610	Gas & Oil			21.42	4.45	126.20	10.41		162.48
6640	Vehicle Repair & Maintenance								0.00
6712	Staff Travel Local				6.03				6.03
6742	Training - Staff								0.00
6820	Interest Expense								0.00
6832	Liability Insurance								0.00
6850	Fees & Licenses	822.49	0.61						823.10
6860	Depreciation Expense								0.00
6875	Employee Health & Welfare								0.00
7210	Transportation Vouchers								0.00
7222	Motel Vouchers								0.00
7224	Client Rent	55,047.52	4,796.02						59,843.54
7226	Client Lodging/ Shelter			9,876.72	9,273.72				19,150.44
7224	Client Food								0.00
7240	Direct Benefits								0.00

MADERA COUNTY

246- HHAP R4

1/01/2024-8/31/2025

Year to Date Expenses

	-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	-000-90 Administration	Total
9010 Indirect	5,397.91	436.49	900.73	952.40	1,888.32	151.45	219.68	**9,946.98**
Subtotal - HUD Funding	64,715.62	5,233.12	10,798.87	11,418.29	22,639.14	1,815.78	2,633.79	119,254.61

	-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	-000-90 Administration	
Budget:	74,704.26	8,505.93	82,193.17	11,418.29	130,871.14	14,746.69	24,269.64	346,709.12
Direct Budget:	68,473.20	7,796.45	75,337.46	10,465.89	119,955.22	13,516.67	22,245.32	317,790.21
Remaining balance for total funding:	9,988.64	3,272.81	71,394.30	-	108,232.00	12,930.91	21,635.85	227,454.51
Remaining direct cost:	9,155.49	2,999.82	65,439.32	-	99,204.40	11,852.34	19,831.21	208,482.58
Total direct exp	59,317.71	4,796.63	9,898.14	10,465.89	20,750.82	1,664.33	2,414.11	

HHAP Report Information

	Total Obligated	Youth Obligated	Total Expended	Youth Expended
Rapid Rehousing	83,210.19	8,505.93	69,948.74	5,233.12
Operating Subsidies	93,611.46	11,418.29	22,217.16	11,418.29
Street Outreach	145,617.83	14,746.69	24,454.92	1,815.78
Permanent Housing & Innovative Solutions	-	-	-	-
Administrative Costs	24,269.64	-	2,633.79	-
	346,709.12	34,670.91	119,254.61	18,467.19

MADERA COUNTY

276- HHAP R5

5/01/2025-8/31/2025

Year to Date Expenses

		-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	-000-90 Administration	Total
4350/4	Rental/Misc. Income								0.00
5010	Salaries & Wages								0.00
5020	Accrued Vacation Pay								0.00
5112	Health Insurance								0.00
5114	Workers' Compensation								0.00
5116	Pension								0.00
5122	FICA								0.00
5124	SUI								0.00
5130	Accrued Vacation FICA								0.00
6110	Office Supplies								0.00
6112	Data Processing Supplies								0.00
6130	Program Supplies								0.00
6132	Medical & Dental Supplies								0.00
6140	Custodial Supplies								0.00
6143	Furnishings								0.00
6170	Postage & Shipping								0.00
6180	Equipment Rental								0.00
6181	Equipment Maintenance								0.00
6221	Equipment Over > $5000					49,427.40			49,427.40
6310	Printing & Publications								0.00
6320	Telephone								0.00
6410	Rent								0.00
6420	Utilities								0.00
6432	Building R & M								0.00
6433	Grounds Maintenance								0.00
6440	Property Insurance								0.00
6510	Audit								0.00
6520	Consultants								0.00
6530	Legal								0.00
6562	Medical Exam								0.00
6564	Medical Follow-Up								0.00
6566	Dental Exam								0.00
6568	Dental Follow-Up								0.00
6610	Gas & Oil								0.00
6640	Vehicle Repair & Maintenance					289.34			289.34
6712	Staff Travel Local								0.00
6742	Training - Staff								0.00
6820	Interest Expense								0.00
6832	Liability Insurance								0.00
6850	Fees & Licenses								0.00
6860	Depreciation Expense								0.00
6875	Employee Health & Welfare								0.00
7210	Transportation Vouchers								0.00
7222	Motel Vouchers								0.00
7224	Client Rent								0.00
7226	Client Lodging/ Shelter								0.00
7224	Client Food								0.00

MADERA COUNTY

276- HHAP R5

5/01/2025-8/31/2025

Year to Date Expenses

	-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	-000-90 Administration	Total
7240 Direct Benefits								**0.00**
9010 Indirect	-	-	-	-	26.33	-	-	**26.33**
Subtotal - HUD Funding	0.00	0.00	0.00	0.00	49,743.07	0.00	0.00	49,743.07

	-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	-000-90 Administration	
Budget:	84,725.78	-			515,189.20	9,205.23	-	609,120.21
Direct Budget:	77,658.82	-			477,222.00	8,438.24	-	563,319.06
Remaining balance for total funding:	84,725.78	-	-	-	465,446.13	9,205.23	-	559,377.14
Remaining direct cost:	77,658.82	-	-	-	427,505.26	8,438.24	-	513,602.32
Total direct exp	-	-	-	-	49,716.74	-	-	

HHAP Report Information

	Total Obligated	Youth Obligated	Total Expended	Youth Expended
Rapid Rehousing	84,725.78	-	-	-
Operating Subsidies	-	-	-	-
Street Outreach	524,394.43	9,205.23	49,743.07	-
Permanent Housing & Innovative Solutions	-	-	-	-
Administrative Costs	-	-	-	-
	609,120.21	9,205.23	49,743.07	-

MADERA COUNTY
278- HHAP R3

7/01/2023-8/31/2025

Year to Date Expenses

		-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	077-78 Permanent Housing	-000-90 Administration	Total
4350/4390	Rental/Misc. Income									0.00
5010	Salaries & Wages	43,801.43	1,206.53	4,017.76	1,459.23	119,852.90	837.59		22,698.64	193,874.08
5020	Accrued Vacation Pay	2,029.70	61.74	200.32	72.25	7,047.67	45.59		1,031.63	10,488.90
5112	Health Insurance	3,550.16	256.83	235.40	53.26	19,323.19	42.35		2,830.06	26,291.25
5114	Workers' Compensation	2,102.72	63.99	125.80	64.60	5,850.33	42.10		1,078.89	9,328.43
5116	Pension	1,123.61	68.77	321.14	102.06	4,235.52	71.67		1,363.95	7,286.72
5122	FICA	3,436.28	99.73	339.88	121.47	9,563.13	68.32		1,796.40	15,425.21
5124	SUI	819.78	0.41	30.78	6.69	1,937.78			253.36	3,048.80
5130	Accrued Vacation FICA	40.16	(5.74)	(2.05)	-2.34	33.69	1.08		30.15	94.95
6110	Office Supplies					320.70				320.70
6112	Data Processing Supplies			0.20		244.56	1.26		559.88	805.90
6130	Program Supplies					482.95				482.95
6132	Medical & Dental Supplies									0.00
6140	Custodial Supplies									0.00
6143	Furnishings	772.88								772.88
6170	Postage & Shipping									0.00
6180	Equipment Rental									0.00
6181	Equipment Maintenance									0.00
6310	Printing & Publications					117.58				117.58
6320	Telephone	915.44	31.52	73.54	25.54	2,474.17	26.19		381.94	3,928.34
6410	Rent	2,729.44	98.18	359.93	83.44	8,847.48	84.99		1,416.64	13,620.10
6420	Utilities	544.78	20.76	79.44	14.57	1,853.95	15.08		283.48	2,812.06
6432	Building R & M			0.33		34.54	2.19		17.62	54.68
6433	Grounds Maintenance									0.00
6440	Property Insurance	31.30	3.25	16.70	2.96	231.77	4.02		42.96	332.96
6510	Audit									0.00
6520	Consultants									0.00
6530	Legal									0.00
6562	Medical Exam									0.00
6564	Medical Follow-Up									0.00
6566	Dental Exam									0.00
6568	Dental Follow-Up									0.00
6610	Gas & Oil	340.92	2.28	218.86	4.60	495.01				1,061.67
6640	Vehicle Repair & Maintenance					21.00				21.00
6712	Staff Travel Local	368.55	29.48	34.84	32.83	369.34				835.04
6742	Training - Staff									0.00
6820	Interest Expense									0.00
6832	Liability Insurance									0.00
6850	Fees & Licenses	552.55	0.01	1.80		25.34	0.03		4.05	583.78
6860	Depreciation Expense									0.00
6875	Employee Health & Welfare					7.55				7.55
7210	Transportation Vouchers									0.00
7222	Motel Vouchers									0.00
7224	Client Rent	40,053.37	5,394.98							45,448.35
7226	Client Lodging/ Shelter			108,010.84	15,295.06					123,305.90
7232	Food Vouchers									0.00
7240	Direct Benefits									0.00
9010	Indirect	9,392.39	667.28	10,379.96	1,577.60	16,686.68	113.06	-	3,074.86	41,891.83

MADERA COUNTY
278- HHAP R3

7/01/2023-8/31/2025

Year to Date Expenses

	-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	077-78 Permanent Housing	-000-90 Administration	Total
Subtotal - HUD Funding	112,605.46	8,000.00	124,445.47	18,913.82	200,056.83	1,355.52	0.00	36,864.51	502,241.61

	-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	077-78 Permanent Housing	-000-90 Administration	
Budget:	112,605.46	8,000.00	124,445.47	43,308.07	200,056.83	1,355.52	-	36,864.51	526,635.86
Direct Budget:	103,213.07	7,332.72	114,065.51	39,695.76	183,370.15	1,242.46	-	33,789.65	482,709.32
Remaining balance for total funding:	-	-	-	24,394.25	-	(0.00)	-	-	24,394.25
Remaining direct cost:	-	-	-	22,359.54	-	-	-	-	22,359.54
Total direct exp	103,213.07	7,332.72	114,065.51	17,336.22	183,370.15	1,242.46	-	33,789.65	

HHAP Report Information

	Total Obligated	Youth Obligated	Total Expended	Youth Expended
Rapid Rehousing	120,605.46	8,000.00	120,605.46	8,000.00
Operating Subsidies	167,753.54	43,308.07	143,359.29	18,913.82
Street Outreach	201,412.35	1,355.52	201,412.35	1,355.52
Permanent Housing & Innovative Solutions	-	-	-	-
Administrative Costs	36,864.51	-	36,864.51	-
	526,635.86	52,663.59	502,241.61	28,269.34

Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
August 31, 2025

284 0 HUD COORDINATED ENTRY SUPP SVCS HELP CNTR	Grant Budget	Current Month Actual	YTD Actual August 31, 2025	YTD Budget August 31, 2025	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	$539,797.00	$54,907.35	$353,821.37	$0.00	-0.66	$0.00	$353,821.37	$185,975.63
Total Revenues	$539,797.00	$54,907.35	$353,821.37	$0.00	-0.66	$0.00	$353,821.37	$185,975.63
Expenses								
5010- SALARIES & WAGES	$354,359.00	$35,531.26	$222,002.88	$0.00	0.63	$0.00	$222,002.88	$132,356.12
5020- ACCRUED VACATION PAY	0.00	1,832.60	10,403.08	0.00	0.00	0.00	10,403.08	-10,403.08
5112- HEALTH INSURANCE	40,231.00	3,144.57	19,540.06	0.00	0.49	0.00	19,540.06	20,690.94
5114- WORKER'S COMPENSATION	15,495.00	1,866.07	10,874.98	0.00	0.70	0.00	10,874.98	4,620.02
5116- PENSION	17,718.00	1,410.38	10,517.36	0.00	0.59	0.00	10,517.36	7,200.64
5122- FICA	27,109.00	2,906.00	18,076.79	0.00	0.67	0.00	18,076.79	9,032.21
5124- SUI	2,735.00	114.73	3,074.61	0.00	1.12	0.00	3,074.61	-339.61
5130- ACCRUED VACATION FICA	0.00	-11.64	54.74	0.00	0.00	0.00	54.74	-54.74
6110- OFFICE SUPPLIES	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6112- DATA PROCESSING SUPPLIES	2,111.00	0.00	875.06	0.00	0.41	0.00	875.06	1,235.94
6170- POSTAGE & SHIPPING	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6180- EQUIPMENT RENTAL	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6181- EQUIPMENT MAINTENANCE	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6310- PRINTING & PUBLICATIONS	200.00	0.00	53.71	0.00	0.27	0.00	53.71	146.29
6320- TELEPHONE	4,950.00	426.62	4,840.46	0.00	0.98	0.00	4,840.46	109.54
6410- RENT	16,180.00	2,402.62	18,705.42	0.00	1.16	0.00	18,705.42	-2,525.42
6420- UTILITIES/ DISPOSAL	3,075.00	554.17	3,794.21	0.00	1.23	0.00	3,794.21	-719.21
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	150.00	0.00	222.55	0.00	1.48	0.00	222.55	-72.55
6440- PROPERTY INSURANCE	300.00	137.45	923.82	0.00	3.08	0.00	923.82	-623.82
6530- LEGAL	187.00	0.00	0.00	0.00	0.00	0.00	0.00	187.00
6610- GAS & OIL	2,600.00	12.71	153.10	0.00	0.06	0.00	153.10	2,446.90
6620- VEHICLE INSURANCE	360.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00
6630- VEHICLE LICENSE & FEES	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6640- VEHICLE REPAIR & MAINTENANCE	350.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
6712- STAFF TRAVEL-LOCAL	800.00	0.00	175.00	0.00	0.22	0.00	175.00	625.00
6742- TRAINING - STAFF	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6850- FEES & LICENSES	160.00	0.00	21.40	0.00	0.13	0.00	21.40	138.60
6875- EMPLOYEE HEALTH & WELFARE	120.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
7226- CLIENT LODGING/SHELTER	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
9010- INDIRECT COST ALLOCATION	44,857.00	4,579.81	29,512.14	0.00	0.66	0.00	29,512.14	15,344.86
Total Expenses	$539,797.00	$54,907.35	$353,821.37	$0.00	0.66	$0.00	$353,821.37	$185,975.63
Excess Revenue Over (Under) Expenditures	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
August 31, 2025

284 0 HUD COORDINATED ENTRY SUPP SVCS HELP CNTR	Grant Budget	Current Month Actual	YTD Actual August 31, 2025	YTD Budget August 31, 2025	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Ending Net Assets	$0.00	$0.00	$0.00	$0.00	0.00	$0.00	$0.00	$0.00

Madera Migrant Head Start
Budget to Actual

For the Period Ending **8/31/2025**

Start Date 3/1/2025
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-FEDERAL	**6,303,222**	742,405.02	3,028,997.04	2,286,592.02	18,909,666	48%	**35,107.41**	3,064,104.45	3,239,117.55
4220	IN KIND CONTRIBUTIONS	**567,876**	66,664.20	312,565.02	245,900.82	1,703,628	55%	-	312,565.02	255,310.98
4390	MISCELLANEOUS INCOME	-	-	-	-	-		-	-	-
	TOTAL REVENUES	**6,871,098**	**809,069.22**	**3,341,562.06**	**2,532,492.84**	**20,613,294**	**49%**	**35,107.41**	**3,376,669.47**	**3,494,428.53**
	EXPENDITURES									
5010	Salaries & Wages	**3,557,039**	453,040.06	**1,675,280.55**	**1,222,240.49**	10,671,117	47%	-	1,675,280.55	1,881,758.45
5020	Accrued Vacation Pay	**193,000**	27,531.15	**95,878.14**	**68,346.99**	579,000	50%	-	95,878.14	97,121.86
5112	Health Insurance	**407,733**	37,061.34	**183,329.99**	**146,268.65**	1,223,199	45%	-	183,329.99	224,403.01
5114	Worker's Compensation	**114,183**	14,321.10	**48,496.55**	**34,175.45**	342,549	42%	-	48,496.55	65,686.45
5116	Pension	**175,685**	23,111.34	**79,943.60**	**56,832.26**	527,055	46%	-	79,943.60	95,741.40
5122	FICA	**270,378**	34,757.02	**128,419.21**	**93,662.19**	811,134	48%	-	128,419.21	141,958.79
5124	SUI	**38,839**	659.57	**3,545.14**	**2,885.57**	116,517	9%	-	3,545.14	35,293.86
5130	Accrued Vacation Fringe	**16,500**	2,106.37	**7,330.28**	**5,223.91**	49,500	44%	-	7,330.28	9,169.72
6110	Office supplies	**18,267**	632.89	**1,738.97**	**1,106.08**	54,801	10%	**3,791.61**	5,530.58	12,736.42
6112	Data Processing Supplies	**72,000**	10,239.80	**84,086.25**	**73,846.45**	216,000	117%	**629.14**	84,715.39	(12,715.39)
6121	Food	**3,000**	1,394.41	**1,426.11**	**31.70**	9,000	48%	-	1,426.11	1,573.89
6122	Kitchen Supplies	**1,500**	-	-	-	4,500	0%	-	-	1,500.00
6130	Program Supplies	**69,450**	3,691.52	**31,120.78**	**27,429.26**	208,350	45%	**872.92**	31,993.70	37,456.30
6132	Medical & Dental Supplies	**20,000**	542.76	**12,339.15**	**11,796.39**	60,000	62%	**2,292.02**	14,631.17	5,368.83
6134	Instructional Supplies	**20,738**	-	**1,630.23**	**1,630.23**	62,214	8%	**5,000.93**	6,631.16	14,106.84
6140	Custodial Supplies	**31,544**	236.94	**4,880.16**	**4,643.22**	94,632	15%	-	4,880.16	26,663.84
6142	Linen / Laundry	-	-	-	-	-		-	-	-
6143	Furnishing	-	-	**4,557.34**	**4,557.34**	-	#DIV/0!	-	4,557.34	(4,557.34)
6150	Uniform Rental / Purchases	**258**	-	-	-	774	0%	-	-	258.00
6170	Postage & Shipping	**550**	7.08	**189.84**	**182.76**	1,650	35%	-	189.84	360.16
6221	Equipment Over > $5,000	-	-	-	-	-		-	-	-
6233	Land Improvements	-	-	-	-	-		-	-	-
6180	Equipment Rental	**23,400**	5,058.33	**18,400.32**	**13,341.99**	70,200	79%	-	18,400.32	4,999.68
6181	Equipment Maintenance	**16,800**	659.13	**11,680.55**	**11,021.42**	50,400	70%	-	11,680.55	5,119.45
6310	Printing & Publications	**3,000**	-	**3,161.28**	**3,161.28**	9,000	105%	-	3,161.28	(161.28)
6312	Advertising & Promotion	-	-	**350.00**	**350.00**	-		-	350.00	(350.00)
6320	Telephone	**48,600**	1,548.13	**26,426.50**	**24,878.37**	145,800	54%	-	26,426.50	22,173.50
6410	Rent	**218,040**	18,154.91	**112,791.54**	**94,636.63**	654,120	52%	-	112,791.54	105,248.46
6420	Utilities / Disposal	**143,580**	16,848.90	**74,989.47**	**58,140.57**	430,740	52%	-	74,989.47	68,590.53
6432	Building Repairs / Maintenanc	**49,500**	5,224.76	**26,356.42**	**21,131.66**	148,500	53%	-	26,356.42	23,143.58
6433	Grounds Maintenance	-	-	-	-	-	#DIV/0!	-	-	-
6436	Pest Control	**6,660**	483.02	**2,987.29**	**2,504.27**	19,980	45%	-	2,987.29	3,672.71
6437	Burglar & Fire Alarm	**4,500**	75.79	**1,379.37**	**1,303.58**	13,500	31%	**900.00**	2,279.37	2,220.63
6440	Property Insurance	**42,696**	4,657.25	**30,102.97**	**25,445.72**	128,088	71%	-	30,102.97	12,593.03
6520	Consultants	**15,000**	2,154.20	**2,531.17**	**376.97**	45,000	17%	**17,000.00**	19,531.17	(4,531.17)
6522	Consultants Expense	**235**	146.30	**146.30**	-	705	62%	-	146.30	88.70
6524	Contracts	-	-	-	-	-		-	-	-
6530	Legal	**5,000**	-	**5,157.34**	**5,157.34**	15,000	103%	-	5,157.34	(157.34)
6540	Custodial Services	**96,800**	9,387.00	**40,938.23**	**31,551.23**	290,400	42%	-	40,938.23	55,861.77
6555	Medical Screening / DEAT / Staff	**6,000**	84.00	**2,026.50**	**1,942.50**	18,000	34%	-	2,026.50	3,973.50
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	12,000	1,014.65	5,646.09	4,631.44	36,000	47%	-	5,646.09	6,353.91
6620	Vehicle Insurance	37,800	3,873.34	25,699.92	21,826.58	113,400	68%	-	25,699.92	12,100.08
6630	Vehicle License & Fees	-	-	-	-	-		-	-	-
6640	Vehicle Repair & Maintenanc	7,200	169.80	3,168.12	2,998.32	21,600	44%	1,692.49	4,860.61	2,339.39
6712	Staff Travel-Local	1,005	487.20	1,838.72	1,351.52	3,015	183%	-	1,838.72	(833.72)
6714	Staff Travel-Out of Area	-	-	104.30	104.30	-		-	104.30	(104.30)
6722	Per Diem-Staff	-	-	-	-	-		-	-	-
6724	Per Diem-Parent	-	-	-	-	-		-	-	-
6730	Volunteer Travel	-	-	-	-	-		-	-	-
6742	Training - Staff	-	110.00	2,035.00	1,925.00	-	#DIV/0!	-	2,035.00	(2,035.00)
6746	Training - Parent	-	-	-	-	-		-	-	-
6748	Education Reimbursement	-	-	414.00	414.00	-		-	414.00	(414.00)
6750	Field Trips	-	-	-	-	-		-	-	-
6810	Bank Charges	-	-	-	-	-		-	-	-
6820	Interest Expense	-	-	-	-	-		-	-	-
6832	Liability Insurance	636	-	175.31	175.31	1,908	28%	-	175.31	460.69
6834	Student Activity Insurance	3,120	185.34	907.34	722.00	9,360	29%	-	907.34	2,212.66
6840	Property Taxes	-	-	-	-	-		-	-	-
6850	Fees & Licenses	6,600	-	7,369.60	7,369.60	19,800	112%	-	7,369.60	(769.60)
6852	Finger Printing	2,000	77.00	751.25	674.25	6,000	38%	-	751.25	1,248.75
6860	Depreciation Expense	-	-	-	-	-		-	-	-
6875	Employee Health & Welfare	10,534	91.73	2,288.68	2,196.95	31,602	22%	-	2,288.68	8,245.32
7110	Parent Activities	-	-	-	-	-	#DIV/0!	-	-	-
7111	Parent Mileage	302	20.30	148.58	128.28	906	49%	-	148.58	153.42
7112	Parent Involvement	3,300	353.09	828.36	475.27	9,900	25%	-	828.36	2,471.64
7114	PPC Allowance	1,475	210.00	988.04	778.04	4,425	67%	-	988.04	486.96
7116	PPC Food Allowance	1,025	73.71	368.41	294.70	3,075	36%	-	368.41	656.59
8110	In-Kind Salaries	455,866	57,413.20	256,559.02	199,145.82	1,367,598	56%	-	256,559.02	199,306.98
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	1,000	-	500.00	500.00	3,000		-	500.00	500.00
9010	In-Direct Cost Allocation	525,750	61,923.79	252,647.78	190,723.99	1,577,250	48%	2,928.30	255,576.08	270,173.92
	Total Expenses	**6,871,098**	**809,069.22**	**3,341,562.06**	**2,532,492.84**	**20,613,294**	**49%**	**35,107.41**	**3,376,669.47**	**3,494,428.53**
	Excess Revenue Over	-	-	-	-	-		-	-	-
	Total Expenses	6,871,098	809,069.22	3,341,562.06						
	In-Kind	(567,876)	(66,664.20)	(312,565.02)						
	Total Expenses w/o In Kind	**6,303,222**	**742,405.02**	**3,028,997.04**	**2,286,592.02**				**3,064,104.45**	3,239,117.55
									48.61%	

