



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

Agenda

Thursday, June 11, 2026
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 – Kimberly Rojas-Perez

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

B-2 ADOPTION OF THE 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 – May 14, 2026.
- D-2 Review and consider approving the Minutes for the **Madera Migrant/Seasonal** Head Start Policy Council Committee Meeting – February 10, 2026.
- D-3 Review and consider accepting the Community West Bank Credit Card Statements:
 - March and May 2026
- D-4 Review and consider accepting the American Express & All Other Credit Card Statements:
 - April 2026
- D-5 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:
 - In-Kind Report – April 2026
- D-6 Review and consider approving the Madera MSHS Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Policies for 26-27 program year.
- D-7 Review results of CDSS California Adult and Child Food Program (CACFP) conducted a monitoring review from March 26-April 8, 2026 (Informational Only).
- D-8 Review and ratify the 2025-2026 Amendment #2 awarding additional ongoing CMIG-PY basic funding.
- D-9 Review and approve the 2026-2027 Training & Technical Assistance (T&TA) Comparison Budget Revisions to Stanislaus County Office of Education.
- D-10 The California Pay Data Reporting for 2025 is required for employers with 100 or more employees (Informational Only).
- D-11 Review the Victim Services CAC Monthly Report May 2026 (Informational Only).
- D-12 Review the Community Services Report for May 2026 (Informational Only).
- D-13 Review the HELP Center Report for May 2026 (Informational Only).

D-14 Review the Child Care Alternative Payment and Resource & Referral Program Monthly Reporting May 2026 (Informational Only).

E. DISCUSSION ITEMS – All supporting documents will be distributed at the meeting

- E-1 Accept and approve the submission of the CAPMC Welfare Benefit 2024 Form 5500 Tax return by the Chief Financial Officer.
- E-2 Review & Approve the Alternate Payment and Resource & Referral Program. Onsite Contract monitoring and Error Rate Review Summary.
- E-3 Review and consider the submission of the California Department of Social Services (CDSS), Child Care and Development Division Program Self-Evaluation (PSE) Survey for APP.
- E-4 Review and consider the submission of the California Department of Social Services (CDSS), Child Care and Development Division Program Self-Evaluation (PSE) Survey for R&R.

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 –
- F-4 Financial Statements – April and May 2026
- F-5 Head Start Policy Council/Committee Reports –
- F-6 Work Related Injury Report – May 2026
- F-7 Staffing Changes – May 2026
- F-8 CAPMC Board of Directors Attendance Report – May 2026

G. CLOSED SESSION

None

H. CORRESPONDENCE

None

I. ADJOURN

I, Kimberly Rojas-Perez Executive Administrative Aide, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for June 11, 2026, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on June 5, 2026

Kimberly Rojas-Perez

Executive Administrative Aide

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
May 14, 2026
1225 Gill Ave, Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:32 p.m. by Sheriff Tyson Pogue.

Members Present

Sheriff Tyson Pogue
 Vivian Garcia
 Councilmember Steve Montes
 Katherine Creek
 Donald Holley
 Richard Gutierrez
 Diana Palmer
 Molly Hernandez

Members Absent

Judge Eric LiCalsi
 David Hernandez
 Deborah Martinez
 Supervisor Leticia Gonzalez
 Council Member John Chavez
 Debi Bray
 Martha Garcia
 Aurora Flores

Personnel Present

Mattie Mendez
 Irene Yang
 Xai Vang
 Kimberly Rojas-Perez

Public – Others Present

None

A. PUBLIC COMMENT

Donald Holley led a moment of silent prayer in honor of Martha Garcia and her family following the passing of her husband.

B. ADOPTION OF THE AGENDA

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

Motion: Steve Montes

Moved By: Donald Holley

Vote: Unanimously carried

C. TRAINING/ADVOCACY ISSUES

None

D. CONSENT ITEMS

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

- D-1 Review and consider approving the Minutes of the Board of the Regular Board of Directors Meeting – April 9, 2026
- D-2 Review and consider approving the Minutes of the **Fresno Migrant/Seasonal** Head Start Policy Council Committee meeting - April 8, 2026
- D-3 Review and consider accepting the Community West bank Credit Card Statements:
 - January, February, March and April 2026
- D-4 Review and consider accepting the American Express and All other Credit Card Statements:
 - February and March 2026
- D-5 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:
 - In-Kind Report – March 2026
- D-6 Review the Child Care Alternative Payment and Resource & Referral Program Monthly Reporting April 2026 (Informational Only).
- D-7 Review the HELP Center Report for April 2026 (Informational Only).
- D-8 Review the Victim Services Child Abuse Prevention Program update and the Quarterly Report 2026 (Informational Only).
- D-9 Review the Victim Services CAC Monthly Report (Informational Only).

D-10 Review and approve Fresno Migrant/Seasonal Head Start's Updates on Policy #12 "Determining, Verifying, And Documenting Eligibility" and Selection Procedures for 2026-2027 program year.

D-11 Review Fresno Migrant and Seasonal Headstart's 2024-2025 Annual Report.

Motion: Donald Holley

Moved By: Councilmember Steve Montes

Vote: Unanimously carried

E. DISCUSSION / ACTION ITEMS - All supporting documents will be distributed at the meeting

E-1 Authorize the Executive Director to sign and submit the 2026 SLIHEAP Contract with the Department of Community Services & Development (CSD).

Mattie Mendez, Executive Director, presented the Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Funding in the amount of \$ 47,177 to support eligible community members. The proposed allocation provides approximately \$426 for standard applicants and up to \$1000 for those facing a 48-hour utility Shutoff. Families typically access assistance through referrals from family advocates to the community services office, where they complete an application for review.

Motion: Donald Holley

Moved By: Councilmember Steve Montes

Vote: Unanimously carried

E-2 Approve Worker's Compensation under CompWest insurance. Approve broker's Consulting Fee.

Mattie Mendez, Executive Director, presented that Heffernan Insurance Brokers recommended consideration of a workers' compensation insurance provider for the policy period June 1, 2027. The proposed Premium for coverage across all agency programs is \$443,526. The provider holds an A rating and is expected to offer additional support to Human Resources in managing workers' compensation claims. It was further noted that the agency's workers' compensation rate decreased by approximately 14 points; However, due to a 4.63% increase in salaries, the overall cost of coverage is projected to rise slightly.

Motion: Councilmember Steve Montes

Moved By: Donald Holley

Vote: Unanimously carried

E-3 Review and consider accepting the 2025 Impact Report.

Mattie Mendez, Executive Director, presented the agency's Impact Report, noting that it is a hard-copy publication reflecting 2025 data and maintaining a format similar to the prior year. The report highlights the agency's 60th's anniversary, governance, mission strategic goals, financial overview, staffing, technology enhancements, and program outcomes across all service areas. Success Stories and performance data are included to demonstrate community impact. The Board was thanked for its continued support, and staff were available to respond to questions.

Motion: Councilmember Steve Montes

Moved By: Donald Holley

Vote: Unanimously carried

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 – None
- F-4 Financial Statements – Summary only – March and April 2026
- F-5 Head Start Policy Council/Committee Reports – None
- F-6 Work Related Injury Report – April 2026
- F-7 Staffing Changes – March, April, May 2026
- F-8 CAPMC Board of Directors Attendance Report – April 2026

G. CLOSED SESSION

None

H. CORRESPONDENCE

None

I. ADJOURN

Board Member Steve Montes adjourned the Board of Directors Meeting at 5:48 p.m.

Motion: Councilmember Steve Montes

Moved By: Donald Holley

Vote: Unanimously carried

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, February 10, 2026

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:34 p.m. by Yadira Alvarado.

Committee Members Present

Yuritsi Ortiz
Carlos Figueroa
Gloria Zurita
Yadira Alvarado
Juana Perez Lopez
Juana Zarate
Crecencia Vazquez

Committee Members Absent

Bernarda Rodriguez
Ercia Coreas

Personnel Present

Maritza Gomez-Zaragoza, Program Director
Maribel Morfin, Parent and Governance Specialist
Jissel Rodriguez, Executive Administrative Assistant
Yareny Pumarejo, Area Manager

Others

None

A. Public Comment

Ms. Morfin mentioned that there will be training for Child Outcome, the handout was passed out at the beginning of the meeting.

B. Training –

Child outcomes 2024-2025 – Ms. Pumarejo reviewed the breakdown of child outcome scores by age group. She explained how the teachers use this tool to achieve these goals. The children are assessed at the beginning of the season and reassessed at the end to compare the growth.

C. Adoption of the Agenda

C-2 Yadira Alvarado asked for a motion to approve the agenda as presented. Motion made by Yuritsi Ortiz, seconded motion by Crecencia Vazquez to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Yadira Alvarado requested a motion to approve the minutes of the meeting on December 10, 2025. Motion made by Juana Zarate, seconded motion by Gloria Zurita to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and approve Community Action Partnership of Madera County 2025-2026 Non-Federal Share Comparison Budget Revisions to Stanislaus County Office of Education – Ms. Gomez-Zaragoza reviewed the budget modification for the in-kind. There was an addition to the grand total.

Motion made by Juana Perez seconded by Carlos Figueroa.

F-2 Review and ratify Community Action Partnership of Madera County 2025-2026 Amendment #1, awarding additional ongoing CMIG-PY CDE's and respective basic funding, decreasing ongoing CMSS, and increasing Start-up/Closedown – Ms. Gomez-Zaragoza reviewed the state budget, funding was relocated from areas where there were savings and transferred to areas to cover cost.

Motion made by Gloria Zurita seconded by Crecencia Vazquez.

F-3 Review and approve Community Action Partnership of Madera County 2025-2026 MHS Blended Comparison Budget Revisions to Stanislaus County Office of Education – Ms. Gomez-Zaragoza mentioned there were vaccinations which caused there to be savings. The funds were allocated to other areas to cover costs.

Motion made by Yuristi Oritz seconded by Juana Zarate.

G. Administrative Reports

G-1 Staff Changes (January 2026) – Ms. Morfin went over the staffing changes for the month.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (May 2025 & January 2026) – Ms. Morfin reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (November & December 2025) – Ms. Morfin reviewed the budget. No questions asked.

G-4 In-kind Report (December 2025) – Ms. Morfin reviewed the In-kind percentage.

G-5 CACFP Monthly Report (November & December 2025) – Ms. Morfin went over the CACFP report.

G-6 PIR Program Information Monthly Report (November & December 2025) – Ms. Morfin went over the report.

H. Policy Committee Members Reports

H-1 Center Reports – Juana (SV) – this winter season has a lot of father figures attending parent meetings. They are also the ones

H-2 Board of Directors Report – The meeting will be held tomorrow. 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

None.

J. Future Agenda Items

J-1 CAPMC Financial Audit Reports

J-2 Budget Revision (*if any*)

K. Adjournment

Yadira Alvarado requested a motion to adjourn the session. Motion made by Crecencia Vazquez to adjourn the meeting at 6:23 p.m., in the afternoon, seconded by Juana Perez. Motion approved unanimously.

Community West Bank
Credit Card Charges
March / marzo 2026 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
04/14/2026	NA	R&J trailer	Trailer repair	\$428.88	311.0-6640-3.1-000-00 32% 321.0-6640-3.2-000-00 28% 331.0-6640-3.3-000-00 36% 200.0-6640-2.0-000-90 4%	Yes
04/08/2026	NA	Hilton Orange County	Refund for conference hotel	-\$221.28	330.0-6714-3.3-000-00	Yes
04/23/2026	NA	Oishii	Lunch for Madera CD preservice	\$196.29	320.0-6121-3.2-000-00	Yes
04/23/2026	NA	Zoom.com	Video Conferencing system	\$16.99	311.0-6130-3.1-000-00 50%(\$8.49) 321.0-6130-3.2-000-00 50%(\$8.50)	Yes
04/23/2026	NA	Zoom.com	Video Conferencing system	\$16.99	331.0-6130-3.3-000-00	Yes
04/24/2026	NA	Office Depot	Office supplies	\$78.00	311.0-6110-3.1-000-00	Yes
04/24/2026	NA	Dicicco's	Lunch for Fresno CD preservice	\$110.30	330.0-6121-3.3-000-00	Yes
04/27/2026	NA	Office Depot	Office Supplies	\$233.20	321.0-6110-3.2-000-00	Yes
04/27/2026	NA	Office Depot	Office Supplies	\$73.76	321.0-6110-3.2-000-00	Yes
04/27/2026	28482	EZ Cater	Honey Baked Ham	\$1,634.46	320.0-6121-3.2-000-00	Yes
4/28/2026	NA	Lyft	Transportation from airport to hotel – Interact Summit	\$54.31	311.0-6130-3.1-000-00 36% (\$19.55) 321.0-6130-3.2-000-00 33% (\$17.92) 331.0-6130-3.3-000-00 31% (\$16.84)	Yes
04/30/2026	NA	Lyft	Transportation from hotel to airport – Interact Summit	\$51.99	311.0-6130-3.1-000-00 36% (\$18.72) 321.0-6130-3.2-000-00 33% (\$17.16) 331.0-6130-3.3-000-00 31% (\$16.11)	Yes
05/03/2026	NA	Venngage.com	Monthly subscription for flyer software	\$24.50	311.0-6130-3.1-000-00 31% (\$7.59) 312.0-6130-3.1-000-00 5% (\$1.22) 321.0-6130-3.2-000-00 33% (\$8.10) 331.0-6130-3.3-000-00 31% (\$7.59)	Yes
05/05/2026	NA	Lyft	Transportation from airport to hotel – NHSA conf.	\$44.92	311.0-6130-3.1-000-00 36% (\$16.17) 321.0-6130-3.2-000-00 33% (\$14.82) 331.0-6130-3.3-000-00 31% (\$13.93)	Yes
05/05/2026	NA	Lyft	Transportation from airport to hotel – NHSA conf.	\$53.92	311.0-6130-3.1-000-00 36% (\$19.41) 321.0-6130-3.2-000-00 33% (\$17.79) 331.0-6130-3.3-000-00 31% (\$16.73)	Yes
05/05/2026	NA	Lyft	Transportation from airport to hotel – NHSA conf.	\$41.71	311.0-6130-3.1-000-00 36% (\$15.02) 321.0-6130-3.2-000-00 33% (\$17.76) 331.0-6130-3.3-000-00 31% (\$12.93)	Yes
05/05/2026	NA	Office Depot	Refund – office supplies	-\$78.00	311.0-6110-3.1-000-00	No

Community West Bank
Credit Card Charges
March / marzo 2026 Statement
Maritza Gomez / Regional & Migrant Head Start

05/08/2026	NA	Hyatt Regency	Hotel charges for NHSA conference	\$1,176.56	309.0-6714-3.1-012-000	Yes
05/09/2026	NA	Lyft	Transportation from hotel to airport – NHSA conf.	\$74.91	311.0-6130-3.1-000-00 36% (\$26.97) 321.0-6130-3.2-000-00 33% (\$24.72) 331.0-6130-3.3-000-00 31% (\$23.22)	Yes
05/09/2026	NA	Lyft	Transportation from hotel to airport – NHSA conf.	\$68.10	311.0-6130-3.1-000-00 36% (\$15.02) 321.0-6130-3.2-000-00 33% (\$17.77) 331.0-6130-3.3-000-00 31% (\$12.93)	Yes
05/10/2026	NA	Hyatt Regency	Hotel room refund – NHSA conference	-\$1,135.69	309.0-6714-3.1-012-000	No
05/10/2026	NA	Hyatt Regency	Remainder charge for hotel rooms - NHSA	\$40.87	310.0-6714-3.1-000-00 36% (\$14.71) 320.0-6714-3.2-000-00 33% (\$13.49) 330.0-6714-3.3-000-00 31% (\$12.67)	No
5/10/2026	NA	Hyatt Regency	Remainder charge for hotel rooms - NHSA	\$40.87	311.0-6130-3.1-000-00 36% (\$15.02) 321.0-6130-3.2-000-00 33% (\$17.77) 331.0-6130-3.3-000-00 31% (\$12.93)	No
05/11/2026	NA	Target	Books for Literacy Event	\$61.73	365.0-6130-3.1-000-00	Yes
05/11/2026	NA	GW School Supply	Books for Literacy Event	\$172.23	365.0-6130-3.1-000-00	Yes
05/13/2026	NA	All Valley	Clean out of grease trap at Chowchilla	\$138.71	311.0-6420-3.1-002-00	Yes
TOTAL				\$3,399.23		

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

Maritza Gomez, Head Start Director

Date

**Community West Bank Business Card ending 6683
Credit Card Charges**

May 2026 Statement
Ana Gudino / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
5/12/26	Grocery Outlet		Food for Client	121.08	248.0-7230-2.0-000-00	Yes
			Total	\$121.08		

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)

May 20, 2026

Ana Gudino, Program Manager
Community Services

Community West Bank Business Card
Credit Card Charges

May 2026 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
4/16/2026	Walmart.com	No	New Employee and Volunteer Orientation supplies	45.41	200.0-6130-2.0-000-90	Yes
5/4/2026	Creative Copy	No	Business cards for employees	107.43	200.0-6130-2.0-000-90	Yes
5/10/2026	Biometricas4all	No	Livescan relay fees	2.75 11.00 5.50	311.0-6852-3.1-000-00 321.0-6852-3.2-000-00 533.0-6852-5.0-000-00	Yes
TOTAL:				172.09		

**Community West Bank Business Card
Credit Card Charges**

May 2026 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
4/11/26	Envato	N/A	Agency website clip arts subscription	\$ 198.00	200.0-6112-2.0-000-90	Yes
4/15/26	FS	N/A	Network cables for wifi aps	\$ 90.93	200.0-6112-2.0-000-90	Yes
4/16/26	Amazon	N/A	DVD+R disc	\$ 32.48	200.0-6112-2.0-000-90	Yes
4/20/26	Amazon	N/A	Fluke scissors & Stucco filler for camera install	\$ 107.17	200.0-6130-2.0-000-90	Yes
4/20/26	IDVille	N/A	Badge ID cards	\$ 86.78	200.0-6130-2.0-000-90	Yes
4/23/26	Amazon	N/A	Blank ID badge cards	\$ 38.96	200.0-6130-2.0-000-90	Yes
4/24/26	Amazon	N/A	HDMI Cable adapter USB Hub Serial Console Cable	\$ 67.07	200.0-6112-2.0-000-90	Yes
4/29/26	Amazon	N/A	Phone cord for fax machine	\$ 10.81	200.0-6112-2.0-000-90	Yes
4/29/26	UI.com	N/A	Wireless transmitter for wifi	\$ 449.53	224.0-6112-2.0-000-00	Yes
5/1/26	FS	N/A	Network cables for Gill server room	\$ 357.24	200.0-6112-2.0-000-90	Yes
5/4/26	Amazon	N/A	USB iPad charging cables	\$ 18.38	321.0-6112-3.2-055-00	Yes
5/4/26	Amazon	N/A	Power adapter & charging cables	\$ 98.73	321.0-6112-3.2-055-00	Yes
5/4/26	Amazon	N/A	Hard Drive for camera server	\$ 237.06	321.0-6112-3.2-053-00	Yes
5/5/26	Amazon	N/A	Replacement Laptop Battery	\$ 35.71	321.0-6112-3.2-054-00	Yes
5/7/26	Amazon	N/A	Vivo monitor mount	\$ 75.76	200.0-6112-2.0-000-90	Yes
5/7/26	Amazon	N/A	Wireless Display Adapter	\$ 21.63	200.0-6112-2.0-000-90	Yes
5/7/26	Amazon	N/A	WD 1 TB Hard Drive for Laptop	\$ 173.19	321.0-6112-3.2-057-00	Yes
5/8/26	Amazon	N/A	Power adapter for laptop	\$ 64.92	321.0-6112-3.2-053-00	Yes
5/9/26	Wonder Idea Technology	N/A	Digital PPP for Agency	\$ 35.00	200.0-6112-2.0-000-90	Yes
				\$ 2,199.35		

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

Xai Vang, Information Technology Program Manager

Date

**Community West Bank Business Card
Credit Card Charges**

May 15, 2026 Statement

Mattie Mendez/ Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
4/30/2026	Office Depot #648		Office Supplies	\$156.70	200.0-6110-2.0-000-90	Yes
5/1/2026	Marriott Hotel Chicago, IL		NCAP Board Meeting	\$221.89	200.0-6714-2.0-000-90	No
5/1/2026	Curb Chi Taxi Astoria Ny		NCAP Board Meeting	\$42.59	200.0-6714-2.0-000-90	Yes
5/1/2026	City of Fresno Airport		Parking for NCAP Board Meeting	\$34.00	200.0-6714-2.0-000-90	Yes
5/7/2026	Burrito King		MRM Tiny Homes and Apt. B/C Funding and Contract Discussion	\$71.15	200.0-6121.0-000-90	Yes
5/7/2026	E-Z Trip Madera, CA		Vehicle # 143	\$121.43	200.0-6433-2.0-000-90	Yes
5/15/2026	Doordash-Pita House		Board Meeting	\$308.24	200.0-6121-2.0-000-90	Yes
			Total	\$956.00		

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: May 15, 2026

COSTCO Credit Card Charges

APR 2026 Statement

Card Holder	Description	Card Amount
Irene Yang	BLENDERS MHS	2141.49
Maritza Gomez-Zaragoza	SNACKS, WATER FOR SFP DIAPERS, WIPES, CUPS, PLATES, EHS	2400.03
Jennifer Coronado	CRAFT ITEMS SNACKS-RETREAT CLEANING ITEMS VS	336.17
Ana Gudino	SNACKS-ELAN CS	887.67
		5765.36

J

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

IN-KIND MONTHLY SUMMARY REPORT 2026-2027 / REPORTE SUMARIO MENSUAL DE IN KIND 2026-2027

MIGRANT AND SEASONAL HEAD START 2026-2027 MIGRANTE/TEMPORAL HEAD START 2026-2027

Month-Year APRIL 2026/ Mes-Año ABRIL 2026

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	385,145.00	0.00	0.00	0.00	385,145.00
A. Professional Services/Servicios Profesionales	0.00	0.00		0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	385,145.00	0.00		0.00	385,145.00
Other/Policy Council/Otro/Comité de Póliza	0.00	0.00		0.00	0.00
State Collaboration/Colaboracion de Estado	1,086,195.00	0.00		0.00	1,086,195.00
Donated Supplies/Materiales Donanos	1,000.00	0.00		0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00		0.00	0.00
Donated Space/Sitio Donado	111,010.00	9,251.00	9,251.00	18,502.00	92,508.00
Transportation/Transportacion	0.00	0.00		0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,583,350.00	9,251.00	9,251.00	18,502.00	1,564,848.00

A. Y-T-D In-Kind / In-Kind asta ahora	18,502.00
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	1.17%



Report to the Board of Directors

Agenda Item Number: D-6

Board of Directors Meeting for: June 9, 2026

Author: Marissa Estrada

DATE: June 2, 2026

TO: Board of Directors

FROM: Marissa Estrada, ERSEA Specialist

SUBJECT: Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Policies

I. RECOMMENDATIONS

Review and consider approving the Madera MSHS Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Policies for 26-27 program year.

II. SUMMARY

Staff is requesting approval of the Recruitment Procedure and the 2026-2027 Enrollment Selection Criteria. CAPMC's Selection Criteria has been aligned with SCOE – Central CA Migrant/Seasonal Head Start approved selection criteria.

III. DISCUSSION

- ✓ Families wishing to participate in the Madera Migrant/Seasonal Head Start Program will be selected based on the Selection Criteria provided by Central California Migrant/Seasonal Head Start and approved by the Madera MHS Policy Committee.
- ✓ Points will be assigned to applicants based on the specific eligibility criteria which were developed utilizing the Head Start eligibility standards to assure children with the greatest need to receive services.
- ✓ Recruitment process will continue to focus on enrolling children with disabilities to comply with the 10% mandate.
- ✓ The recruitment procedure/plan will include the participation of all CAPMC employees. Head Start staff will actively recruit throughout the program year developing a plan to participate in community events/functions.
- ✓ If any policy/procedure updates are made by the Office of Head Start, changes will be made accordingly and brought to the Policy Committee for approval.

- The Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Policies will be presented for review and approval to the policy committee on June 9, 2026.

IV. FINANCING: None

POLICY

2026 - 2027 Central California Migrant Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy

Area: Program Operations

Subject: PO-A02 Eligibility, Recruitment, Selection, Enrollment, and Attendance

Reference: 1302.12, 1302.13, 1302.14, 1302.15, 1302.16, 1302.18

Purpose:

The recipient must have a process in place to appropriately determine eligibility, recruitment, selection, enrollment and attendance of children.

Policy:

The following policy will be implemented to meet local needs and provide maximum program awareness in order to recruit, prioritize, select, enroll, and track attendance for children. This will also apply to agencies utilizing State funds for collaborated programs. Each year this policy will be reviewed and approved by the Central California Migrant Head Start (CCMHS) Policy Council and the Recipients Governing Body (JPA). Each delegate agency may establish its own ERSEA policies and enrollment priorities as long as they are in compliance with and do not contradict the Recipients and they receive approval from their Policy Committee and Governing Body. The Recipient must also review the Delegate Agency's policy if they choose to make changes based on local community needs and services.

Policy Guideline:

ELIGIBILITY

Program staff must complete an in-person interview with each family. If an in-person interview is not possible due to family circumstances, staff may conduct the interview over the phone. All documents used to verify eligibility become part of the child's Eligibility Determination Record. Eligibility Determination Records must be kept for all children currently enrolled and for one year after they either have stopped receiving services or are no longer enrolled.

A. Age

1. Migrant Seasonal Head Start enrollees will be under the age of compulsory school attendance. Children who have already attended Kindergarten are not eligible for enrollment.
2. Migrant Seasonal Early Head Start enrollees must be under the age of 3 or a pregnant woman to qualify.
3. Program staff must verify the child's age.
4. For pregnant women, staff must verify pregnancy.

B. Eligibility Criteria

In order to qualify for CCMHS services, a family will meet the following definitions with the intent of serving farm workers:

1. **A migrant family means**, for the purpose of Head Start eligibility, a family with children under the age of compulsory school age who are engaged in agriculture labor and who changed their residence by moving from one geographic location to another either intrastate or interstate within the preceding 2- year period for the purpose of engaging in agricultural work and one family member's earned income comes primarily from Agriculture work.
2. **A seasonal family means**, for the purpose of Head Start eligibility, at least one family member 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 one family member's earned income comes primarily from Agriculture work.
3. **Agricultural work means**, for the purpose of eligibility, all service performed:
 - a. on a farm or ranch, in the employment of any person, in connection with cultivating the soil, or in connection with the production or processing of any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training, and management of livestock, bees, poultry, and fur-bearing animals and wildlife.
 - b. in the employment of the operator of a farm or ranch, in connection with the operation, management, conservation, improvement, or maintenance of such farm and its tools and equipment including irrigation, or in salvaging timber(forestry) or clearing land of brush and other debris left by a hurricane or similar environment event.
 - c. in the employment of the operator of a farm or ranch in handling, planting, drying, packing, packaging, processing, freezing, canning, grading, storing, or delivering to storage or to market or to a carrier for transportation to market, in its unmanufactured, or unprocessed state, any agricultural or horticultural commodity.
 - d. The definition of agricultural work shall be deemed to be applicable with respect to service performed in connection with any agricultural, horticultural, viticulture, or apiculture commodity or steps thereof prior to its delivery to a terminal market for distribution for consumption; or on a farm or ranch operated for profit as long as such service is in the course of the employer's trade or business or is domestic service in a private home of the employer. As used in this subsection, the term "farm" includes stock, the raising, feeding and management of livestock, dairy, poultry, fishing, mollusks, and insects, including but not limited to herding, housing, hatching, milking, shearing, handling eggs, and extracting honey; fruit, fur-bearing animal, and truck farms, plantations, ranches, nurseries, wineries, ranges, greenhouses or other similar structures used primarily for the raising of agricultural or horticultural commodities, and orchards.

4. **Intent to Work in Agriculture means**, for the purpose of eligibility, that staff has determined at the time of application that less than fifty percent (50%) of the family earned income was from agricultural work and that their move was in search of agricultural work. These families may complete a “Declaration of Intent to Work in Agriculture” form. Declarations of Intent do not satisfy the “presently working” selection criteria unless the family is presently working. Staff will follow-up with the progress of obtaining employment in agriculture according to the timelines stipulated within the approved procedures for Declarations of Intent (EL 23).
5. **Income means gross income and only include wages, business income, unemployment compensation, pension or annuity payments, gifts that exceed the threshold for taxable income, and military income (excluding special pay for a member subject to hostile fire or imminent danger under 37 U.S.C. 310 or any basic allowance for housing under 37 U.S.C. 169 or any related provision of law). Gross income only includes sources of income provided in this definition; it does not include refundable tax credits nor any forms of public assistance, child or spousal support payment.**
6. **A pregnant woman or child** is eligible if one of the above criteria is met and;
 - a. The family is eligible for or, in the absence of childcare, would be eligible for public assistance; including TANF child-only payments; or
 - b. The child is homeless as defined by the McKinney Vento Assistance Act (42 U.S.C. 11434 (a) (2) sect.725(2); or
 - c. The child is in foster care.
 - d. The family is receiving Public Assistance (TANF or SNAP/Cal Fresh)
 - e. The child or someone in the family size is receiving SSI
7. Program staff must verify eligibility based on income with the use of W-2’s, tax forms, pay stubs or other proof of income to determine the family income for the relevant 12-month time period.
8. To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, the Housing Questionnaire, notes from an interview with staff to establish the child is homeless, or any other document that establishes homelessness.
9. To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment
10. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Migrant Seasonal Head Start Programs.

RECRUITMENT

In all recruitment efforts, adequate program descriptions will be made available, including general program content, general location of centers or family childcare homes, service areas, dates, times and places of registration, ages of children accepted, facility license number and

contacts for additional information. Programs must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care. If the program does not provide transportation services, information about public transit available to families must be in recruitment announcements. The announcements distributed during the preliminary recruitment phase will contain sufficient information to enable families to apply at any time during the program year. Each agency will complete a recruitment plan annually.

A. Recruitment Activities

Preliminary recruitment will begin a minimum of one month prior to the scheduled program opening. The program will be advertised in the following manner with the highest priority going to efforts that contact families directly.

1. Door-to-door and/or direct contact with potential families will be made in the service areas by staff with the assistance of parents, if they are available.
2. An agency may elect to use local radio and television stations and newspapers to announce the opening of registration and ongoing recruitment.
3. As feasible, notices in the native languages of the eligible families will be posted at laundromats, grocery stores, service stations, churches, health clinics, workplaces, county farm bureau offices, county agricultural commissioner offices, and other locations where the public and/or agricultural workers generally gather.
4. Schools and community agencies, including agencies serving children with disabilities and agencies serving migrant and seasonal farmworker families, will be notified and asked for referrals.
5. Staff will actively recruit families experiencing homelessness and children in foster care by contacting shelters and foster agencies.
6. The plan for recruiting pregnant women should address those experiencing homelessness, pregnant teens, teens in foster care, and women with special needs/risk factors. In addition, programs should attempt, as appropriate, to involve the child's father in the program.
7. Utilize the COPA Recruitment, Eligibility Waiting List and Ineligible/Terminated list for potential applicants.
8. Ongoing recruitment will continue during the season to be able to reach those families who arrive in the area following the preliminary recruitment period with information sufficient to access program services. Program staff will also continue to provide ongoing outreach activities to the community in order to identify underserved populations, potential community partners and general community awareness of the programs.

B. Applications

1. Applications will be accepted on an ongoing basis.
2. A COPA Child Application will be completed with parent/legal guardian.
3. All families will complete the Housing Questionnaire during the application process.
4. All data regarding income, date of birth, immunization status, migratory move, and any special circumstances will be verified by Head Start staff completing the application and designated management staff.

5. Disabilities must be verified by a current IEP/IFSP document.
6. During the application process, parents will be informed of their eligibility status and their child's name will be placed on the electronic waiting list. Parents will be provided with information about other childcare programs in the area if they do not meet the Migrant Head Start eligibility requirements. All completed applications will be inputted into the electronic database.
7. Programs that provide services through Head Start and state will verify income, family size, and need as required by the applicable funding sources. For pregnant women applications, the unborn child is included in the family size.
8. For re-enrollee children who are under three years of age, the family income will not need to be reverified until the child turns three years old. For re-enrollee children who are three years old and older, income will not need to be reverified until the third year of services. If children turn three during the season, they will not need to recertify until the following season.
9. For re-enrollees, staff will verify that at least one family member has worked in Agriculture yearly for eligibility purposes only. Programs do not need to recalculate income as a current check stub or other document showing the family member has worked in Agriculture will suffice. Documentation is not required to be kept in the file as staff will use the COPA Child Checklist to document this verification.