ADMINISTRATION BUDGET LIMIT	**$752,091**
YEAR-TO DATE ADMIN EXP.	**$289,960**
PERCENT OF TOTAL EXPENSES	**3.66%**
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
252,647.78
252,647.78

Madera Migrant Head Start
Budget to Actual

For the Period Ending **8/31/2025**

Start Date 3/1/2025
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-FEDERAL	**6,303,222**	742,405.02	3,028,997.04	2,286,592.02	18,909,666	48%	**35,107.41**	3,064,104.45	3,239,117.55
4220	IN KIND CONTRIBUTIONS	**567,876**	66,664.20	312,565.02	245,900.82	1,703,628	55%	-	312,565.02	255,310.98
4390	MISCELLANEOUS INCOME	-	-	-	-	-		-	-	-
	TOTAL REVENUES	**6,871,098**	**809,069.22**	**3,341,562.06**	**2,532,492.84**	**20,613,294**	**49%**	**35,107.41**	**3,376,669.47**	**3,494,428.53**
	EXPENDITURES									
5010	Salaries & Wages	**3,557,039**	453,040.06	**1,675,280.55**	**1,222,240.49**	10,671,117	47%	-	1,675,280.55	1,881,758.45
5020	Accrued Vacation Pay	**193,000**	27,531.15	**95,878.14**	**68,346.99**	579,000	50%	-	95,878.14	97,121.86
5112	Health Insurance	**407,733**	37,061.34	**183,329.99**	**146,268.65**	1,223,199	45%	-	183,329.99	224,403.01
5114	Worker's Compensation	**114,183**	14,321.10	**48,496.55**	**34,175.45**	342,549	42%	-	48,496.55	65,686.45
5116	Pension	**175,685**	23,111.34	**79,943.60**	**56,832.26**	527,055	46%	-	79,943.60	95,741.40
5122	FICA	**270,378**	34,757.02	**128,419.21**	**93,662.19**	811,134	48%	-	128,419.21	141,958.79
5124	SUI	**38,839**	659.57	**3,545.14**	**2,885.57**	116,517	9%	-	3,545.14	35,293.86
5130	Accrued Vacation Fringe	**16,500**	2,106.37	**7,330.28**	**5,223.91**	49,500	44%	-	7,330.28	9,169.72
6110	Office supplies	**18,267**	632.89	**1,738.97**	**1,106.08**	54,801	10%	**3,791.61**	5,530.58	12,736.42
6112	Data Processing Supplies	**72,000**	10,239.80	**84,086.25**	**73,846.45**	216,000	117%	**629.14**	84,715.39	(12,715.39)
6121	Food	**3,000**	1,394.41	**1,426.11**	**31.70**	9,000	48%	-	1,426.11	1,573.89
6122	Kitchen Supplies	**1,500**	-	-	-	4,500	0%	-	-	1,500.00
6130	Program Supplies	**69,450**	3,691.52	**31,120.78**	**27,429.26**	208,350	45%	**872.92**	31,993.70	37,456.30
6132	Medical & Dental Supplies	**20,000**	542.76	**12,339.15**	**11,796.39**	60,000	62%	**2,292.02**	14,631.17	5,368.83
6134	Instructional Supplies	**20,738**	-	**1,630.23**	**1,630.23**	62,214	8%	**5,000.93**	6,631.16	14,106.84
6140	Custodial Supplies	**31,544**	236.94	**4,880.16**	**4,643.22**	94,632	15%	-	4,880.16	26,663.84
6142	Linen / Laundry	-	-	-	-	-		-	-	-
6143	Furnishing	-	-	**4,557.34**	**4,557.34**	-	#DIV/0!	-	4,557.34	(4,557.34)
6150	Uniform Rental / Purchases	**258**	-	-	-	774	0%	-	-	258.00
6170	Postage & Shipping	**550**	7.08	**189.84**	**182.76**	1,650	35%	-	189.84	360.16
6221	Equipment Over > $5,000	-	-	-	-	-		-	-	-
6233	Land Improvements	-	-	-	-	-		-	-	-
6180	Equipment Rental	**23,400**	5,058.33	**18,400.32**	**13,341.99**	70,200	79%	-	18,400.32	4,999.68
6181	Equipment Maintenance	**16,800**	659.13	**11,680.55**	**11,021.42**	50,400	70%	-	11,680.55	5,119.45
6310	Printing & Publications	**3,000**	-	**3,161.28**	**3,161.28**	9,000	105%	-	3,161.28	(161.28)
6312	Advertising & Promotion	-	-	**350.00**	**350.00**	-		-	350.00	(350.00)
6320	Telephone	**48,600**	1,548.13	**26,426.50**	**24,878.37**	145,800	54%	-	26,426.50	22,173.50
6410	Rent	**218,040**	18,154.91	**112,791.54**	**94,636.63**	654,120	52%	-	112,791.54	105,248.46
6420	Utilities / Disposal	**143,580**	16,848.90	**74,989.47**	**58,140.57**	430,740	52%	-	74,989.47	68,590.53
6432	Building Repairs / Maintenanc	**49,500**	5,224.76	**26,356.42**	**21,131.66**	148,500	53%	-	26,356.42	23,143.58
6433	Grounds Maintenance	-	-	-	-	-	#DIV/0!	-	-	-
6436	Pest Control	**6,660**	483.02	**2,987.29**	**2,504.27**	19,980	45%	-	2,987.29	3,672.71
6437	Burglar & Fire Alarm	**4,500**	75.79	**1,379.37**	**1,303.58**	13,500	31%	**900.00**	2,279.37	2,220.63
6440	Property Insurance	**42,696**	4,657.25	**30,102.97**	**25,445.72**	128,088	71%	-	30,102.97	12,593.03
6520	Consultants	**15,000**	2,154.20	**2,531.17**	**376.97**	45,000	17%	**17,000.00**	19,531.17	(4,531.17)
6522	Consultants Expense	**235**	146.30	**146.30**	-	705	62%	-	146.30	88.70
6524	Contracts	-	-	-	-	-		-	-	-
6530	Legal	**5,000**	-	**5,157.34**	**5,157.34**	15,000	103%	-	5,157.34	(157.34)
6540	Custodial Services	**96,800**	9,387.00	**40,938.23**	**31,551.23**	290,400	42%	-	40,938.23	55,861.77
6555	Medical Screening / DEAT / Staff	**6,000**	84.00	**2,026.50**	**1,942.50**	18,000	34%	-	2,026.50	3,973.50
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	12,000	1,014.65	5,646.09	4,631.44	36,000	47%	-	5,646.09	6,353.91
6620	Vehicle Insurance	37,800	3,873.34	25,699.92	21,826.58	113,400	68%	-	25,699.92	12,100.08
6630	Vehicle License & Fees	-	-	-	-	-		-	-	-
6640	Vehicle Repair & Maintenanc	7,200	169.80	3,168.12	2,998.32	21,600	44%	1,692.49	4,860.61	2,339.39
6712	Staff Travel-Local	1,005	487.20	1,838.72	1,351.52	3,015	183%	-	1,838.72	(833.72)
6714	Staff Travel-Out of Area	-	-	104.30	104.30	-		-	104.30	(104.30)
6722	Per Diem-Staff	-	-	-	-	-		-	-	-
6724	Per Diem-Parent	-	-	-	-	-		-	-	-
6730	Volunteer Travel	-	-	-	-	-		-	-	-
6742	Training - Staff	-	110.00	2,035.00	1,925.00	-	#DIV/0!	-	2,035.00	(2,035.00)
6746	Training - Parent	-	-	-	-	-		-	-	-
6748	Education Reimbursement	-	-	414.00	414.00	-		-	414.00	(414.00)
6750	Field Trips	-	-	-	-	-		-	-	-
6810	Bank Charges	-	-	-	-	-		-	-	-
6820	Interest Expense	-	-	-	-	-		-	-	-
6832	Liability Insurance	636	-	175.31	175.31	1,908	28%	-	175.31	460.69
6834	Student Activity Insurance	3,120	185.34	907.34	722.00	9,360	29%	-	907.34	2,212.66
6840	Property Taxes	-	-	-	-	-		-	-	-
6850	Fees & Licenses	6,600	-	7,369.60	7,369.60	19,800	112%	-	7,369.60	(769.60)
6852	Finger Printing	2,000	77.00	751.25	674.25	6,000	38%	-	751.25	1,248.75
6860	Depreciation Expense	-	-	-	-	-		-	-	-
6875	Employee Health & Welfare	10,534	91.73	2,288.68	2,196.95	31,602	22%	-	2,288.68	8,245.32
7110	Parent Activities	-	-	-	-	-	#DIV/0!	-	-	-
7111	Parent Mileage	302	20.30	148.58	128.28	906	49%	-	148.58	153.42
7112	Parent Involvement	3,300	353.09	828.36	475.27	9,900	25%	-	828.36	2,471.64
7114	PPC Allowance	1,475	210.00	988.04	778.04	4,425	67%	-	988.04	486.96
7116	PPC Food Allowance	1,025	73.71	368.41	294.70	3,075	36%	-	368.41	656.59
8110	In-Kind Salaries	455,866	57,413.20	256,559.02	199,145.82	1,367,598	56%	-	256,559.02	199,306.98
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	1,000	-	500.00	500.00	3,000		-	500.00	500.00
9010	In-Direct Cost Allocation	525,750	61,923.79	252,647.78	190,723.99	1,577,250	48%	2,928.30	255,576.08	270,173.92
	Total Expenses	**6,871,098**	**809,069.22**	**3,341,562.06**	**2,532,492.84**	**20,613,294**	**49%**	**35,107.41**	**3,376,669.47**	**3,494,428.53**
	Excess Revenue Over	-	-	-	-	-		-	-	-
	Total Expenses	6,871,098	809,069.22	3,341,562.06						
	In-Kind	(567,876)	(66,664.20)	(312,565.02)						
	Total Expenses w/o In Kind	**6,303,222**	**742,405.02**	**3,028,997.04**	**2,286,592.02**				**3,064,104.45**	3,239,117.55
									48.61%	

ADMINISTRATION BUDGET LIMIT	**$752,091**
YEAR-TO DATE ADMIN EXP.	**$289,960**
PERCENT OF TOTAL EXPENSES	**3.66%**
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
252,647.78
252,647.78

PROGRAMA MIGRATORIO HEAD START GASTO DE COMPARACION
8/31/2025

A/C #	LINE ITEM	2025-2026 PRESUPUESTO	GASTO 2025-26 HASTA FECHA	RESTO DE 2025-26
CUENTA 321				
5010,12,20	SALARIOS	3,750,039	1,771,158.69	1,978,880.31
5112	SEGURO MEDICO	407,733	183,329.99	224,403.01
5114	COMPENSACION DE TRABAJADORES	114,183	48,496.55	65,686.45
5116	REVICIONES	175,685	79,943.60	95,741.40
5122 & 5130	FICA	286,878	135,749.49	151,128.51
5124	SUI	38,839	3,545.14	35,293.86
6110, 6112, 6122	ARTICULOS DE OFICINA, COCINA	92,025	85,825.22	6,199.78
6121	COMIDA	3,000	1,426.11	1,573.89
6130	ARTICULOS PARA LOS CENTROS	69,450	31,120.78	38,329.22
6132	ARTICULOS MEDICOS/DENTALES	20,000	12,339.15	7,660.85
6134	ARTICULOS INSTRUCTIVOS	20,738	1,630.23	19,107.77
6140	ARTICULOS PARA CONSERJES	31,544	4,880.16	26,663.84
6143	MUEBLES	-	4,557.34	(4,557.34)
6170	FRANQUEO	550	189.84	360.16
6180-6181	REPARACION DE EQUIPO	40,200	30,080.87	10,119.13
6221	EQUIPO MAS DE $5,000	-	-	-
6233	MEJORAS TERRESTRES	-	-	-
6310, 6312	PUBLICACION E IMPRESIONES	3,000	3,511.28	(511.28)
6320	TELEFONO	48,600	26,426.50	22,173.50
6410	ALQUILER DE EDIFICIO	218,040	112,791.54	105,248.46
6420	PAGO DE ENERGIA, AGUA	143,580	74,989.47	68,590.53
6432	MANTENIMIENTO DE EDIFICIO	49,500	26,356.42	23,143.58
6433	MANTENIMIENTO DE CENTROS	-	-	-
6436	CONTROL DE PLAGAS	6,660	2,987.29	3,672.71
6437	ALARMA CONTRA ROBOS	4,500	1,379.37	3,120.63
6440,6832,6834	SEGUROS Y BONOS	46,452	31,185.62	15,266.38
6521,22,24	ESPECIALISTAS, CONTRACTOS	15,235	2,677.47	12,557.53
6530	LEGAL	5,000	5,157.34	(157.34)
6540	SERVICIOS CUSTODIOS	96,800	40,938.23	55,861.77
6555	PRUEBAS AL PERSONAL	6,000	2,026.50	3,973.50
6562, 6564	EXAMENES MEDICOS COMPLEMENT.	-	-	-
6566, 6568	EXAMENES DENTALES COMPLEMENT. REGISTROS	-	-	-
6610	GASOLINA Y ACEITE	12,000	5,646.09	6,353.91
6620	SEGUROS DE VEHICULOS	37,800	25,699.92	12,100.08
6630	Vehicle Tax & Lic.	-	-	-
6640	REPARACION DE VEHICULOS	7,200	3,168.12	4,031.88
6712	VIAJES LOCALES	1,005	1,838.72	(833.72)
6714 - 6724	VIAJES AFUERA	-	104.30	(104.30)
6742-6746	ENTRENAMIENTOS	-	2,035.00	(2,035.00)
6748	DESARROLLO PROFESIONAL	-	414.00	(414.00)
6750	EXCURSIONES	-	-	-
6810	CARGOS BANCARIOS	-	-	-
6840	TARIFAS de PROPIEDAD	-	-	-
6850	CUOTAS Y COBROS	6,600	7,369.60	(769.60)
6860	DEPRECIACION	-	-	-
6852	JUELLAS	2,000	751.25	1,248.75
6870	RECONOCIMIENTO A EMPL.	10,534	2,288.68	8,245.32
7110	ACTIVIDADES DE PADRES	-	-	-
7111	MILAS PARA PADRES	302	148.58	153.42
7112	ENVOLVER PADRES	3,300	828.36	2,471.64
7114	JUNTAS Y ESTIPENDIOS	1,475	988.04	486.96
7116	COMIDA PARA JUNTAS DE PADRES	1,025	368.41	656.59
9010	ALLOCACION DE COSTOS INDIRECTOS	525,750	252,647.78	273,102.22
CUENTA TOTAL 321		6,303,222	3,028,997.04	3,274,224.96
		6,303,222		
		-		

Presupuesto Administrativo	**$752,091**
Gastos a la Fecha	**$289,960**
% de Gastis Totales	**3.66%**
Limite de Gastos Administrativos es 9.5%	

State Migrant Full-Day Program - 322 CMIG Program
Budget to Actual
July 1, 2025 - June 30, 2026

For the Period Ending **8/31/2025**

Start Date **7/1/2025**
Current Mnth 2
26.81%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
	REVENUES									
4120	GRANT INCOME-STATE	**860,164**	130,058.80	**230,571.39**	100,512.59	230,610	26.81%	-	230,571.39	629,592.61
4220	IN KIND CONTRIBUTIONS	-	-		-			-	-	-
4315	CHILD CRE REVENUE-STATE	-	-		-			-	-	-
4350	RENTAL INCOME	-	-					-	-	-
	TOTAL REVENUES	**860,164**	**130,058.80**	**230,571.39**	**100,512.59**	**230,610**	**26.81%**	**-**	**230,571.39**	**629,592.61**
	EXPENDITURES									
5010	SALARIES & WAGES	**566,425**	92,488.71	**155,395.22**	62,906.51	12,655	27.43%	-	155,395.22	411,029.78
5020	ACCRUED VACATION PAY	**36,000**	5,237.83	**8,825.47**	3,587.64	804	24.52%	-	8,825.47	27,174.53
5112	HEALTH INSURANCE	**67,907**	5,569.54	**15,200.38**	9,630.84	1,517	22.38%	-	15,200.38	52,706.62
5114	WORKER'S COMPENSATION	**21,980**	3,396.40	**5,748.07**	2,351.67	491	26.15%	-	5,748.07	16,231.93
5116	PENSION	**27,199**	4,661.67	**8,535.68**	3,874.01	608	31.38%	-	8,535.68	18,663.32
5122	FICA	**43,345**	7,079.88	**11,907.79**	4,827.91	968	27.47%	-	11,907.79	31,437.21
5124	SUI	**5,408**	261.43	**421.94**	160.51	121	7.80%	-	421.94	4,986.06
5130	ACCRUED VACATION FRINGE	**2,740**	400.69	**675.14**	274.45	61	24.64%	-	675.14	2,064.86
6110	OFFICE SUPPLIES	**4,154**	-	**20.24**	20.24	93	0.49%	-	20.24	4,133.76
6112	DATA PROCESSING SUPPLIES	**-**	-		-	-		-	-	-
6121	FOOD	**-**	-		-	-		-	-	-
6122	KITCHEN SUPPLIES	**-**	-		-	-		-	-	-
6130	PROGRAM SUPPLIES	**-**	-		-	-		-	-	-
6132	MEDICAL & DENTAL SUPPLIES	**-**	27.28	**58.30**	31.02	-		-	58.30	(58.30)
6134	INSTRUCTIONAL SUPPLIES	**-**	-			-		-	-	-
6140	CUSTODIAL SUPPLIES	**13,260**	4.21	**4.21**		296	0.03%	-	4.21	13,255.79
6170	POSTAGE & SHIPPING	**-**	-			-		-	-	-
6180	EQUIPMENT RENTAL	**-**	-	**832.07**	832.07	-		-	832.07	(832.07)
6181	EQUIPMENT MAINTENANCE	**-**	-			-		-	-	-
6320	TELEPHONE	**-**	-	**1,114.18**	1,114.18	-		-	1,114.18	(1,114.18)
6410	RENT	**-**	-	**-**	-	-		-	-	-
6420	UTILITIES/ DISPOSAL	**-**	-	**2,074.16**	2,074.16	-		-	2,074.16	(2,074.16)
6432	BUILDING REPAIRS/ MAINTENANCE	**-**	-	**234.00**	234.00	-		-	234.00	(234.00)
6436	PEST CONTROL	**-**	-	**67.08**	67.08	-		-	67.08	(67.08)
6437	BURGLAR & FIRE ALARM	**-**	-	**-**	-	-		-	-	-
6440	PROPERTY INSURANCE	**-**	-	**59.58**	59.58	-		-	59.58	(59.58)
6520	CONSULTANTS	**-**	-	**-**	-	-		-	-	-
6522	CONSULTANT EXPENSES	**-**	-	**-**	-	-		-	-	-
6524	CONTRACTS	**-**	-	**-**	-	-		-	-	-
6540	CUSTODIAL SERVICES	**-**	-	**-**	-	-		-	-	-
6834	STUDENT ACTIVITY INSURANCE	**-**	82.99	**165.98**	82.99	-		-	165.98	(165.98)
9010	INDIRECT COST ALLOCATION	**71,746**	10,848.17	**19,231.90**	8,383.73	19,235	26.81%	-	19,231.90	52,514.10
	Total Expenses	**860,164**	130,058.80	230,571.39	100,512.59	230,610	26.81%	-	230,571.39	629,592.61
		-	-	-	-	-			26.81%	

In Direct Calc. @ 9.1%
19,231.90
19,231.90 Total

PROGRAM ESTATAL de DIA COMPLETO GASTO DE COMPARACION - FONDAS BASICOS
8/31/2025

A/C #	LINE ITEM	PRESUPUESTO	2024-2025 PRESUPUESTO	GASTO HASTA FECHA	RESTO DE
CUENTA 321					
5010,12,20	SALARIOS	$602,425.00	66,494.15	164,220.69	438,204.31
5112	SEGURO MEDICO	$67,907.00	9,630.84	15,200.38	52,706.62
5114	COMPENSACION DE TRABAJADORES	$21,980.00	2,351.67	5,748.07	16,231.93
5116	REVICIONES	$27,199.00	3,874.01	8,535.68	18,663.32
5122 & 5130	FICA	$46,085.00	5,102.36	12,582.93	33,502.07
5124	SUI	$5,408.00	160.51	421.94	4,986.06
6110 & 6122	ARTICULOS DE OFICINA, COCINA	$4,154.00	20.24	20.24	4,133.76
6130, 6143	ARTICULOS PARA LOS CENTROS	$0.00	0.00	0.00	-
6132	ARTICULOS MEDICOS/DENTALES	$0.00	31.02	58.30	(58.30)
6134	ARTICULOS INSTRUCTIVOS	$0.00	0.00	0.00	-
6140	ARTICULOS PARA CONSERJES	$13,260.00	0.00	4.21	13,255.79
6181	REPARACION DE EQUIPO	$0.00	0.00	0.00	-
6310, 6340	PUBLICACION E IMPRESIONES	$0.00	0.00	0.00	-
6320	TELEFONO	$0.00	1,114.18	1,114.18	(1,114.18)
6330	FRANQUEO	$0.00	0.00	0.00	-
6410	ALQUILER DE EDIFICIO	$0.00	0.00	0.00	-
6420	PAGO DE ENERGIA, AGUA	$0.00	2,074.16	2,074.16	(2,074.16)
6432	MANTENIMIENTO DE EDIFICIO	$0.00	234.00	234.00	(234.00)
6433	MANTENIMIENTO DE CENTROS	$0.00	0.00	0.00	-
6436	CONTROL DE PLAGAS	$0.00	67.08	67.08	(67.08)
6610	GASOLINA Y ACEITE	$0.00	0.00	0.00	-
6620	SEGUROS DE VEHICULOS	$0.00	0.00	0.00	-
6640	REPARACION DE VEHICULOS	$0.00	0.00	0.00	-
6832	SEGURANCA	$0.00	0.00	0.00	-
6850	CUOTAS Y COBROS	$0.00	0.00	0.00	-
9010	ALLOCACION DE COSTOS INDIRECTOS	$71,746.00	8,383.73	19,231.90	52,514.10
CUENTA TOTAL 322		$860,164.00	100,512.59	230,571.39	629,592.61