SELECTION

The Central California Migrant Head Start Policy Council and Governing Body will approve the criteria for defining enrollment priorities. The electronic data base system will prioritize all applications for Migrant/Seasonal Head Start programs by assigning a point value to each priority below:

A. Criteria

1. Migrant family
2. Homeless/Foster (categorically eligible)
3. Re-enrollee (prior to enrollment in any SCOE EHS/RHS or CCMHS program) who meets the criteria for age and status as a migrant or seasonal farm worker family.
4. Public Assistance to include SNAP, TANF, and SSI
5. Employee child who is eligible for MSHS program
6. Transition between MSHS programs (without a break in service in any Delegate Agency/Grantee Operated MSHS program within the same program year)
7. Current IEP/IFSP (this could apply for a pregnant woman with an IEP)
8. Child Protective Services /Court Referral
9. At Risk of Abuse/Neglect / Exploitation /or Domestic Violence (written referral dated within 6 months from legal, medical, social service agency or shelter with required elements)
10. Teen Parent (compulsory school age)
11. Non-parental guardianship
12. High Risk Pregnancy diagnosed by doctor or Mental Health professional (for enrollment of pregnant woman only)

13. Transition between agency's state funded Child Development Program and MSHS program (without a break in service in any MSHS program of SCOE or its contracted agencies within the same program year)
14. Prior IEP/IFSP
15. Single Parent Working in Ag
16. Both Parent(s) Working in Ag
17. One Parent Working in Ag
18. Single Parent Seeking Ag Work
19. Both Parents Seeking Ag Work
20. One Parent Seeking Ag Work
21. Seasonal
22. 3-4 moves last 12 months
23. 3-4 moves last 24 months
24. 1-2 moves last 12 months
25. 1-2 moves last 24 months
26. Sibling of enrolled child

B. Waiting Lists

1. Eligible/Accepted List will be utilized to maintain the waiting list used for the selection of children for enrollment. Center management and/or social service staff will review and print the Eligible/Accepted List as openings occur at least monthly to ensure an accurate and current waitlist.
2. Programs implementing more than one option (center-based and family childcare home) will maintain a waiting list for each option.
3. After meeting full enrollment or capacity has been met, including 10% of actual enrollment of children with disabilities, each agency must sustain a viable waitlist. When an agency does not have a viable waitlist to fill current or upcoming vacancies, a Recruitment Work Plan will be completed and submitted to the Recipient documenting ongoing recruitment efforts.

C. Selecting Children for Enrollment

After prioritization on the electronic database has taken place and waiting list has been established, all available openings will be filled.

1. All Migrant Families, including foster children and those families identified as homeless will be selected first.
2. All eligible re-enrollees will be selected after all Migrant Families are selected.
3. If you have two children with the same points and homeless status, the child who does not have a regular living environment will be selected first. (Child living in car, hotel, shelter etc. will be selected before a child sharing housing for economic reasons)
4. Vacancies for children under the age of three will be filled based on enrollment priorities and age group/pregnant women vacancies available. For the purpose of determining the number of individuals enrolled, the pregnant woman is counted as the one who is enrolled. Once the child is born (at 6 weeks of age), it is the child who is enrolled.
5. In the event that one pregnant woman has the same prioritization points and income, the vacancy will go to the woman whose estimated due date and recovery period coincide the most with an opening in a center-based program.

6. At least 10 percent (10%) of the total actual enrollment by each Delegate Agency/Recipient Op will be children with documented disabilities. Agencies may select an over-income child with an IEP/IFSP prior to a child with higher priority points if the agency is not serving more than 10% over income of their total actual enrollment. When placing children with documented disabilities, the composition of the classroom and individual child needs will be considered to ensure appropriate placement and least restrictive environment. The child's eligibility points and income level will also be considered in order to ensure that children with the highest needs are given priority.
7. Programs that are blended/collaborated with State funds must select a child who is Child Protective Services/At Risk prior to selecting any other child. (Child Protective Services/At Risk child is defined as a child that has been identified at risk of abuse, neglect, or exploitation or who are receiving child protective services in accordance with the California Code of Regulations, Title 5, Section 18092).
8. The Classroom Risk Assessment will be utilized to identify appropriate classroom placement. No services will be denied, but other sites, classrooms, programs, and/or placement may be offered.

ENROLLMENT

Enrollment of eligible children and pregnant women shall not be denied because of race, sex, creed, color, national origin, disability, or chronic health condition or its severity. The child's enrollment date will be the first day of attendance in class/FCCH or the first home visit for Home-Based programs.

A. Guidance

1. All families of the children selected will be notified by phone. Families will be contacted by mail or home visit if they are unable to be reached by telephone. If the family cannot be contacted within three days, the family of the next child on the waiting list will be contacted. All contact attempts will be documented in Child Case notes and on waitlist documentation. Children's names remain on the waiting list unless the family requests removal.
2. Families will be notified by phone or letter of the date, time and location of the parent orientation.
3. A program must fill all vacancies as soon as possible.
4. For children age three and older, income will be reverified every two years to verify that their income is under Federal Poverty Guidelines. For pregnant women and children under age three, their income will not be reverified until the child's third birthday. If the child turns three during the season, their eligibility will be updated the following season. Staff will verify that one family member has worked in Agriculture yearly for eligibility purposes only.
5. Prior to the beginning of the program year, the Disabilities Supervisor/designee will collaborate with the agency's management staff in order to appropriately plan for children with special needs as needed.
6. Prior to the beginning of the program year and as needed, health staff will collaborate with staff and families to appropriately plan for children with incidental medical needs.

7. If a program determines from their Community Assessment there are families experiencing homelessness or children in foster care that would benefit from services, they may reserve up to 3% of their funded slots for 30 days for this population.

If these slots are not filled in the 30 days, they are considered vacant slots and must be filled in 30 days.

8. Programs may allow children enrolled with the criteria of homeless or foster to attend without immunizations or other records for up to 30 days. Program staff must work with families to obtain the required documents. Efforts must be made to maintain a child's enrollment regardless of whether the family or child moves to a different service area or transition the child to a program in a different service area.
9. Application information must be verified that it is updated each program year to reflect current address, phone number, and verification of Agriculture work.
10. Families enrolled in to collaborated enrollment vacancies may be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California's Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families.
11. Families that are enrolled in collaborated programs that are 'at risk' or with child protective services may be exempt from paying a family fee if the referral specifies an exemption is necessary.
12. Families enrolled in collaborated programs that are receiving CAL Works (TANF) are exempt from paying family fees.
13. Families that are enrolled in collaborated programs that are experiencing a temporary hardship due to unexpected events or unforeseen changes that has resulted in temporary inability to pay their state program family fee may request Head Start to pay their family fee as a payer of last resort.
14. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

ATTENDANCE

A. Improving Child Attendance

1. Information will be shared with families at the beginning of the program year and throughout the year regarding the benefits of regular attendance.
2. Any time a child is unexpectedly absent without notification from the parent/guardian, a designated staff member must attempt to contact the family by phone within one hour of the child's expected start time to ensure the child's well-being.
3. Within the first 60 days of program operation, and on an ongoing basis thereafter, child attendance must be tracked to identify children with patterns of absences that put them at risk of missing 10% of program days per year.
4. Staff will work with families through home visits or direct contact to identify barriers and develop strategies to improve attendance. When developing strategies to improve attendance, review data to identify if attendance concerns are due to

excused (illness or injury of child or parent, death in family, family emergency, medical appointments, or court ordered visitation) or unexcused (home with family members, slept late, or no notification from parent) absences.

5. 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. Programs must support the attendance of families experiencing homelessness by utilizing community resources for transportation to and from the program and to meet other needs of the family. 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.
6. Each agency will have a procedure in place to ensure there is a system for tracking and following up with children and families.

B. Absence Reporting

1. Excused Absence
 - a. No Transportation or transportation emergency
 - b. Child or Parent Illness
 - c. Medical Treatment
 - d. Death in Family
 - e. Other Extenuating Circumstances (ex. Plumbing issues at home, car accident, etc.)
 - f. Court Appointment
 - g. Court Ordered Visitation
 - h. State Best Interest Day
 - i. Weather in which creates a hardship or safety risk to attend
2. Unexcused Absence
 - a. Child home with older siblings
 - b. Child/Parent got up late
 - c. Absence not reported or recorded on the Sign In/Out sheet
 - d. Visiting or vacation time with families, relatives, or friends (not court ordered)
 - e. Religious observances, holidays or ceremonies
 - f. Personal or family business
 - g. Family moving
 - h. Child attending a party
 - i. Family emergency (out of county travel)

C. Improving Agency Attendance

1. If an agency falls below 85% average daily attendance for any month, they must complete and submit an Enrollment/Attendance Work Plan (ERSEA-16) to the Grant Recipient office within two weeks.

2. Agency will utilize data to identify the challenges/barriers that affected attendance for the month. This data will be used to develop strategies to support families to improve child attendance.

D. Termination of Service

1. A program must have a written termination of services procedure that includes the following:
 - a. The steps staff must follow before terminating a family
 - b. The family must be given a two-day notice before being dropped from the program
 - c. A family must be given a written notice notifying them of the intent to drop them from the program
 - d. A child cannot be dropped based on being absent from illness due to a doctor's excuse. The program can make accommodations or mark the child as excused until they are able to return.
- E.** 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.
- F.** 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 on the waitlist and help them identify an alternative care arrangement.

MSHS/MEHS PC Approval Date: 3/26/2026

MHS GB Approval Date: 3/26/2026



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

Policy Number: 12	HSPPS: 1302.12	Page: 1 of 3
Approved by Policy Council/Committee: 2/18/2025	Approved by Board of Directors: 2/13/25	

SUBJECT: Determining, Verifying, and Documenting Eligibility

PERFORMANCE OBJECTIVE: Children must meet Head Start, Regional Head Start (RHS)/Migrant and Seasonal Head Start (MSHS), and Head Start Collaborative Programs – California State Preschool Program (CSPP) and Migrant Childcare and Development Program (CMIG) eligibility requirements to be enrolled in the program.

OPERATIONAL PROCEDURE:

1. Advocates/Family Facilitator will complete an in-person interview with each family. If an in-person interview is not possible due to family circumstances, staff may conduct the interview over the phone. All documents used to verify eligibility become part of the child’s eligibility determination record.
2. In order to participate in one of the Head Start programs (RHS/MSHS), California State Preschool Program (CSPP), or Migrant Childcare and Development Program (CMIG) the child must meet the age requirement.
 - a. To be eligible for the Regional Head Start and CSPP services, a child must be at least three (3) years old by September 1st as determined by the community’s public school in which the Head Start and CSPP program is located. Children who do not meet the cut-off of September 1st could be enrolled depending on the needs of a particular center/community. However, the child **must** be three (3) years old at the time of enrollment.
 - b. Early Head Start services will be provided to prenatal women and families with a child up to 3 years old.
 - c. To be eligible for the Migrant Seasonal Head Start and Migrant Childcare and Development Program (CMIG) program, the child must be at least six (6) weeks old at the time of enrollment.
3. Advocate/Family Facilitator will review one of the following to verify that the child meets the age requirement to receive Head Start, CSPP and CMIG services: Birth Certificate, Hospital Certificate of Birth, Baptismal Certificate or Immunization record with child’s DOB.
4. Advocates/Family Facilitators will verify income by the use of an income calculation worksheet.

Advocates/Family Facilitators will require income proof of the last 12 months or preceding calendar year. If the payments are weekly - 52 pay periods are required, every two weeks - 26 pay periods are required, twice a month - 24 pay periods are required, monthly - 12 pay periods are required. The following documents will be requested to determine eligibility: individual income tax forms 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, or documentation showing current status as recipients of public assistance (TANF/SNAP (CalFresh), SSI), or self-declarations. Self-declaration will be used when a family is unable to provide income due to lost documents, teen parent being supported by parents, cash payments, and when only one parent is reporting income for the household – each case will be reviewed by the ERSEA Specialist to determine if family is meeting income requirements. Income verification from military families will be reviewed and any income/pay for hostile fire/imminent danger and basic housing allowance will not be considered as part of their wages/total income.

When a family's income fluctuates because of migrant, agricultural, or seasonal work; inconsistent and/or unstable employment or self-employment; or intermittent income, as defined in FTC, Section II *Definitions*, the adjusted monthly income shall be determined by averaging the total countable income from the preceding 12 months.

In the instance when the last 12 months or preceding calendar year does not reflect the family's current situation, Advocates/Family Facilitators will obtain information on the family's current income and provide an explanation on what information was used to determine eligibility. The ERSEA Specialist will review the information provided and determine if the child/family is eligible to participate in the program.

5. Copies of all documents provided to verify income will be kept with the child's file. Information will be documented in ChildPlus and COPA. Parent and Advocate/Family Facilitator will sign the application to verify that the information is true and correct.
6. The ERSEA Specialist will review applications and complete the Eligibility Verification Form to assure income and age has been verified (CSPP & RHS - only). The ERSEA Specialist signature will certify that the family's documentation is present and valid.
7. The Head Start programs (RHS/MSHS), California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) programs will ensure that no families exceed the 85% State Median income (SMI) and no more than 10% of the children who are enrolled do not exceed the Head Start income guidelines; and no more than 35% of children who are enrolled exceed the 100 – 130% poverty guidelines. The ERSEA Specialist will utilize established criteria to ensure families who are at or below the income guidelines are selected first.
8. Over income families and families whose income is between 100 and 130% of the poverty line and who meet the selection criteria may be considered for enrollment, if no other eligible families are on the waiting list. The ERSEA Specialist will monitor the number of over-income families enrolled on a regular basis to assure the number does not exceed 35% and 10% of funded enrollment.
9. The family income is verified by the Advocate/Family Facilitator and the ERSEA Specialist before determining that a child is eligible to participate in the program.

- a. Children enrolled in the MSHS, RHS, CSPP, and CMIG will be eligible to remain in the program for a second year without re-establishing income eligibility if the child is not age-eligible for kindergarten. MSHS and CMIG families will need to verify income yearly to assure they meet the 50% (State) or 51% agriculture requirement.
 - b. Over-income families will be offered a one-year placement only. Families will be informed that they will need to update their family size and income or reapply to update priority points, if they would like a second-year placement. Second-year placement is not guaranteed.
 - c. Children participating in Early Head Start will remain enrolled until a slot becomes available in the Head Start Program or another Preschool program, providing the child is eligible.
10. If a program determines from the Community Assessment there are families experiencing homelessness or children in foster care that would benefit from services, they may reserve up to 3% of their funded slots for 30 days for this population. If these slots are not filled in the 30 days, they are considered vacant slots and must be filled in 30 days.
11. Programs may allow children enrolled with the criteria of homeless or foster to attend without immunizations or other records for up to 30 days. Advocates/Family facilitators must work with families to obtain required documents.
12. All governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures will be trained:
- ✓ Management and staff members who make eligibility determinations will receive training within 90 days of hiring new staff.
 - ✓ All governing body and policy council members with 180 days of the beginning of the term of a new governing body or policy council.
13. Staff that intentionally enroll ineligible families into any of the RHS, MSHS, CSPP, and CMIG programs under CAPMC will be held accountable and disciplinary actions will apply. CAPMC does not tolerate:
- ✓ The willful violation or disregard of any federal, state, and local law by an employee during the course of that person's employment;
 - ✓ The disregard or circumvention of program and/or CAPMC's policy or engagement in unscrupulous dealings;
 - ✓ The manipulation or disregard of policies or provisions to secure a benefit for friends and/or family members.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries that which is directly forbidden, and can result in disciplinary action up to and including termination of employment. Employees are required to comply with The Code of Ethics, applicable laws, regulations and Agency policies.



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

Policy Number: 13	HS/PPS: 1302.13	Page: 1 of 3
Approved by Policy Council Council/Committee: 2/18/2025	Approved by Board of Directors: 2/13/2025	

Subject: Recruitment of Children

Performance Objective: The program reaches out to those most in need of Head Start – Regional Head Start (RHS)/Migrant Head Start (MSHS), Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) services.

Operational Procedure:

1. In order to reach those most in need of Head Start (RHS/MSHS), CSPP, and CMIG services, the program develops and implements a recruitment process utilizing information gathered through the Community Assessment, Advocates/Family Facilitators, and the ERSEA Specialist. Recruitment areas and population needs are reviewed annually. The ERSEA Specialist submits the Recruitment plan to the Policy Council for approval annually.
2. The recruitment process may include canvassing the local community, notices to community partners, local providers, and agencies that serve low-income families/children, posting information on agency website, Facebook, and use of family referrals and referrals from other public and private agencies. The recruitment plan will be as follows:

START-UP

The start-up of the recruitment process will begin in:

- a. February through May – RHS & CSPP only
- b. March, April and May – MHS & CMIG only
- c. Recruitment will be conducted throughout the program year – EHS only

The start-up process will include the following activities:

- a. Forms will be reviewed annually by the ERSEA Specialist and updated as needed (RHS & CSPP only). Applications for enrollment will be accepted year-round (EHS only).
- b. Forms will be reviewed and updated per Grantee as needed. Forms will be printed in February of every year to have them available prior to the enrollment period (MHS & CMIG only).
- c. The ERSEA Specialist will update/revise the current recruitment plan and take to Policy Committee (MHS & CMIG) Policy Council (RHS, CSPP & EHS) for approval.

TRAINING

The Advocates/Family Facilitators and other program staff involved in recruitment will receive training from the ERSEA Specialist. Training topics will include:

- a. Eligibility – reviewing prior trends or any new Head Start eligibility changes, as applicable.
- b. Recruitment, Selection, Enrollment/Certification and Re-enrollment/Recertification
- c. Application Process

RECRUITMENT/OUTREACH

- a. The Head Start, CSPP, and CMIG programs will involve all CAPMC agency personnel in order to increase recruitment at all sites and provide interested parents a prompt response from Head Start Collaborative and Head Start staff. Site Supervisors/Center Directors will remind center staff of their responsibility to assist in the recruitment of children in the community.
- b. The ERSEA Specialist along with the Advocates/Family Facilitators will develop a plan to assure the following activities take place:
 - Flyers distributed to the public schools
 - Flyers distributed and displayed throughout Madera County
 - Flyers distributed to California State Preschool Program, and Migrant Childcare and Development Program, and to Head Start parents to inform them of the recruitment efforts
 - Contact with community agencies and collaborative partners
 - Engage in activities with the local SELPA Agency (Madera County Superintendent of Schools) and Madera Unified School District to assure children with disabilities are recruited and enrolled.
 - Contact agencies providing services to children with disabilities for referrals.
 - Lists of children who applied, but were not accepted for the current year and are still eligible will be generated and the family will be contacted to fill out a new application for the new program year.
3. Documentation of recruitment efforts will be maintained at the center level and the central office. Such documents will include invitations to participate in community events, recruitment logs, requests for Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG), and Head Start information/flyers, recruitment letters, etc.

4. In order to assure full enrollment, recruitment activities will take place throughout the program year targeting centers with a low number of children on the waiting list. The ERSEA Specialist will monitor recruitment and waiting lists on a monthly basis or as needed.
5. The program flyer will include information that provides information regarding transportation services and routes.
6. The program flyer includes a statement regarding non-discrimination to ensure the enrollment of all families in the community.

EVALUATION

The recruitment process will be evaluated. Evaluation will include:

- ✓ Analysis of enrollment numbers as well as numbers of eligible children on the waiting lists.
- ✓ Review of specific and general on-going monitoring of recruitment.
- ✓ Identification of new and innovative recruitment approaches.



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

Policy Number: 14	HSPPS: 1302.14	Page: 1 of 3
Approved by Policy Council/Committee: 2/18/2025	Approved by Board of Directors: 2/13/2025	

SUBJECT: Selection Process

PERFORMANCE OBJECTIVE: Each Head Start Program and Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start and Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) service.

OPERATIONAL PROCEDURE:

1. The program has a formal selection criterion for selecting children and families that considers all eligible applicants for Head Start and Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG) services. The criterion is developed utilizing family data from the Community Assessment and input from the Advocates/Family Facilitators, and ERSEA Specialist annually.
2. The ERSEA Specialist will submit the Selection Criteria for Policy Council/Committee and Board of Directors approval in February-March of each year.
3. The selection criteria will take into consideration the following:
 - ✓ Child’s age
 - ✓ Family income
 - ✓ Housing Expenses – rent/mortgage, utilities
 - ✓ Parent Status – single/two parent
 - ✓ Disability
 - ✓ Child Status – foster
 - ✓ Homelessness
 - ✓ Other family issues – health
4. CSPP, RHS and EHS will follow the approved selection criteria, priority status, and priority points options (See Attached)

5. CMIG and MHS will follow the approved eligibility criteria when selecting families to participate in the Seasonal/Migrant Program and CMIG (See Attached).
6. As part of the Selection Process the following activities will take place:

APPLICATIONS

- a. Submission of applications for the new program year will begin in March and will continue throughout the year for CSPP and RHS only; April for CMIG and MHS Program; and throughout the program year for EHS.
 1. Advocates/Family Facilitators will complete applications and will submit complete packet to the ERSEA Specialist.
 2. The Application packet will include, ChildPlus/COPA application, CCD26, CDSS, and ELCD-9600, copies of income documents and any supporting documentation, birth certificate, immunization card, Health Insurance – Medi-Cal, etc., and health history. Migrant Head Start applications will need to provide proof of mobility and emergency card will also accompany the application packet.
 3. ERSEA Specialist will review the application along with the documentation provided and will complete the Eligibility Verification Form to determine if the child is eligible for services (CSPP, RHS & EHS).
 4. Advocate/Family Facilitators will complete an Adjusted Expense Form for families that are determined as over-income based on the federal poverty guidelines (see attachment). Excessive housing costs and utilities will be considered to adjust a family's gross income for the purpose of determining eligibility. The following documents will be requested: rent receipts, mortgage statement, and utility bills.
 5. MHS and CMIG applications will be reviewed to assure families are eligible; and that at least one family member earned 50% or 51% agriculture income, and whether they are migrant or seasonal. ERSEA Specialist signature on COPA application, CCD-26, and CDSS and will indicate the family qualifies for services.
 6. When a parent/guardian expresses during the application process that his/her child has challenging behaviors and other special needs the ERSEA Specialist will forward the applications to the Disability/Mental Health Specialist:
 - The Disability/Mental Health Specialist will verify the disability status of a child by obtaining a current Individual Family Service Plan (IFSP) for infants/toddlers 0-36 months or Individual Education Program (IEP) for children over age three years.
 - If there is a current IFSP/IEP, the Disability/Mental Health Specialist will indicate on the Child Application that the child has a "Certified IFSP" or "Certified IEP".
 - If a child has not been certified with a disability but is in the process of evaluation, a parent expresses concerns about their child's development, or the parent has yet to bring a copy of the IEP/IFSP staff will indicate on the Child Application that the child has a "Suspected Disability".
 7. Once applications have been reviewed by ERSEA Specialist; the applications are forwarded to Health Specialist to review immunizations.
 8. Once approved, Health Specialist will forward applications to Data Entry Technician to enter in ChildPlus, or COPA system.

- b. Only applications that have been approved by the ERSEA Specialist and Health Specialist will be entered into the ChildPlus, and COPA systems. This will allow the program to have children on the waiting list that are eligible for services and can be enrolled when there is a vacancy.

SELECTION

Once applications have been entered into ChildPlus/COPA system, the ERSEA Specialist will generate a list of eligible children for each center. The lists will be prioritized according to the established priority point system. The ERSEA Specialist will begin the selection process from the generated lists beginning August (RHS/CSPP) - April-May (MHS/CMIG) - year-round (EHS).

At least 10 percent (10%) of the total funded enrollment will be children with documented disabilities. An over-income child with an IEP/IFSP may be selected prior to a child with higher priority points if the agency is not serving more than 10% over income of their total funded enrollment. When placing children with documented disabilities, the composition of the classroom and individual child needs will be considered to ensure appropriate placement and a least restrictive environment. The child's eligibility points and income level will also be considered in order to ensure that children with the highest needs are given priority.

Head Start Collaborative Programs (California State Preschool Program (CSPP), and Migrant Childcare and Development Program (CMIG), must select a child who is Child Protective Services/At Risk child prior to selecting any other child. (Child Protective Services/At Risk child is defined as a child that has been identified at risk of abuse, neglect, or exploitation or who are receiving child protective services in accordance with the California Code of Regulations, Title 5, Section 18092. (MHS only)

Families whose income is between 100 and 130% of the poverty line, may be enrolled when no other eligible child is on the waitlist.

ACCEPTANCE

Families of children who are not placed in a center will be placed on the Head Start waiting list – CSPP/RHS or CMIG/MHS depending on the program they have selected to participate.

EVALUATION

In January, the selection process will be evaluated. Evaluation will include:

- ✓ Analysis of enrollment/attendance numbers as well as numbers of eligible children on the waiting lists;
- ✓ Review Community Assessment and identify new family situation/issues and/or community trends in order to develop a selection criterion.

Eligibility and Need Criteria

Eligibility Criteria for Part-Day CSPP Services (EC Sections 8236, 8236.3, 8261 and 8263, CSPP FRPM Implementation Guidance 18130.3)

Unless otherwise specified in this section, to be eligible for part-day CSPP, a family shall meet the

eligibility criteria as follows:

1. Family is a current aid recipient;
2. Family income is eligible;
3. Family is experiencing homelessness; or
4. Family has children who are recipients of child protective services, or are identified as at risk of being abused, neglected, or exploited.

After all otherwise eligible families have been enrolled, a part-day CSPP may enroll:

1. Children from families whose income is no more than 15% above the eligibility income threshold. Children from families enrolled under this exception may not exceed ten percent of the participating CSPP's total contract enrollment.
2. Children with exceptional needs as defined in EC Section 8208. Children enrolled pursuant to this subsection, shall not count towards the 10% limitation.
3. After all children have been enrolled pursuant to the above subdivisions, part-day CSPP sites operating within the attendance boundaries of a qualified FRPM school may enroll CSPP four-year-old children whose families reside within the attendance boundary of a qualified FRPM school without establishing eligibility.

For full documentation requirements see section on the *Family Data File*.

Contractors enrolling families for part-day services shall establish a family's eligibility once at the time of enrollment.

Eligibility and Need Requirements for Full-Day CMIG (EC 8236, 8236.3, 8261, and 8263[a][1][A] and [B], CSPP FRPM Implementation Guidance 18130.4)

1. Unless otherwise specified in this section, to be eligible for full-day CMIG, a family shall meet both eligibility and need criteria as follows:
 - a. Eligibility Criteria
 - i. Family is a current aid recipient
 - ii. Family is income eligible;
 - iii. Family is experiencing homelessness; or
 - iv. Family has children who are recipients of child protective services, or are identified as at risk of being abused, neglected, or exploited.
 - b. Need Criteria [must meet either (i) or (ii)]:

- i. The child is identified by a legal, medical, social services agency, transitional shelter, emergency shelter, Head Start program or Local Education Agency liaison for children and youths experiencing homelessness pursuant to 42 US 11432(g)(1)(j)(ii) as :
 - a) Receiving child protective services,
 - b) Being neglected, abused, or exploited, or at risk of neglect, abuse or exploitation;
 - c) Experiencing homelessness
- ii. The parent(s) are: (EC 8263[a][1][B])
 - a) Employed;
 - b) Seeking employment;
 - c) Engaged in vocational training leading directly to a recognized trade, paraprofessional or profession;
 - d) Engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate;
 - e) Seeking permanent housing for family stability; or
 - f) Incapacitated.
- c. After all children have been enrolled pursuant to the eligibility and need criteria above, a full-day CSPP contractor may enroll CMIG three-year-old and four-year old children from families that meet the eligibility criteria but do not have a need for services.
- d. After all children have been enrolled pursuant to 1.a., b. and c. above, a full-day CMIG site operating within the attendance boundaries of a qualified FRPM school may enroll CSPP four-year-old children whose family resides within the attendance boundary of the qualified FRPM school without establishing eligibility or need as described in 1.a and b above.

Eligibility Criteria (WIC 10271)

A migrant agricultural worker family, as defined in FTC, Section II *Definitions*, is eligible for CMIG childcare and development services because the parent(s) is:

- 1. A current aid recipient,
- 2. income eligible
- 3. Experiencing Homeless,

4. One whose child(ren) are recipients of protective services, or whose child(ren) have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected, or exploited.



Report to the Board of Directors

Agenda Item:D-7

Board of Director's meeting for June 11, 2026

Author: Tammy McDougald

DATE: June 1, 2026

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: California Department of Social Services (CDSS) California Adult and Child Food Program (CACFP) 2025-2026 Program Report, Findings & Corrective Action

I. **RECOMMENDATION:**
Informational Only

II. **SUMMARY:**
CDSS California Adult and Child Food Program (CACFP) conducted a monitoring review from March 26-April 8, 2026. The results of the review were based on program records and compliance with CACFP regulations. From the review there were two areas with findings under Performance Standard 3: Program Accountability, first finding 600 Meal Counts and second finding 800 Meal Requirements. Staff have addressed the findings and submitted the Corrective Action Documentation to the State on May 28, 2026.

III. **DISCUSSION:**
Areas with findings and corrective action taken:

- 1. First Finding-Performance Standard 3: Program Accountability-600 Meal Count:**
Total of 16 meals disallowed, 4 lunches and 12 snacks for a total of \$33.52.
Overpayments of these amounts are not asked to be reimbursed due to the low amounts, per our reviewer and the code below.
Title 7, Code of Federal Regulations, Section 226.8(f) authorizes the CDSS to disregard an overpayment not exceeding \$600.00 in a fiscal year. Therefore, the CDSS will not recoup these funds.
 - a. Corrective Action-Fiscal** developed and has trained on an Excel workbook for Sierra Vista staff that will eliminate the manual meal count for a center with 6 classrooms of Migrant Head Start and Blended Migrant Head Start and State children. The Center Director is currently using the Excel program and is finding it extremely helpful.
- 2. Second Finding-Performance Standard 3: Program Accountability- 800 Meal Requirement:**
Need recipes for all combination foods prepared from scratch i.e., quesadilla, bean and cheese burrito, must maintain CN labels or Product Formulation Statements (PFS) for processed food items, and recipes must provide the required ounces of meat/meat alternate for 3–5-year-old age group.
 - a. Corrective Action-** Found USDA recipes for all 10 food items, changed one recipe for another, and one menu item was removed as the current recipe was not found and it did not meet the requirements documented on the recipe.

b. Updated Policy and Procedures NFS 19.

c. Nutrition Specialists provided training for Fresno staff on 05/20/2026 and Madera Migrant and Regional Head Start staff on 05/26/2026.

IV. **FINANCING:** NA

**CACFP Centers
Summation Report**

CACFP Operator: Community Action Partnership of Madera County		Vendor Number: B5090Z	CNIPS ID: 04440-CACFP-20-NP-CS	Review ID: 46695	Fiscal Review ID: 47787
Address: 1225 Gill Avenue		City: Madera	Zip: 93637	County: Madera	
Program Contact: Mrs. Mattie Mendez / Mrs. Yessenia Casillas		Title: Executive Director / Finance Director		Telephone: (559) 673-9173	
Program Types: <input type="checkbox"/> Adult Care <input type="checkbox"/> At-risk <input checked="" type="checkbox"/> Child Care <input type="checkbox"/> Emergency Shelters <input checked="" type="checkbox"/> Head Start <input type="checkbox"/> School Age					
Type of Review: <input checked="" type="checkbox"/> First <input type="checkbox"/> First Follow-up <input type="checkbox"/> Second Follow-up <input type="checkbox"/> Ninety-day <input type="checkbox"/> Program Assistance <input checked="" type="checkbox"/> Fiscal Viability Appraisal					
Areas Reviewed for Compliance					
Performance Standard 1: Financial Viability			Performance Standard 3: Program Accountability		
<input type="checkbox"/> 100 Financial Management			<input type="checkbox"/> 300 Enrollment		
Performance Standard 2: Administrative Capability			<input type="checkbox"/> 500 Eligibility		
<input type="checkbox"/> 200 Procurement Procedures			<input checked="" type="checkbox"/> 600 Meal Counts		
<input type="checkbox"/> 220 Program Resources			<input type="checkbox"/> 700 Licensing Requirements		
<input type="checkbox"/> 240 Policies and Procedures			<input checked="" type="checkbox"/> 800 Meal Requirements		
<input type="checkbox"/> 280 Pricing Program			<input type="checkbox"/> 900 Fiscal Accountability		
			<input type="checkbox"/> 1000 Training & Recordkeeping		
			<input type="checkbox"/> 1100 Facility Review		
			<input type="checkbox"/> 1200 Safety and Sanitation		
			<input type="checkbox"/> 1300 Civil Rights		
Place an (R) at the end of all repeat findings.					
Summary of Review Findings					
Review Month: <u>January 2026</u>		Review Dates: <u>March 26-April 8, 2026, March 30-April 3, 2026</u>			
<input type="checkbox"/> All areas found to be in compliance. No action is required. This review is closed. Congratulations on an excellent administrative review (AR).					
<input checked="" type="checkbox"/> One or more performance standards (PS) were not in compliance. The noncompliant areas are checked.					
<input type="checkbox"/> A follow-up review may be conducted because of noncompliance in PS 1, PS 2, or PS 3.					
<input type="checkbox"/> Serious deficiencies (SD) were found during your AR. If permanent, acceptable corrective action documentation (CAD) is not implemented, the California Department of Social Services (CDSS) will propose to terminate your Child and Adult Care Food Program (CACFP) agreement. If the CACFP agreement is terminated, your organization and responsible parties will be placed on the National Disqualified List (NDL) and will remain on the NDL until such time as the DSS, in consultation with the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) determines that the SDs have been corrected, or until seven years after their disqualification. However, if any debt relating to the SDs has not been repaid, your organization and responsible parties will remain on the NDL until the debt has been repaid. These actions are being taken pursuant to Title 7, Code of Federal Regulations (7 CFR), sections 226.6(c)(3) and (7)(v) .					
CACFP Operator is required to submit CAD by: May 21, 2026					
Submit required documentation to:					
Laura VanDerStuyf, Child Nutrition Consultant California Department of Social Services CACFP Branch / FEED Division Phone: (916) 858-9626 Email: Laura.Vanderstuyf@dss.ca.gov			Grace Smith, Analyst II California Department of Social Services CACFP Branch / FEED Division Phone: (916) 317-1102 Email: Grace.Smith@dss.ca.gov		
The findings of this review are the results of an assessment of a sample of your program records for the current year. All program records must be retained for a period of three years plus the current year.					
Signature of CACFP Operator Representative:				Date:	
<i>Mattie Mendez</i>				5/27/2026	
Signature of State Field Representative:				Date:	
Signature of State Fiscal Representative:				Date:	
(CACFP Operator signature does not designate agreement with reviewer comments)					

Summation Report

CACFP Operator: Community Action Partnership of Madera County, Inc.	Vendor Number: B5090Z	CNIPS ID: 04440-CACFP-20-NP-CS	Review ID: 46695	Fiscal Review ID: 47787
Commendations/Highlights:				
The reviewers would like to thank Community Action Partnership of Madera County and staff for their courtesy and cooperation during the review.				
Comments:				
The California Department of Social Services (CDSS), Operator Support and Fiscal Oversight Bureau, completed an Administrative Review (AR) of Community Action Partnership of Madera County on March 30-April 3, 2026. The financial review was completed by Grace Smith from the CDSS CACFP Branch, Fiscal Oversight Unit. The month of review was January 2026, since this was the last claim submitted to the Child Nutrition Information and Payment System (CNIPS).				
The compliance areas of review are listed on page one of this summation report. The areas out of compliance are marked with an X. The findings, technical assistance, comments, and required corrective action with timelines are included throughout this summation report. Please review the technical assistance provided to assist with correcting the findings.				
The reviewer visited the Cottonwood Creek (Site #18897), Fairmead (Site #18895), and Chowchilla Head Start (Site # 18905) facilities for unannounced breakfast/lunch meal observations on March 26 and April 8, 2026. The reviewer conducted three facility reviews based on the 21 approved sites in CNIPS at the time of program agreement approval or renewal.				
Training and Technical Assistance Provided:				
January 16, 2026 - Training and technical assistance were provided to program administrators and staff on the following:				
<input checked="" type="checkbox"/> Administrative Review Guidance for Program Year 2025-2026 is available in the download forms section in the <u>CNIPS - CACFP 50 Centers</u> .				
Signature of CACFP Operator Representative: <i>Mattie Menz</i>			Date: <i>5/27/2026</i>	
Approval Signature of State Field Representative:			Date:	
Approval Signature of State Fiscal Representative:			Date:	

Summation Report

CACFP Operator: Community Action Partnership of Madera County	Vendor Number: B5090Z	CNIPS ID: 04440-CACFP-20-NP-CS	Review ID: 46695
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**Performance Standard 3—Program Accountability
Compliance Area 600: Meal Counts**

Meal counts verified by program type: Child Care, At-Risk, School Age, etc.