Madera Regional Head Start
Budget to Actual
August 31, 2025

Account		Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Descpription		**Budget**	**Period**	**YTD**	**YTD**	**YTD**	**Budget**	**% Spent**	**YTD Encumbered**	**Actual + Encumbered**	**Balance**
Revenues											
4110- GRANT INCOME-FEDERAL	$	4,499,507	556,642.04	883,997.96	327,355.92	111,385.08	772,612.88	21%	43,873.67	927,871.63	3,571,635.37
4210- DONATIONS	$	-	-					0%		-	-
4220- IN KIND CONTRIBUTIONS	$	1,136,383	-	85,235.41	85,235.41	(105,511.59)	190,747.00	8%	-	85,235.41	1,051,147.59
4330- SALE OF ASSETS	$	-	4,000.00	7,100.00	3,100.00	7,100.00	-	0%	-	7,100.00	(7,100.00)
4350- RENTAL INCOME	$	-	-					0%	-	-	-
4390- MISC INCOME	$	-	-					0%	-	-	-
Total Revenues	**$**	**5,635,890**	**560,642.04**	**976,333.37**	**415,691.33**	**12,973.49**	**963,359.88**	**17%**	**43,873.67**	**1,020,207.04**	**4,615,682.96**
5010 SALARIES & WAGES	$	1,993,828	337,338.07	439,868.45	102,530.38	140,069.65	299,798.80	22%	-	439,868.45	1,553,959.55
5019- SALARIES & WAGES C19	$	-	-			-		0%		-	-
5020 ACCRUED VACATION PAY	$	154,380	20,312.29	26,364.50	6,052.21	2,421.97	23,942.53	17%	-	26,364.50	128,015.50
5112 HEALTH INSURANCE	$	333,462	30,375.56	43,531.82	13,156.26	3,329.21	40,202.61	13%	-	43,531.82	289,930.18
5114 WORKER'S COMPENSATION	$	66,592	9,787.88	11,452.29	1,664.41	1,974.32	9,477.97	17%	-	11,452.29	55,139.71
5115- Worker's Compensation C19	$	-	-			-		0%		-	-
5116 PENSION	$	111,290	18,186.78	23,826.17	5,639.39	4,871.56	18,954.61	21%	-	23,826.17	87,463.83
5117- Pension C19	$	-	-			-		0%		-	-
5121- FICA C19	$	-	-			-		0%		-	-
5122 FICA	$	159,095	25,529.69	33,527.74	7,998.05	9,514.46	24,013.28	21%	-	33,527.74	125,567.26
5123- SUI C19	$	-	-			-		0%		-	-
5124 SUI	$	34,782	642.54	990.77	348.23	(3,191.91)	4,182.68	3%	-	990.77	33,791.23
5130 ACCRUED VACATION FRINGE	$	12,319	1,553.94	2,018.18	464.24	101.12	1,917.06	16%	-	2,018.18	10,300.82
6110 OFFICE SUPPLIES	$	18,900	867.15	1,083.24	216.09	(9,016.77)	10,100.01	24%	3,479.68	4,562.92	14,337.08
6112 DATA PROCESSING	$	61,800	10,906.20	48,427.09	37,520.89	37,217.10	11,209.99	79%	591.02	49,018.11	12,781.89
6121 FOOD	$	5,000	-	-	-	-	-	0%	-	-	5,000.00
6122 KITCHEN SUPPLIES	$	5,000	-	-	-	(100.00)	100.00	0%	-	-	5,000.00
6130 PROGRAM SUPPLIES	$	74,000	4,597.97	18,194.87	13,596.90	(13,275.14)	31,470.01	197%	1,822.59	20,017.46	53,982.54
6132 MEDICAL & DENTAL SUPPLIES	$	500	-	-	-	-	-	538%	2,688.67	2,688.67	(2,188.67)
6134 INSTRUCTIONAL SUPPLIES	$	19,500	81.10	81.10	-	(918.90)	1,000.00	16%	3,026.97	3,108.07	16,391.93
6140 CUSTODIAL SUPPLIES	$	24,000	-	359.09	359.09	(3,390.91)	3,750.00	1%	-	359.09	23,640.91
6142 LINEN/LAUNDRY	$	140	-	-	-	-	-	0%	-	-	140.00
6150 UNIFORM RENTAL/PURCHASE	$	450	-	-	-	-	-	0%	-	-	450.00
6170 POSTAGE & SHIPPING	$	600	8.35	53.73	45.38	(133.27)	187.00	9%	-	53.73	546.27
6180 EQUIPMENT RENTAL	$	25,956	3,189.52	7,547.35	4,357.83	(952.76)	8,500.11	29%	-	7,547.35	18,408.65
6181 EQUIPMENT MAINTENANCE	$	20,580	-	1,997.91	1,997.91	(1,377.09)	3,375.00	12%	540.00	2,537.91	18,042.09
6221 EQUIPMENT OVER >$5000	$	185,000	-			-		0%		-	185,000.00
6231- BUILDING RENOVATION	$	-	-			-		0%		-	-
6310 PRINTING & PUBLICATIONS	$	15,000	424.88	5,925.55	5,500.67	2,925.55	3,000.00	40%	-	5,925.55	9,074.45
6312 ADVERTISING & PROMOTION	$	200	-	350.00	350.00	(50.00)	400.00	175%	-	350.00	(150.00)
6320 TELEPHONE	$	165,828	15,817.37	31,768.51	15,951.14	4,268.62	27,499.89	19%	-	31,768.51	134,059.49
6410 RENT	$	204,058	20,630.92	57,156.76	36,525.84	(6,043.98)	63,200.74	28%	-	57,156.76	146,901.24
6420 UTILITIES/ DISPOSAL	$	107,436	4,951.59	19,807.62	14,856.03	(7,942.38)	27,750.00	18%	-	19,807.62	87,628.38
6432 BUILDING REPAIRS/ MAINTEN	$	38,880	2,448.39	6,748.13	4,299.74	(13,251.87)	20,000.00	32%	5,630.00	12,378.13	26,501.87
6433 GROUNDS MAINTENANCE	$	31,212	-	1,046.46	1,046.46	(7,703.55)	8,750.01	3%	-	1,046.46	30,165.54
6435 BUILDING IMPROVEMENTS	$	-	-			-		0%		-	-
6436 PEST CONTROL	$	7,188	735.19	2,036.43	1,301.24	(459.57)	2,496.00	28%	-	2,036.43	5,151.57
6437 BURGLAR & FIRE ALARM	$	3,915	113.60	764.96	651.36	290.96	474.00	48%	1,110.00	1,874.96	2,040.04
6440 PROPERTY INSURANCE	$	32,915	1,611.74	6,063.96	4,452.22	1,824.96	4,239.00	18%	-	6,063.96	26,851.04
6520 CONSULTANTS	$	-	80.60	135.20	54.60	(564.80)	700.00	0%	16,000.00	16,135.20	(16,135.20)
6522 CONSULTANT EXPENSES	$	-	-	-	-	(50.00)	50.00	0%	-	-	-
6524 CONTRACTS	$	49,000	-	-	-	(4,900.00)	4,900.00	0%	-	-	49,000.00
6530 LEGAL	$	5,000	-	-	-	(1,800.00)	1,800.00	0%	-	-	5,000.00
6540 CUSTODIAL SERVICES	$	10,836	0.01	2,088.01	2,088.00	(536.99)	2,625.00	19%	-	2,088.01	8,747.99
6555 MEDICAL SCREENING/DEAT/ST	$	2,400	-	-	-	(1,500.00)	1,500.00	0%	-	-	2,400.00

Madera Regional Head Start
Budget to Actual
August 31, 2025

Account		Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Descpription		**Budget**	**Period**	**YTD**	**YTD**	**YTD**	**Budget**	**% Spent**	**YTD Encumbered**	**Actual + Encumbered**	**Balance**
6562 MEDICAL EXAM	$	-	-			-		0%		-	-
6564 MEDICAL FOLLOW-UP	$	-	-			-		0%		-	-
6566 DENTAL EXAM	$	-	-			-		0%		-	-
6568 DENTAL FOLLOW-UP	$	-	-			-		0%		-	-
6610 GAS & OIL	$	12,000	113.75	1,835.46	1,721.71	(1,164.54)	3,000.00	15%	-	1,835.46	10,164.54
6620 VEHICLE INSURANCE	$	27,000	2,808.60	11,279.68	8,471.08	3,779.68	7,500.00	42%	-	11,279.68	15,720.32
6640 VEHICLE REPAIR & MAINTENA	$	9,000	88.00	2,488.64	2,400.64	(1,261.36)	3,750.00	43%	1,425.25	3,913.89	5,086.11
6712 STAFF TRAVEL-LOCAL	$	6,500	1.40	282.80	281.40	(492.20)	775.00	4%	-	282.80	6,217.20
6714 STAFF TRAVEL-OUT OF AREA	$	16,580	8.00	8.00	-	(3,992.00)	4,000.00	0%	-	8.00	16,572.00
6722 PER DIEM - STAFF	$	-	-			-		0%		-	-
6724 PER DIEM - PARENT	$	-	-			-		0%		-	-
6730 VOLUNTEER TRAVEL	$	-	-			-		0%		-	-
6742 TRAINING - STAFF	$	12,000	-	569.00	569.00	569.00	-	37%	3,900.00	4,469.00	7,531.00
6744 TRAINING VOLUNTEERS	$	5,000	-			-		0%		-	5,000.00
6746 TRAINING PARENTS	$	-	-			-		0%		-	-
6748 EDUCATION REIMBURSEMENT	$	10,500	-	-	-	(2,500.00)	2,500.00	0%	-	-	10,500.00
6750 FIELD TRIPS	$	-	-	-	-	-	-	0%	-	-	-
6810 BANK CHARGES	$	-	-			-		0%		-	-
6820 INTEREST CHARGES	$	-	-			-		0%		-	-
6832 LIABILITY INSURANCE	$	336	-	30.58	30.58	(68.42)	99.00	9%	-	30.58	305.42
6834 STUDENT ACTIVITY INSURANC	$	2,084	160.37	160.37	-	(59.63)	220.00	8%	-	160.37	1,923.63
6840 PROPERTY TAXES	$	293	-	-	-	-	-	0%	-	-	293.00
6850 FEES & LICENSES	$	31,000	-	5,178.33	5,178.33	178.33	5,000.00	17%	-	5,178.33	25,821.67
6851 CPR FEES	$	-	-			-		0%		-	-
6852 FINGER PRINTING	$	3,200	298.25	298.25	-	(201.75)	500.00	9%	-	298.25	2,901.75
6860 DEPRECIATION EXPENSE	$	-	-			-		0%		-	-
6870 EMPLOYEE RECOGNITION	$	-	-			-		0%		-	-
6875- EMPLOYEE HEALTH & WELFARE COSTS	$	20,000	60.48	1,206.35	1,145.87	(1,293.65)	2,500.00	6%	-	1,206.35	18,793.65
6880 VOLUNTEER RECONGNITION	$	-	-			-		0%		-	-
6892 CASH SHORT / OVER	$	-	-			-		0%		-	-
7110 PARENT ACTIVITIES	$	-	-			-		0%		-	-
7111 PARENT MILEAGE	$	500	21.00	30.52	9.52	(269.48)	300.00	6%	-	30.52	469.48
7112 PARENT INVOLVEMENT	$	1,400	-	-	-	(100.00)	100.00	0%	-	-	1,400.00
7114 PPC ALLOWANCE	$	1,200	90.00	150.00	60.00	(50.00)	200.00	13%	-	150.00	1,050.00
7115 PPC FOOD ALLOWANCE	$	-	-			-		0%		-	-
7116 POLICY COUN. FOOD ALLOWAN	$	-	37.86	37.86	-	(211.14)	249.00	0%	-	37.86	(37.86)
8110 IN KIND SALARIES	$	136,819	-	45,882.31	45,882.31	37,399.31	8,483.00	34%	-	45,882.31	90,936.69
8120 IN KIND RENT	$	318,251	-	39,353.10	39,353.10	(13,699.90)	53,053.00	12%	-	39,353.10	278,897.90
8130 IN KIND - OTHER	$	681,313	-	-	-	(129,211.00)	129,211.00	0%	-	-	681,313.00
9010 INDIRECT COST ALLOCATION	$	359,872	46,763.00	74,326.23	27,563.23	(6,027.35)	80,353.58	22%	3,659.49	77,985.72	281,886.28
Total Expenses	**$**	**5,635,890**	**560,642.04**	**976,333.37**	**415,691.33**	**12,973.49**	**963,359.88**	**18%**	**43,873.67**	**1,020,207.04**	**4,615,682.96**
Excess Revenue Over (Under) Expenditures	**$**	**-**	**-**	**-**	**-**	**-**	**-**		**-**	**-**	**-**

	513,879.04	816,771.73	302,892.69
	46,762.99	74,326.23	27,563.23

9.10%

ADMINISTRATIVE EXPENSES	**$114,538.45**
PERCENT ADMINISTATIVE	**11.63%**
LIMIT IS 15%	

YTD Contract % **20.79%**

Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending August-25

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
REVENUES										
4110 GRANT INCOME-FEDERAL		6,648,691.00	937,586.17	6,663,730.38	5,726,144.21	6,566,001.00	100.23%	32,506.06	6,696,236.44	(47,545.44)
4130 GRANT INCOME-AREA		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS		1,662,173.00	120,861.02	790,260.55	668,408.28	1,662,173.00	47.54%	0.00	790,260.55	871,912.45
4330- SALE OF ASSETS		0.00	0.00	4,100.00	4,100.00	0.00		0.00	4,100.00	(4,100.00)
4390 MISC INCOME		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
TOTAL REVENUES		8,310,864.00	1,058,447.19	7,458,090.93	6,398,652.49	8,228,174.00	89.74%	32,506.06	7,490,596.99	820,267.01
5010 SALARIES & WAGES	**6A**	3,733,795.00	602,194.79	3,776,829.25	3,174,634.46	3,733,795.00	101.15%	0.00	3,776,829.25	(43,034.25)
5012- DIRECTOR'S SALARY			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5019- SALARIES & WAGES C19			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	**6A**	233,685.00	38,479.52	243,732.10	205,252.58	233,685.00	104.30%	0.00	243,732.10	(10,047.10)
5112 HEALTH INSURANCE	**6B**	241,076.00	28,670.47	268,207.10	239,536.63	241,076.00	111.25%	0.00	268,207.10	(27,131.10)
5114 WORKER'S COMPENSATION	**6B**	112,264.00	20,827.45	124,673.36	103,845.91	112,264.00	111.05%	0.00	124,673.36	(12,409.36)
5115- Worker's Compensation C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	**6B**	281,464.00	39,256.05	266,425.81	227,169.76	281,464.00	94.66%	0.00	266,425.81	15,038.19
5117- Pension C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	**6B**	305,126.00	46,453.12	308,561.98	262,108.86	305,126.00	101.13%	0.00	308,561.98	(3,435.98)
5124 SUI	**6B**	45,376.00	234.38	34,650.64	34,416.26	45,376.00	76.36%	0.00	34,650.64	10,725.36
5125- DIRECTOR'S FRINGE				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	**6B**	19,098.00	2,943.89	18,546.37	15,602.48	19,098.00	97.11%	0.00	18,546.37	551.63
6714 STAFF TRAVEL-OUT OF AREA	**6C**	9,540.00	1,249.66	27,594.98	26,345.32	0.00	289.26%	0.00	27,594.98	(18,054.98)
6722 PER DIEM - STAFF	**6C**	3,492.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	3,492.00
6221 EQUIPMENT OVER > $5000	**6D**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6110 OFFICE SUPPLIES	**6E**	24,806.00	553.12	8,817.40	8,264.28	20,000.00	35.55%	432.47	9,249.87	15,556.13
6112 DATA PROCESSING SUPPLIES	**6E**	95,000.00	7,080.77	133,727.32	126,646.55	95,000.00	140.77%	591.02	134,318.34	(39,318.34)
6121 FOOD	**6E**	10,000.00	959.14	3,736.68	2,777.54	10,000.00	37.37%	0.00	3,736.68	6,263.32
6122 KITCHEN SUPPLIES	**6E**	7,500.00	12.93	2,090.28	2,077.35	7,500.00	27.87%	0.00	2,090.28	5,409.72
6130 PROGRAM SUPPLIES	**6E**	73,000.00	12,483.23	146,884.28	134,401.05	73,000.00	201.21%	982.62	147,866.90	(74,866.90)
6134 INSTRUCTIONAL SUPPLIES	**6E**	5,000.00	0.00	3,855.65	3,855.65	5,000.00	77.11%	0.00	3,855.65	1,144.35
6140 CUSTODIAL SUPPLIES	**6E**	12,000.00	231.74	21,586.14	21,354.40	12,000.00	179.88%	0.00	21,586.14	(9,586.14)
6142 LINEN/LAUNDRY	**6E**	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6143 FURNISHINGS			0.00	8,319.93	8,319.93	0.00	0.00%	0.00	8,319.93	(8,319.93)
6170 POSTAGE & SHIPPING	**6E**	710.00	66.24	885.39	819.15	710.00	124.70%	0.00	885.39	(175.39)
6132 MEDICAL & DENTAL SUPPLIES	**6H**	1,000.00	319.44	17,394.45	17,075.01	1,000.00	1739.45%	4,469.31	21,863.76	(20,863.76)
6150 UNIFORM RENTAL/PURCHASE	**6H**	0.00	0.00	150.00	150.00	0.00	0.00%	0.00	150.00	(150.00)
6180 EQUIPMENT RENTAL	**6H**	40,000.00	10,724.86	50,597.93	39,873.07	40,000.00	126.49%	0.00	50,597.93	(10,597.93)
6181 EQUIPMENT MAINTENANCE	**6H**	30,000.00	0.00	7,264.98	7,264.98	30,000.00	24.22%	0.00	7,264.98	22,735.02
6212 EQUIPMENT PURCHASES < $500	**6H**	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	**6H**	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > $1000	**6H**	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	**6H**	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	**6H**	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	**6H**	15,000.00	0.00	4,219.47	4,219.47	15,000.00	28.13%	0.00	4,219.47	10,780.53
6312 ADVERTISING & PROMOTION	**6H**	0.00	0.00	600.00	600.00	0.00	0.00%	0.00	600.00	(600.00)
6320 TELEPHONE	**6H**	150,000.00	4,439.97	51,804.12	47,364.15	150,000.00	34.54%	0.00	51,804.12	98,195.88
6410 RENT	**6H**	150,907.00	14,860.49	162,491.50	147,631.01	150,907.00	107.68%	0.00	162,491.50	(11,584.50)
6420 UTILITIES/ DISPOSAL	**6H**	90,000.00	9,139.49	88,145.32	79,005.83	90,000.00	97.94%	0.00	88,145.32	1,854.68
6432 BUILDING REPAIRS/ MAINTE	**6H**	100,000.00	3,484.92	84,153.58	80,668.66	100,000.00	84.15%	3,502.00	87,655.58	12,344.42
6433 GROUNDS MAINTENANCE	**6H**	35,000.00	(750.05)	22,813.65	23,563.70	35,000.00	65.18%	0.00	22,813.65	12,186.35
6436 PEST CONTROL	**6H**	8,000.00	760.17	8,613.12	7,852.95	8,000.00	107.66%	0.00	8,613.12	(613.12)
6437 BURGLAR & FIRE ALARM	**6H**	5,500.00	393.07	6,371.20	5,978.13	5,500.00	115.84%	1,037.30	7,408.50	(1,908.50)
6440 PROPERTY INSURANCE	**6H**	25,000.00	2,112.45	25,417.29	23,304.84	25,000.00	101.67%	0.00	25,417.29	(417.29)

Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending August-25

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
6520 CONSULTANTS	6H	25,000.00	158.60	15,932.24	15,773.64	25,000.00	63.73%	12,600.00	28,532.24	(3,532.24)
6522 CONSULTANT EXPENSES	6H	1,500.00	0.00	706.82	706.82	1,500.00	47.12%	0.00	706.82	793.18
6524 CONTRACTS	6H	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	0.00	0.00	15,000.00
6530 LEGAL	6H	5,000.00	0.00	1,328.00	1,328.00	5,000.00	26.56%	0.00	1,328.00	3,672.00
6540 CUSTODIAL SERVICES	6H	0.00	1,023.00	10,875.03	9,852.03	0.00	0.00%	0.00	10,875.03	(10,875.03)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	367.50	757.50	390.00	1,000.00	75.75%	0.00	757.50	242.50
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	12,000.00	2,133.75	14,885.24	12,751.49	12,000.00	124.04%	0.00	14,885.24	(2,885.24)
6620 VEHICLE INSURANCE	6H	30,000.00	3,359.41	39,141.10	35,781.69	30,000.00	130.47%	0.00	39,141.10	(9,141.10)
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	20,000.00	533.63	13,882.04	13,348.41	20,000.00	69.41%	1,158.02	15,040.06	4,959.94
6712 STAFF TRAVEL-LOCAL	6H	12,000.00	1,665.68	11,389.49	9,723.81	12,000.00	94.91%	0.00	11,389.49	610.51
6724 PER DIEM - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	58,955.00	908.48	19,709.77	18,801.29	1,000.00	33.43%	5,022.00	24,731.77	34,223.23
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	2,145.00	2,145.00	0.00	0.00%	0.00	2,145.00	(2,145.00)
6746 TRAINING - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	10,000.00	0.00	0.00	0.00	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	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	600.00	0.00	411.65	411.65	600.00	68.61%	0.00	411.65	188.35
6834 STUDENT ACTIVITY INSURAN	6H	1,086.00	215.12	1,667.76	1,452.64	1,086.00	153.57%	0.00	1,667.76	(581.76)
6840 PROPERTY TAXES	6H	5,200.00	912.34	5,939.28	5,026.94	5,200.00	114.22%	0.00	5,939.28	(739.28)
6850 FEES & LICENSES	6H	25,000.00	0.00	31,922.81	31,922.81	25,000.00	127.69%	0.00	31,922.81	(6,922.81)
6851 CPR FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	6H	700.00	74.75	249.87	175.12	700.00	35.70%	0.00	249.87	450.13
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	6,545.00	82.66	8,764.50	8,681.84	6,545.00	133.91%	0.00	8,764.50	(2,219.50)
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	600.00	0.00	238.15	238.15	600.00	39.69%	0.00	238.15	361.85
7111- PARENT MILEAGE	6H	0.00	513.94	848.21	334.27	0.00	0.00%	0.00	848.21	(848.21)
7112 PARENT INVOLVEMENT	6H	600.00	72.20	267.07	194.87	600.00	44.51%	0.00	267.07	332.93
7114 PC ALLOWANCE	6H	0.00	180.00	1,260.00	1,080.00	0.00	0.00%	0.00	1,260.00	(1,260.00)
7116 PC FOOD	6H	0.00	0.00	185.74	185.74	0.00	0.00%	0.00	185.74	(185.74)
8110 INKIND SALARIES		1,437,024.00	106,902.44	635,581.17	528,678.73	1,437,024.00	44.23%	0.00	635,581.17	801,442.83
8120 INKIND RENT		217,266.00	13,958.58	153,544.38	139,585.80	217,265.00	70.67%	0.00	153,544.38	63,721.62
8130 INKIND OTHER		7,883.00	0.00	1,135.00	1,135.00	7,884.00	14.40%	0.00	1,135.00	6,748.00
9010 INDIRECT EXPENSE	6J	554,566.00	78,203.80	556,161.84	477,958.04	547,669.00	100.29%	2,711.32	558,873.16	(4,307.16)
TOTAL EXPENSES		8,310,864.00	1,058,447.19	7,458,090.93	6,399,643.74	8,228,174.00	89.74%	32,506.06	7,490,596.99	820,267.01
CHANGE IN NET ASSETS		0.00	0.00	0.00	(991.25)	0.00		0.00	0.00	0.00

Contract **100.72%**

CAPMC
Work Related Injuries Report - September 2025
BOARD OF DIRECTORS

Recordable Injuries							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Medical Triage:							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	
Food Service Worker / Instruction Aide / Madera Regional Head Start	Eastside	Back pain	9/15/2025	11:40 AM	EE was helping a toddler to get off a furniture in the library area. The child attempted to climb up and then suddenly lunged at her, causing her to quickly grab and carry the toddler to the ground. The	0	EE sought medical triage assessment and elected first aid self-care.
Center Director / Fresno Migrant Head Start	Inez Rodriguez Center	Scratch	9/18/2025	10:53 AM	EE saw a child in the pre-k classroom throwing toys and she wanted to engage with the child. Then the child scratched her upper left arm that left her with scratches.	0	EE sought medical triage assessment and elected first aid self-care.
Teacher II / Fresno Migrant Head Start	Orange Cove	Bruise	9/26/2025	9:40 AM	EE was trying to move a bike that was on the way for children to play while at outside playground, EE fell and landed on the bike and concrete hitting her left elbow, knee and right leg on the concrete. EE bruised her knee and leg.	0	EE sought medical triage assessment and elected first aid self-care.
Claims							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes

Up To Date Injuries: January 2023 to December 2023							
(6) Hand Injuries	(1) Feet Injuries	( ) Chest Injuries					
(2) Back Injuries	( ) Eye Injuries	(1) Neck Injuries	( ) Bottom				
(6) Knee Injuries	(3) Leg Injuries	(3) Head Injuries	( ) Hip				
(5) Arm Injuries	(1) Wrist Injuries	(3) Ankle Injuries					
(1) Elbow Injuries	( ) Burn Injuries	( ) Respiratory Injuries					
(2) Shoulder Injuries	(1) Abdomen Injuries	(2) Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					

BOARD OF DIRECTORS
2025 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	P	P	-	A	X	X	P	P	X			
David Hernandez ***Vice-Chairperson***	Madera Unified School District	X	P	-	P	P	X	P	P	P			
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	X	-	P	P	X	X	P	P			
Steve Montes A: Mayor Cece Gallegos	Madera City Council	P	P	-	P	P	P	P	P	P			
Jeff Troost	Chowchilla City Council	P	P	-	P	X	X	X	P	X			
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	-	P	P	P	P	P	P			
Otilia Vasquez	Head Start Policy Council	X	P	-	X	X	X	P	X	P			
Donald Holley	Community Affairs	P	P	-	P	P	P	P	P	P			
Eric LiCalsi ***Chairperson***	Attorney at Law	P	X	-	X	P	P	X	P	X			
Molly Hernandez	Early Childhood Education & Development	P	X	-	X	P	P	P	P	P			
Low-Income Target Area Officials													
Martha Garcia	Central Madera/Alpha	X	X	-	P	P	P	X	X	X			
Tyson Pogue ***Secretary/Treasurer***	Eastern Madera County	P	P	-	P	P	X	X	P	X			
Richard Gutierrez	Eastside/Parksdale	P	P	-	P	P	P	P	P	P			
Diana Plamer *(Seated on 1/11/2024)*	Fairmead/Chowchilla	P	P	-	P	X	P	X	P	P			
Aurora Flores	Monroe/Washington	P	P	-	P	X	P	X	X	X			
	Total Directors	12/15	11/15	-	13/15	10/15	9/15	8/15	12/15	9/15			

STAFFING CHANGES
September 4, 2025 - September 30, 2025
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
61401	Homeless Outreach Worker	Gill - Community Services	9/4/2025	80	Exhaustion of leave of absences and interactive processes
HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61484	Teacher II	Chowchilla - Madera Regional Head Start	9/4/2025	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61160	Teacher III	Sierra Vista - Madera Migrant Head Start	9/26/2025	80	Resignation
TERMINATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61512	Food Service Worker/Instructional Aide	Pomona - Madera Migrant Head Start	8/5/2025	80	Rejection of probationary employee

Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs

headstart.gov/policy/im/acf-ohs-im-25-06

Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs

ACF-OHS-IM-25-06

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. Log Number: ACF-OHS-IM-25-06
2. Issuance Date: 09/26/2025
3. Originating Office: Office of Head Start
4. Key Words: Vacant Slots; Absenteeism; Enrollment Reporting; Attendance

Information Memorandum

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

Subject: Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs

Information:

This Information Memorandum (IM) clarifies policy guidance on vacant slots in Head Start programs, with a focus on vacant slots due to chronic absenteeism.

Vacancies occur when a child who is enrolled in the program (and has attended previously) no longer attends for an extended period of time. This empty slot constitutes a missed opportunity for the child who is not attending a program and a missed opportunity for an eligible child who is waiting for Head Start services. Programs should work with the family to reinstate attendance or consider the slot vacant and fill it so the maximum number of eligible children can receive Head Start services.

This IM clarifies when Head Start programs should consider a child's slot vacant after long-term absences, underscores the importance of regular attendance, and offers strategies programs can use to enhance access and participation for children and families.

Clarifying Vacant Slot Requirements

The Head Start Program Performance Standards (Performance Standards), specify that a Head Start program must maintain its funded enrollment level and fill any open slots as soon as possible and within 30 days (45 CFR §1302.15(a)). This does not supersede any requirements set by a state on the timely enrollment of children in state funded programs.

The Office of Head Start (OHS) requires a program to report a slot as vacant as soon as the family or guardian communicates that the child is not returning to the program. The program must consider a slot vacant after a child has not attended for a **maximum** of 30 days (which should be counted as 30 consecutive calendar days) and a minimum of three attempts have been made to re-engage the family. Considering the slot vacant means the child will be unenrolled. This action is not considered expulsion as described in §1302.17.

If a program has reserved one or more enrollment slots for children and pregnant women experiencing homelessness or children in foster care, it can hold that slot for 30 days (§1302.15(c)). If a reserved slot is not filled after 30 days, it becomes vacant and must be filled within 30 days. When filling vacant slots, programs are expected to refer to their waiting list, which ranks children according to the program's selection criteria as outlined in §1302.14(c).

The Performance Standards are also clear that programs must implement strategies to promote attendance, including using individual child attendance data to identify children with patterns of absence that put them at risk of missing 10 percent of program days per year. If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance (§1302.16(a)(3)). Efforts to reengage the family, at a minimum, include either directly contacting the parent or guardian or conducting a home visit. Each contact or attempted contact with the family must be documented in the child's file or in the program's record keeping system.

Considerations for Exceptions

The Performance Standards outline an expectation of filling any vacancies as soon as possible and within 30 days (§1302.15(a)), and OHS generally considers a slot to be vacant as soon as a family has confirmed the child is not returning to the program (or when a child has not attended for a maximum of 30 days), as described above. However, Head Start programs may develop policies and procedures that allow for limited exceptions to when a slot is considered to be vacant, as there are some unique circumstances that may factor into a child's attendance. Some examples may include: extenuating family circumstances that require a family to travel out of the service area for more than 30 days, a child with an extended illness or requiring hospitalization, a family recovering from a disaster, or a family emergency that might hinder a family's ability to ensure their child is able to get to the program. Programs must document the rationale for allowing the exception either in the child's file or in their record keeping systems.

In extraordinary circumstances, a child may be temporarily suspended from a Head Start program (§1302.17(a)). A temporary suspension may be used only as a last resort when there is a serious safety threat that has not been reduced or eliminated by the provision of interventions and supports recommended by the mental health consultant, and the program needs time to put appropriate services in place. In these instances, a temporary suspension would not count toward the maximum of 30 days before a slot is considered vacant. If a temporary suspension is deemed necessary, a program must help the child return to full participation in all program activities as quickly as possible while ensuring child safety. A program must explore and document all steps taken to address the behavior(s) and supports needed to facilitate the child's safe reentry and continued participation in the program as outlined in §1302.17(a)(4).

If a program unenrolls a child due to chronic absenteeism, OHS encourages programs to allow the family to re-enroll upon return if there is a vacancy to accommodate them. If a program can no longer accommodate the family, it should place the child to the waitlist and help them identify an alternative care arrangement.

Enrollment Reporting Reminders

All Head Start programs must report their monthly enrollment in the Head Start Enterprise System (HSES) by Head Start Preschool and/or Early Head Start program within each grant (641A(h)(2)). Together, the following categories make up the total enrolled slots for the month: filled slots, reserved slots, and slots vacant for less than 30 days. Programs can make edits to reported monthly enrollment until a new reporting period opens.

For the purposes of enrollment reporting, a slot that is vacant for less than 30 days is counted toward a program's enrolled slots. Programs may report any slots that were vacant for less than 30 days as enrolled for the month. This allows the programs an opportunity to enroll another family. After 30 days, the slots can no longer be counted as enrolled slots (§1302.15(a)). At the beginning of the program year, all unfilled slots are considered vacant, unless they are reserved, and must be filled as soon as possible.