Program Type: Head Start

Month	Reported Meal Counts						Verified Correct at Time of Review					
	B	A	L	P	S	E	B	A	L	P	S	E
January 2026	2338		3778	1021			2338		3774	1021		

Program Type: Childcare

Month	Reported Meal Counts						Verified Correct at Time of Review					
	B	A	L	P	S	E	B	A	L	P	S	E
January 2026	2142		707	552			2142		707	540		

Findings/Citations:

- 1) The January 2026 daily meal counts reported for lunch in the Head Start program and PM snack in the Child Care program were consolidated incorrectly due to a math error. The reviewer validated 3774 lunches for Head Start and 540 PM Snacks for the childcare program. Fiscal action will be taken on the difference in the meal counts reported and verified by the reviewer.

7 CFR Section 226.10(c) Claims for Reimbursement must report information in accordance with the financial management system established by the State agency, and in sufficient detail to justify the reimbursement claimed and to enable the State agency to provide the final Report of the Child and Adult Care Food Program (FNS 44) required under § 226.7(d). In submitting the Claim for Reimbursement, each institution must certify that the claim is correct and that records are available to support that claim.

The Program Integrity Unit (PIU) will conduct a final review and validation of the meal count errors and/or the number of disallowed meals listed in the summation report, prior to closing the review. PIU will notify the CACFP Operator of any revisions or adjustments required.

Technical Assistance:

CDSS Bright Track Meal Counting, Claiming and Documentation (CDSS-604): This course reviews requirements related to point of service meal counts, attendance documentation, the edit check process, consolidation, and claim submission.

Submit Required Corrective Action by: May 21, 2026

- 1) Provide written policies and procedures to ensure that meal counting errors are permanently corrected, include:
 - a. date of implementation.
 - b. roles and responsibilities of staff.
 - c. title of staff responsible to ensure the meal counting and claiming processes/procedures are followed accurately and the frequency of monitoring to prevent recurrence of the meal consolidation, counting and claiming errors cited.
 - d. record retention.

Signature of CACFP Operator Representative: <i>Mattie Meny</i>	Date: <i>5/27/2026</i>
Signature of State Field Representative:	Date:

Summation Report

CACFP Operator: Community Action Partnership of Madera County	Vendor Number: B5090Z	CNIPS ID: 04440-CACFP-20-NP-CS	Review ID: 46695
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Performance Standard 3—Program Accountability
Compliance Area 600: Meal Counts

- 2) Train all responsible staff on the new policies and procedures on meal counting and claiming. Provide a copy of the agenda including topics covered, date, and sign-in sheets.

Corrective Action(s) Documentation: Use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.

Signature of CACFP Operator Representative: <i>Mattie Menz</i>	Date: <i>5/27/2026</i>
Approval Signature of State Field Representative:	Date:

Summation Report

CACFP Operator: Community Action Partnership of Madera County	Vendor Number: B5090Z	CNIPS ID: 04440-CACFP-20-NP-CS	Review ID: 46695
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**Performance Standard 3—Program Accountability
Compliance Area 800: Meal Requirements**

Findings/Citations:

Month of Review: January 2026

1. The reviewer was unable to determine if the 1.5 ounces of meat/meat alternates required at breakfast, lunch, and PM Snack for the 3-to-5-year age group were met. Child Nutrition (CN) labels or Product Formulation Statements (PFS) were not available for the combination processed food items: Chicken Strips, Fruit and Yogurt Rollup, and Hummus. The operator provided nutrition facts labels for these food items. No meal disallowance is being taken because this is the first occurrence of this finding; however, a repeat occurrence may result in fiscal action.

Management Bulletin CACFP-01-2020: Documentation Requirements for the CACFP Meal Patterns. This management bulletin (MB) provides guidance for Child and Adult Care Food Program (CACFP) Operators regarding the documentation requirements for the meal patterns referenced in Title 7, Code of Federal Regulations (7 CFR), Section 226.20. Per 7 CFR, Section 226.15(e)(10). CACFP Operators must maintain copies of menus and any other food service records required by the California Department of Social Services (CDSS). CACFP operators must retain all documents to verify that the meal pattern requirements were met for **the current federal fiscal year (FFY), October 1 through September 30, plus the prior three FFYs, such as:** Child nutrition labels, product formulation statements, and standardized recipes, if applicable.

2. The reviewer was unable to verify whether the required contribution from each component meets the CACFP meal pattern for combination food items prepared from scratch. The Operator did not maintain recipes for the following menu items for breakfast, lunch, and PM snacks offered in January 2026: Chicken Enchilada, Bean & Cheese Burrito, Chicken Salad, Pupusas, Bean & Cheese Entrée, WGR Apple Pita Pockets, WGR Quesadilla, and "Parfait" Cereal.

The reviewer observed that recipes for all combination foods prepared from scratch do not show that the contribution from each component required meets the meal pattern. Recipes for Minestrone Soup, Tostada with Beans, and Zucchini Lasagna, served for lunch, provide 0.5 ounces, 0.75 ounces, and 1.0 ounces, respectively, instead of the required 1.5 ounces of meat/meat alternate for children aged 3-5 years old.

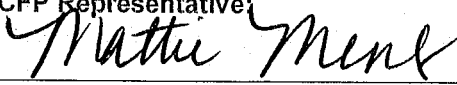
According to **7 CFR 226.20(c) Meal patterns for children age 1 through 18 and adult participants**. Institutions and facilities must serve the meal components and **quantities** specified in the following meal patterns for children and adult participants in order to qualify for reimbursement.

The Program Integrity Unit (PIU) will conduct a final review and validation of the errors prior to closing the review. PIU will notify the CACFP Operator of any revisions or adjustments required.

Technical Assistance:

A library of CACFP standardized recipes is available on the USDA website:
<https://www.cdss.ca.gov/cacfp/resources/documentation-requirements-for-the-cacfp>

Crediting Foods in CACFP (CDSS-605). This course goes into detail on crediting foods in the CACFP. The course discusses Child Nutrition labels, Product Formulation Statements, and standardized recipes.

Signature of CACFP Representative: 	Date: 5/20/2024
Signature of State Field Representative:	Date:

Summation Report

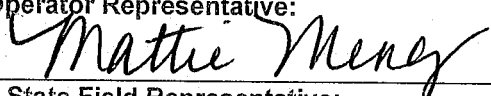
CACFP Operator: Community Action Partnership of Madera County	Vendor Number: B5090Z	CNIPS ID: 04440-CACFP-20-NP-CS	Review ID: 46695
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**Performance Standard 3—Program Accountability
Compliance Area 800: Meal Requirements**

Submit Required Corrective Action by: May 21, 2026

- 1) Provide written policies and procedures to ensure that the processes/procedures for meal pattern compliance are followed accurately and are permanently corrected, include:
 - a. date of implementation.
 - b. roles and responsibilities of staff.
 - c. title of staff responsible to ensure the processes/procedures for meal pattern compliance are followed accurately and the frequency of monitoring to prevent recurrence of findings cited in not: adhering to maintaining recipes for combination food items, not having CN Label or PFS on File for combination food items, and maintaining documents to support CACFP meal pattern compliance.
 - d. record retention.
- 2) Train all responsible staff on the policies and procedures for CACFP meal pattern documentation requirements. Provide a copy of the agenda including topics covered, date, and sign-in sheets.
- 3) Provide the Recipes for: Chicken Enchilada, Bean & Cheese Burrito, Chicken Salad, Pupusas, Bean & Cheese Entrée, WGR Apple Pita Pockets, WGR Quesadilla, and "Parfait" Cereal.
- 4) Submit the Nutrition (CN) labels or Product Formulation Statements (PFS) that were not available for the combination processed food items: Chicken Strips, Fruit and Yogurt Rollup, and Hummus, or the steps taken if unable to acquire the required documentation.
- 5) Review and revised the recipe for menu items Minestrone Soup, Tostada with Beans, and Zucchini Lasagna from the menu, which provide the required 1.5 ounces of Meat/Meat Alternates for the 3–5-year-old age group.

Corrective Action(s) Documentation: Use separate sheets as needed. Sign and date at the bottom of this page. Return this report with documents to support your response to the reviewer by the date above.

Signature of CACFP Operator Representative: 	Date: 5/27/2026
Approval Signature of State Field Representative:	Date:



Report to the Board of Directors

Agenda Item Number: D-8

Board of Directors Meeting for: June 11, 2026

Author: Yessenia Casillas

DATE: June 2, 2026
 TO: Board of Directors
 FROM: Yessenia Casillas, Finance Director-Grants Management
 SUBJECT: 2025-2026 CA Migrant Child Care Program – CMIG-PY Grant Budget Revision Amendment #2

I. RECOMMENDATION:

Review and ratify the 2025-2026 Amendment #2 awarding additional ongoing CMIG-PY basic funding.

II. SUMMARY:

We have prepared comparison budget revision based on agency’s funding allocation for the 2025-2026 funding guidance and amounts received from Stanislaus County Office of Education.

III. DISCUSSION:

1. Stanislaus County Office of Education has awarded additional going CMIG-PY Basic Funding.
 - a. 6a/6b- Personnel & Fringe decrease – Personnel expenditures were slightly below budget due to minor variations in actual salary and benefit costs compared to budgeted amounts. Staffing levels remained consistent with the approved plan. Total decrease \$4,000.
 - a. 6e Supplies – Increase of \$7,824 due to Amendment #2 and reallocation of personnel savings. The funds will be used to purchase office, classroom & other necessary program supplies used to meet program objectives.
 - b. 6h Other - Increase of \$2,500 due to reallocation of personnel savings, funds will be used to support operating and facility related costs.
 - c. 6i Indirect- Increase from Amendment #2 of \$576

➤ The 2025-2026 CA Migrant Child Care Program – CMIG-PY Grant Budget Revision Amendment #2 will be presented to the Policy Committee for review and approval on June 9, 2026.

IV. FINANCING:

	Approved	Amendments	Increase
Total Grant Award	\$861,626	\$868,526	\$6,900

**STANISLAUS COUNTY OFFICE OF EDUCATION
CA MIGRANT CHILD CARE PROGRAM - PART YEAR
START-UP/CLOSE-DOWN BUDGET COMPARISON REVISION
July 1, 2025 - June 30, 2026**


Delegate Agency: **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

324 SUCD Amendment #2		Approved Budget	Amendment #1	Revised Budget	Amendment #2	Revised Budget
6a	Personnel	97,018	-	97,018	1,400	98,418
6b	Fringe	26,834	236	27,070	600	27,670
6c	Travel	-	-	-	0	-
6d	Equip >5,000	-	-	-	0	-
6e	Equip <5,000	-	-	-	0	-
6e	Supplies	15,281	-	15,281	(2,000)	13,281
6f	Contracts	-	-	-	0	-
6g	Renovations	-	-	-	0	-
6h	Other	-	-	-	0	-
	Total Direct	139,133	236	139,369	-	139,369
6i	Indirect	12,661	22	12,683	0	12,683
	Total	151,794	258	152,052	-	152,052

Explanation of requested variance/changes:

Changes

6a	Net Increase:	Reallocating savings from supplies to fund salary increases.	1,400
6b	Net Increase:	Reallocating savings from supplies to fund fringe benefit increases.	600
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	Net Decrease:	Due to cost savings in the supplies category, funding has been decreased and will be reallocated to 6a Salaries and 6b Fringe Benefits	(2,000)
6f	No Change		-
6g	No Change		-
6h	No Change		-
6i	No Change		-
Total			-

Approval Section	
Delegate Director: 	Date: 6/1/26
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:

**STANISLAUS COUNTY OFFICE OF EDUCATION
STATE MIGRANT CHILD CARE - CMIG
CMIG BUDGET COMPARISON REVISION
July 1, 2025 - June 30, 2026**


Delegate Agency: **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

322 CMIG Amendment #2		Approved Budget	Amendment #1	Budget	Amendment #2	Revised Budget
6a	Personnel	602,425	-	602,425	(2,000)	600,425
6b	Fringe	168,579	-	168,579	(2,000)	166,579
6c	Travel	-	-	-	0	-
6d	Equip >5,000	-	-	-	0	-
6e	Equip <5,000	-	-	-	0	-
6e	Supplies	17,414	(11,080)	6,334	7,824	14,158
6f	Contracts	-	-	-	0	-
6g	Renovations	-	-	-	0	-
6h	Other	-	12,420	12,420	2,500	14,920
	Total Direct	788,418	1,340	789,758	6,324	796,082
6i	Indirect	71,746	122	71,868	576	72,444
	Total	860,164	1,462	861,626	6,900	868,526

Explanation of requested variance/changes:

Changes

6a	Net Decrease:	Personnel cost savings, the decrease will be allocated to the supplies & other category.	(2,000)
6b	Net Decrease:	Fringe benefit cost savings in line with personnel, the decrease will be allocated to the supplies & other category.	(2,000)
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	Net Increase:	Increase due Amendment # 2 one-time increase and personnel savings. The funds will be used to purchase office, classroom & other necessary program supplies used to meet program objectives.	7,824
6f	No Change		-
6g	No Change		-
6h	Net Increase:	Increase due to personnel savings, funds will be used to support operating and facility related costs.	2,500
6i	Net Increase:	Increase to indirect cost allocation due to Amendment #2.	576
Total			6,900

Approval Section	
Delegate Director: 	Date: 6-1-26
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:

**STANISLAUS COUNTY OFFICE OF EDUCATION
CA MIGRANT CHILD CARE PROGRAM - PART YEAR
CMSS BUDGET COMPARISON REVISION
July 1, 2025 - June 30, 2026**

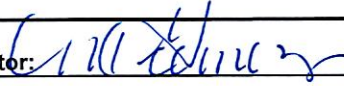
Delegate Agency: **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

325 CMSS		Approved Budget	Amendment #1	Budget	Amendment #2	Revised Budget
6a	Personnel	128,649	(1,709)	126,940	(4,000)	122,940
6b	Fringe	29,095	-	29,095	4,000	33,095
6c	Travel	-	-	-	0	-
6d	Equip >5,000	-	-	-	0	-
6e	Equip <5,000	-	-	-	0	-
6e	Supplies	1,034	-	1,034	0	1,034
6f	Contracts	-	-	-	0	-
6g	Renovations	-	-	-	0	-
6h	Other	1,034	-	-	0	-
	Total Direct	159,812	(1,709)	157,069	-	157,069
6i	Indirect	14,450	(157)	14,293	0	14,293
	Total	174,262	(1,866)	171,362	-	171,362

Explanation of requested variance/changes:

Changes

6a	Net Decrease:	Personnel savings will be reallocated to cover increases in fringe benefits.	(4,000)
6b	Net Increase:	Reallocate personnel savings, the funding will go towards increased health insurance premiums and pension costs.	4,000
6c	No Change		-
6d	No Change		-
6e	No Change		-
6e	No Change		-
6f	No Change		-
6g	No Change		-
6h	No Change		-
6i	No Change		-
Total			-

Approval Section	
Delegate Director: 	Date: 6.1.26
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:



Report to the Board of Directors

Agenda Item Number:D-9

Board of Directors Meeting for: June 11, 2026

Author: Yessenia Casillas

DATE: June 2, 2026

TO: Board of Directors

FROM: Yessenia Casillas, Finance Director – Grants Management

SUBJECT: 2026-2027 Training & Technical Assistance Grant Budget Revision

I. RECOMMENDATION:

Review and approve the 2026-2027 Training & Technical Assistance (T&TA) Comparison Budget Revisions to Stanislaus County Office of Education.

II. SUMMARY:

A comparison budget revision has been prepared based on the agency's funding allocations for the 2026-2027 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 of \$4,000 the additional funds are needed to cover higher than anticipated travel expenses and to support staff attendance to remaining Head Start, Health & CACFP conferences.
- b. 6e Supplies: Increase of \$800 to cover the cost of pre-service training food and supplies for Head Start staff.
- c. 6h Other - Decrease \$4,800 to allocate unspent Consultant and Fees & Licenses to Staff- Travel Out of Area and 6e Supplies.

- The 2026-2027 Training & Technical Assistance Grant Budget Revision will be presented to the Policy Committee for review and approval on June 9, 2026.

B. **FINANCING:** None


**STANISLAUS COUNTY OFFICE OF EDUCATION
MIGRANT HEAD START - TRAINING & TECHNICAL ASSISTANCE
BUDGET COMPARISON REVISION
March 1, 2026 - February 28, 2027**

Delegate Agency: **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

320 T&TA	Approved Budget	Modification #1 Changes	Revised Budget
6a Personnel	-	0	-
6b Fringe	-	0	-
6c Travel	5,573	4,000	9,573
6d Equip >5,000	-	0	-
6e Equip <5,000	-	0	-
6e Supplies	1,916	800	2,716
6f Contracts	-	0	-
6g Renovations	-	0	-
6h Other	20,171	(4,800)	15,371
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 Travel Out of Area; additional funds are needed to cover higher than anticipated travel expenses and to support staff attendance to remaining Head Start, Health & CACFP conferences.	4,000
6d	No Change	-
6e	No Change	-
6e	Net Increase: Increase to Supplies; to fund the cost of pre-service training food and supplies for Head Start staff.	800
6f	No Change	-
6g	No Change	-
6h	Net Decrease: Decrease to Other; to allocate unspent consultant and fees & licenses costs to 6c Travel Out of Area and 6e Supplies.	(4,800)
6i	No Change	-
Total		-

Approval Section	
Delegate Director: 	Date: 6.5.26
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:



Report to the Board of Directors

Agenda Item Number:D-10

Board of Directors' Meeting for: June 11, 2026

Author: Irene Yang

DATE: May 8, 2026

TO: Board of Directors

FROM: Irene Yang, Human Resources Director

SUBJECT: California Pay Data Reporting

I. RECOMMENDATIONS

Informational. The California Pay Data Reporting is required for private employers with one hundred or more employees. It is provided for the Board to understand the Agency is meeting the California law to report pay, demographic, and required workforce data on employees.

II. SUMMARY

The California Pay Data Reporting for 2025 was submitted electronically to the California Civil Rights Department (CRD), and the submitted data was based on payroll periods October 26, 2025 – November 8, 2025, as the snapshot period.

III. DISCUSSION

- A. The reporting was reported under one establishment as the Community Action Partnership of Madera County. The reporting was reported by race and ethnicity, sex, job categories, and pay bands.
- B. Race / ethnicity categories are: Hispanic or Latino, American Indian or Alaska Native, Asian, Black or African America, Middle Eastern or North African, Native Hawaiian or Pacific Islander, White, or Multiracial and/or Multiethnic.
- C. Sex categories are 1) female, 2) male, 3) non-binary. Under the Gender Recognition Act of 2017 (Senate Bill 179), California officially recognizes three genders: female, male, and non-binary.
- D. Job categories are defined as: 1) Executive or senior level officials and managers, 2) First or mid-level officials and managers, 3) Professionals, 4) Technicians, 5) Sales workers, 6) Administrative support workers, 7) Craft workers, 8) Operatives, 9) Laborers and helpers, 10) Services workers.
- E. Pay bands are reported based on annual earnings according to one of the following pay bands: 1) \$19,239 and under, 2) \$19,240-\$24,959, 3) \$24,960-\$32,239, 4) \$32,240-\$41,079, 5) 41,080-\$53,039, 6) \$53,040-\$68,119, 7) \$68,120-\$87,359, 8)

\$87,360-\$112,319, 9) \$112,320 - \$144,559, 10) \$144,560-\$186,159, 11) \$186,160-\$239,199, 12) \$239,200 and over.

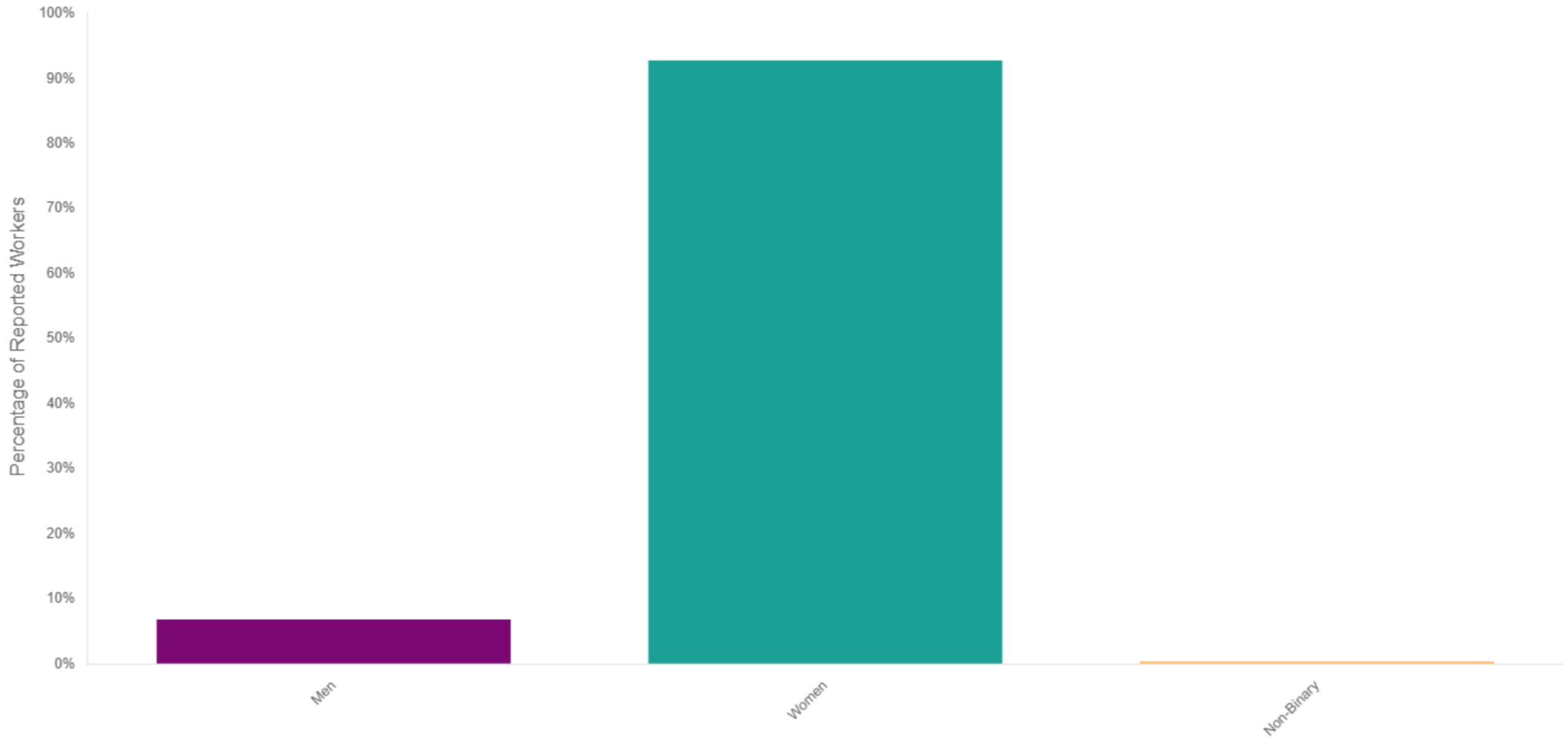
- F. Other reporting areas are exemption status, employment type, total annual hours worked, annual weeks worked, mean and median hourly rates, and remote work.
- G. For the year 2025, majority of the workforce is female, current workforce can be classified to eight job categories, compensation structures can be broken down to ten pay bands, and Hispanic or Latino is the most reported under race/ethnicity.

IV. **FINANCIAL IMPACT:** None

Graphical Representation for Community Action Partnership of Madera County Pay Data Reporting Year 2025

The California Civil Rights Department provides this graphical representation summarizing your certified pay data to assist you with internal assessments of your workforce. This graphical representation and the data presented in it are intended for informational purposes only, do not reflect any analysis by the California Civil Rights Department, and do not provide a legally binding determination regarding the existence of disparities in an employer's workforce or regarding an employer's compliance with state or federal law.

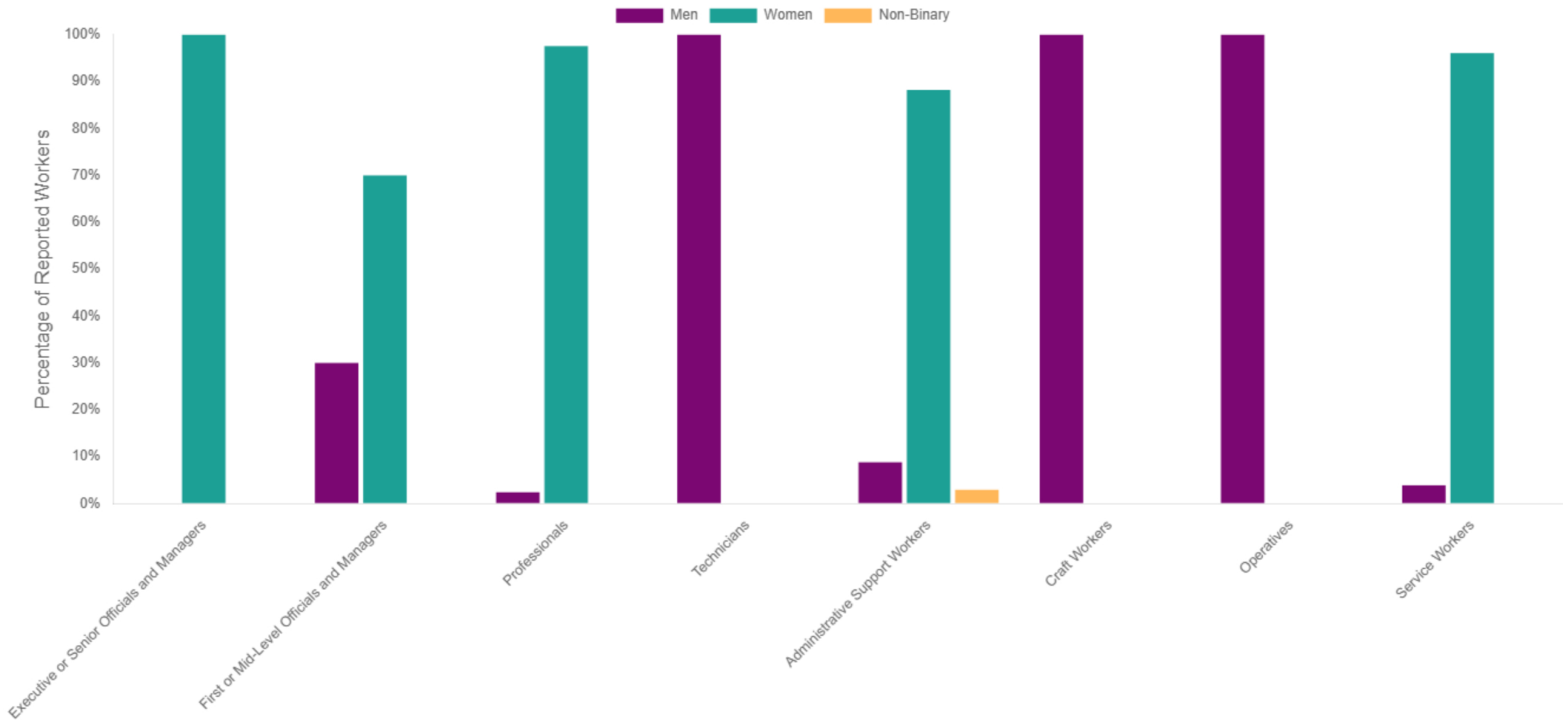
Reported Workers by Sex



Graphical Representation for Community Action Partnership of Madera County Pay Data Reporting Year 2025

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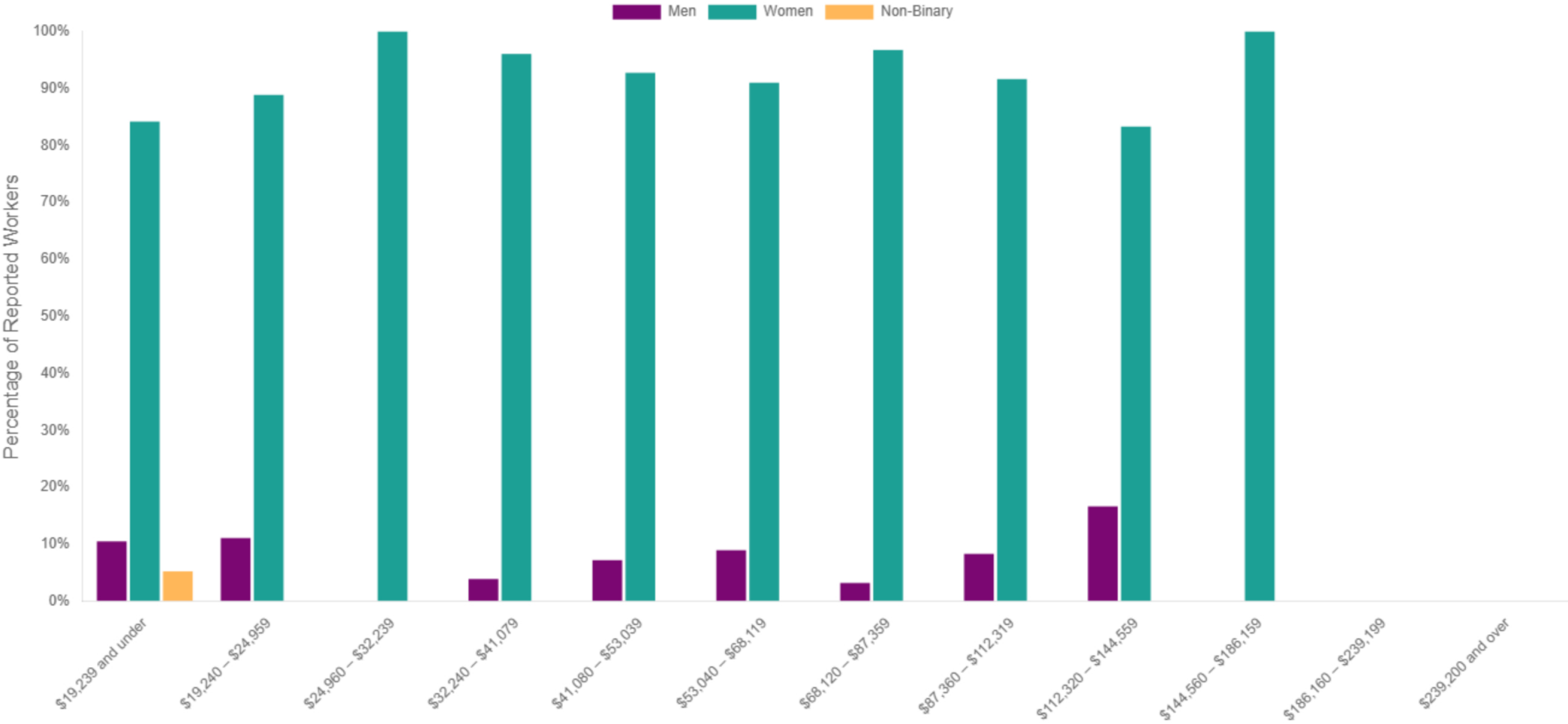
Reported Workers by Sex in Each Job Category



Graphical Representation for Community Action Partnership of Madera County Pay Data Reporting Year 2025

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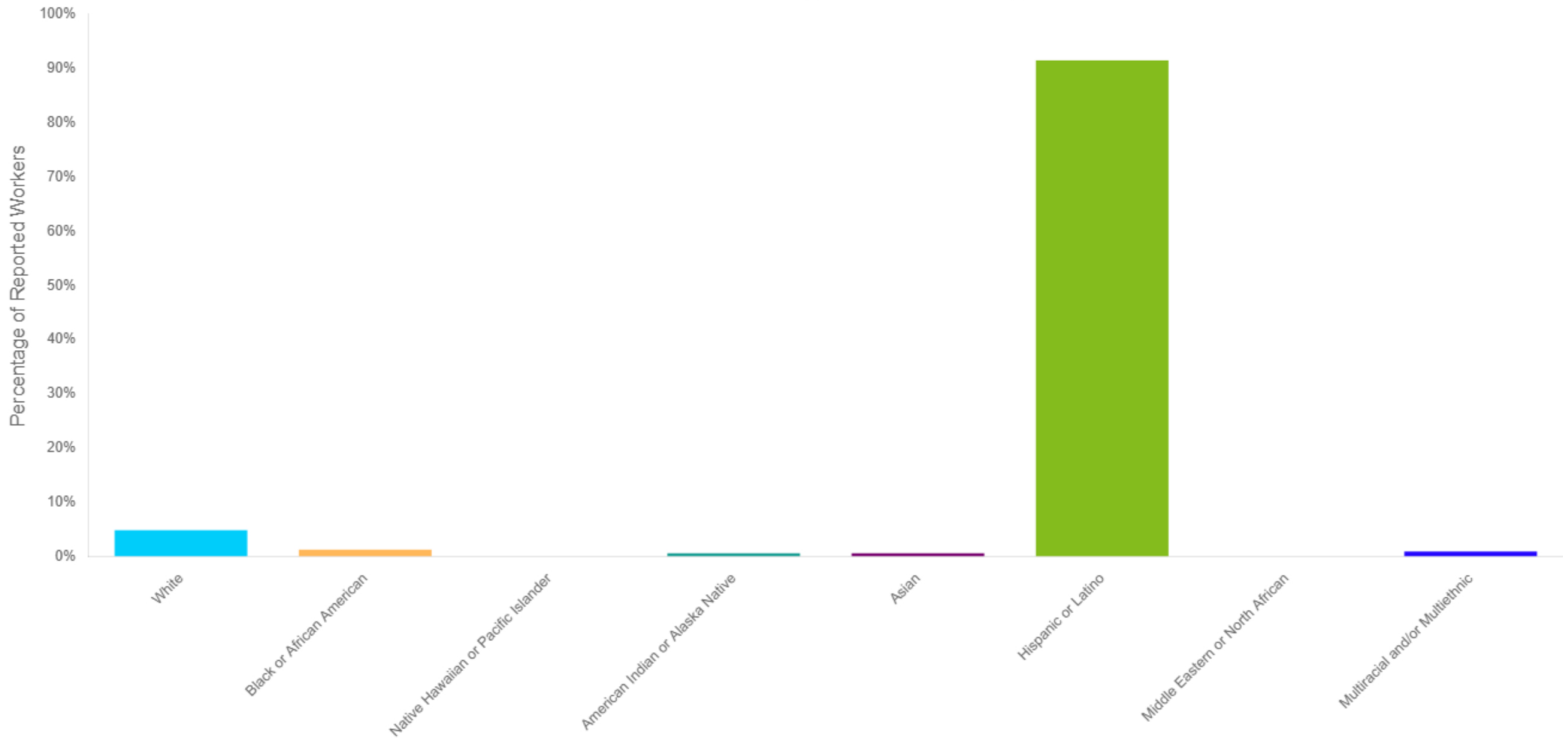
Reported Workers by Sex in Each Pay Band



Graphical Representation for Community Action Partnership of Madera County Pay Data Reporting Year 2025

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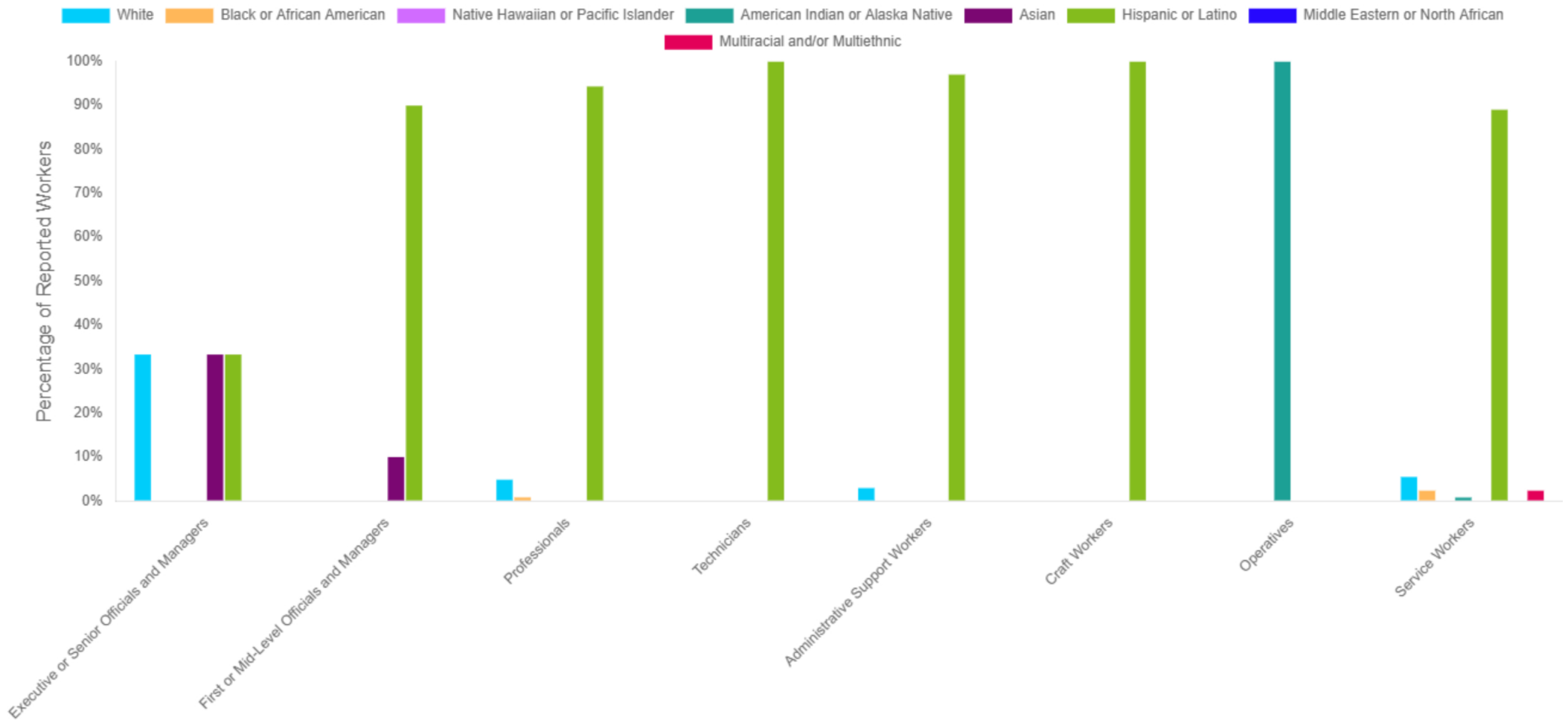
Reported Workers by Race/Ethnicity



Graphical Representation for Community Action Partnership of Madera County Pay Data Reporting Year 2025

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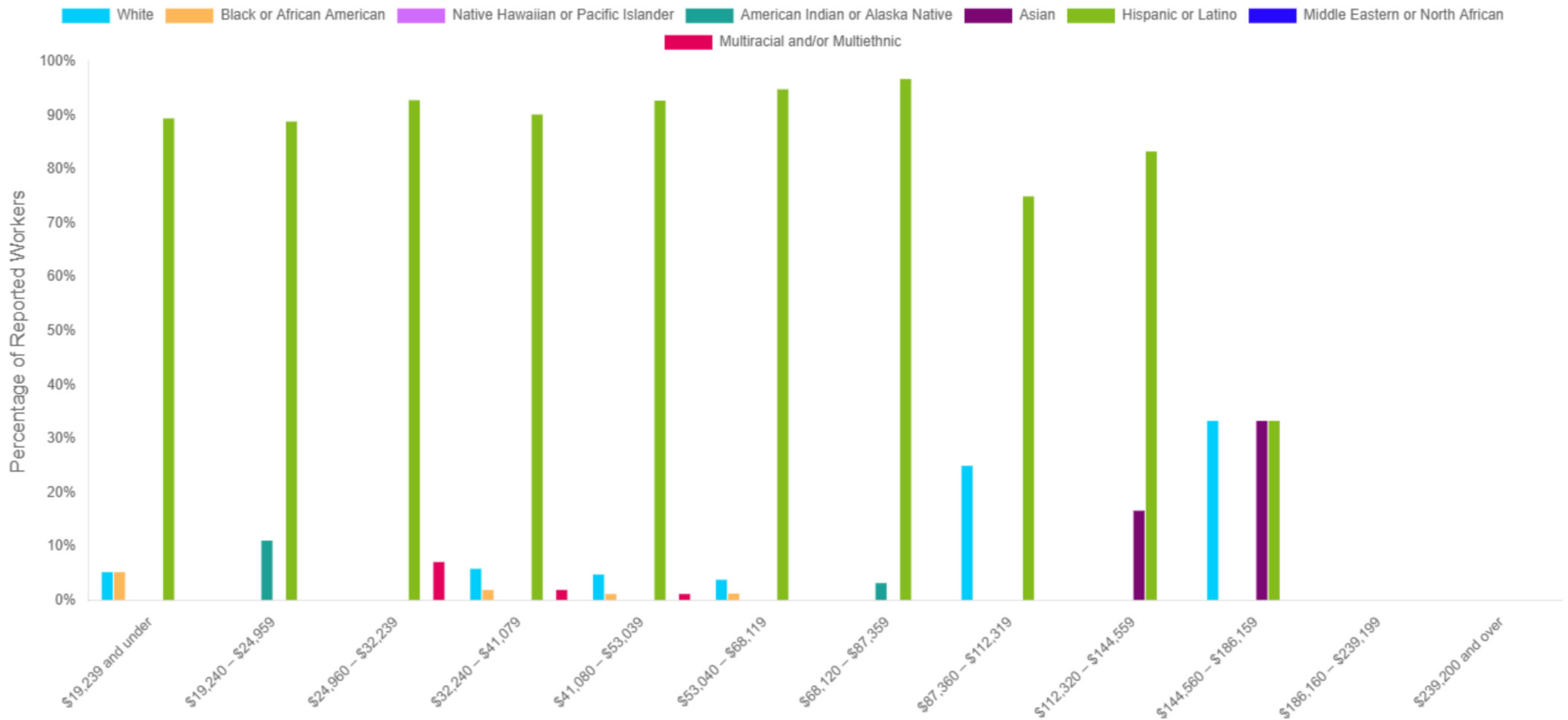
Reported Workers by Race/Ethnicity in Each Job Category



Graphical Representation for Community Action Partnership of Madera County Pay Data Reporting Year 2025

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Reported Workers by Race/Ethnicity in Each Pay Band

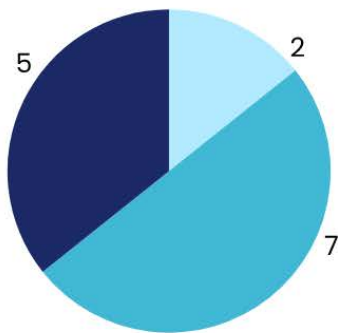




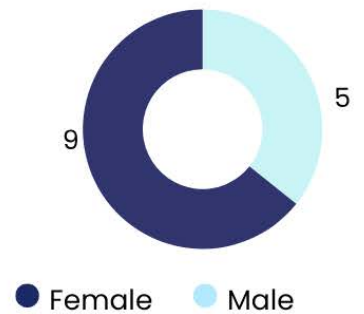
Madera County Child Advocacy Center (CAC)

May 2026

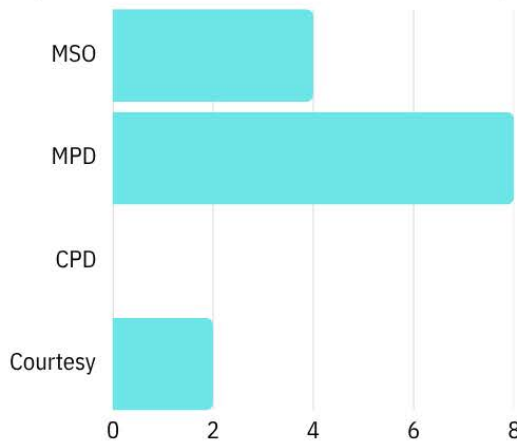
Age



Gender



Requesting Agency



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

Mental Health Services



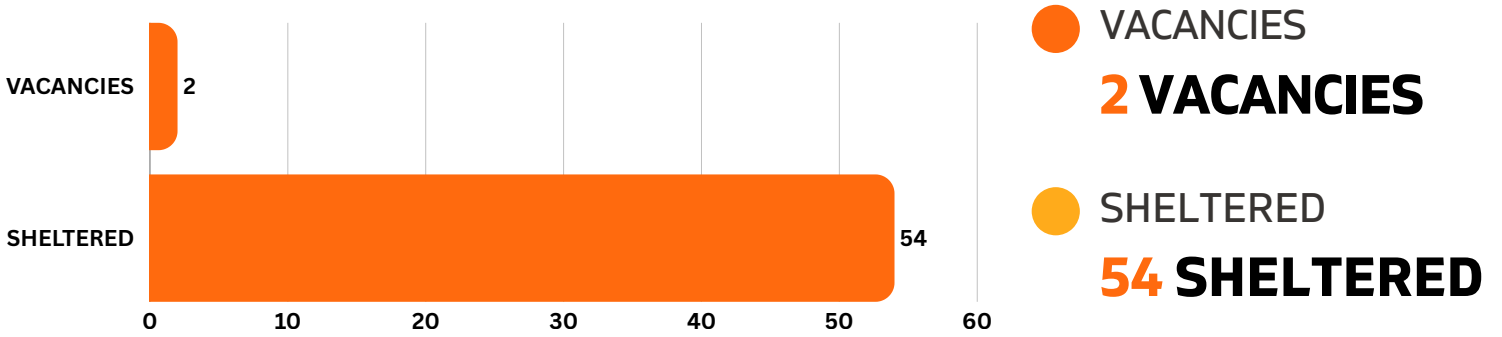
Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2026	8	12	9	8	14							
2025	3	5	10	11	6	7	9	9	16	8	7	6

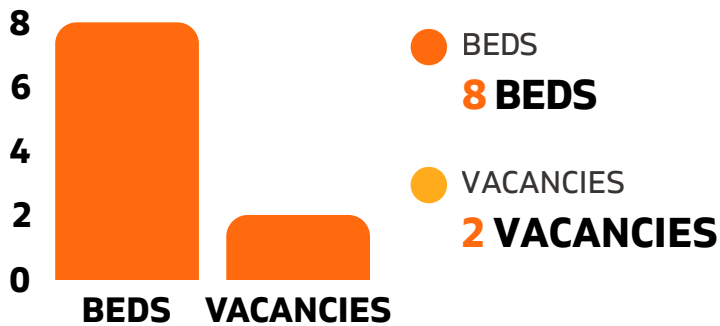
MONTHLY REPORT

MAY
2026

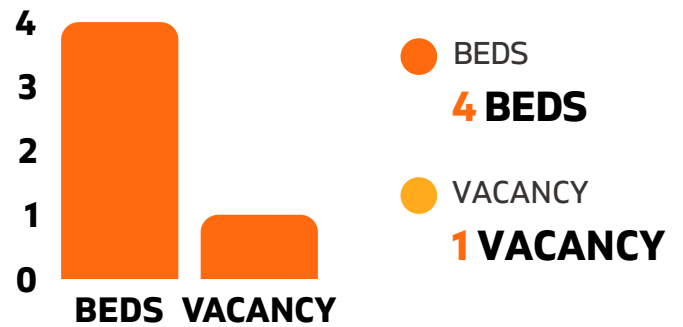
SHUNAMMITE PLACE



MMHSA (CHOWCHILLA)

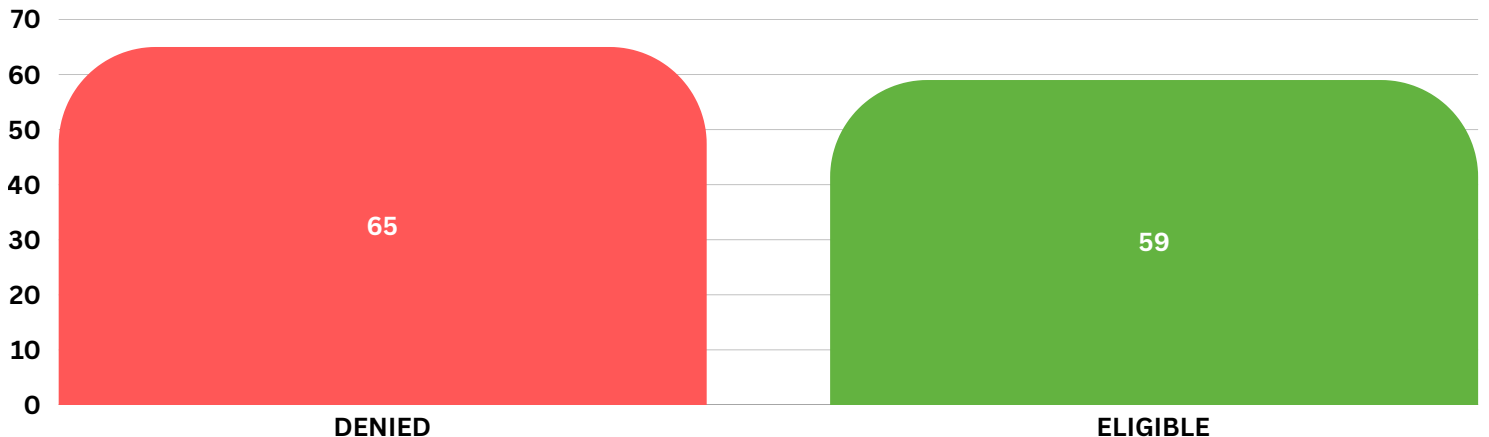


MMHSA (MADERA)



LIHEAP

124 APPLICATIONS PROCESSED





Community Action Partnership of Madera County, Inc. - HELP Center



MAY 2026

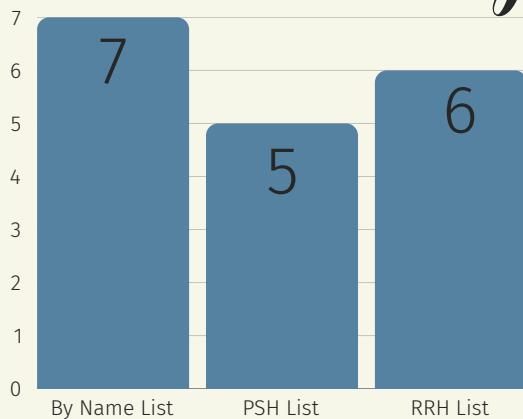
Housed



Permanent Housing: 14

Permanent Supportive Housing: 4

Coordinated Entry



Sheltered



10

Referrals Received



29

Clients Served YTD

Chowchilla City

66

Madera City

422

Eastern Madera

58



546



Homeless Engagement for Living Program (HELP Center) Services Report - MAY 2026

Below are the number of services provided and contacts made in Madera County for the period of 05/01-31/2026.

	Individuals	Families	DV	TAY	Veterans
Madera City	383	39	5	25	2
Chowchilla City	66	0	0	0	0
Eastern Madera	56	2	2	2	0
Total:	505	41	7	27	2

HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
ONGOING CASE MANAGEMENT	41	311
SHELTER	10	59
REFERRED TO TRIAGE - MRM	16	121
TRIAGE HOUSING	6	41
REUNIFICATION WITH FAMILY	0	4
HOUSING RESOURCE GUIDE	17	89
SUBMITTED RENTAL APPLICATIONS	10	102
PERMANENT HOUSING	14	80
PERMANENT SUPPORTIVE HOUSING	4	18
PROVIDED MOVE-IN COSTS	3	27
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	8	100
ASSISTED IN OBTAINING DOCUMENTS THROUGH CONSULATE	0	4
SOCIAL SECURITY CARD	2	27
BIRTH CERTIFICATE	1	24
INCOME VERIFICATION	14	62
DISABILITY CERTIFICATION	10	42
PSH SUPPORT LETTERS	0	24
EMOTIONAL SUPPORT ANIMAL LETTER	0	4
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	7	69
VICTIM SERVICES	2	18
VETERAN AFFAIRS	2	6
BEHAVIORAL HEALTH	41	315
REFERRED TO BH BRIDGE HOUSING	4	11
REFERRED TO BHS-HOPE HOUSE	2	26
IMMIGRATION SERVICES	0	7
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	0	12
RHCB-CALAIM	1	1
SUBSTANCE ABUSE PROGRAM	2	9
DEPARTMENT OF SOCIAL SERVICES - APS	1	10
DEPARTMENT OF SOCIAL SERVICES - CPS	0	1
DEPARTMENT OF SOCIAL SERVICES - HOUSING	3	37
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	0	13
ASSISTED IN OBTAINING CASH AID / TANF	1	15
ASSISTED IN OBTAINING CALFRESH BENEFITS	5	17
ASSISTED IN OBTAINING HEALTH INSURANCE	4	15
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	0	0
PROVIDED HYGIENE KITS	81	434
DELIVERED COMMODITIES	88	418
ASSISTED WITH SSI BENEFITS	3	10
ARRANGED TRANSPORTATION	23	170
ADVOCACY WITH LEGAL MATTER	0	4
ASSISTED IN OBTAINING A GOVT. PHONE	0	9
PROVIDED SHOES OR CLOTHES TO CLIENT	9	72
PROVIDED BICYCLE FOR TRANSPORTATION	0	3
ASSISTED WITH JOB INTERVIEW	0	9
ASSISTED IN OBTAINING INCOME	0	6
OTHER COORDINATED ENTRY	CURRENT MONTH	YEAR TO DATE
PLACED ON PSH PRIORITY LIST	5	44
PLACED ON RRH PRIORITY LIST	6	111
PLACED ON BY-NAME LIST	7	132
OTHER HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
ASSISTED WITH UTILITY ARREARS	0	4
ASSISTED WITH RENTAL ARREARS	0	18
ASSISTED WITH DEPOSIT	1	6



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [MAY 2026](#)**

NUMBER OF CHILDREN ENROLLED IN EACH PROGRAM FOR THE ALTERNATIVE PAYMENT PROGRAM

General Contract – CAPP	669
CalWORKs Stage 2 – C2AP	141
CalWORKs Stage 3 – C3AP	139
Bridge Program - BP	12
Total Children Enrolled	961

**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	45
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	44
LICENSE-EXEMPT CHILD CARE PROVIDERS	116
Total Providers Enrolled	205

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	160
CLOSED - LICENSED CHILD CARE PROVIDERS	0
INACTIVE	0

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- End-of-the-Year Provider Conference: Music & Movement (English and Spanish) – 39 attendees
 - Collaborated with First 5

Family, Friend and Neighbor Activity:

- None this month.

Bridge Program Workshops:

- Trauma-Informed Coaching: May 13, 2026 – 13 participants
- Trauma-Informed Coaching Module 3: Historical and Intergenerational Trauma (Spanish):
 - May 26, 2026 – 17 participants
 - May 27, 2026 – 15 participants
 - May 28, 2026 – 14 participants



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: June 11, 2026

Author: Donna Tooley

DATE: June 1, 2026

TO: Board of Directors

FROM: Donna Tooley, Chief Financial Officer

SUBJECT: Accept and Approve the Submission of the CAPMC Welfare Benefit 2025 Form 5500 Tax Return

I. RECOMMENDATION:

Accept and approve the submission of the CAPMC Welfare Benefit 2024 Form 5500 tax return by the Chief Financial Officer.

II. SUMMARY:

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

III. DISCUSSION:

- A. A draft Form 5500 is attached for your review and consideration. The CFO has reviewed the tax return prior to the submission to the Board of Directors.
- B. The information for the Welfare Benefit Plan Form 5500 was prepared from records of the health insurance providers and CAPMC's vendor payment records.
- C. CAPMC is subject to the filing requirement because its plan has more than 100 participants.
- D. The due date for the return is July 31, 2026 and it must be filed electronically.
- E. The Welfare Benefit Plan Form 5500 does not require an outside audit like the CAPMC 403(b) Retirement Plan.

IV. FINANCING:

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

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

2025

This Form is Open to Public Inspection

Part I Annual Report Identification Information

For calendar plan year 2025 or fiscal plan year beginning 01/01/2025 and ending 12/31/2025

- 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
 - special extension (enter description)
 - the DFVC program
- 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. Welfare Benefit Plan	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1b Three-digit plan number (PN) ▶</td> <td style="width: 20%; text-align: center;">501</td> </tr> <tr> <td colspan="2">1c Effective date of plan 01/01/2017</td> </tr> </table>	1b Three-digit plan number (PN) ▶	501	1c Effective date of plan 01/01/2017	
1b Three-digit plan number (PN) ▶	501				
1c Effective date of plan 01/01/2017					
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, Inc. 1225 Gill Avenue Madera CA 93637	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>2b Employer Identification Number (EIN) 94-1612823</td> </tr> <tr> <td>2c Plan Sponsor's telephone number 415-526-7510</td> </tr> <tr> <td>2d Business code (see instructions) 813000</td> </tr> </table>	2b Employer Identification Number (EIN) 94-1612823	2c Plan Sponsor's telephone number 415-526-7510	2d Business code (see instructions) 813000	
2b Employer Identification Number (EIN) 94-1612823					
2c Plan Sponsor's telephone number 415-526-7510					
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			
	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

For Paperwork Reduction Act Notice, see the Instructions for Form 5500.

**Form 5500 (2025)
v. 250312**

3a Plan administrator's name and address <input checked="" type="checkbox"/> Same as Plan Sponsor	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:	4b EIN
a Sponsor's name	4d PN
c Plan Name	
5 Total number of participants at the beginning of the plan year	5 267
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) 266
a(2) Total number of active participants at the end of the plan year	6a(2) 260
b Retired or separated participants receiving benefits	6b 2
c Other retired or separated participants entitled to future benefits	6c 0
d Subtotal. Add lines 6a(2) , 6b , and 6c	6d 262
e Deceased participants whose beneficiaries are receiving or are entitled to receive benefits	6e
f Total. Add lines 6d and 6e	6f
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)
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)
h Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested	6h
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 Characteristic Codes in the instructions:

b If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristic Codes in the instructions:
4A 4B 4D 4E

9a Plan funding arrangement (check all that apply) (1) <input checked="" type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(e)(3) insurance contracts (3) <input type="checkbox"/> Trust (4) <input checked="" type="checkbox"/> General assets of the sponsor	9b Plan benefit arrangement (check all that apply) (1) <input checked="" type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(e)(3) insurance contracts (3) <input type="checkbox"/> Trust (4) <input checked="" type="checkbox"/> General assets of the sponsor
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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) **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) **H** (Financial Information)
- (2) **I** (Financial Information – Small Plan)
- (3) **A** (Insurance Information) – Number Attached 2
- (4) **C** (Service Provider Information)
- (5) **D** (DFE/Participating Plan Information)
- (6) **G** (Financial Transaction Schedules)

Part III Form M-1 Compliance Information (to be completed by welfare benefit plans)

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 2025 Form M-1 annual report. If the plan was not required to file the 2025 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 _____

<p>SCHEDULE A (Form 5500)</p> <p>Department of the Treasury Internal Revenue Service</p> <hr/> <p>Department of Labor Employee Benefits Security Administration</p> <hr/> <p>Pension Benefit Guaranty Corporation</p>	<p>Insurance Information</p> <p>This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).</p> <p>▶ File as an attachment to Form 5500.</p> <p>▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).</p>	<p>OMB No. 1210-0110</p> <hr/> <p>2025</p> <hr/> <p>This Form is Open to Public Inspection</p>
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For calendar plan year 2025 or fiscal plan year beginning 01/01/2025 and ending 12/31/2025

<p>A Name of plan Community Action Partnership of Madera County, Inc. Welfare Benefit Plan</p>	<p>B Three-digit plan number (PN) ▶</p>	<p>501</p>
<p>C Plan sponsor's name as shown on line 2a of Form 5500 Community Action Partnership of Madera County, Inc.</p>	<p>D Employer Identification Number (EIN) 94-1612823</p>	

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
The Guardian Life Insurance Company of America

(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
13-5123390	64246	00057677	260	01/01/2025	12/31/2025

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
6,468	2,617

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

Heffernan Insurance Brokers
1350 Carlback Ave., Suite 200
Walnut Creek CA 94596

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
5,346	2,617	Bonus	3

(a) Name and address of the agent, broker, or other person to whom commissions or fees were paid

Watchtower Benefits LLC
2734 N Mildred Ave, #3
Chicago IL 60618

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
1,122			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	

(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.

4 Current value of plan's interest under this contract in the general account at year end	4	
5 Current value of plan's interest under this contract in separate accounts at year end.....	5	

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	0
c Additions: (1) Contributions deposited during the year	7c(1)	
(2) Dividends and credits	7c(2)	
(3) Interest credited during the year	7c(3)	
(4) Transferred from separate account.....	7c(4)	
(5) Other (specify below)	7c(5)	
(6) Total additions	7c(6)	0
d Total of balance and additions (add lines 7b and 7c(6))	7d	0
e Deductions:		
(1) Disbursed from fund to pay benefits or purchase annuities during year	7e(1)	
(2) Administration charge made by carrier	7e(2)	
(3) Transferred to separate account.....	7e(3)	
(4) Other (specify below)	7e(4)	
(5) Total deductions	7e(5)	0
f Balance at the end of the current year (subtract line 7e(5) from line 7d)	7f	0

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) ▶ Accidental Death & Dismemberment

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 <input type="checkbox"/> paid in cash, or <input type="checkbox"/> 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	53,460
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..... Specify nature of costs.	10b	

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. ▶

<p>SCHEDULE A (Form 5500)</p> <p>Department of the Treasury Internal Revenue Service</p> <hr/> <p>Department of Labor Employee Benefits Security Administration</p> <hr/> <p>Pension Benefit Guaranty Corporation</p>	<p>Insurance Information</p> <p>This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA).</p> <p>▶ File as an attachment to Form 5500.</p> <p>▶ Insurance companies are required to provide the information pursuant to ERISA section 103(a)(2).</p>	<p>OMB No. 1210-0110</p> <hr/> <p>2025</p> <hr/> <p>This Form is Open to Public Inspection</p>
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For calendar plan year 2025 or fiscal plan year beginning 01/01/2025 and ending 12/31/2025

<p>A Name of plan Community Action Partnership of Madera County, Inc. Welfare Benefit Plan</p>	<p>B Three-digit plan number (PN) ▶</p>	<p>501</p>
<p>C Plan sponsor's name as shown on line 2a of Form 5500 Community Action Partnership of Madera County, Inc.</p>	<p>D Employer Identification Number (EIN) 94-1612823</p>	

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
Kaiser Foundation Health Plan Inc

(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
94-1340523	00000	34950	180	01/01/2025	12/31/2025

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
65,236	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

Heffernan Insurance Brokers
1350 Carlback Ave., Suite 200
Walnut Creek CA 94596

(b) Amount of sales and base commissions paid	Fees and other commissions paid		(e) Organization code
	(c) Amount	(d) Purpose	
65,236			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	

(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	
5 Current value of plan's interest under this contract in separate accounts at year end.....	5	

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. Specify nature of costs ▶	6d	
e Type of contract: (1) <input type="checkbox"/> individual policies (2) <input type="checkbox"/> group deferred annuity (3) <input type="checkbox"/> other (specify) ▶		
f If contract purchased, in whole or in part, to distribute benefits from a terminating plan, check here ▶ <input type="checkbox"/>		

7 Contracts With Unallocated Funds (Do not include portions of these contracts maintained in separate accounts)

a Type of contract: (1) <input type="checkbox"/> deposit administration (2) <input type="checkbox"/> immediate participation guarantee (3) <input type="checkbox"/> guaranteed investment (4) <input type="checkbox"/> other ▶		
b Balance at the end of the previous year	7b	0
c Additions: (1) Contributions deposited during the year	7c(1)	
	7c(2)	
	7c(3)	
	7c(4)	
	7c(5)	
	7c(6)	
d Total of balance and additions (add lines 7b and 7c(6))	7d	0
e Deductions: (1) Disbursed from fund to pay benefits or purchase annuities during year	7e(1)	
	7e(2)	
	7e(3)	
	7e(4)	
	7e(5)	
f Balance at the end of the current year (subtract line 7e(5) from line 7d)	7f	0

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 <input type="checkbox"/> paid in cash, or <input type="checkbox"/> 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	1,787,375
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..... Specify nature of costs.	10b	

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. ▶



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: June 11, 2026

Author: Leticia Murillo

DATE: June 11, 2026

TO: Board of Directors

FROM: Leticia Murillo – APP/R&R Program Manager

SUBJECT: California Department of Social Services – Child Care and Development Division
Onsite Contract Monitoring Review Results – Community Action Partnership of
Madera County, Inc. - Alternative Payment and Resource & Referral Program.

A. Alternative Payment and Resource & Referral Program

I. **RECOMMENDATION:**

Review & Approve the Alternative Payment and Resource & Referral Program. Onsite Contract Monitoring Report and Error Rate Review Summary.

II. **SUMMARY:**

The California Department of Social Services (CDSS), Child Care and Development Division, Program Quality and Improvement Branch conducted an onsite monitoring review of the Community Action Partnership of Madera County, Inc. (CAPMC) Alternative Payment (APP) and Resource & Referral Program (R&R) during April 6–10, 2026. The review was conducted pursuant to the Fiscal Year 2025–2026 Contract Monitoring Report (CMR) Instrument Checklist Summary for contracts B509 – CAPP, C2AP, and C3AP.

The purpose of the monitoring review was to assess CAPMC's compliance with applicable federal and state regulatory requirements, including Title 5 of the California Code of Regulations and all relevant Funding Terms and Conditions, and to verify that program services are delivered in accordance with contractual obligations.