Importance of Attendance and Preventing Chronic Absenteeism

In Head Start programs, chronic absenteeism means missing 10 percent of program days per year. Chronic absenteeism, even among children in preschool and kindergarten, has been shown to be related to future chronic absenteeism, grade retention, and poor academic achievement.[1]

Children living in poverty are two to three times more likely to be chronically absent from school. Chronic absenteeism can have disproportionately negative impacts on children living in poverty because their families often lack access to resources needed to make up for the lost learning.[2] Establishing a pattern of consistent attendance enhances children's cognitive development, social skills, and long-term educational success.

Strategies to Enhance Program Access and Participation for Children and Families

Head Start programs are required to implement strategies to promote attendance (§1302.16(a)(2)). Here are a few strategies programs can use to address chronic absenteeism and boost regular attendance:

- Building relationships with families to improve communication.
    - Program leadership should promote regular attendance by consistently sending the message that regular attendance is important for children's success. Child and family services staff should reinforce this message by highlighting attendance during parent-teacher conferences and other engagement opportunities, and discussing the benefits of regular attendance with families.
        - Programs should ensure that all staff can build trusting relationships with families. These relationships are the foundation for understanding any challenges a family and child may be facing. As part of these ongoing relationships, staff can have regular conversations with families about the value and benefits of attendance as well as problem solve about specific family circumstances that may be adversely affecting child attendance.
- Programs can engage in community partnerships that support child and family wellbeing and promote child attendance. Health and mental health providers, family support services, housing

organizations, and child care providers with extended days supports can all help programs to promote family and child wellness, stability, and child attendance.

- Programs must track attendance for every child. Programs must also examine barriers to regular attendance, such as access to safe and reliable transportation, and where possible, provide or facilitate transportation for the child if needed (§1302.16(a)(2)(v)).
- Programs must regularly review and analyze individual child-attendance data to identify trends and patterns in absences and develop targeted supports for families. If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate (§1302.16(b)).
- Programs should use health data to identify trends in children's absences that are related to health and implement strategies that improve attendance. They can help improve attendance using policies and procedures that promote health, reduce the spread of illness, and prevent injury. Programs should individualize supports for each family when absences are related to health, and provide education and resources for family members to prevent illness and injury and identify when a child is sick and needs treatment.
- Programs must use a multidisciplinary approach that facilitates coordination and collaboration between mental health and other relevant program services, including as education, disability, family engagement, and health services. A multidisciplinary approach, including mental health consultants, can help programs identify why there may be chronic absenteeism and support children and families to attain regular attendance.

Thank you for the work you do on behalf of children and families.

Sincerely,

/ Tala Q. Hooban /

Tala Q. Hooban
CAPT, U.S. Public Health Service
Acting Director
Office of Head Start
Resources:

- ERSEA [Eligibility, Recruitment, Selection, Enrollment and Attendance] Insights
- Addressing Barriers that Limit Attendance
- Health Services to Promote Attendance
- Eligibility Resources
- Enrollment: Creating Systems for Filling Every Seat
- Making Enrollment Accessible to Families

[1] https://www.aap.org/en/patient-care/school-health/school-attendance

[2] https://www.attendanceworks.org/chronic-absence/the-problem/

Fiscal Year 2026 Monitoring Process for Head Start Recipients

headstart.gov/policy/im/acf-ohs-im-25-05

Fiscal Year 2026 Monitoring Process for Head Start Recipients
ACF-OHS-IM-25-05

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. Log Number: ACF-OHS-IM-25-05
2. Issuance Date: 09/25/2025
3. Originating Office: Office of Head Start
4. Key Words: Monitoring; FY 2026; CLASS®

Information Memorandum

To: All Head Start Grant Recipients

Subject: Fiscal Year 2026 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 monitor programs to make sure they meet quality and compliance standards. This Information Memorandum (IM) explains the monitoring process for fiscal year (FY) 2026, including updates to review formats and when reviews will take place during a grant period.

OHS is committed to strong program management, protecting children's health and safety, and ensuring effective oversight. To support these priorities, OHS has refined the monitoring approach to be more focused, efficient, and responsive to program needs. This year, updates to monitoring reviews include streamlining and clarifying review questions, reducing the total number of questions from 449 in FY25 to 203 for FY26 (54.8 percent decrease overall), and shortening on-site review days from 5 days to 3 or 3.5 days. These updates focus reviews on the most critical elements for child safety and program integrity, as well as reviewing for compliance with all applicable state statutes and regulations for licensing. These updates help strengthen systems early in the grant cycle, support fiscal integrity, and allow more on-site

visits sooner in the process to ensure that there is a strong organizational foundation early in the grant cycle. Together, these updates keep our partnership with recipients strong while maintaining accountability to Head Start standards.

FY26 Monitoring Review Types starting October 2025

Review Type	FY26 Format	Start Date
Focus Area 1 (FA1): Program Systems Review	Reviews foundational systems that ensure strong operations, fiscal integrity, and child safety across all sites. Reviews happen in years 1 or 2 of the grant; using both virtual and on-site formats.	October 2025
Focus Area 2 (FA2): Comprehensive Services Review	Reviews the quality of education, health, and family services to strengthen child and family outcomes, and ensures implementation of eligibility, recruitment, selection, enrollment, and attendance (ERSEA) requirements. Reviews happen in years three or four of the grant; using both virtual and on-site formats.	October 2025
Classroom Assessment Scoring System (CLASS®)	Reviews teacher-child interactions. Reviews happen in years two through four of the grant, using a self-recorded video submission. *On-site reviews are available upon request.* American Indian and Alaska Native (AIAN) programs have the option to conduct a self-review.	October 2025
Follow-up Reviews	Both virtual and on-site formats, aligned to the nature of the findings.	As needed
Risk Assessment Notification (RAN) Reviews	Both virtual and on-site formats, aligned to the nature of the findings	As needed
Other/Special Reviews	Conducted on-site or virtually, with or without notice.	As needed

Note: OHS has the right to conduct unannounced reviews at any time.

FA1 Program Systems Review

The FA1: Foundational Systems Review happens in the first or second year of the grant cycle and includes a mix of virtual and on-site formats. This review focuses on program systems that support high-quality services while eliminating unnecessary burden for recipients. This review helps OHS understand each recipient's foundation for program services, including governance, staffing and supervision, service design, internal monitoring, fiscal capacity, and integrity, and ERSEA processes. This review type checks if programs meet the requirements of the Uniform Guidance, and the Head Start Act. Updates to the FA1 review this year include:

- Streamlining review questions – reducing the number of items reviewed in each content area by 30–50 percent to improve efficiency while maintaining rigor.
- Focusing earlier on critical systems – incorporating fiscal, governance, and ERSEA into the FA1 review to assess these foundational areas sooner in the grant cycle.
- Adding on-site engagement – introducing an on-site component, in addition to virtual formats, to strengthen understanding of program operations and the systems in place to keep children safe.

FA2: Comprehensive Services Review

The FA2: Comprehensive Services Review happens in the third or fourth year of the grant cycle and includes a mix of virtual and on-site formats. This review gives recipients the chance to show how they deliver high-quality services to children and families that meet Head Start requirements. The review looks at the quality of education, health, and family services; checks that ERSEA requirements are met; and reviews fiscal capacity and integrity. It also helps OHS understand each recipient's performance and confirm that programs meet the requirements of the Uniform Guidance, and the Head Start Act. Updates to the FA2 review this year include:

- Streamlining questions for clarity, making the review process more efficient and focused.
- Increasing the specificity of review items to provide more actionable feedback to recipients.
- Maintaining a strong focus on child safety, program quality, and fiscal integrity throughout the review process.
- Shortening the on-site portion from 5 days to 3.5 days, reducing burden while maintaining a thorough review.

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. In FY26 OHS will continue using the 2008 edition of the CLASS Pre-K tool. Scores will count toward Designation Renewal System (DRS) decisions using the competitive thresholds set in the 2020 final rule on DRS changes. A 2024 rule delays the increase in the CLASS Instructional Support competitive threshold from 2.3 to 2.5 until August 1, 2027.

In FY26, programs scheduled for a CLASS review will record and submit their own classroom videos (video review). On-site reviews with certified CLASS observers are available **only** by request.

AIAN Head Start programs can choose to do a self-review for their CLASS review. All AIAN grant recipients have the option for a self-review, including those that have consolidated their Head Start program into an approved Pub. L. 102-477 Plan.

All recipients will have the opportunity to attend information sessions specifically developed to discuss FY26 CLASS options, including a group of sessions convened specifically for AIAN recipients.

RAN Reviews

OHS conducts RAN reviews when there are serious child health or safety concerns due to a reported incident. These reviews start when OHS needs more information about a significant incident that occurred within a program. They focus on issues such as abuse, neglect, inappropriate conduct, inadequate supervision, or unauthorized release of a child.

RAN reviews are designed to:

- Make sure serious incidents are reported quickly and accurately
- Identify any program or management issues that contributed to the incident
- Share the corrective actions that are needed
- Provide feedback to help programs prevent similar incidents in the future

Other Reviews

OHS may conduct special reviews when there are concerns that fall outside the regular monitoring schedule. These reviews can be done on-site or virtually and may take place with or without advance notice. OHS also has the right to conduct unannounced reviews at any time.

Tribal Programs Integrated Under Pub. L. 102-477 Plans

As required by law, OHS will continue to work with the Tribe and the Bureau of Indian Affairs to conduct monitoring and oversight. Tribal grant recipients that include their Head Start program in a Pub. L. 102-477 plan should describe their monitoring approach in that plan. Information from these reviews helps determine continued Head Start funding through DRS. Programs may receive funds without competition only if the Administration for Children and Families (ACF) determines they provide a high-quality, comprehensive program.

For Tribal programs that are integrated under a Pub. L. 102-477 plan and choose to participate in OHS monitoring, OHS will continue to conduct monitoring and a CLASS review (self-review option available) to help ACF confirm the program is delivering a high-quality, comprehensive program.

Scheduling

Each year, programs must submit a calendar showing when programs are open and when children are in session. OHS uses this calendar to schedule monitoring reviews. If the schedule changes, programs should update their calendar right away. OHS can only approve rescheduling in exceptional situations. OHS may also conduct reviews without advance notice.

Communications

Programs scheduled for a monitoring review in FY26 will receive a notification letter 45 days before the review starts. The assigned review lead will also schedule a planning call to discuss the review and learn about the program's current service delivery. After the review, OHS will issue the report within 60 days.

Questions

For questions regarding FY26 monitoring, please contact the appropriate regional office.

Thank you for the continued commitment to the success of Head Start children and families.

Sincerely,

/ Tala Q. Hooban /

Tala Q. Hooban
CAPT, U.S. Public Health Service
Acting Director
Office of Head Start

YOU'RE INVITED

DOMESTIC VIOLENCE AWARENESS



Join Us

OCTOBER 15, 2025

9:00 am - 1:00 pm

CLICK HERE TO REGISTER

MADERA COMMUNITY COLLEGE

Location

MCC CAMPUS
30277 AVE 12
MADERA, CA
93638

Help raise awareness, connect students with critical resources, and build a supportive campus and community environment.

For more information please contact:

Maria Sosa, *Basic Needs Coordinator*
(559) 675 - 4197
maria.sosa@maderacollege.edu