The monitoring team evaluated program operations and fiscal management systems, including, but not limited to:

- Family Eligibility
- Child Need Verification
- Correct Fee Assessed
- Compliance with Due Process
- Attendance and Provider Payments
- Family Selection & Enrollment Activities
- Site Licensure and License Exempt
- Staff Development / Provider Support
- Inventory Records

- Program Self-Evaluation
- Contractor Policies
- Fiscal Reporting
- Annual Fiscal Audit
- Child Development Data Reporting

III. DISCUSSION:

We are pleased to report that the CAPMC APP/R&R review was completed with 100% compliance, no findings, and recognition for multiple promising practices.

One Continuous Improvement Plan (CIP) was issued under Family Eligibility. Additionally, a recommendation was made to revise the Parent and Provider Handbook of Written Policies by replacing the term "Termination" with "Disenrollment."

A Contract Monitoring Report was issued to CAPMC staff summarizing the review process and outlining observations and any areas for improvement, as applicable. CAPMC will review all items and implement corrective actions as needed to ensure continued compliance with program standards and regulatory requirements.

IV. FINANCING:

Funds are allocated in the budget.

California Department of Social Services
Child Care and Development Division

Contract Monitoring Report

Bureau Chief Initials	Date
Logged by	Date

Continuous Improvement Plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Error Rate Reduction Plan	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Contractor/Vendor Number	Community Action Partnership of Madera - B509	
County	Madera	Pilot: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date(s) of Review	April 6-20, 2026	
Contract Types	CAPP, C3AP, C2AP	
CCD Reviewer(s)	Marijayne Patterson	
Sites Reviewed	N/A	
Agency Representatives	Leticia Murillo	
Date of Exit Meeting	April 10, 2026	
Continuous Improvement Plan	Person Responsible: Leticia Murillo	
	Due Date: May 26, 2026	

Continuous Improvement Plans are to be completed and submitted to the consultant reviewer within 45 calendar days.

Error Rate Review Summary

<input checked="" type="checkbox"/> Error Rate Review Completed <input type="checkbox"/> Not Applicable		
Error Rate Percentage	Direct Service: N/A	Alternative Payment: %0
Program Integrity and Improvement Reviewer(s)	Belinda Sanchez, Vanessa Saunders, Monica Escamilla	
Error Rate Reduction Plan Due Date	N/A	

**California Department of Social Services
Child Care and Development Division**

Glossary of Terms

Met	The Contractor provided sufficient evidence to demonstrate the agency is meeting CDSS Child Care and Development program regulations and contractual requirements. Contractors can meet requirements and still have Technical Assistance and/or a Continuous Improvement Plan (CIP)
	Monitoring items CCD 01-05b are Met for PII if the Error Rate Percentage falls under the 10% threshold and the same type of error is not found in more than 25% of the files reviewed.
Unmet	The Contractor did not provide sufficient evidence to demonstrate that it has satisfactorily met CDSS Child Care and Development program regulations and contractual requirements. Any areas identified as Unmet require a Continuous Improvement Plan (CIP).
	Monitoring items CCD 01-05b may be Unmet for PII if the Error Rate Percentage falls at or above the 10% threshold and/or more than 25% of the files reviewed have the same type of error.
T/A	Contractor receives guidance on areas that were not fully supported by evidence. Adjustments to the system or practice are described to the agency in the Contract Monitoring Report. Some areas identified as Technical Assistance may require a Continuous Improvement Plan (CIP)
CIP	A Continuous Improvement Plan is a contractor's detailed action plan to address areas that do not have sufficient evidence to support that a contractor has met program regulations and contractual requirements. Areas addressed through this plan will be supported and monitored with assigned PQIB Consultant or Program Integrity Analyst.
ERRP	An Error Rate Reduction Plan (ERRP) is a plan that assists the contractor to analyze, correct, and validate the processes necessary to ensure compliance when a contractor's error rate exceeds the threshold percentage. This plan will be supported and monitored with the assigned PII Analyst. If an ERRP is not activated by the Error Rate Percentage threshold, Unmet areas will be addressed on the contractor's CIP.

Subcontractor Information

Subcontractor(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Number of subcontracted sites	Subcontract(s) approved by CCDD <input type="checkbox"/> Yes <input type="checkbox"/> No

Program Director/Executive Director	<i>Mattie Mendy</i>	<i>5/14/2026</i>
Consultant Reviewer	<i>Marijayne Patterson</i>	<i>4/10/2026</i>
Program Integrity and Improvement Staff	<i>Monica Escamilla</i>	<i>4/28/26</i>

Error Calculation Report (Alternative Payment)

Agency Name: Community Action Partnership of Madera (B509)

Vendor Number: B382

Report Month: December 2025

Total number of files reviewed **20**

Eligibility

Total number of files with Eligibility errors 0

Percentage of Eligibility errors 0%

Dollar value of Eligibility errors 0.00

Need

Total number of files with Need errors 0

Percentage of Need errors 0%

Dollar value of Need errors 0.00

Family / Parent Fee

Total number of files with Family/Parent Fee errors 0

Percentage of Family/Parent Fee errors 0%

Dollar value of Family/Parent Fee errors 0.00

Provider Reimbursement/Attendance

Total number of files with Provider Payment errors 0

Percentage of Provider Payment errors 0%

Dollar value of Provider Payment errors 0.00

TOTALS

Total payments 12,652.00

Total dollars paid in error 0.00

Percentage of total dollars paid in error 0%

**California Department of Social Services
Child Care and Development Division**

Monitoring Summary

Monitoring Tool	Not Applicable*	Met	Unmet	Continuous Improvement Plan	Technical Assistance	Previously Unmet	Promising Practice
CCD 01: Family Eligibility	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CCD 02: Child Need Verification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 03: Correct Fee Assessed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 04: Compliance with Due Process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 05a: Attendance and Provider Payments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CCD 05b: Attendance and Provider Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 06: Family Selection & Enrollment Activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 07: Parent Involvement and Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 08: Health and Social Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 09: Suspension and Expulsion Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 10: Site Licensure and License Exempt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 11: Staff-Child Ratios	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 12: Environment Rating Scale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 13: Nutritional Needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 14: Desired Results and Education Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 15: Qualified Staff and Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 16: Staff Development/Provider Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 17: Inventory Records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 18: Program Self-Evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 19: Family Child Care Education Network	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 20: Contractor Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CCD 21: Fiscal Reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 22: Annual Fiscal Audit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 23: Child Development Data Reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Not Applicable* Does not apply to contracts held

Technical Assistance* Some Technical Assistance requires action

**California Department of Social Services
Child Care and Development Division**

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 01: Family Eligibility

Regulation: Families with children enrolled in the program have met the eligibility requirements of that contract, and the required documentation is complete. A family data file has been established for each family. The eligibility duration is for no less than 24 months for the initial certification and recertification.
WIC sections 10260, 10271, 10271(h), 10271.5., 10271.7, 5 CCR sections 18078, 18081, 18082.2, 18083, 18083.1, 18084, 18084.1, 18085, 18090, 18091

Promising Practices:
The contractor has demonstrated commitment to ensure family data files and provider information are vetted prior to certification for child care services. They have established an internal review process and created a comprehensive Quality Assurance for Parent/Caretaker Files Form. The review tool is an effective and proactive approach to ensure potential errors are mitigated.

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

Alternative Payment Program (APP, C2AP, C3AP)

Improper Payments

Based on review of 20 Alternative Payment Program family data files, no files contained an Improper Payment error in Family Eligibility.

Unmet Requirement: N/A

Technical Assistance: N/A

Administrative Errors

Based on review of 20 Alternative Payment family data files, four (4) family data files contained an Administrative Error in Family Eligibility.

In one family data file, the parent did not self-certify single parent status and there was no parent B on the application.

Unmet Requirement: N/A

Technical Assistance:

If only one parent has signed the application and the family has another parent whose name does not appear on the application, then the parent who has signed the application shall self-certify the presence or absence of that parent under penalty of perjury and shall not be required to submit additional information documenting the presence or absence of the second parent.

California Code of Regulations, Title 5 (5 CCR), Section 18083.1(2).

In one family data file, the recertification was completed before the 24-month time frame. The family was recertified on 3/18/24. However, the contractor completed the subsequent recertification on 4/25/25, when the recertification should have occurred after 3/19/26.

Unmet Requirement: N/A

Technical Assistance:

Child Care and Development Division
Program Quality and Improvement Branch

Monitoring Tool Item: C CD 01: [Family Eligibility](#)

Requirement: Families with children enrolled in the program have met the eligibility requirements of that contract, and the required documentation is complete. A family data file has been established for each family. The eligibility duration is for no less than 24 months for the initial certification and recertification.

WIC sections 10260, 10271, 10271(h), 10271.5., 10271.7, 5 CCR sections 18078, 18081, 18082.2, 18083, 18083.1, 18084, 18084.1, 18085, 18090, 18091

Technical Assistance:

If only one parent has signed the application and the family has another parent whose name does not appear on the application, then the parent who has signed the application shall self-certify the presence or absence of that parent under penalty of perjury and shall not be required to submit additional information documenting the presence or absence of the second parent.

California Code of Regulations, Title 5 (5 CCR), Section 18083.1(2).

Once the contractor certifies the family as eligible, the contractor shall consider the family to meet all eligibility and need requirements for those services for not less than 24 months before having their eligibility or need recertified.

Welfare Institute Code (WIC) Section 10271(h)

For regular and steady consistent income, the contractor shall calculate the adjusted monthly income based on the pay frequency.

Welfare and Institutions Code (WIC) Section 10271.6 (b)

Per regulatory requirements "Total countable income" means all income of the individuals counted in the family size, the contractor shall include cash aid even when the family has other income such as employment.

5 CCR Section 18078 (w)(3) and 18084.1 and WIC 10271.6 (c)

Unmet: A [Continuous Improvement Plan is required](#) since more than 25% of the files reviewed have the same type of error. This plan will be supported and monitored with assigned PQIB Consultant.

WIC 10271.6 (c) and 5 CCR 18084.1(b)(1-3) (A-D)

On-site Follow Up Visit

**California Department of Social Services
Child Care and Development Division**

Once the contractor certifies the family as eligible, the contractor shall consider the family to meet all eligibility and need requirements for those services for not less than 24 months before having their eligibility or need recertified.

Welfare Institute Code (WIC) Section 10271(h)

In two family data files, there was a miscalculation of income:

- In one family data file, there was a miscalculation of income caused by the contractor calculating income as fluctuating when the check stubs provided demonstrated it was consistent income.

Unmet Requirement: N/A

Technical Assistance:

For regular and steady consistent income, the contractor shall calculate the adjusted monthly income based on the pay frequency.

Welfare and Institutions Code (WIC) Section 10271.6 (b)

- In one family data file, the parent's cash aid was not included in the total countable income parent. In addition, the check stubs in the family data file appeared to be fluctuating income. The contractor calculated the base pay accurately by the weekly formula; however, they did not calculate the overtime appropriately, the contractor was provided technical assistance on this process (see technical assistance note below). The difference in income did not affect the parents' eligibility or family fee assessment.

Unmet Requirement: N/A

Technical Assistance:

Per regulatory requirements "Total countable income" means all income of the individuals counted in the family size, the contractor shall include cash aid even when the family has other income such as employment.

5 CCR Section 18078 (w)(3) and 18084.1 and WIC 10271.6 (c)

**California Department of Social Services
Child Care and Development Division**

Technical Assistance

In eight (8) family data files, there was a consistent pattern identified in the misapplication of averaging fluctuating income. The contractor's current practice is to separate the overtime income from the base pay and averaged it by two months. The contractor was provided with the following technical assistance:

- When averaging fluctuating income, the contractor shall utilize the updated [Income Calculation Worksheet](#) to calculate the adjusted countable income.
- For fluctuating income, the requirement is to collect 2 up to 12 months of income. If the parent submits less than 12 months, the checks stubs should be added together and divided by the number of check stubs received to determine the average of a paystub, then that amount should be calculated using the appropriate pay frequency.
 - Weekly: Multiply weekly average by 52 and divide by 12
 - Twice Monthly: Multiply the average by 2.
 - Biweekly: Multiply the average by 26 and divide by 12
 - Monthly: The average that you determined is the amount

A [Continuous Improvement Plan](#) is required since more than 25% of the files reviewed have the same type of error. This plan will be supported and monitored with assigned PQIB Consultant. WIC 10271.6 (c) and 5 CCR 18084.1(b)(1-3) (A-D)

California Department of Social Services
Child Care and Development Division

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 02: Child Need Verification

Regulation: Families with children enrolled have met the need requirements. Certified hours of childcare correspond to the need of the parent/caretaker, as documented by the contractor at the initial certification and recertification or at the voluntary request of the family to increase or decrease the hours of need status.

WIC sections 10260, 10271, 10271.5., 5 CCR sections 18078, 18081, 18083, 18085.5, 18086, 18086.1, 18086.5, 18086.6, 18087, 18088, 18090, 18091, 18092, 18191

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

Improper Payments

Based on review of 20 (APP) family data files, no files contained an Improper Payment error in Child Need Verification.

Unmet Requirement: N/A

Technical Assistance: N/A

Administrative Errors

Based on review of 20 (APP) family data files, no family data files contained an Administrative Error in Child Need Verification.

Unmet Requirement: N/A

Technical Assistance: N/A

California Department of Social Services
Child Care and Development Division

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 03: Correct Fee Assessed

Regulation: Families with children enrolled are assessed the correct monthly fee according to the current Family Fee Schedule with the exception of families/children certified with cash aid, CPS/At-risk with referral (Waiver), and CHAN.

WIC sections 10260, 10271, 10271.5., 5 CCR sections 18078, 18082.3, 18084, 18084.1, 18094, 18108-18116, 18409, 18409.3, 18410.3, 18424, 18425.3

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

Improper Payments

Based on review of 20 Alternative Payment family data files, no files contained an Improper Payment error in Correct Family Fees Assessed.

Unmet Requirement: N/A

Technical Assistance: N/A

Administrative Errors

Based on review of 20 Alternative Payment family data files, no files contained an Administrative Error in Correct Family Fees Assessed

Unmet Requirement: N/A

Technical Assistance: N/A

California Department of Social Services
Child Care and Development Division

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 04: Compliance with Due Process

Regulation: The contractor complies with the program's due process requirements, including: (1) providing parents with written information regarding their responsibility to comply with program rules; (2) issuing a notice of action where appropriate; and (3) establishing procedures for parental appeal of any contractor's decision contained in the notice of action.

WIC Section 10271; 5 CCR Sections 18094, 18095, 18118–18122

Promising Practices:

The contractor demonstrates outstanding practice in completing section VII of the Notice of Action by providing the parent with clear parent-centered language that thoroughly outlines the terms of approved child care services and the parents of their responsibilities as a participant in the program.

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Notice of Action (NOA) is complete and provided to the parent within 30 calendar days from the date the Application for Services was signed by the parent(s).
- Parents informed of appeal rights. NOA has appeal procedures and hearing officer's contact information.
- If applicable, provide the most recent Notice of Action along with local parent appeal.

Met Requirements

Based on review of 20 APP family data files, there were no Unmet Requirement Errors found in Compliance with Due Process.

Unmet Requirement: N/A

Technical Assistance: N/A

**California Department of Social Services
Child Care and Development Division**

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 05a: Attendance and Provider Payments

Regulation: The program has policies and procedures that are consistent with statutes and regulations on verification of monthly attendance record, abandonment of care, overpayment and underpayment, program integrity and timely reimbursement. Contractors must reimburse providers using the appropriate Regional Market Rate based on the age of the child, certified need for child care, and the facility type. They must reimburse providers according to the applicable rate category that aligns with the child's certified hours of care. The definition of rate categories was updated in CCB 24-04. The program cannot unilaterally eliminate rate categories (such as hourly, daily, part-time weekly, fulltime weekly, part-time monthly or monthly rates) from consideration.

45 *CFR* 98.45(l) (1)(ii)), 45 *CFR* 98.45(l)(1)(ii))
WIC 10280, 5 *CCR* 18075

Promising Practices:

The contractor has implemented a robust process using their Non-Compliance Notice to identify attendance sheets that are non-compliant. The process is consistent with statutes and regulations on verification of monthly attendance record, abandonment of care, overpayment and underpayment. This quality assurance practice supports efforts with fraud prevention.

In addition, the contractor goes above and beyond to update the provider file in alignment with the parents' certification to collect current rates, days of non-operation, vacation, to ensure the applicable rate category aligns with the child's certified hours of care.

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Contractor has a process for timely provider payments and evidence reviewed verifies timely reimbursement.
- Contractor has a process for documentation of log or tracking system for paid non-operational days.
- Contractor has clear processes and timelines to resolve overpayment/underpayment issues, which shall include provider written consent to recover any overpayment.
- Program Integrity:** Procedures conducted by the contractor to prevent fraud within attendance and enrollment reporting and provider payments.

Improper Payments

Based on review of 20 Alternative Payment family data files, no files contained an Improper Payment error in Attendance and Provider Payment.

Unmet Requirement: N/A

Technical Assistance: N/A

Administrative Errors

Based on review of 20 Alternative Payment family data files, no files contained an Administrative Error in Attendance and Provider Payment.

Unmet Requirement: N/A

Technical Assistance: N/A

California Department of Social Services
Child Care and Development Division

Unmet Requirement:

Technical Assistance:

Resources:

- Child Care Bulletins ([CCB 24-16](#)) ([CCB 25-13](#))
- [CCDD DLL Webpage](#)
- [Quality Improvement Initiative Webpage](#)

California Department of Social Services
Child Care and Development Division

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 10: Site Licensure and License Exempt

Regulation: Each site/home has a current license issued by the authorized licensing agency unless the site is exempt from licensure.

WIC Sections 10208 and 10250; Health & Safety Code Section 1596.792; 22 CCR Sections 101158[a][8] and 101218.1, 45 Code of Federal Regulations (CFR) Sections 98.16, 98.41; 5 CCR Section 18020

Promising Practices:

Provider files are well organized with cover sheets for each section.

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Provided current license and current year receipt for paid fee for all sites
- If applicable, Classroom/home meets Criteria of License Exempt Status per *Health & Safety Code Section 1596.792*
- Contractor process for addressing suspension, probationary, and revocation

Monitoring Reports:

Licensing Citations:

Consultant verified active licenses for each licensed provider and center associated the family file review. Verified license exempt providers met all requirements, including Trust Line Clearance, Health and Safety Self-Certification, Proof of Residency, and Identification.

Contractor tracks licensing visits, violations, and clearances for all licensed providers and centers.

Unmet Requirement:

Technical Assistance:

**California Department of Social Services
Child Care and Development Division**

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 16: Staff Development/ Provider Support

Regulation: The program has developed and implemented a staff development component that is responsive to the training and support needs of staff, service providers, children, and/ or families. Family child care home networks shall include training and support for the family child care home education network's family child care providers and staff.

W/C Sections 10240,10250, 10380; 5 CCR Section 18274

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Written job descriptions
- Blank copies of the performance evaluation for employees
- Evidence of an internal communication system to share information with all staff
- Plan and/or process for orienting new employees
- Identification of training needs of staff or service providers
- Process to identify the training needs of staff using Program Self- Evaluation data
- Documentation of completed professional development relevant to the program
- Records of implemented training

Consultant reviewed written job descriptions and employee evaluations. New employees take part in a very detailed and thorough day long orientation. Staff communicate through teams chats, work emails, mailboxes, and meetings. Training needs of staff and providers are identified from percentages of feedback in parent surveys, quality assurance reviews, and one-on-one meetings. Staff identify their best way of learning. Contractor has staff team building days and wellness days. Staff is provided emails from many sources for trainings—R and R, CDSS, Every Child California, Thriving Families, and internal trainings. Internal Quality Assurance provides trainings. Consultant reviewed training materials, sign in sheets, agendas, and calendars. Provider meetings with trainings are offered monthly through the agency's resource and referral.

Unmet Requirement:

Technical Assistance:

**California Department of Social Services
Child Care and Development Division**

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 17: Inventory Records

Regulation:

The local agency maintains an inventory record for all equipment and all non-disposable items with an estimated useful life of more than one year, purchased in whole or in part with child care and development contract funds, shall be maintained.

The contractor has adopted procedure for managing equipment, purchased in whole or in part with child care and development contract funds, until disposition of the item. In addition the requirements above, the contractor has: (1) a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property and to investigate any loss, damage, or theft; (2) adequate maintenance procedures to keep the property in good condition; and (3) proper sales procedures to ensure the highest possible return in the event the contractor is authorized or required to sell the item.

Funding Terms and Conditions for Child Care and Development Programs (hereafter, "FTCs"), Section III.H(2), I; 45 *CFR* Section 75.320(d)(3), (4), (5); 2 *CFR* Section 200.313(d)(1), (2), (3), ([4], [5].) 5 *CCR* Sections 3946 and 18025, Title 2 (2 *CFR*), Section 200.319(c)

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

Inventory Record containing:

- Description;
- Serial number or other identification number;
- The source of funding;
- The acquisition date;
- The cost;
- The location, use and condition; and
- Any ultimate disposition date including date of disposal and sale price if applicable.

Written policies and procedures in place and implement policies to ensure that the price of the goods and services is the competitive market price. (non-LEA only)

Equipment Purchase Approval Requests

Review a sample of Equipment Purchase Request Approvals (EPARS) and Subcontracts.

Observe facility equipment and expenditures and tagging of inventory.

Invoice and record of materials received provided by contractor.

(Reviewer may pull any approvals from the previous five fiscal years)

Consultant reviewed inventory. All required elements are included. Larger items are tagged with inventory tags. The only recent EPAR was in 12/25 for a replacement furnace. EPAR was done correctly and approved. Contractor has precise purchasing policies and procedures following CDSS requirements.

Unmet Requirement:

California Department of Social Services
Child Care and Development Division

Technical Assistance:

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 18: Program Self Evaluation

Regulation: The program has developed and implemented an annual evaluation plan that addresses any areas identified during the self-evaluation as needing improvement.

- Evidence of Desired Results applies to CCTR, CMIG, CHAN, CFCC.
- Completion of applicable parent survey for CAPP, CMAP, C2AP, C3AP,

WIC Sections 10208, 10209, 10267.5; 5 CCR Section 18279

Promising Practices:

Previously Unmet/ New practice:

**California Department of Social Services
Child Care and Development Division**

Current Practice/Evidence Reviewed:

All Contracts:

- Documentation that was used in developing the Program Action Plan for all contract types
- Completed parent survey forms and the summary of the results of the survey for all contract types for current year

CCTR, CMIG, CHAN, CFCC only:

- Summary report of the completed Environment Rating Scale (ERS) for each classroom/home for current year
- Completed ERS summary of findings for each classroom and/or family child care homes for current year
- Agency level ERS and DRDP Summary of Findings

Contractor used their Parent Surveys and Summary of Findings to develop their Program Action Plan for their agency PSE. Contractor also utilized Family File Reviews and Provider File Reviews. The Board of Directors reviewed and approved their PSE. Consultant reviewed complete parent survey forms and the summary of results of the survey for the current year.

Unmet Requirement:

Technical Assistance:

**California Department of Social Services
Child Care and Development Division**

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 20: Contractor Policies

Regulation: Contractors shall develop written policies and procedures. Written information shall be provided to families, providers, and the general public. The written policies and procedures may not be in conflict with law, regulations, and terms of the contract.

5 CCR 18222, 18224, 18105 and Funding Terms and Conditions

Promising Practices:

Clear and easy to read.

Previously Unmet/ New practice:

Changes Requiring Noticing

Contractor made changes to Parent/Provider Policies that require review by CCDD Bargaining and/or noticing to Child Care Providers Union

Not applicable

Feedback on Written Policies for Families:

Comments and feedback were provided on the following:

Replace "Termination" with "Disenrollment"

Disenrollment/ Continuity of Care (Transfer)
(WIC 10276, 45 CFR 98.21)

Families should NOT be disenrolled from the program before recertification, unless:

- The family's income exceeds 85% SMI when reported by the parent
- The parent/ child changes residency outside of California
- There is substantiated evidence of fraud that invalidates the initial certification or recertification.
- When the family has abandoned care pursuant to section 18066.5
- Non-Payment of Delinquent Fees

Feedback on Written Policies for Providers:

Comments and feedback were provided on the following:

N/A

California Department of Social Services
Child Care and Development Division

Please submit updated written information to Consultant, Marijayne Patterson by May 26, 2026.

California Department of Social Services
Child Care and Development Division

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 21: Fiscal Reporting

Regulation: Contractors will be reimbursed for actual costs that are reasonable and necessary to the performance of the contract. The program has submitted a report for each contract that is consistent with the laws for state or federal fiscal reporting and accounting. Claims for reimbursement shall not be paid unless there are documents to support the claims.

Promising Practices:

Funding Terms and Conditions for Child Care and Development Programs (hereafter, "FTCs")
Section VI
G-K. 5 CCR Section 18068

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

Evidence that expenditures and claims for reimbursement are substantiated with supporting documentation. Reviewer will work with assigned fiscal analyst to determine timely and accurate submission of monthly or quarterly fiscal reports.

Consultant reviewed latest fiscal calculation worksheet with assigned fiscal analyst.

Follow-up on projected service earnings Yes No

Contractor provides reviewers with the following from the reporting quarter/ month identified by the reviewer:

A. Cost allocation plan

B. Internal Financial Records

- General Ledger for Books and Supplies 4000
- General Ledger for Services and Other Operating Expenses 5000
- Reviewer may ask for additional documentation from other expense categories

C. Accounts Payable Records 4000-5000: purchase orders, invoices, receipts, etc.

Consultant reviewed general ledger and accounts payable records for Books and Supplies and Services and Other Operating Expenses. Expenses found to be reasonable and necessary for the program operation. Contractor provided and walked consultant through their cost allocation plan which aligns with requirements.

Unmet Requirement:

Technical Assistance:

California Department of Social Services
Child Care and Development Division

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 22: Annual Audit

Regulation: The program has submitted an acceptable financial and compliance audit.

5 CCR Section 18071, WIC 10229.5 & 10440

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

Evidence that the annual Fiscal Audit was submitted timely. If applicable, documentation to verify follow-up to any findings identified in the audit report

Contractor requested a 30-day audit extension to 12/15/2025. Extension was granted and audit was submitted by the contractor's auditors on 12/15/2025. No audit findings have been reported.

Unmet Requirement:

Technical Assistance:

California Department of Social Services
Child Care and Development Division

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 23: Child Development Data Reporting

Regulation: Child Development Data Collection:
Contractors shall submit complete, accurate reports to the CDSS by the date specified, and in the format specified in the CDSS's request for this information. Incomplete, inaccurate, or incorrectly formatted reports, and reports not received by the required date, shall be considered delinquent

Promising Practices:

5 CCR 18070

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Monthly Childcare Population Information (CDD-801A) submitted electronically in accordance with instructions from the CDSS Agency.
- Reviewer will verify staff information is current and accurate: (Director, Executive Director, and Site Supervisor).
- Reviewer will verify site level data is current and accurate (Site Supervisor, Sites, Child Counts).
- Reviewer will verify provider data: verify number of homes and children served (if applicable).
- Reviewer will verify all children reported in 801A have been associated with a facility license or license exempt provider.
- If the contractor is selected and notified to submit sample data, they must complete the Child Development Data Collection Sample Report (CDD-801B) electronically in accordance with the instructions from the CDSS.

Consultant confirmed contractor submits 801-A monthly. Director and Executive Director are correct in CDMIS. Children being served confirmed to be the following: CAPP 624, C2AP 146, and C3AP 132. Consultant reviewed all children reported in 801A and verified that each child was associated with a facility/provider license or license exempt provider.

Unmet Requirement:

Technical Assistance:



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: June 11, 2026

Author: Leticia Murillo

DATE: June 11, 2026

TO: Board of Directors

FROM: Leticia Murillo – APP/R&R Program Manager

SUBJECT: California Department of Social Services – Child Care and Development Division
Program Self – Evaluation for one (1) department.

A. Child Care Alternative Payment Program (APP)

I. RECOMMENDATION:

Review and consider the submission of the California Department of Social Services (CDSS), Child Care and Development Division Program Self-Evaluation (PSE) Survey for APP.

II. SUMMARY:

The PSE Report is comprised of the following: Survey – Program Self-Evaluation Process:

A. The APP Program is required to complete the PSE – Survey. The Program Manager completed the process using the monitoring instrument.

III. DISCUSSION:

1. The PSE Survey was completed utilizing CDSS Program Self-Evaluation Instrument, Item Report for all applicable domains and items.

2. The PSE will be submitted electronically to the CDSS website by the due date of June 1, 2026, by 5:00pm.

IV. FINANCING:

Funds are allocated in the budget.

Fiscal Year 2025-26 Program Self-Evaluation Survey for Child Care and Development Programs

2. Contractor Information

1. Contractor name:

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

2. Contractor vendor number:

B509

3. Program Director name:

MATTIE MENDEZ

4. Program Director email:

mmendez@maderacap.org

5. Select all contract types held:

Alternative Payment Programs (CAPP)
California Work Opportunity and Responsibility to Kids (CalWORKs) Stage Two (C2AP)
CalWORKs Stage Three (C3AP)

6. Select all age groups served:

Infant (birth to 18 months)
Toddler (18 to 36 months)
Preschool (3 years old to enrollment in transitional kindergarten or kindergarten)
School age (transitional kindergarten or kindergarten to 13 years old, or children with exceptional needs up to 21 years of age)

7. Name of staff completing the survey:

LETICIA MURILLO

8. Email of staff completing the survey:

lmurillo@maderacap.org

3. Dimension I: Family Files

9. Agency has completed a file review from each contract type held. If any of the files reviewed were missing eligibility or need criteria, the program shall include within their program action plan steps to adjust practices to ensure all documentation collected meets eligibility and need requirements.

Has the contractor met this requirement?

Yes

10. Describe the agency’s internal procedures to review family data files continuously to ensure all documentation needed to certify families for services is collected and verified.

APP/R&R Outreach Workers or the Family Services Assistant (FSA) meet with families to review and verify all components of the basic data file, as defined in Title 5, Section 18081, to determine eligibility for subsidized child care services.

The agency utilizes three standardized tools to ensure continuous and thorough review of family files: the Enrollment/Recertification Checklist, the Check-off List for Family Files, and the Quality Assurance for Parent/Caretaker Files. These tools collectively cover all required sections of the family file and are used to confirm that all necessary documentation has been collected, verified, and properly filed.

File reviews are conducted on an ongoing basis, including at initial enrollment and recertification, to ensure that documentation remains current and complete. Any missing or incomplete information is identified and promptly followed up on with the family.

In addition, a Quality Assurance review is conducted prior to approval or denial of services to ensure accuracy, completeness, and compliance with applicable regulations. This process ensures that all family files are consistently maintained in an organized, complete, and audit-ready condition.

4. Dimension I: Family Files

11. Self-Certification. Contractor has implemented internal procedures to ensure that payments to providers are made within 21 days of receipt of a complete and accurate record. Complete record contains name of the child receiving services, actual times child entered and left daily, and signatures of the provider and the parent at the end of the month attesting under penalty of perjury that the information provided on the attendance record or invoice is accurate.

Has the contractor met this requirement?

Yes

12. Select any training topics that would support agencies carry out program integrity procedures within their contracts: (Select all that apply)

- Policies and procedures
- Implementing and maintaining effective internal controls
- Ways to prevent misuse in child care programs
- Recoupment procedures when misuse is substantiated

6. Dimension II. Family Engagement

13. Families with children enrolled in the programs are selected according to the priorities of that program. (Select all that apply)

- Contractor maintains a waiting list or central eligibility list by contract type
- Families are enrolled according to the priorities of the program
- Written information for families includes the priorities for the program and describes how family selection occurs

14. How will the program continue to maximize enrollment to meet the child care needs of the community? Describe the procedures in place to increase enrollment in the program?

The program maximizes enrollment by implementing ongoing and strategic outreach efforts to ensure families in the community are aware of and able to access available child care services. Staff regularly participate in community events to connect directly with families, provide program information, and assess child care needs.

In addition, the agency utilizes multiple outreach methods, including maintaining an active presence on the agency's Facebook page, distributing flyers at various community locations, and collaborating with local organizations. Staff actively participate in community committees such as the Local Planning Council (LPC), Live Well Madera, and Growing Healthy Families to strengthen partnerships and increase program visibility.

To further support enrollment, staff provide direct assistance to interested families by answering questions, guiding them through the application process, and following up to ensure completion of required documentation. These combined efforts help the program remain responsive to community needs and support full enrollment of available child care slots.

10. Dimension III: Program Quality

15. Each site/home has a current license issued by Community Care Licensing or Classroom/Family Childcare Home meets Criteria of License Exempt Status per Health & Safety Code Section 1596.792.

Has the contractor met this requirement?

Yes

16. Dimension III. Program Quality

16. Describe some of the staff development opportunities provided to staff/providers. Include the process for using data to identify the training opportunities provided to staff and/or providers. In the response include how Program Self-Evaluation and other data sources are used to determine the training needs of staff and/or providers.

The Child Care Alternative Payment Program Manager maintains comprehensive oversight to ensure full compliance with CDSS/CCDD Title 5 regulations, including all applicable funding terms and conditions for CAPP, C2AP, and C3AP programs. In collaboration with Quality Assurance Associates, the Program Manager leads the development and implementation of staff training and technical assistance strategies to support continuous improvement.

Staff development opportunities include ongoing training in areas such as income and need eligibility determination, documentation requirements, and regulatory updates. These opportunities are provided through internal training, one-on-one coaching, peer reviews, and external professional development offered by CDSS/CCDD, Thriving Families California, and Every Child California.

The program utilizes multiple data sources to identify training needs, including findings from Program Self-Evaluation (PSE), Quality Assurance reviews, daily file checks, and one-on-one peer reviews conducted by Quality Assurance Associates. Trends, errors, and areas of non-compliance identified through these processes are analyzed to determine targeted training topics and technical assistance needs.

Additionally, feedback from staff, monitoring results, and updates to regulations are incorporated into training plans to ensure relevance and effectiveness. The Program Manager uses this data-driven approach to proactively plan and adjust training opportunities, ensuring staff and providers have the knowledge and skills necessary to maintain compliance and deliver high-quality services.

This continuous cycle of evaluation, training, and follow-up supports a culture of accountability, capacity building, and operational excellence across the department.

17. Program has a process for orienting new staff. Documentation is maintained on the training and resources provided to new staff and/or providers.

Has the contractor met this requirement?

Yes

17. Dimension IV. Administrative

18. Asset Management: Contractor has a current equipment inventory of all non disposable items with a useful life of more than a year purchased in whole or in part with child care and development funds containing all the required elements listed in Funding Terms & Conditions (FT&Cs):

Description

Serial number or other identification number

The source of funding

The acquisition date

The cost

The location, use and condition

Any ultimate disposition date including date of disposal and sale price if applicable

Has the contractor met this requirement?

Yes

19. Program maintains documentation of most recent physical check of the inventory. If no purchases were made it is documented on the inventory form. An authorized representative signs the inventory record at least once every two years.

Has the contractor met this requirement?

Yes

20. For non-Local Education Agency (LEA): contractor has a procedure for competitive purchases of equipment and services.

Select a response:

Yes

18. Dimension IV. Administrative

21. Describe two goals for your program. Include in your response; the data collected to identify the goal, and the action steps to be taken to improve the practice or program requirement.

Our current waitlist includes 67 families and 116 children, with ongoing enrollment.

Our outreach efforts will remain a priority as we continue to attract new families and strengthen the waitlist. To support these families, we will maintain existing funding levels while actively seeking additional funding sources to expand program capacity and create more enrollment slots.

Ongoing enrollment for Stage 2 (C2AP) and Stage 3 (C3AP) will continue in order to further increase enrollment for fiscal year 2026–2027.

At the same time, we remain committed to delivering high-quality customer service and providing ongoing professional development for staff. This includes monthly trainings and technical assistance to ensure staff are well-equipped to meet program standards and expectations.

To maintain audit readiness, we will continue conducting monthly Quality Assurance reviews. This process includes reviewing all family files prior to approving or denying services, as well as conducting random reviews of family and provider files to ensure compliance with contract requirements, agency policies, and key eligibility criteria, including need, income, and family fee assessments.

Finally, providing exceptional service and maintaining operational excellence will remain central to our work moving forward.

22. Parent Survey: Describe the results of the parent survey and the action plans to address the feedback received from parents.

APP received positive feedback, with 88% of respondents reporting they were "very satisfied" and the remaining 13% indicating they were "satisfied." Respondents expressed appreciation for the materials and services provided, as well as the program's support in accessing community resources.

Families particularly valued the respectful and friendly manner in which they were treated when visiting our office. They also emphasized the importance of the information provided, including guidance on parental choice options in Madera County; support in building positive relationships with their child care providers; assistance in locating community services such as employment and training opportunities, parenting classes, and health care; and help in selecting high-quality care for their children.

While feedback was largely positive, some concerns were noted regarding Resource & Referral equipment and access to online agency events. In response, we will ensure parents are familiar with our resource room and our Facebook page or our agency website. Our focus remains on delivering exceptional customer service and strengthening support for both families and providers.

We are committed to enhancing our educational resources and expanding professional development opportunities for staff. During enrollment and recertification, we will ensure families receive all required agency brochures and the most current information on community services. Additionally, we will conduct regular reviews and updates of materials available in our lobby to ensure they remain accessible, relevant, and user-friendly.

Our goal is to continuously improve program quality and operational processes to better serve our community. We sincerely appreciate the feedback received and remain committed to not only meeting but exceeding expectations.

23. Briefly describe how staff and board members were a part of the self-evaluation process.

Family Services Associates, Quality Assurance Associates, and Provider Services Associates supported the collection of all parent surveys. Concurrently, the Program Manager ensured the completion, accuracy, and organization of all related materials. The Program Manager also provides oversight of department-wide compliance with CDSS/CCDD Title 5 Regulations and all applicable funding terms and conditions across contracts.

In addition, the Program Manager remains committed to identifying and securing professional development and training opportunities for staff through CDSS/CCDD, Thriving Families CA, and EveryChild CA.

The Quality Assurance Associate provides ongoing training and technical assistance to staff and conducts monthly quality assurance reviews of family and provider files. These reviews support compliance with Title 5 Regulations, provider participation requirements, and adherence to the Parent and Provider Handbook of Written Policies.

Lastly, the Board of Directors plays an active role in providing governance and oversight, ensuring the program operates in alignment with its mission, regulatory requirements, and strategic goals.

22. Dimension V. Fiscal/Audit

24. The program has submitted a report for each contract that is consistent with the laws for state and federal fiscal reporting.

Has the contractor met this requirement?

Resource: [Fiscal Resources](#)

Yes

25. The staff responsible for purchasing and reporting costs adhere to the requirements provided in:

Funding Terms and Conditions

Fiscal Handbook

Non reimbursable costs as described in 5 CCR 18035 Non Reimbursable Costs

23. Dimension V. Fiscal/Audit

26. The program has submitted an acceptable financial and compliance audit within the required timelines.

Has the contractor met this requirement?

Resource: [Contracting Agencies Audit Guidelines & Resources](#)

Yes

27. If findings were identified through the annual audit process how is the program adjusting practices and processes to resolve the findings? If no findings were identified, please write N/A.

N/A

24. CCD 23 Child Development Reporting Data

28. Contractor has notified their assigned consultant of any changes to the Executive Director, Program Director, Site Supervisor(s), headquarter address or sites. Sites includes any sub contracted facilities. Alternative Payment contracts do not include sites in CDMIS. Contracts operated through Family Child Care Home Education Networks have added all providers into their CDMIS profile.

Yes

29. Describe your plan to resolve and meet this requirement.

25. Optional: Celebrating Promising Practices

30. Share your promising practices: Narrative

During the most recent Contract Monitoring and Error Rate review, APP received a 100% error-free rating, demonstrating a high level of accuracy, compliance, and attention to detail across all program operations. In addition, APP was recognized by CCDD for multiple Promising Practices, reflecting our commitment to exceeding program requirements and supporting continuous quality improvement.

These Promising Practices were identified in the areas of Family Eligibility, Attendance and Provider Payments, and Contractor Policies:

Family Eligibility: APP established an internal review process through the development of a comprehensive Quality Assurance Parent/Caretaker File Review Form. This tool serves as an effective and proactive measure to identify and mitigate potential errors. In addition, our Notice of Action uses clear, parent-centered language to outline approved child care services and participant responsibilities.

Attendance and Provider Payments: APP developed a Non-Compliance Notice Form for attendance records that do not meet requirements. This form aligns with applicable statutes and regulations related to monthly attendance verification, abandonment of care, and overpayment or underpayment. This quality assurance practice strengthens accountability and supports fraud prevention efforts.

Contractor Policies: APP's contractor policies were recognized for being clear, well-organized, and easy to understand, supporting consistent implementation and compliance.

This recognition highlights the program's strong internal controls, effective staff training, and consistent application of policies and procedures that ensure compliance with Title 5 regulations and funding requirements.

APP's success is the result of ongoing quality assurance processes, including regular file reviews, staff training, and technical assistance, as well as a collaborative team approach to maintaining high standards of service delivery. These efforts not only support compliance but also enhance the overall experience for families and providers.

We are proud of this recognition and remain committed to sustaining these exemplary practices while continuing to identify opportunities for innovation and improvement.

31. Upload your files here, if applicable.

[Alternative Payment and Resource & Referral Department Picture 2026.jpg](#)

Desired Results Parent Survey

Overview Chart

Name of Agency: Community Action Prtnership of Madera County, Inc. - Program: APP/R&R Date: 05/19/2026

Question 1 - How satisfied are you with the overall quality of Alternative Payment Program?			
	% Very Satisfied	% Satisfied	% Not Satisfied
	88%	13%	0%
Question 2 - How satisfied are you with the overall quality of Resource & Referral Program?			
	% Very Satisfied	% Satisfied	% Not Satisfied
	90%		10%
Question 3 - Have you received information from the program about the following?			
	% Yes	% No	
Section A – A brochure in Choosing Quality Care for Your Child?	90%	10%	
Section B – A brochure in Community & Family Services Child Care Resource & Referral and Alternative Payment program?	95%	5%	
Section C – A brochure in Child Care & Development Selections for Educational Experiences in Madera County?	87%	13%	
Section D – Child Care Alternative Payment Program Parent & Provider Handbook of Written Policies?	97%	3%	
Section E – CAPMC/Alternative Payment Program Subsidized Child Care Eligibility List Application?	92%	8%	
Section F - A brochure for California Background Check for In-Home Child Care - Trust Line?	85%	15%	
Section G – How to find other services in the community (e.g., employment and training opportunities, parenting classes, health care)	85%	15%	
Section H – Parental Choice Child Care Options in Madera County?	90%	10%	
Section I - Where to report health/safety concerns and complaints?	90%	10%	
Section J - Uniform Complaint Procedures?	89%	11%	
Section K – Developing a relationship with your provider?	90%	10%	
Question 4 - Would you like more information about finding a child care provider that will meet your needs?			

**"THANK YOU" "INFORMATION ON HAVING A FAMILY MEMBER BEING A CAREGIVER"
"SATISFIED WITH MY PROVIDER"**

Question 5 - Has your child's enrollment in this program made it easier for you to:			
	% Yes	% No	% N/A
Section A – Accept a job?	82%	3%	15%
Section B – Keep a job?	90%	8%	3%
Section C – Accept a better job?	73%	3%	24%
Section D – Attend educational or training programs?	78%	3%	19%
Question 6 - How satisfied are you with these characteristics of the Alternative Payment and Resource & Referral Program?			
	% Very Satisfied	% Satisfied	% Not Satisfied
Section A – Hours of operation	83%	18%	0%
Section B – Location of program	80%	20%	0%
Section C – When visiting your office, someone was there in-person to greet me	79%	21%	0%
Section D – When visiting your office, the staff was knowledgeable and able to answer	80%	20%	0%
Section E – Languages spoken by staff	83%	18%	0%
Section F – How program staff communicate with you	83%	18%	0%
Section G – While visiting your office, I was treated with respect	83%	18%	0%
Section H – When visiting your office, I was treated in a friendly manner	88%	13%	0%
Section I – When visiting your office, the staff I dealt with was truly sincere about meeting my need(s)	83%	18%	0%
Section J – When visiting your office during the last 30-days, I was able to reach someone without leaving a voicemail message	75%	23%	3%
Section K – Resource & Referral equipment and materials	67%	31%	3%
Section L – Monthly parent & child activities, Let's Move Handout	70%	28%	3%
Section M – Online access to agency events	62%	36%	3%
Section N – Program Referral Complaint form	65%	35%	0%
Section O – Uniform Complaint form	68%	33%	0%
Section P – Health and safety policies and procedures	73%	28%	0%
Section Q – How the program promotes your child's learning and development	75%	23%	3%

Question 7 - Is there anything else you would like to say about how this program meets your family's needs?

"NO EVERYTHING IS GREAT" "NO COMMENT" "THANK YOU FOR ALL YOU DO EVERYDAY TO KEEP OUR KIDS SAFE" "N/A" "I WISH THEY HAD AN OFFICE IN CHOWCHILLA" "N/A" "N/A" "NOTHING AT THIS MOMENT" "NO" "BEING A SINGLE MOTHER WHO HAS TOWORK FULL-TIME TO PROVIDE FOR MY DAUGHTER. THIS PROGRAM IS THE ONLY WAY I'M ABLE TO DO THAT AND I'M VERY THANKFUL" "NO" "N/A" " LUCERO PAZ AND STAFF WAS ATTENTIVE AND SUPPORTIVE WITH EVERY STEP DURING ELIGIBILITY" "N/A" "IF IT WASN'T FOR THIS PROGRAM THEN I DON'T KNOW WHAT I WOULD DO FOR CHILD CARE AS A SINGLE MOTHER VERY THANKFUL FOR THIS PROGRAM" "AS A GRANDPARENT WITH GUARDIANSHIP WE COULD NOT AFFORD CHILD CARE WITHOUT THIS PROGRAM. IT HAS BEEN SUCH A BLESSING" "IT'S A GREAT PROGRAM" "NO. MEETS EXPECTATIONS, REALLY GOOD RESOURCES" "IF IT WAS NOT FOR THIS PROGRAM THERE WOULD BE NO WAY THAT I COULD GO TO WORK" "SO FAR THE PROGRAM HAS GONE ABOVE AND BEYOND AND HAS BEEN EXTREMELY HELPFUL" "MY MOM HAS NOT RECEIVED ANY EQUIPMENT OR MATERIALS OR ACTIVITIES TO DO WITH MY CHILD" "THIS PROGRAM MEETS MY NEEDS AS WELL AS MY CHILDREN'S. THE CHILD CARE PROVIDER. SUSIE GUERRA IS HIGHLY EFFICIENT VERY PLEASED WITH MY CHILD CARE PROVIDER." "EVERYTHING IS OK" "BE ABLE TO WORK MORE DURING THE YEAR (PODER TRABAJAR MAS DURANTE EL ANO)" "NO, ALL THE SERVICES ARE GREAT (NO, TODOS LOS SERVICIOS ESTAN MUY BIEN)" "EVERYTHING IS GOOD (TODO ESTA BIEN)" "THANK YOU, BECAUSE IT'S BEEN VERY HELPFUL TO BE ABLE TO LEAVE MY CHILDREN TO BE ABLE TO WORK DURINGTHIS TIME (PUES GRACIAS PORQUE ME ES DE MUCHA AYUDA PODER DEJAR MIS NINOS PARA PODER TRABAJAR EN ESTOS MOMENTOS)" "NO" "NO" " I AM VERY SATISFIED WITH THE PROGRAM. IT HAS HELPED ME WITH CHILD CARE AND HER SAFETY (ESTOY MUY SATISFECHA CON EL PROGRAMA. ME AYUDADO MUCHO CON EL CUIDADO Y SEGURIDAD DE ELLA)" "THE TRUTH IS, IT HAS HELPED MY FAMILY. I AM GRATEFUL FOR THE PROGRAM (LA VERDAD ME HA AYUDADO MUCHO A MI FAMILIA. ESTOY MUY AGRADECIDO CON EL PROGRAMA)." "IN ORDER FOR ME TO BE ABLE TO PROVIDE FOR MY HOME, SINCE I AM A SINGLE MOTHER, TAKING CARE OF MY SON ALLOWS ME TO HAVE WHAT MY CHILDREN NEED AT HOME (PARA QUE YO PUEDA LLEVAR SUSTENTO A MI CASA, YA QUE SOY MADRE SOLTERA, EL QUE CUIDEN A MI HIJO ME PERMITE QUE MIS HIJOS TENGAN LO NECESARIO EN CASA)" "IT HAS HELPED ME A LOT TO GO OUT TO WORK AND LEAVE MY CHILDREN WITH MORE CONFIDENCE AND NOT STRUGGLE TO GO LOOKING FOR WHERE TO LEAVE THEM, IT IS VERY HELPFUL (A MI ME A AYUDADO BASTANTE PARA ASI SALIR A TRABAJAR Y DEJAR MIS HIJOS CON MAS CONFIANZA Y NO BATALLAR PARA ANDAR BUSCANDO DONDE DEJARLOS ES DE MUCHO AYUDA)" "EVERYTHING IS REALLY GOOD (TODO ESTA BIEN MUY BIEN)" "IT HAS HELPED ME A LOT, I AM VERY SATISFIED WITH THE PROGRAM THAT FACILITATES MY WORK AND OTHER THINGS I DO (ME HA AYUDADO BASTANTE ESTOY MUY SATISFECHA CON EL PROGRAMA ME FACILITA PARA MI TRABAJO Y OTRAS COSAS QUE AGO)"

Question 8 - Do you have any suggestions on Alternative Payment and Resource & Referral Program can improve ?

"NONE" "NOT AT ALL" "NONE" "N/A" "OFFICE IN CHOWCHILLA" "N/A" "N/A" "NONE" "NO" "NO" "NO" "N/A" "N/A" "NO" "NO" "NO" "N/A" "NO" "NO. NOT REALLY" "NONE AT THIS TIME" " YES, TO INCREASE THEIR PAY RATE. WITHOUT THEM WE WOULDN'T BE ABLE TO WORK AND THEY DO SO MUCH FOR OUR CHILDREN TO BE SAFE AND HAPPY" "EVERYTHING HAS BEEN OKAY" "NO, EVERYTHING IS GOOD (NO, TODO ESTA BIEN)" "EVERYTHING IS GOOD (TODO ESTA BIEN)" "KEEP HELPING MORE PARENTS LIKE US IN ORDER TO QUALIFY WITH OUR CHILDREN FOR CHILD CARE (PUES QUE SIGA APOYANDO A MAS PADRES COMO NOSOTROS PARA PODER CALIFICAR CON NUESTROS HIJOS PARA CUIDADO)" "NO" "NO" "NO" "NO" "JUST CHECK A LITTLE MORE THE TIME YOU SPEND AT WORK WHERE YOUR BABIES ARE CARED FOR (CHECAR SOLO UN POCO MAS EL TIEMPO QUE UNA HACE DEL TRABAJO A DONDE CUIDAN A NUESTROS BABY'S)" "NO" "NO NINGUNA (NONE)" "NONE" "NO COMMENT" "NONE" "N/A" "SUB OFFICES AT THE WELFARE OFFICES" "N/A" "N/A" "NONE" "NO" "NO" "NO. EVERYTHING IS UNDERSTANDING" "N/A" "N/A" "NO" "NO" "N/A" "NO" "I AMNOT SURE THE DIFFERENCE OF THE TWO SO I DO NOT KNOW HOW TO ANSWER" "SCHOOL BULLETINS, WELFARE, DOCTOR OFFICES, AND SCHOOL RESOURCE CENTER" "N/A" "NO" "NO, EVERYTHING IS GOOD (NO,TODO ESTA BIEN)" "EVERYTHING IS GOOD (TODO ESTA BIEN)" "NO" "NO" "NO" "NO, POR EL MOMENTO" "I THINK EVERYTHING IS FINE, JUST WHAT I MENTIONED ABOVE A LITTLE BIT MORE TIME (CREO TODO ESTA BIEN, SOLO LO QUE MENCIONE ANTERIORMENTE UN POCO MAS DE TIEMPO)" "NO" "EVERYTHING SEEMS VERY GOOD TO ME (TODO ME PARECE MUY BIEN)"

Desired Results Parent Survey
Group Data Summary

Parent	Question 1			Question 2			Question 3													
	VS	S	NS	VS	S	NS	A-Y	A-N	B-Y	B-N	C-Y	C-N	D-Y	D-N	E-Y	E-N	F-Y	F-N	G-Y	G-N
1	X			X			X		X		X		X		X		X		X	
2	X			X			X		X		X		X		X		X		X	
3	X			X			X		X		X		X		X		X		X	
4	X			X			X		X		X		X		X		X		X	
5	X			X			X		X		X		X		X		X		X	
6		X			X				X			X		X		X		X		X
7		X		X			X		X		X		X		X		X		X	
8	X			X			X		X		X		X		X		X		X	
9	X			X			X		X		X		X		X		X		X	
10	X			X			X		X		X		X		X		X		X	
11	X			X			X		X			X	X		X		X		X	
12	X			X			X		X		X		X		X			X		X
13	X			X			X		X		X		X		X		X		X	
14	X			X			X		X		X		X		X		X		X	
15		X			X		X		X		X		X		X		X		X	
16	X			X			X		X		X		X		X		X		X	
17	X			X			X		X		X		X		X		X		X	
18	X			X			X		X		X		X		X		X			X
19	X			X			X		X		X		X		X		X		X	
20	X			X			X		X		X		X		X		X		X	
21	X			X			X		X	X			X		X	X		X		X
22	X			X			X		X		X		X		X		X		X	
23		X		X			X		X		X		X		X		X		X	
24	X			X			X		X		X		X		X		X			X
25	X			X																
26	X				X				X		X		X			X		X		X
27	X			X			X		X		X		X		X		X		X	
28	X			X			X				X		X		X			X		X
29	X			X			X		X		X		X		X		X		X	
30	X						X		X		X		X		X		X		X	
31	X			X			X		X		X		X		X		X		X	
32	X			X					X	X			X		X			X		X
33	X			X			X		X		X		X		X			X		X
34	X			X			X		X		X		X		X		X		X	
35		X			X		X		X		X		X		X		X		X	
36	X			X			X		X		X		X		X		X		X	
37	X			X			X		X		X		X		X		X		X	
38	X			X			X		X		X		X		X		X		X	
39	X			X			X		X		X		X		X		X		X	
40	X			X			X		X		X		X		X		X		X	

Desired Results Parent Survey Group Data Summary

Question 1:

How satisfied are you with the overall quality of the Alternative Payment Program? B - A brochure in Community & Family Services Child Care Resource & Referral and Alternative Payment Program Yes or No

VS -Very Satisfied

S -Satisfied

NS -Not Satisfied

C - A brochure in Child Care & Development Selections for Educational Experiences in Madera County Yes or No

D - Child Care Alternative Payment Program Parent & Provider Handbook of Written Policies Yes or No

E - CAPMC/Alternative Payment Program Subsidized Child Care Eligibility List Application Yes or No

F - A Brochure for California Background Check for In-Home Child Care – Trust Line Yes or No

G - How to find other services in the community

(e.g., employment and training opportunities, parenting classes, health care)

Question 2:

How satisfied are you with the overall quality of Resource & Referral?:

VS -Very Satisfied

S -Satisfied

NS -Not Satisfied

Question 3:

Have you received information from the program about the following?

A -A brochure in Choosing Quality Care For Your Child
Yes or No

SUBTOTALS																					
Question 1			Question 2				Question 3														
40			39		0		39		39		39		39		39		39		39		
# VS	# S	# NS	#A-YES	# A-NO	# B-YES	# B-NO	#A-YES	# A-NO	# B-YES	# B-NO	# C-YES	# C-NO	#D-YES	# D-NO	# E-YES	# E-NO	# F-YES	# F-NO	# G-YES	# G-NO	
35	5	0	35	4	0	0	35	4	37	2	34	5	38	1	36	3	33	6	33	6	
VS	S	NS	A YES	A NO	B YES	B NO	A YES	A NO	B YES	B NO	C YES	C NO	D YES	D NO	E YES	E NO	F YES	F NO	G YES	G NO	
88%	13%	0%	90%	10%			90%	10%	95%	5%	87%	13%	97%	3%	92%	8%	85%	15%	85%	15%	
Total % 100%			Total % 100%		Total % 0%		Total % 100%		Total % 100%		Total % 100%		Total % 100%		Total % 100%		Total % 100%		Total % 100%		

**Desired Results Parent Survey
Group Data Summary**

Question 3 cont.:

Would you like more information about eeds?

H - Parental Choice Child Care Options in Madera County Yes or No

I - Where to report health or safety concerns and complaints Yes or No

J - Uniform Complaint Procedures Yes or No

K - Developing a relationship with your provider Yes or No

Yes or No **Question 4:**

Would you like more information about finding a child care provider that will meet your needs? Yes (please specify topics) or No

SUBTOTALS								
Question 3 cont.						Question 4		
39		39		38		39		Trends for question no. 4:
#H-YES	# H-NO	# I-YES	# I-NO	# J-YES	# J-NO	# K-YES	# K-NO	
35	4	35	4	34	4	35	4	
H YES	H NO	I YES	I NO	J YES	J NO	K YES	K NO	
90%	10%	90%	10%	89%	11%	90%	10%	
Total %		Total %		Total %		Total %		
100%		100%		100%		100%		

Desired Results Parent Survey Group Data Summary

Question 5:

Has your child's enrollment in this program made it easier for you to:

A - Accept a job? Yes No N/A

B - Keep a job? Yes No N/A

C - Accept a better job? Yes No N/A

D - Attend educational or training programs? Yes No N/A

Question 6:

6. How satisfied are you with these characteristics of the

Alternative Payment Program and Resource & Referral?

VS -Very Satisfied S -Satisfied NS -Not Satisfied

A - Hours of operation

B - Location of program

C - When visiting your office, someone was there in person to greet me

Question 6 cont.

How satisfied are you with these characteristics of your child's program?

VS -Very Satisfied S -Satisfied NS -Not Satisfied

D - When visiting your office, the staff was knowledgeable and able to answer my questions

E - Languages spoken by staff

F - How program staff communicate with you

G - While visiting your office, I was treated with respect

H - When visiting your office, I was treated in a friendly manner

I - When visiting your office, the staff I dealt with was truly sincere about meeting my need(s)

J - When calling your office during the last 30 days, I was able to reach someone without leavin

SUBTOTALS												SUBTOTALS																						
Question 5												Question 6									Question 6 cont.													
33			39			33			32			40			40			39			40			40			40			40				
# A-YES	# A-NO	# A-N/A	# B-YES	# B-NO	# B-N/A	# C-YES	# C-NO	# C-N/A	# D-YES	# D-NO	# D-N/A	# A-VS	# A-S	# A-NS	# B-VS	# B-S	# B-NS	# C-VS	# C-S	# C-NS	# D-VS	# D-S	# D-NS	# E-VS	# E-S	# E-NS	# F-VS	# F-S	# F-NS	# G-VS	# G-S	# G-NS	# H-VS	# H-S
27	1	5	35	3	1	24	1	8	25	1	6	33	7	0	32	8	0	31	8	0	32	8	0	33	7	0	33	7	0	33	7	0	35	5
A YES	A NO	A N/A	B YES	B NO	B N/A	C YES	C NO	C N/A	D YES	D NO	D N/A	A VS	A S	A NS	B VS	B S	B NS	C VS	C S	C NS	D VS	D S	D NS	E VS	E S	E NS	F VS	F S	F NS	G VS	G S	G NS	H VS	H S
82%	3%	15%	90%	8%	3%	73%	3%	24%	78%	3%	19%	83%	18%	0%	80%	20%	0%	79%	21%	0%	80%	20%	0%	83%	18%	0%	83%	18%	0%	83%	18%	0%	88%	13%
Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%				

Desired Results Parent Survey
Group Data Summary

							Question 6 cont.																				
H-NS	I-VS	I-S	I-NS	J-VS	J-S	J-NS	K-VS	K-S	K-NS	L-VS	L-S	L-NS	M-VS	M-S	M-NS	N-VS	N-S	N-NS	O-VS	O-S	O-NS	P-VS	P-S	P-NS	Q-VS	Q-S	Q-NS
	X			X			X			X			X			X			X			X			X		
	X			X			X			X			X			X			X			X			X		
	X			X			X			X			X			X			X			X			X		
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		X			X			X			X			X			X			X				X			X
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	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
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	X			X			X			X			X			X			X			X			X		X
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	X			X			X			X			X			X			X			X			X		X
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	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
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	X			X			X			X			X			X			X			X			X		X
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	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X			X			X			X			X			X		X
	X			X			X			X																	

Desired Results Parent Survey Group Data Summary

Question 6 cont.

How satisfied are you with these characteristics of your child's program?

VS -Very Satisfied **S** -Satisfied **NS** -Not Satisfied

K - Resource & Referral equipment and materials

L -Monthly parent & child activities, Let's Move Handout

M - Online access to agency events

N - Program Referral Complaint Form

O - Uniform Complaint Procedures

P -Health and safety policies and procedures

Q - How the program promotes your child's learning and development

g a message

		SUBTOTALS																										
		Question 6 cont.																										
		40			40			39			40			39			40			40			40			40		
# H-NS	# I-VS	# I-S	# I-NS	# J-VS	# J-S	# J-NS	# K-VS	# K-S	# K-NS	# L-VS	# L-S	# L-NS	# M-VS	# M-S	# M-NS	# N-VS	# N-S	# N-NS	# O-VS	# O-S	# O-NS	# P-VS	# P-S	# P-NS	# Q-VS	# Q-S	# Q-NS	
0	33	7	0	30	9	1	26	12	1	28	11	1	24	14	1	26	14	0	27	13	0	29	11	0	30	9	1	
H	I VS	I S	I NS	J VS	J S	J NS	K VS	K S	K NS	L VS	L S	L NS	M VS	M S	M NS	N VS	N S	N NS	O VS	O S	O NS	P VS	P S	P NS	Q VS	Q S	Q NS	
0%	83%	18%	0%	75%	23%	3%	67%	31%	3%	70%	28%	3%	62%	36%	3%	65%	35%	0%	68%	33%	0%	73%	28%	0%	75%	23%	3%	
	Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%			Total % 100%			

Desired Results Parent Survey
Group Data Summary

Question 7	Question 8
<p>"NO EVERYTHING IS GREAT" "NO COMMENT" "THANK YOU FOR ALL YOU DO EVERYDAY TO KEEP OUR KIDS SAFE" "N/A" "I WISH THEY HAD AN OFFICE IN CHOWCHILLA" "N/A" "N/A" "NOTHING AT THIS MOMENT" "NO" "BEING A SINGLE MOTHER WHO HAS TOWORK FULL-TIME TO PROVIDE FOR MY DAUGHTER. THIS PROGRAM IS THE ONLY WAY I'M ABLE TO DO THAT AND I'M VERY THANKFUL" "NO" "N/A" " LUCERO PAZ AND STAFF WAS ATTENTIVE AND SUPPORTIVE WITH EVERY STEP DURING ELIGIBILITY" "N/A" "IF IT WASN'T FOR THIS PROGRAM THEN I DON'T KNOW WHAT I WOULD DO FOR CHILD CARE AS A SINGLE MOTHER VERY THANKFUL FOR THIS PROGRAM" "AS A GRANDPARENT WITH GUARDIANSHIP WE COULD NOT AFFORD CHILD CARE WITHOUT THIS PROGRAM. IT HAS BEEN SUCH A BLESSING" "IT'S A GREAT PROGRAM" "NO. MEETS EXPECTATIONS, REALLY GOOD RESOURCES" "IF IT WAS NOT FOR THIS PROGRAM THERE WOULD BE NO WAY THAT I COULD GO TO WORK" "SO FAR THE PROGRAM HAS GONE ABOVE AND BEYOND AND HAS BEEN EXTREMELY HELPFUL" "MY MOM HAS NOT RECEIVED ANY EQUIPMENT OR MATERIALS OR ACTIVITIES TO DO WITH MY CHILD" "THIS PROGRAM MEETS MY NEEDS AS WELL AS MY CHILDREN'S. THE CHILD CARE PROVIDER, SUSIE GUERRA IS HIGHLY EFFICIENT VERY PLEASED WITH MY CHILD CARE PROVIDER." "EVERYTHING IS OK" "BE ABLE TO WORK MORE DURING THE YEAR (PODER TRABAJAR MAS DURANTE EL AÑO)" "NO, ALL THE SERVICES ARE GREAT (NO, TODOS LOS SERVICIOS ESTAN MUY BIEN" "EVERYTHING IS GOOD (TODO ESTA BIEN)" "THANK YOU, BECAUSE IT'S BEEN VERY HELPFUL TO BE ABLE TO LEAVE MY CHILDREN TO BE ABLE TO WORK DURINGTHIS TIME (PUES GRACIAS PORQUE ME ES DE MUCHA AYUDA PODER DEJAR MIS NINOS PARA PODER TRABAJAR EN ESTOS MOMENTOS)" "NO" "NO" " I AM VERY SATISFIED WITH THE PROGRAM. IT HAS HELPED ME WITH CHILD CARE AND HER SAFETY (ESTOY MUY SATISFECHA CON EL PROGRAMA. ME AYUDADO MUCHO CON EL CUIDADO Y SEGURIDAD DE ELLA)" "THE TRUTH IS, IT HAS HELPED MY FAMILY. I AM GRATEFUL FOR THE PROGRAM (LA VERDAD ME HA AYUDADO MUCHO A MI FAMILIA. ESTOY MUY AGRADECIDO CON EL PROGRAMA)." "IN ORDER FOR ME TO BE ABLE TO PROVIDE FOR MY HOME, SINCE I AM A SINGLE MOTHER, TAKING CARE OF MY SON ALLOWS ME TO HAVE WHAT MY CHILDREN NEED AT HOME (PARA QUE YO PUEDA LLEVAR SUSTENTO A MI CASA, YA QUE SOY MADRE SOLTERA, EL QUE CUIDEN A MI HIJO ME PERMITE QUE MIS HIJOS TENGAN LO NECESARIO EN CASA)" "IT HAS HELPED ME A LOT TO GO OUT TO WORK AND LEAVE MY CHILDREN WITH MORE CONFIDENCE AND NOT STRUGGLE TO GO LOOKING FOR WHERE TO LEAVE THEM, IT IS VERY HELPFUL (A MI ME A AYUDADO BASTANTE PARA ASI SALIR A TRABAJAR Y DEJAR MIS HIJOS CON MAS CONFIANZA Y NO BATALLAR PARA ANDAR BUSCANDO DONDE DEJARLOS ES DE MUCHO AYUDA)" "EVERYTHING IS REALLY GOOD (TODO ESTA BIEN MUY BIEN)" "IT HAS HELPED ME A LOT, I AM VERY SATISFIED WITH THE PROGRAM THAT FACILITATES MY WORK AND OTHER THINGS I DO (ME HA AYUDADO BASTANTE ESTOY MUY SATISFECHA CON EL PROGRAMA ME FACILITA PARA MI TRABAJO Y OTRAS COSAS QUE AGO)"</p>	<p>"NONE" "NOT AT ALL" "NONE" "N/A" "OFFICE IN CHOWCHILLA" "N/A" "N/A" "NONE" "NO" "NO" "NO" "N/A" "N/A" "NO" "NO" "NO" "N/A" "NO" "NO. NOT REALLY" "NONE AT THIS TIME" " YES, TO INCREASE THEIR PAY RATE, WITHOUT THEM WE WOULDN'T BE ABLE TO WORK AND THEY DO SO MUCH FOR OUR CHILDREN TO BE SAFE AND HAPPY" "EVERYTHING HAS BEEN OKAY" "NO, EVERYTHING IS GOOD (NO, TODO ESTA BIEN)" "EVERYTHING IS GOOD (TODO ESTA BIEN)" "KEEP HELPING MORE PARENTS LIKE US IN ORDER TO QUALIFY WITH OUR CHILDREN FOR CHILD CARE (PUES QUE SIGA APOYANDO A MAS PADRES COMO NOSOTROS PARA PODER CALIFICAR CON NUESTROS HIJOS PARA CUIDADO)" "NO" "NO" "NO" "NO" "JUST CHECK A LITTLE MORE THE TIME YOU SPEND AT WORK WHERE YOUR BABIES ARE CARED FOR (CHECAR SOLO UN POCO MAS EL TIEMPO QUE UNA HACE DEL TRABAJO A DONDE CUIDAN A NUESTROS BABY'S)" "NO" "NO NINGUNA (NONE)" "NONE" "NO COMMENT" "NONE" "N/A" "SUB OFFICES AT THE WELFARE OFFICES" "N/A" "N/A" "NONE" "NO" "NO" "NO. EVERYTHING IS UNDERSTANDING" "N/A" "N/A" "NO" "NO" "N/A" "NO" "I AMNOT SURE THE DIFFERENCE OF THE TWO SO I DO NOT KNOW HOW TO ANSWER" "SCHOOL BULLETINS, WELFARE, DOCTOR OFFICES, AND SCHOOL RESOURCE CENTER" "N/A" "NO" "NO. EVERYTHING IS GOOD (NO,TODO ESTA BIEN)" "EVERYTHING IS GOOD (TODO ESTA BIEN)" "NO" "NO" "NO" "NO. POR EL MOMENTO" "I THINK EVERYTHING IS FINE, JUST WHAT I MENTIONED ABOVE A LITTLE BIT MORE TIME (CREO TODO ESTA BIEN, SOLO LO QUE MENCIONE ANTERIORMENTE UN POCO MAS DE TIEMPO)" "NO" "EVERYTHING SEEMS VERY GOOD TO ME (TODO ME PARECE MUY BIEN)"</p>

Desired Results Parent Survey
Group Data Summary

Question 7:

Is there anything else you would like to say about how this meets your family's needs?

Question 8:

Do you have any suggestions about how the Alternative Payment Program can improved?

Question 9:

Do you have any suggestions about how the Resource and Referral can improve?

Question 7	Question 8/9
Trends for question no. 7:	Trends for question no. 8/9:



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: June 11, 2026

Author: Leticia Murillo

DATE: June 11, 2026

TO: Board of Directors

FROM: Leticia Murillo – APP/R&R Program Manager

SUBJECT: California Department of Social Services – Child Care and Development Division Program Self – Evaluation for one (1) department.

A. California Resource & Referral Program (CRRP)

I. RECOMMENDATION:

Review and consider the submission of the California Department of Social Services (CDSS), Child Care and Development Division Program Self-Evaluation (PSE) Survey for R&R.

II. SUMMARY:

The PSE Report is comprised of the following:

- A. Milestones: Significant achievements or progress points in CRRP development and implementation.
- B. Improvements: Key areas where CRRP's have strengthened their services or systems.
- C. Challenges: Persistent barriers or gaps that impact CRRP effectiveness.

III. DISCUSSION:

- 1. The PSE Survey was completed utilizing CDSS Program Self-Evaluation Instrument, Item Report for all applicable domains and items.
- 2. The PSE will be submitted electronically to the CDSS website by the due date of June 1, 2026, by 5:00pm.

IV. FINANCING:

Funds are allocated in the budget.

Program Self-Evaluation Survey for Resource & Referral Programs 2025-26

1. Introduction

Welcome to the Program Self-Evaluation (PSE) Survey for California Resource & Referral (CRRP) Programs for Fiscal Year (FY) 2025-26.

Pursuant to [5 CCR section 18279](#), California Resource & Referral Program (CRRP) contractors must implement an annual self-evaluation plan. This survey will serve as the official mechanism for completing the required self-evaluation.

This PSE survey is intended to support CRRP contractors in systematically documenting evidence, monitoring progress toward key milestones, and identifying opportunities for improvement. Through this self-evaluation process, contractors shall engage in continuous quality improvement by recognizing effective practices, evaluating internal control procedures, addressing areas of concern, and informing the development of targeted corrective action plans.

Note: Each CRRP contractor shall maintain the following onsite documentation:

Annual self-evaluations of the program by staff and board members as evidenced by written documentation. (5 CCR section 18279(b)(3))

Documentation from the self-evaluation process used to develop a written list of tasks needed to modify the program in order to address all areas that need improvement. (5 CCR section 18279(b)(5))

To download a PDF copy of this survey for your review before completing the online form, [please click here](#).

Applicable Programs:

[Child Care Initiative Project \(CCIP\)](#)

[California Resource and Referral Program \(CRRP\)](#)

[California Health and Safety Training \(CHST\)](#)

[California Preventive Health and Safety Regional Training \(CPHSP\)](#)

[800-Kids-793 Phone Line for Parents](#) (scroll to “Additional Resources” section)

[MyChildcarePlan.org \(MCCP\)](#)

[Emergency Child Care Bridge Program for Foster Children \(Bridge\)](#)

Reminders:

Please submit one survey, per agency, regardless of the number of contract types held.

Contractors must respond to all survey questions that are applicable to the contract types they hold.

Contractors must complete the PSE Survey annually, regardless of whether their program is up for a state monitoring review.

Deadline:

Completed surveys must be submitted by 5:00 p.m. on June 1 of each fiscal year. If June 1 falls on a non-business day, submissions are due the next business day by 5:00 p.m.

Contact Information:

For any questions about the CRRP PSE survey, please email California Resource and Referral Program (CRRP) mailbox: CRRP@dss.ca.gov

For any technical issues with this survey, please email RADDSurveyHelp@dss.ca.gov

2. (untitled)

1. R&R Coordinator or Agency Representative

Full Name

Kareli Peciado

Phone Number

559-675-5777

Work Email Address

kpreciado@maderacap.org

2. Legal Agency Name

Community Action Partnership of Madera County INC

3. Agency Address

1225 Gill Ave, Madera, CA 93637

4. Agency County(ies)

Madera

5. Select all Contract Types Held:

- Resource and Referral Program (CRRP)
- Child Care Initiative Project (CCIP)
- Health and Safety Training Activities (CHST)
- Emergency Child Care Bridge Program (Bridge Program)

6. Agency Vendor Number

B509

7. CRRP Contract Amount

\$297,087.00

8. CCIP Contract Amount

\$55,064.00

9. CHST Contract Amount

\$7,997.00

10. Name of Staff Completing the Survey

Kareli Preciado

11. Work Email of Staff(s) Completing the Survey

kpreciado@maderacap.org

12. Phone Number of Staff(s) Completing the Survey

(559)675-5777

3. (untitled)

As part of the FY 2025-26 Program Self-Evaluation (PSE) Survey for California Resource & Referral (CRRP) Programs, the CDSS will ask CRRPs to describe the following for each dimension:

Milestones: Significant achievements or progress points in CRRP development and implementation.

Improvements: Key areas where CRRPs have strengthened their services or systems.

Challenges: Persistent barriers or gaps that impact CRRP effectiveness.

Plans to Address Challenges: Actions or strategies the program plans to implement to address the challenges identified above, as applicable.

Note: To support clarity and ease of completion of the CRRP PSE survey, regulatory references and descriptions for each dimension are included below.

4. I. Operational Requirements

13. CCDD 01: Purpose of Child Care and Development Services

Milestones:

We continue to provide families with information in how to find quality child care that best fits their needs and the needs of their children. In addition to supporting the families, we also support child care providers by offering workshops with various topics that include the development and safety of the children. We are currently reimbursing licensed and exempt child care providers for their Preventative health and safety and CPR/First-Aid. This encourages all providers to stay up to date on their certifications

Improvements:

Have staff attend Preventative Health & Safety TOT to offer the training locally, creating accessibility for child care providers to take this training.

Challenges, if applicable:

We have not been able to send staff to pasts TOTs, due to being short staff.

Plans to address challenges, if applicable:

Once all positions are filled, it will facilitate having staff away for the training.

14. CCDD 02: Child Care Resource and Referral Programs (CRRP) Purpose**Milestones:**

Our program serves families of the community by providing detailed referrals to child care providers based on their needs, with a questionnaire. This questionnaire provides us with the ages of the children, days child care is needed, if transportation is needed, language their services are needed in and the reason the childcare is needed. These requests are available to anyone in the community regardless of their participation of any subsidized programs. Parents are informed of Olivers Law and are taught how they can access information through CDSS, we also go through and provide a Child Care Choosing Quality Care for Your Child booklet. This booklet has information such as why it is important to visit different types of setting and questions they can ask once they are there. We also reiterate the importance of the choice being theirs, although our program is offering referrals it is ultimately their judgement that will make the best choice for their family. To ensure our referrals are accurate we send out a monthly survey to child care providers to update their vacancies and update any changes.

Improvements:

Continue partnerships with other entities in our county to provide any additional resources child care providers can take advantage of.

Challenges, if applicable:

Not all child care providers including centers respond to the monthly survey which causes a delay in parents finding care.

Plans to address challenges, if applicable:

Use other methods such as mail or phone calls to contact providers who have not updated their information.

5. II. Definitions**15. CCDD 03: Removal from Referral List; Notification of Temporary Suspension, License Revocation, or Probation****Milestones:**

Our procedures stand in place to remove from Referral List when notifications are received by CCL. We have not had a notification of probation, revocation, or temporary suspension this past year.

Improvements:

No improvements need to be made at this time.

Challenges, if applicable:

No challenges in this area at this time.

Plans to address challenges, if applicable:

Challenges will be addressed as they arise.

16. CCDD 04: Reinstatement of Provider or Facility at Conclusion of Probation or Temporary Suspension**Milestones:**

We will continue communication with CCL sends out communications regarding any resolutions. We did not encounter any facilities on probation or temporary suspensions this past year.

Improvements:

We will continue communication with CCL

Challenges, if applicable:

No challenges in this area at this time.

Plans to address challenges, if applicable:

Challenges

6. III. Resource and Referral Program Requirements

17. CCDD 05: Were Fees Charged for Resource and Referral Services?

No

18. CCDD 06: Service Area

Milestones:

The agency hired a Child Care Services and Resource & Referral Outreach Worker to conduct outreach efforts to underserved families and child care providers throughout the proposed service areas within Madera County, including Chowchilla, Coarsegold, Oakhurst, and surrounding rural communities.

Partnerships with local school districts, community organizations, health agencies, and early learning providers were strengthened to improve coordination of services for children and families.

Community outreach efforts, parent education, and participation in local events increased awareness of available child care programs and subsidy resources.

Response times and referral tracking systems were improved to better serve families seeking child care assistance.

Improvements:

Expand provider recruitment efforts to address the shortage of licensed child care providers throughout Madera County, particularly in Chowchilla, Oakhurst, Coarsegold, and surrounding rural communities.

Increase virtual access to referrals, consumer education, and provider resources to improve accessibility for families living in remote areas.

Strengthen staff training related to family engagement, community resource navigation, and trauma-informed support practices.

Challenges, if applicable:

Ongoing shortages of licensed child care providers continue to impact Madera County, especially in rural communities and for families needing non-traditional hours of care.

Limited availability of infant and toddler care, as well as care during non-traditional hours, remains a significant challenge.

Insufficient funding limits the agency's ability to hire additional staff to support both child care providers and families.

Transportation barriers continue to impact some families' ability to access services.

Rising operational costs and increasing demand for affordable and subsidized child care services place additional strain on available resources.

Plans to address challenges, if applicable:

Despite these challenges, the agency remains committed to strengthening child care services, improving families' access to resources and support, and assisting providers throughout the approved service areas in Madera County.

19. CCDD 07: Resources Available for Service Providers

Milestones:

Licensed facilities receive monthly calendars which lists the trainings that are being offered for that month. We also send out quarterly newsletter which includes trainings and or reimbursement opportunities, as well as any Community Care Licensing updates or changes. Important reminders are also sent through KinderSystems text message feature, emails, and Facebook. If any other training opportunities provided by partnering agencies are offered, we also include that in our monthly mail out.

Improvements:

Obtain consent for emails and text messages for those who have not yet consented to ensure they are also receiving quick updates when needed.

Challenges, if applicable:

We are still seeing child care providers who do not know how to manage emails, save passwords and logging in to read emails.

Plans to address challenges, if applicable:

Continue to offer technical assistance for those who need help setting up an email and assist in teaching them to navigate emails example how to open and respond to emails.

20. CCDD 08: Written Referral Policies and Process

Milestones:

Our procedures in place reflect that referrals are curated by the information provided to us by the parent, we collect the following information, area where the child care is needed, ages of the children, need for child care, days child care is needed, language preferred, whether transportation is needed, and preference of child care in home or center. Parents can contact us in office, through the phone, and through our website where they can request for help or create their own referral. We have a direct point of contact in the CalWORKs office whom we can communicate with. Parents are encouraged to contact us in case the referral is not working for them to ensure they establish quality child care.

Improvements:

Referral policies and process is working well at this time.

Challenges, if applicable:

No challenges in this area in this moment.

Plans to address challenges, if applicable:

N/A

21. CCDD 09: Maximizing Parental Choice**Milestones:**

Information is collected from the parent in order to create a referral list based on the parents needs it is emphasized to the parents that they will need to interview each of the child care providers and or centers individually to make a choice. Guidance is provided to the parent on how to select quality child care. We are able to create this referral listing and get it to the parent through mail, email and or in the office, referrals are created and sent to parents within 24 hours.

Improvements:

Parents are receiving their referral in a timely manner and are provided with information about selecting quality child care, no improvements at this time.

Challenges, if applicable:

Referrals are limited in rural areas and for those parents who are looking for non-traditional hours.

Plans to address challenges, if applicable:

We attempt to explore all possibilities with parents to create other referrals. Additionally, we continue to provide support to those care providers who are considering non-traditional hours as well as doing more outreach in the rural for prospective licensees.

22. CCDD 10: Confidentiality of Information**Milestones:**

All employees are trained on handling sensitive information, collecting information in a confidential manner, this includes when assisting clients in the office, over the phone and receiving sensitive information through email. All information stored on servers are password protected. Parents and providers served by our program are informed of our confidentiality policies through the parent and provider handbook which details such information is not provided or available to other government agencies or programs. When needed a release of information is signed and filed away.

Improvements:

No improvements to be made at this time.

Challenges, if applicable:

No challenges have been identified.

Plans to address challenges, if applicable:

If challenges arise we will put a plan in place to correct the issue.

23. CCDD 11: Complaint Procedures**Milestones:**

There are complaint procedures set in place for agency staff members, parents and care providers in the program. This information can found in the Parent & Provider Handbook of Written Policies. Any licensing violations reported to us are forwarded to letusno@dss.gov or to 1-844-538-8766. We also store all incident reports after a resolution has been shared with us by that agency appropriate measures are taken if needed to by our agency,

Improvements:

No improvements needed at this time.

Challenges, if applicable:

No challenges in this area at this time.

Plans to address challenges, if applicable:

Changes will be made according to the challenge we encounter.

7. IV. Community Technical Assistance

24. CCDD 12: CRRP Technical Assistance (TA)

Milestones:

We provide group technical support and individual technical assistance as needed. Resources are often shared through newsletters and emails. When a topic needs to be discussed or multiple providers are coming in with the same questions or concern we will host a meeting to address the topic. In addition, we attend quarterly licensing meetings to stay up to date with any licensing changes.

During monthly meetings we also leave a time after for any one who need technical assistance and we encourage all providers to contact us with any questions or concerns.

We continue to collaborate with First 5, attend LPC meetings and partner with Live Well Madera, creating partnerships that support and provide additional resources to our care providers.

Improvements:

No improvements are needed in this area at this time.

Challenges, if applicable:

Not all providers attend workshops or have shared their email this makes it difficult to share information with all. When information is mailed, we find that providers may not be reading their mail within a timely manner, missing out on certain information.

Plans to address challenges, if applicable

Continuing to find ways to improve communication with those providers who are not actively communicating with us, we will continue to send out information when necessary and continue to share information through email and Facebook posts. We send out a year consent form we will attempt to contact the providers who do not respond over the phone to get their consent for emails.

8. V. Documentation of Requests and Data Collection

25. CCDD 13: Notification of Address and Email Change

Milestones:

Notifications of address changes and email changes will be sent promptly, there have been no changes.

Improvements:

No improvements needed.

Challenges, if applicable:

No challenges in this area at this time.

Plans to address challenges, if applicable:

Nonapplicable at this time.

9. VI. Administration of Trustline

26. CCDD 14: Implement CRRP Plan

Milestones:

We are continuously focusing on doing our part as an R&R department to continue informing our families about the importance of choosing quality care for their children. We also ensure we are following procedures and utilizing the TrustLine database. Our department has a good knowledge of the website and understands the steps to take in submitting all information requested. The forms are easily understood for providers to fill out, the database is easily accessible to us staff to view at any time. Technical assistance is provided to child care providers when needing more information or needing assistance when creating a profile.

Improvements:

No improvement needed at this time the system is working well.

Challenges, if applicable:

No challenges at this time.

Plans to address challenges, if applicable:

If challenges arise we will seek guidance.

10. VII. Child Care Navigator

27. CCDD 15: Foster Care and Child Care Opportunities

Milestones:

Our navigator works with the families that are referred to her by Department of Social Services, she contacts the family over the phone to review the information of the referral and assess what their needs are in order to provide resources available. During the intake she collects the need of the child and resource parent in order to create a referral listing based on their needs. The Navigator also provides Enhanced Referrals where she assists the Foster parent in making that first contact with the child care provider, emphasizing it is a parent choice program. If families come into the office and we find they are going through any system our Navigator will meet with them and assess their eligibility this includes foster children, children of nonminor dependents and families who have been reunified. In addition, the Navigator is working closely with the Social Workers in order to create long term child care plans along with ensuring there are no gaps in the child's child care.

Improvements:

Our Navigator services are working well at this time the navigator is providing resources and support in a timely manner and works diligently to provide all resources necessary to the families.

Challenges, if applicable:

A challenge we are facing is with the referrals received from Department of Social Services. We have seen less referrals coming through and there are times when the referral is reviewed, we see that they do not have a need for the child care. Although they do not qualify for the voucher portion, the Navigator will contact the family and assess what other types of child care they may be able to qualify for, as well as other resources they may be in need of.

Plans to address challenges, if applicable:

We attend quarterly meetings with Department of Social Services as well doing presentations where there are new Social Workers informing them of the program as well as teaching them how to complete the referral. We continue to spread information about Bridge Program to the community.

11. VIII. Trauma-Informed Care

28. CCDD 16: Trauma-Informed Training

Milestones:

Trauma Informed Care training and coaching has changed the perspective of the care providers who have taken the training. This year we offered Module 3 the child care providers took a lot of valuable information and were able to connect the information to past modules and explore new techniques and strategies in their homes. A big takeaway is also learning how trauma has affected them and how that shapes the way they care for others. Coaching is also offered in a group setting. Providers meet once a week where they discuss strategies and practice through activities, techniques they can use with the children. During these meetings there is also a time set aside where the child care providers can bring questions and or things they may be experiencing with the children in their care and together as a group we come up with strategies they can use, all while keeping the families information confidential.

Improvements:

Continue to attend training of trainers and seminars as they become available through The Network to continue learning about the best trauma informed care practices to teach the child care providers.

Challenges, if applicable:

Our English speaking group is having low attendance, when group coaching is offered we have had no attendees.

Plans to address challenges, if applicable:

We are strategizing ways to get the English-speaking group to participate in coaching. We are planning to offer individualized coaching as well as sending out a survey to get feedback on what type of setting they would be more inclined to attend too. We would like all the child care providers we serve to benefit from learning about trauma and building strategies they can use for the children in their care.

13. Thank You!

Thank you for completing the California Department of Social Services (CDSS) Program Self-Evaluation Survey for Resource and Referral Programs.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED MAY 31, 2026**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
CSBG 01/01/2026 - 12/31/2026 218	318,202.00	68,602.37	41.67%	21.56%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY NO CONTRACT 217	0.00	0.00	#DIV/0!	#DIV/0!	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	4,442,932.88	100.00%	98.81%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/25 - 05/31/26 310	46,025.00	26,032.71	100.00%	56.56%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/25 - 06/30/26 312	826,615.00	780,935.35	100.00%	94.47%	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	10,630.17	100.00%	79.49%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/25 - 06/30/26 319	1,288,560.00	1,182,560.00	91.67%	91.77%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/25 - 09/30/26 390	608,357.00	259,335.13	66.67%	42.63%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/26 - 02/28/27 321/362	6,303,222.00	920,065.38	25.00%	14.60%	Provide HS services to migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/26 - 02/28/27 320	30,177.00	14,065.09	25.00%	46.61%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/25 - 06/30/26 322/324	992,716.00	822,270.41	91.67%	82.83%	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	155,222.32	91.67%	91.34%	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	50,909.42	100.00%	27.16%	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 MAY 31, 2026**

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	3,344,245.03	75.00%	50.93%	Provide HS services to to migrant and seasonal children and families
FRESNO MIGRANT HS -TRAINING 09/01/25 - 08/31/26 330	82,690.00	47,220.71	75.00%	57.11%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2025 - 08/31/2026 351	425,745.25	0.00	75.00%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2025 - 06/30/2026 371	277,136.00	221,166.21	91.67%	79.80%	Provides training and education to parentx to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED MAY 31, 2026

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	6,509.78	91.67%	81.40%	Training and supplies for child care providers
R & R GENERAL 07/01/25 - 06/30/26 401	297,087.00	245,538.02	91.67%	82.65%	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	183,341.63	91.67%	59.70%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/25 - 06/30/26 424	55,064.00	39,614.13	91.67%	71.94%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/25 - 06/30/26 414	8,294,765.00	4,513,227.61	91.67%	54.41%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/25 - 06/30/26 427	1,848,171.00	1,021,540.46	91.67%	55.27%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/25 - 06/30/26 428	1,166,253.00	893,019.80	91.67%	76.57%	Provide subsidized child care for eligible families

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED MAY 31, 2026**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES 10/01/25 - 09/30/26 500	340,289.00	216,244.53	66.67%	63.55%	Assist victims of sexual assault
VICTIM WITNESS/CALOES 10/01/25 - 09/30/26 501	435,577.00	236,647.48	66.67%	54.33%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE 10/01/25 - 09/30/26 533	539,465.00	327,532.13	66.67%	60.71%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE 07/01/25 - 06/30/26 502	22,000.00	8,702.09	91.67%	39.55%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION 07/01/25 - 06/30/26 504	4,000.00	0.00	91.67%	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	91.67%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND 07/01/25 - 06/30/26 DONATIONS ONLY 510	2,500.00	7,365.74	91.67%	294.63%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH 01/01/26 - 12/31/26 508	196,906.00	81,397.67	41.67%	41.34%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING 01/01/26 - 12/31/26 531	135,000.00	58,671.79	41.67%	43.46%	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	2,937.99	91.67%	293.80%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2026 - 03/31/2027 535	200,000.00	26,760.97	16.67%	13.38%	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 MAY 31, 2026

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 (11/01/25 - 06/30/27) 203	785,672.00	239,980.85	35.00%	30.54%	Assistance for low income clients for energy bills and weatherization services

E.C.I.P./LIHEAP (11/01/24 - 06/30/26) 208	950,228.00	950,228.00	95.00%	100.00%	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	29,867.99	91.67%	59.74%	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 MAY 31, 2026**

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	91.67%	100.00%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE 11/01/25 - 10/31/26 224	848,597.00	457,590.99	58.33%	53.92%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG 07/01/25 - 06/30/26 231	20,000.00	20,167.45	91.67%	100.84%	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	285,062.99	69.05%	82.22%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-V) BEHAVIORAL HEALTH 05/01/25 - 04/30/28 276	665,155.00	99,342.90	36.11%	14.94%	Provides rapid rehousing, and street outreach for 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	527,022.33	97.22%	100.07%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER 11/01/25 - 10/31/26 284	539,797.00	276,284.20	58.33%	51.18%	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	192,582.56	33.33%	19.26%	Provides shelter, case management, essential resources, and street outreach services to unsheltered with Madera Co. Task Force members

**Community Action Partnership of Madera County, Inc.
Consolidated Statement of Financial Position by Object
April 30, 2026**

F-4A

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	4,982.92
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	10,126.10
1122- SAVINGS - WESTAMERICA	6,304,310.78
1124- CD VICTIM SERVICES - COMMUNITY WEST BANK	400,000.00
1130- PETTY CASH	650.00
1197- EFT CLEARING - ACCTS. PAY.	398.42
1310- GRANTS RECEIVABLE	3,809,092.26
1320- ACCOUNTS RECEIVABLE	52,923.17
1323- A/R IGNITE MY CITY CHURCH	634.57
1328- EMPLOYEE & TRAVEL ADVANCES	707.00
1329- ADVANCE CLEARING	21,089.40
1410- PREPAID EXPENSES	93,094.34
1412- PREPAID POSTAGE	3,915.78
1420- SECURITY DEPOSITS	43,261.04
1421- WORKERS' COMP DEPOSIT	58,943.00
1450- INVENTORY	28,051.55
1512- EQUIPMENT	2,064,525.39
1513- VEHICLES	1,540,662.30
1514- BUILDINGS	3,871,500.45
1515- LAND IMPROVEMENTS	318,790.84
1516- BUILDING IMPROVEMENTS	683,991.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,222,395.19)
1523- ACC DEPR - VEHICLES	(1,094,053.14)
1524- ACC DEPR - BUILDINGS	(3,511,935.66)
1525- ACC DEPR - LAND IMPROVE.	(191,167.69)
1526- ACC DEPR - BUILDING IMPROVE.	(286,844.52)
1590- ROU ASSETS - OPERATING LEASES	16,780,224.00
	<hr/>
Total Assets	<u><u>29,844,483.23</u></u>
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	979,700.01
2111- ACCOUNTS PAYABLE - MANUAL	79,730.08
2112- ACCOUNTS PAY-FUNDING SOURCE	626,042.48
2115- A/P OTHERS	7,703.15
2121- ACCRUED PAYROLL	527,375.61
2122- ACCRUED VACATION	1,087,393.25
2123- ACCRUED PAYROLL - MANUAL	871.43
2211- FICA PAYABLE	0.00

2212- FICA-MED PAYABLE	0.00
2216- SDI PAYABLE	0.00
2218- GARNISHMENTS PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	19,219.36
2231- RETIREMENT PAYABLE-ER CONTRIB	896,242.62
2232- W/H RETIREMENT	(10.00)
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	844.47
2245- KAISER HIGH15	105.35
2248- KAISER LOW30	(24.94)
2249- KAISER DHMO40	(520.53)
2252- SELF INSURANCE - LIFE & ADD	(105.44)
2253- VISION INSURANCE PAYABLE	(939.53)
2254- SELF INSURANCE - DENTAL	70,685.52
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	136.00
2259- TELEMEDICINE BUNDLE PLAN	(11.25)
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	3,804.81
2410- DEFERRED GRANT REVENUE	4,831,239.41
2415- RESERVE ACCOUNT	115,587.00
2420- OTHER DEFERRED REVENUE	424,966.90
2600- INVESTMENT IN FIXED ASSETS	0.00
2610- REDUCT IN INVEST IN FIXED ASST	0.00
2690- OPERATING LEASE LIABILITY	17,190,404.00
Total Liabilities	<u>26,865,040.58</u>
3000- NET ASSETS W/O DONOR RESTRICTIONS	717,905.05
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,722,430.11
Change in Net Assets	(20,892.51)
Total Net Assets	<u>2,979,442.65</u>
Total Liabilities and Net Assets	<u><u>29,844,483.23</u></u>

Community Action Partnership of Madera County, Inc.
Consolidated Revenue and Expense
April 30, 2026

F-4B

	<u>Year-To-Date</u> <u>Actual</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	19,977,960.62
4120- GRANT INCOME-STATE	9,862,297.73
4130- GRANT INCOME-AREA	224,397.35
4210- DONATIONS	30,949.56
4220- IN KIND CONTRIBUTIONS	2,015,192.25
4315- CHILD CRE REVENUE-STATE	8,974.50
4320- INTEREST INCOME	3,021.17
4330- SALE OF ASSETS	7,000.00
4350- RENTAL INCOME	66,129.02
4390- MISCELLANEOUS INCOME	1,865.50
4900- INDIRECT COST REIMBURSEMENT	2,408,257.29
	<hr/>
Total Revenues	34,606,044.99
<u>Expenses</u>	
5010- SALARIES & WAGES	12,134,488.49
5012- DIRECTOR'S SALARY	149,074.92
5020- ACCRUED VACATION PAY	687,032.98
5112- HEALTH INSURANCE	1,264,011.58
5114- WORKER'S COMPENSATION	327,892.63
5116- PENSION	736,377.31
5122- FICA	985,118.28
5124- SUI	112,310.37
5125- DIRECTOR'S FRINGE	69,779.81
5130- ACCRUED VACATION FICA	41,329.61
6110- OFFICE SUPPLIES	66,378.97
6112- DATA PROCESSING SUPPLIES	591,931.33
6121- FOOD	378,840.99
6122- KITCHEN SUPPLIES	45,768.67
6130- PROGRAM SUPPLIES	734,130.11
6132- MEDICAL & DENTAL SUPPLIES	26,810.88
6134- INSTRUCTIONAL SUPPLIES	30,027.39
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	109,299.04
6142- LINEN/LAUNDRY	90.00
6143- FURNISHINGS	51,527.66
6150- UNIFORM RENTAL/PURCHASE	431.00
6170- POSTAGE & SHIPPING	27,618.04
6180- EQUIPMENT RENTAL	200,518.57
6181- EQUIPMENT MAINTENANCE	27,908.77

6216- CAPITAL EXPENDITURES > \$1000	4,000.00
6221- EQUIPMENT OVER > \$5000	404,017.58
6310- PRINTING & PUBLICATIONS	25,492.11
6312- ADVERTISING & PROMOTION	14,101.04
6320- TELEPHONE	271,617.79
6410- RENT	1,438,839.24
6420- UTILITIES/ DISPOSAL	454,212.59
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	279,887.52
6433- GROUNDS MAINTENANCE	79,279.28
6436- PEST CONTROL	27,952.39
6437- BURGLAR & FIRE ALARM	42,978.55
6440- PROPERTY INSURANCE	143,444.52
6510- AUDIT	65,330.00
6520- CONSULTANTS	87,412.22
6522- CONSULTANT EXPENSES	905.01
6524- CONTRACTS	227,370.66
6530- LEGAL	78,512.49
6540- CUSTODIAL SERVICES	102,689.47
6555- MEDICAL SCREENING/DEAT/STAFF	6,788.25
6610- GAS & OIL	46,584.78
6620- VEHICLE INSURANCE	157,588.18
6630- VEHICLE LICENSE & FEES	10.00
6640- VEHICLE REPAIR & MAINTENANCE	81,985.92
6712- STAFF TRAVEL-LOCAL	12,429.30
6714- STAFF TRAVEL-OUT OF AREA	60,249.89
6722- PER DIEM - STAFF	3,912.90
6730- VOLUNTEER TRAVEL	7,129.61
6742- TRAINING - STAFF	82,127.52
6744- TRAINING - VOLUNTEER	3,867.43
6810- BANK CHARGES	4,430.58
6832- LIABILITY INSURANCE	50,710.85
6834- STUDENT ACTIVITY INSURANCE	4,306.04
6840- PROPERTY TAXES	6,463.84
6850- FEES & LICENSES	108,373.34
6851- CPR FEES	5,292.00
6852- FINGERPRINT	9,200.25
6870- EMPLOYEE RECOGNITION	1,391.85
6875- EMPLOYEE HEALTH & WELFARE	60,017.34
6892- CASH SHORT/OVER	(0.20)
7110- PARENT ACTIVITIES	66.79
7111- PARENT MILEAGE	1,299.21
7112- PARENT INVOLVEMENT	4,899.98
7114- PC ALLOWANCE	4,410.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,330.27
7210- TRANSPORTATION VOUCHERS	1,664.33
7224- CLIENT RENT	140,738.78
7226- CLIENT LODGING/SHELTER	172,400.00

7230- CLIENT FOOD	7,145.85
7240- DIRECT BENEFITS	6,554,950.72
7241- DIRECT BENEFITS - COLA	46,008.00
7245- DIRECT BENEFITS - STATE	8,974.50
8110- IN KIND SALARIES	1,665,911.93
8120- IN KIND RENT	319,713.30
8130- IN KIND - OTHER	29,567.02
9010- INDIRECT COST ALLOCATION	<u>2,408,257.29</u>
Total Expenses	<u>34,626,937.50</u>
Excess Revenue Over (Under) Expenditures	<u><u>(20,892.51)</u></u>

**Rev/ Obj w Encumbrances
April 30, 2026**

414 0 ALT PYMT PROG CAPP	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual April 30, 2026</u>	<u>YTD Budget April 30, 2026</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	2,631,321.00	156,048.06	1,522,721.93	0.00	(0.58)	0.00	1,522,721.93	1,108,599.07
4120- GRANT INCOME-STATE	5,663,444.00	302,916.83	2,955,872.02	0.00	(0.52)	0.00	2,955,872.02	2,707,571.98
4220- IN KIND CONTRIBUTIONS	0.00	0.00	1,056.25	0.00	0.00	0.00	1,056.25	(1,056.25)
4315- CHILD CRE REVENUE-STATE	0.00	934.95	7,293.95	0.00	0.00	0.00	7,293.95	(7,293.95)
Total Revenues	8,294,765.00	459,899.84	4,486,944.15	0.00	(0.54)	0.00	4,486,944.15	3,807,820.85
Expenses								
5010- SALARIES & WAGES	504,205.00	22,544.27	240,687.96	0.00	0.48	0.00	240,687.96	263,517.04
5020- ACCRUED VACATION PAY	9,500.00	1,230.10	14,073.19	0.00	1.48	0.00	14,073.19	(4,573.19)
Total Salaries	513,705.00	23,774.37	254,761.15	0.00	0.50	0.00	254,761.15	258,943.85
5112- HEALTH INSURANCE	22,273.00	1,570.46	14,409.51	0.00	0.65	0.00	14,409.51	7,863.49
5114- WORKER'S COMPENSATION	1,339.00	105.39	1,063.22	0.00	0.79	0.00	1,063.22	275.78
5116- PENSION	16,462.00	1,688.09	16,050.47	0.00	0.98	0.00	16,050.47	411.53
5122- FICA	24,585.00	1,935.86	19,545.13	0.00	0.80	0.00	19,545.13	5,039.87
5124- SUI	2,494.00	0.00	2,631.45	0.00	1.06	0.00	2,631.45	(137.45)
5130- ACCRUED VACATION FRINGE	400.00	61.85	446.53	0.00	1.12	0.00	446.53	(46.53)
Total Fringe Benefits	67,553.00	5,361.65	54,146.31	0.00	0.80	0.00	54,146.31	13,406.69
6110- OFFICE SUPPLIES	4,144.00	0.00	1,803.05	0.00	0.44	0.00	1,803.05	2,340.95
6112- DATA PROCESSING SUPPLIES	23,162.00	185.59	18,956.80	0.00	0.82	3,719.88	22,676.68	485.32
6130- PROGRAM SUPPLIES	0.00	0.00	222.81	0.00	0.00	0.00	222.81	(222.81)
6170- POSTAGE & SHIPPING	7,770.00	509.90	8,139.33	0.00	1.05	0.00	8,139.33	(369.33)
Total Supplies	35,076.00	695.49	29,121.99	0.00	0.83	3,719.88	32,841.87	2,234.13
6180- EQUIPMENT RENTAL	5,920.00	362.81	3,364.29	0.00	0.57	0.00	3,364.29	2,555.71
6181- EQUIPMENT MAINTENANCE	3,552.00	352.11	3,295.03	0.00	0.93	0.00	3,295.03	256.97
6310- PRINTING & PUBLICATIONS	740.00	0.00	0.00	0.00	0.00	0.00	0.00	740.00
6312- ADVERTISING & PROMOTION	1,110.00	0.00	0.00	0.00	0.00	0.00	0.00	1,110.00
6320- TELEPHONE	2,590.00	115.36	1,348.26	0.00	0.52	0.00	1,348.26	1,241.74
6410- RENT	65,120.00	4,990.33	48,650.43	0.00	0.75	0.00	48,650.43	16,469.57
6420- UTILITIES/ DISPOSAL	13,098.00	697.36	9,041.52	0.00	0.69	0.00	9,041.52	4,056.48
6432- BUILDING & GROUNDS	22,200.00	0.00	17.32	0.00	0.00	0.00	17.32	22,182.68
6436- PEST CONTROL	0.00	0.00	6.51	0.00	0.00	0.00	6.51	(6.51)
6437- BURGLAR & FIRE ALARM	0.00	1.00	17.29	0.00	0.00	0.00	17.29	(17.29)
6440- PROPERTY INSURANCE	3,108.00	272.04	2,524.03	0.00	0.81	0.00	2,524.03	583.97
6530- LEGAL	440.00	0.00	3,591.25	0.00	8.16	0.00	3,591.25	(3,151.25)
6555- MEDICAL	148.00	0.00	0.00	0.00	0.00	0.00	0.00	148.00
6610- GAS & OIL	74.00	0.00	104.19	0.00	1.41	0.00	104.19	(30.19)
6620- VEHICLE INSURANCE	555.00	34.77	311.18	0.00	0.56	0.00	311.18	243.82
6640- VEHICLE REPAIR &	104.00	0.00	132.39	0.00	1.27	0.00	132.39	(28.39)

**Rev/ Obj w Encumbrances
April 30, 2026**

414 0 ALT PYMT PROG CAPP	<u>Grant</u> <u>Budget</u>	<u>Current</u> <u>Month</u> <u>Actual</u>	<u>YTD Actual</u> <u>April 30, 2026</u>	<u>YTD Budget</u> <u>April 30, 2026</u>	<u>% Spent</u>	<u>YTD</u> <u>Encumbrance</u>	<u>Actual Plus</u> <u>Encumbrance</u>	<u>Budget</u> <u>Balance</u>
6722- PER DIEM - STAFF	0.00	0.00	428.97	0.00	0.00	0.00	428.97	(428.97)
6742- TRAINING - STAFF	3,700.00	0.00	4,460.14	0.00	1.21	0.00	4,460.14	(760.14)
6850- FEES & LICENSES	19,240.00	0.00	5,698.80	0.00	0.30	0.00	5,698.80	13,541.20
6852- FINGERPRINT	0.00	0.00	4.25	0.00	0.00	0.00	4.25	(4.25)
6875- EMPLOYEE HEALTH & WELFARE	1,687.00	0.00	1,127.28	0.00	0.67	0.00	1,127.28	559.72
Total Other & Services	143,386.00	6,825.78	84,123.13	0.00	0.59	0.00	84,123.13	59,262.87
6221- EQUIPMENT OVER > \$5000	0.00	0.00	12,902.69	0.00	0.00	0.00	12,902.69	(12,902.69)
Equipment & Bldg Improvements	0.00	0.00	12,902.69	0.00	0.00	0.00	12,902.69	(12,902.69)
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	2,131.63	0.00	0.00	0.00	2,131.63	(2,131.63)
Travel-Out of Area	0.00	0.00	2,131.63	0.00	0.00	0.00	2,131.63	(2,131.63)
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	6,843,181.00	381,107.73	3,667,760.70	0.00	0.54	0.00	3,667,760.70	3,175,420.30
7245- DIRECT BENEFITS - STATE	0.00	934.95	7,293.95	0.00	0.00	0.00	7,293.95	(7,293.95)
Total Direct Benefits	6,843,181.00	382,042.68	3,675,054.65	0.00	0.54	0.00	3,675,054.65	3,168,126.35
8130- IN KIND - OTHER	0.00	0.00	1,056.25	0.00	0.00	0.00	1,056.25	(1,056.25)
Total In-kind	0.00	0.00	1,056.25	0.00	0.00	0.00	1,056.25	(1,056.25)
9010- INDIRECT COST ALLOCATION	691,864.00	38,282.13	373,646.35	0.00	0.54	0.00	373,646.35	318,217.65
Total Expenses	8,294,765.00	456,982.10	4,486,944.15	0.00	0.54	3,719.88	4,490,664.03	3,804,100.97

**Rev/ Obj w Encumbrances
April 30, 2026**

<u>427 0 ALT. PYMT. PROG. C2AP</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual April 30, 2026</u>	<u>YTD Budget April 30, 2026</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	289,485.00	1,173.85	2,149.75	0.00	(0.01)	0.00	2,149.75	287,335.25
4120- GRANT INCOME-STATE	1,625,490.00	116,210.78	1,010,518.62	0.00	(0.62)	0.00	1,010,518.62	614,971.38
4220- IN KIND CONTRIBUTIONS	0.00	0.00	201.50	0.00	0.00	0.00	201.50	(201.50)
4315- CHILD CRE REVENUE-STATE	0.00	33.05	165.25	0.00	0.00	0.00	165.25	(165.25)
Total Revenues	1,914,975.00	117,417.68	1,013,035.12	0.00	(0.53)	0.00	1,013,035.12	901,939.88
Expenses								
5010- SALARIES & WAGES	102,225.00	5,709.14	62,374.02	0.00	0.61	0.00	62,374.02	39,850.98
5020- ACCRUED VACATION PAY	4,054.00	307.27	3,357.68	0.00	0.83	0.00	3,357.68	696.32
Total Salaries	106,279.00	6,016.41	65,731.70	0.00	0.62	0.00	65,731.70	40,547.30
5112- HEALTH INSURANCE	6,945.00	322.87	3,246.74	0.00	0.47	0.00	3,246.74	3,698.26
5114- WORKER'S COMPENSATION	349.00	26.73	278.37	0.00	0.80	0.00	278.37	70.63
5116- PENSION	4,000.00	440.04	4,082.73	0.00	1.02	0.00	4,082.73	(82.73)
5122- FICA	6,150.00	491.81	5,116.37	0.00	0.83	0.00	5,116.37	1,033.63
5124- SUI	1,029.00	0.00	671.52	0.00	0.65	0.00	671.52	357.48
5130- ACCRUED VACATION FICA	438.00	18.11	80.32	0.00	0.18	0.00	80.32	357.68
Total Fringe Benefits	18,911.00	1,299.56	13,476.05	0.00	0.71	0.00	13,476.05	5,434.95
6110- OFFICE SUPPLIES	896.00	0.00	617.50	0.00	0.69	0.00	617.50	278.50
6112- DATA PROCESSING SUPPLIES	5,008.00	77.05	6,386.17	0.00	1.28	59.23	6,445.40	(1,437.40)
6130- PROGRAM SUPPLIES	0.00	0.00	66.84	0.00	0.00	0.00	66.84	(66.84)
6170- POSTAGE & SHIPPING	1,980.00	110.25	1,987.09	0.00	1.00	0.00	1,987.09	(7.09)
Total Supplies	7,884.00	187.30	9,057.60	0.00	1.15	59.23	9,116.83	(1,232.83)
6180- EQUIPMENT RENTAL	1,280.00	78.44	757.84	0.00	0.59	0.00	757.84	522.16
6181- EQUIPMENT MAINTENANCE	768.00	76.13	712.44	0.00	0.93	0.00	712.44	55.56
6310- PRINTING & PUBLICATIONS	160.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00
6312- ADVERTISING & PROMOTION	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6320- TELEPHONE	560.00	35.69	396.94	0.00	0.71	0.00	396.94	163.06
6410- RENT	23,380.00	1,483.08	15,170.52	0.00	0.65	0.00	15,170.52	8,209.48
6420- UTILITIES/ DISPOSAL	3,458.00	208.17	2,703.00	0.00	0.78	0.00	2,703.00	755.00
6432- BUILDING & GROUNDS	4,800.00	0.00	5.20	0.00	0.00	0.00	5.20	4,794.80

**Rev/ Obj w Encumbrances
April 30, 2026**

<u>427 0 ALT. PYMT. PROG. C2AP</u>	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>April 30, 2026</u>	<u>April 30, 2026</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
		<u>Actual</u>						
6437- BURGLAR & FIRE ALARM	5.00	0.00	4.29	0.00	0.86	0.00	4.29	0.71
6440- PROPERTY INSURANCE	672.00	81.65	873.74	0.00	1.30	0.00	873.74	(201.74)
6530- LEGAL	960.00	0.00	685.10	0.00	0.71	0.00	685.10	274.90
6555- MEDICAL	66.00	0.00	0.00	0.00	0.00	0.00	0.00	66.00
6610- GAS & OIL	66.00	0.00	26.71	0.00	0.40	0.00	26.71	39.29
6620- VEHICLE INSURANCE	120.00	34.77	339.01	0.00	2.83	0.00	339.01	(219.01)
6640- VEHICLE REPAIR &	22.00	0.00	37.24	0.00	1.69	0.00	37.24	(15.24)
6722- PER DIEM - STAFF	48.00	0.00	111.77	0.00	2.33	0.00	111.77	(63.77)
6742- TRAINING - STAFF	870.00	0.00	988.24	0.00	1.14	0.00	988.24	(118.24)
6850- FEES & LICENSES	4,160.00	0.00	1,237.57	0.00	0.30	0.00	1,237.57	2,922.43
6852- FINGERPRINT	0.00	0.00	4.25	0.00	0.00	0.00	4.25	(4.25)
6875- EMPLOYEE HEALTH & WELFARE	465.00	0.00	288.33	0.00	0.62	0.00	288.33	176.67
Total Other & Services	42,100.00	1,997.93	24,342.19	0.00	0.58	0.00	24,342.19	17,757.81
6221- EQUIPMENT OVER > \$5000	0.00	0.00	3,870.80	0.00	0.00	0.00	3,870.80	(3,870.80)
Equipment & Blding Improvements	0.00	0.00	3,870.80	0.00	0.00	0.00	3,870.80	(3,870.80)
6714- STAFF TRAVEL-OUT OF AREA	220.00	0.00	730.69	0.00	3.32	0.00	730.69	(510.69)
Travel-Out of Area	220.00	0.00	730.69	0.00	3.32	0.00	730.69	(510.69)
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,579,854.00	96,891.46	810,976.15	0.00	0.51	0.00	810,976.15	768,877.85
7245- DIRECT BENEFITS - STATE	0.00	33.05	165.25	0.00	0.00	0.00	165.25	(165.25)
Total Direct Benefits	1,579,854.00	96,924.51	811,141.40	0.00	0.51	0.00	811,141.40	768,712.60
8130- IN KIND - OTHER	0.00	0.00	201.50	0.00	0.00	0.00	201.50	(201.50)
Total In-kind	0.00	0.00	201.50	0.00	0.00	0.00	201.50	(201.50)
9010- INDIRECT COST ALLOCATION	159,727.00	9,791.02	84,483.19	0.00	0.53	0.00	84,483.19	75,243.81
Total Expenses	1,914,975.00	116,216.73	1,013,035.12	0.00	0.53	59.23	1,013,094.35	901,880.65

**Rev/ Obj w Encumbrances
April 30, 2026**

<u>428 0 ALT. PYMT. PROG. C3AP</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual April 30, 2026</u>	<u>YTD Budget April 30, 2026</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	638,228.00	35,963.97	464,905.65	0.00	(0.73)	0.00	464,905.65	173,322.35
4120- GRANT INCOME-STATE	564,858.00	53,945.96	421,728.90	0.00	(0.75)	0.00	421,728.90	143,129.10
4220- IN KIND CONTRIBUTIONS	0.00	0.00	284.38	0.00	0.00	0.00	284.38	(284.38)
4315- CHILD CRE REVENUE-STATE	0.00	128.80	1,515.30	0.00	0.00	0.00	1,515.30	(1,515.30)
Total Revenues	1,203,086.00	90,038.73	888,434.23	0.00	(0.74)	0.00	888,434.23	314,651.77
Expenses								
5010- SALARIES & WAGES	62,715.00	3,916.82	56,278.97	0.00	0.90	0.00	56,278.97	6,436.03
5020- ACCRUED VACATION PAY	1,850.00	197.19	3,178.55	0.00	1.72	0.00	3,178.55	(1,328.55)
Total Salaries	64,565.00	4,114.01	59,457.52	0.00	0.92	0.00	59,457.52	5,107.48
5112- HEALTH INSURANCE	3,896.00	344.16	3,903.90	0.00	1.00	0.00	3,903.90	(7.90)
5114- WORKER'S COMPENSATION	222.00	17.70	250.51	0.00	1.13	0.00	250.51	(28.51)
5116- PENSION	3,500.00	270.10	3,842.01	0.00	1.10	0.00	3,842.01	(342.01)
5122- FICA	4,240.00	324.90	4,608.18	0.00	1.09	0.00	4,608.18	(368.18)
5124- SUI	560.00	0.00	591.39	0.00	1.06	0.00	591.39	(31.39)
5130- ACCRUED VACATION FICA	200.00	11.37	61.92	0.00	0.31	0.00	61.92	138.08
Total Fringe Benefits	12,618.00	968.23	13,257.91	0.00	1.05	0.00	13,257.91	(639.91)
6110- OFFICE SUPPLIES	560.00	0.00	416.63	0.00	0.74	0.00	416.63	143.37
6112- DATA PROCESSING SUPPLIES	3,130.00	54.47	4,090.07	0.00	1.31	41.46	4,131.53	(1,001.53)
6130- PROGRAM SUPPLIES	0.00	0.00	44.57	0.00	0.00	0.00	44.57	(44.57)
6170- POSTAGE & SHIPPING	1,050.00	68.90	1,148.72	0.00	1.09	0.00	1,148.72	(98.72)
Total Supplies	4,740.00	123.37	5,699.99	0.00	1.20	41.46	5,741.45	(1,001.45)
6180- EQUIPMENT RENTAL	800.00	49.04	481.65	0.00	0.60	0.00	481.65	318.35
6181- EQUIPMENT MAINTENANCE	480.00	47.58	445.26	0.00	0.93	0.00	445.26	34.74
6310- PRINTING & PUBLICATIONS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6312- ADVERTISING & PROMOTION	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6320- TELEPHONE	350.00	27.36	312.78	0.00	0.89	0.00	312.78	37.22
6410- RENT	16,800.00	987.43	10,176.06	0.00	0.61	0.00	10,176.06	6,623.94
6420- UTILITIES/ DISPOSAL	1,770.00	138.59	1,800.07	0.00	1.02	0.00	1,800.07	(30.07)
6432- BUILDING & GROUNDS	3,000.00	0.00	3.46	0.00	0.00	0.00	3.46	2,996.54
6437- BURGLAR & FIRE ALARM	10.00	0.00	2.86	0.00	0.29	0.00	2.86	7.14
6440- PROPERTY INSURANCE	420.00	54.37	592.12	0.00	1.41	0.00	592.12	(172.12)
6530- LEGAL	600.00	0.00	966.87	0.00	1.61	0.00	966.87	(366.87)
6555- MEDICAL	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6610- GAS & OIL	10.00	0.00	17.32	0.00	1.73	0.00	17.32	(7.32)

**Rev/ Obj w Encumbrances
April 30, 2026**

428 0 ALT. PYMT. PROG. C3AP	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual April 30, 2026</u>	<u>YTD Budget April 30, 2026</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
6620- VEHICLE INSURANCE	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6640- VEHICLE REPAIR &	14.00	0.00	24.55	0.00	1.75	0.00	24.55	(10.55)
6722- PER DIEM - STAFF	90.00	0.00	72.68	0.00	0.81	0.00	72.68	17.32
6742- TRAINING - STAFF	600.00	0.00	621.19	0.00	1.04	0.00	621.19	(21.19)
6850- FEES & LICENSES	2,600.00	0.00	904.42	0.00	0.35	0.00	904.42	1,695.58
6852- FINGERPRINT	0.00	0.00	4.25	0.00	0.00	0.00	4.25	(4.25)
6875- EMPLOYEE HEALTH & WELFARE	228.00	0.00	235.91	0.00	1.03	0.00	235.91	(7.91)
Total Other & Services	28,117.00	1,304.37	16,661.45	0.00	0.59	0.00	16,661.45	11,455.55
6221- EQUIPMENT OVER > \$5000	0.00	0.00	2,580.54	0.00	0.00	0.00	2,580.54	(2,580.54)
Equipment & Bldg Improvements	0.00	0.00	2,580.54	0.00	0.00	0.00	2,580.54	(2,580.54)
6714- STAFF TRAVEL-OUT OF AREA	150.00	0.00	498.89	0.00	3.33	0.00	498.89	(348.89)
Travel-Out of Area	150.00	0.00	498.89	0.00	3.33	0.00	498.89	(348.89)
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	992,547.00	75,073.03	714,500.59	0.00	0.72	0.00	714,500.59	278,046.41
7245- DIRECT BENEFITS - STATE	0.00	128.80	1,515.30	0.00	0.00	0.00	1,515.30	(1,515.30)
Total Direct Benefits	992,547.00	75,201.83	716,015.89	0.00	0.72	0.00	716,015.89	276,531.11
8130- IN KIND - OTHER	0.00	0.00	284.38	0.00	0.00	0.00	284.38	(284.38)
Total In-kind	0.00	0.00	284.38	0.00	0.00	0.00	284.38	(284.38)
9010- INDIRECT COST ALLOCATION	100,349.00	7,499.37	73,977.66	0.00	0.74	0.00	73,977.66	26,371.34
Total Expenses	1,203,086.00	89,211.18	888,434.23	0.00	0.74	41.46	888,475.69	314,610.31

State Migrant Full-Day Program - 322 CMIG Program
Budget to Actual
July 1, 2025 - June 30, 2026

For the Period Ending 4/30/2026

Start Date 7/1/2025
 Current Mnth 10
 79.72%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	861,626	3,435.25	698,162.56	694,727.31	686,888	81.03%	-	698,162.56	163,463.44
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	861,626	3,435.25	698,162.56	694,727.31	686,888	81.03%	-	698,162.56	163,463.44
EXPENDITURES										
5010	SALARIES & WAGES	566,425	1,160.05	458,655.77	457,495.72	37,630	80.97%	-	458,655.77	107,769.23
5020	ACCRUED VACATION PAY	36,000	72.04	26,689.79	26,617.75	2,392	74.14%	-	26,689.79	9,310.21
5112	HEALTH INSURANCE	67,907	82.87	45,543.62	45,460.75	4,511	67.07%	-	45,543.62	22,363.38
5114	WORKER'S COMPENSATION	21,980	32.51	17,971.00	17,938.49	1,460	81.76%	-	17,971.00	4,009.00
5116	PENSION	27,199	58.00	26,507.97	26,449.97	1,807	97.46%	-	26,507.97	691.03
5122	FICA	43,345	88.74	37,466.08	37,377.34	2,880	86.44%	-	37,466.08	5,878.92
5124	SUI	5,408	-	6,471.64	6,471.64	359	119.67%	-	6,471.64	(1,063.64)
5130	ACCRUED VACATION FRINGE	2,740	5.51	2,041.87	2,036.36	182	74.52%	-	2,041.87	698.13
6110	OFFICE SUPPLIES	1,654	20.76	53.76	33.00	110	3.25%	-	53.76	1,600.24
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	-	-	-	-	-	-	-	-	-
6132	MEDICAL & DENTAL SUPPLIES	200	-	352.78	352.78	13	-	-	352.78	(152.78)
6134	INSTRUCTIONAL SUPPLIES	1,520	-	-	-	101	-	-	-	1,520.00
6140	CUSTODIAL SUPPLIES	2,960	326.95	3,158.50	2,831.55	197	106.71%	-	3,158.50	(198.50)
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6180	EQUIPMENT RENTAL	3,000	495.03	3,505.90	3,010.87	199	-	-	3,505.90	(505.90)
6181	EQUIPMENT MAINTENANCE	300	-	176.86	176.86	20	-	-	176.86	123.14
6320	TELEPHONE	1,500	-	1,945.21	1,945.21	100	-	-	1,945.21	(445.21)
6410	RENT	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	4,000	-	4,634.76	4,634.76	266	-	-	4,634.76	(634.76)
6432	BUILDING REPAIRS/ MAINTENANCE	500	656.53	1,364.53	708.00	33	-	-	1,364.53	(864.53)
6436	PEST CONTROL	-	82.07	298.30	216.23	-	-	-	298.30	(298.30)
6437	BURGLAR & FIRE ALARM	-	-	-	-	-	-	-	-	-
6440	PROPERTY INSURANCE	120	67.66	127.24	59.58	8	-	-	127.24	(7.24)
6520	CONSULTANTS	-	-	-	-	-	-	-	-	-
6522	CONSULTANT EXPENSES	-	-	-	-	-	-	-	-	-
6524	CONTRACTS	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	2,750	-	2,737.80	2,737.80	183	-	-	2,737.80	12.20
6834	STUDENT ACTIVITY INSURANCE	250	-	225.64	225.64	17	-	-	225.64	24.36
9010	INDIRECT COST ALLOCATION	71,868	286.53	58,233.54	57,947.01	57,293	81.03%	-	58,233.54	13,634.46
	Total Expenses	861,626	3,435.25	698,162.56	694,727.31	686,888	81.03%	-	698,162.56	163,463.44
		-	-	-	-	-	-	-	81.03%	-

In Direct Calc. @ 9.1%	
58,233.54	
58,233.54	Total

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2025 to 4/30/2026

	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
309 0 REGIONAL HEAD START EARLY T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	13,373.00	0.00	7,517.75	8,736.25	(0.56)	0.00	7,517.75	5,855.25
Total Revenues	<u>13,373.00</u>	<u>0.00</u>	<u>7,517.75</u>	<u>8,736.25</u>	<u>(0.56)</u>	<u>0.00</u>	<u>7,517.75</u>	<u>5,855.25</u>
Expenses								
6110- OFFICE SUPPLIES	349.56	0.00	0.00	349.56	0.00	0.00	0.00	349.56
6170- POSTAGE & SHIPPING	0.00	0.00	52.00	0.00	0.00	0.00	52.00	(52.00)
6714- STAFF TRAVEL-OUT OF AREA	7,050.00	0.00	2,902.10	3,400.00	0.41	2,789.03	5,691.13	1,358.87
6722- PER DIEM - STAFF	1,020.00	0.00	0.00	420.00	0.00	0.00	0.00	1,020.00
6742- TRAINING - STAFF	3,778.00	0.00	3,936.60	3,778.00	1.04	0.00	3,936.60	(158.60)
6850- FEES & LICENSES	60.00	0.00	0.00	60.00	0.00	0.00	0.00	60.00
9010- INDIRECT COST ALLOCATION	1,115.44	0.00	627.05	728.69	0.56	0.00	627.05	488.39
Total Expenses	<u>13,373.00</u>	<u>0.00</u>	<u>7,517.75</u>	<u>8,736.25</u>	<u>0.56</u>	<u>2,789.03</u>	<u>10,306.78</u>	<u>3,066.22</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(2,789.03)</u>	<u>(2,789.03)</u>	<u>2,789.03</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(2,789.03)</u>	<u>(2,789.03)</u>	<u>2,789.03</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2025 to 4/30/2026

	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
310 0 REGIONAL HEAD START-BASIC T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	46,025.00	1,073.34	22,505.14	30,218.00	(0.49)	0.00	22,505.14	23,519.86
Total Revenues	<u>46,025.00</u>	<u>1,073.34</u>	<u>22,505.14</u>	<u>30,218.00</u>	<u>(0.49)</u>	<u>0.00</u>	<u>22,505.14</u>	<u>23,519.86</u>
Expenses								
6110- OFFICE SUPPLIES	1,500.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,500.00
6121- FOOD	0.00	0.00	2,491.70	0.00	0.00	0.00	2,491.70	(2,491.70)
6130- PROGRAM SUPPLIES	1,500.00	0.00	437.32	1,000.00	0.29	0.00	437.32	1,062.68
6170- POSTAGE & SHIPPING	0.00	0.00	21.99	0.00	0.00	0.00	21.99	(21.99)
6310- PRINTING & PUBLICATIONS	3,014.00	0.00	0.00	2,000.00	0.00	0.00	0.00	3,014.00
6714- STAFF TRAVEL-OUT OF AREA	11,375.00	386.57	4,964.88	935.00	0.44	3,029.65	7,994.53	3,380.47
6722- PER DIEM - STAFF	2,202.00	0.00	183.52	168.00	0.08	0.00	183.52	2,018.48
6742- TRAINING - STAFF	22,595.00	597.24	12,418.81	22,595.00	0.55	0.00	12,418.81	10,176.19
7116- POLICY COUNCIL FOOD ALLOWANCE	0.00	0.00	109.77	0.00	0.00	0.00	109.77	(109.77)
9010- INDIRECT COST ALLOCATION	3,839.00	89.53	1,877.15	2,520.00	0.49	0.00	1,877.15	1,961.85
Total Expenses	<u>46,025.00</u>	<u>1,073.34</u>	<u>22,505.14</u>	<u>30,218.00</u>	<u>0.49</u>	<u>3,029.65</u>	<u>25,534.79</u>	<u>20,490.21</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,029.65)</u>	<u>(3,029.65)</u>	<u>3,029.65</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,029.65)</u>	<u>(3,029.65)</u>	<u>3,029.65</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2025 to 4/30/2026

311 0 REGIONAL HEAD START BASIC	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,496,470.00	283,609.58	3,630,648.99	4,031,120.70	(0.81)	0.00	3,630,648.99	865,821.01
4220- IN KIND CONTRIBUTIONS	1,135,624.00	99.75	562,232.12	1,018,099.00	(0.50)	0.00	562,232.12	573,391.88
4330- SALE OF ASSETS	0.00	0.00	7,100.00	0.00	0.00	0.00	7,100.00	(7,100.00)
Total Revenues	5,632,094.00	283,709.33	4,199,981.11	5,049,219.70	(0.75)	0.00	4,199,981.11	1,432,112.89
Expenses								
5010- SALARIES & WAGES	1,942,620.90	158,360.67	1,851,108.35	1,721,751.20	0.95	0.00	1,851,108.35	91,512.55
5020- ACCRUED VACATION PAY	155,141.48	11,200.42	120,342.68	137,502.51	0.78	0.00	120,342.68	34,798.80
5112- HEALTH INSURANCE	317,152.62	20,643.25	198,860.48	286,380.45	0.63	0.00	198,860.48	118,292.14
5114- WORKER'S COMPENSATION	61,414.71	5,480.61	54,569.21	54,432.20	0.89	0.00	54,569.21	6,845.50
5116- PENSION	122,821.03	11,335.79	120,554.33	108,856.69	0.98	0.00	120,554.33	2,266.70
5122- FICA	155,600.00	14,485.51	149,348.09	137,908.79	0.96	0.00	149,348.09	6,251.91
5124- SUI	27,102.74	0.00	20,186.87	24,021.24	0.74	0.00	20,186.87	6,915.87
5130- ACCRUED VACATION FICA	12,422.00	856.80	9,185.16	11,009.63	0.74	0.00	9,185.16	3,236.84
6110- OFFICE SUPPLIES	45,800.00	441.02	9,218.55	41,833.37	0.20	51.93	9,270.48	36,529.52
6112- DATA PROCESSING SUPPLIES	80,000.00	2,516.67	89,065.38	72,356.63	1.11	4,163.74	93,229.12	(13,229.12)
6121- FOOD	4,000.00	0.00	4,086.98	1,000.00	1.02	0.00	4,086.98	(86.98)
6122- KITCHEN SUPPLIES	1,000.00	0.00	2,755.91	900.00	2.76	0.00	2,755.91	(1,755.91)
6130- PROGRAM SUPPLIES	163,200.00	(12,111.58)	31,890.91	148,563.37	0.20	4,182.00	36,072.91	127,127.09
6132- MEDICAL & DENTAL SUPPLIES	8,200.00	0.00	5,750.01	4,100.00	0.70	0.00	5,750.01	2,449.99
6134- INSTRUCTIONAL SUPPLIES	10,000.00	(8,201.42)	(1,210.96)	9,000.00	(0.12)	0.00	(1,210.96)	11,210.96
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	33,000.00	1,164.73	26,711.89	29,750.00	0.81	0.00	26,711.89	6,288.11
6142- LINEN/LAUNDRY	100.00	0.00	46.75	100.00	0.47	0.00	46.75	53.25
6143- FURNISHINGS	0.00	647.23	1,921.33	0.00	0.00	0.00	1,921.33	(1,921.33)
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	431.00	300.00	1.44	0.00	431.00	(131.00)
6170- POSTAGE & SHIPPING	745.00	86.67	751.17	683.00	1.01	0.00	751.17	(6.17)
6180- EQUIPMENT RENTAL	34,000.00	3,467.79	30,032.17	31,167.07	0.88	0.00	30,032.17	3,967.83
6181- EQUIPMENT MAINTENANCE	13,500.00	1,061.31	9,422.22	12,375.00	0.70	0.00	9,422.22	4,077.78
6310- PRINTING & PUBLICATIONS	9,000.00	0.00	8,513.72	9,000.00	0.95	0.00	8,513.72	486.28
6312- ADVERTISING & PROMOTION	400.00	0.00	350.00	400.00	0.88	0.00	350.00	50.00
6320- TELEPHONE	110,000.00	4,475.64	59,604.01	100,832.93	0.54	0.00	59,604.01	50,395.99
6410- RENT	260,000.00	19,673.89	200,634.91	238,133.38	0.77	0.00	200,634.91	59,365.09
6420- UTILITIES/ DISPOSAL	111,000.00	6,823.75	77,665.98	101,750.00	0.70	0.00	77,665.98	33,334.02
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	170,000.00	886.82	93,392.75	160,000.00	0.55	0.00	93,392.75	76,607.25
6433- GROUNDS MAINTENANCE	35,000.00	0.00	540.68	32,083.37	0.02	0.00	540.68	34,459.32
6436- PEST CONTROL	10,000.00	842.35	6,750.17	9,152.00	0.68	0.00	6,750.17	3,249.83
6437- BURGLAR & FIRE ALARM	4,300.00	142.83	2,884.93	4,141.00	0.67	0.00	2,884.93	1,415.07
6440- PROPERTY INSURANCE	17,000.00	1,641.17	18,426.50	15,543.00	1.08	0.00	18,426.50	(1,426.50)
6520- CONSULTANTS	7,000.00	603.20	3,991.79	6,300.00	0.57	0.00	3,991.79	3,008.21
6522- CONSULTANT EXPENSES	500.00	123.25	387.27	450.00	0.77	0.00	387.27	112.73
6524- CONTRACTS	49,000.00	636.75	1,513.73	44,100.00	0.03	3,927.50	5,441.23	43,558.77
6530- LEGAL	7,500.00	339.15	3,199.46	5,500.00	0.43	0.00	3,199.46	4,300.54

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2025 to 4/30/2026

	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
311 0 REGIONAL HEAD START BASIC								
6540- CUSTODIAL SERVICES	10,500.00	1,100.50	10,117.00	9,625.00	0.96	0.00	10,117.00	383.00
6555- MEDICAL SCREENING/DEAT/STAFF	2,500.00	0.00	1,470.00	2,500.00	0.59	0.00	1,470.00	1,030.00
6610- GAS & OIL	12,000.00	1,548.14	11,108.03	11,000.00	0.93	0.00	11,108.03	891.97
6620- VEHICLE INSURANCE	30,000.00	2,807.13	32,960.59	27,500.00	1.10	0.00	32,960.59	(2,960.59)
6630- VEHICLE LICENSE & FEES	0.00	0.00	5.20	0.00	0.00	0.00	5.20	(5.20)
6640- VEHICLE REPAIR & MAINTENANCE	15,000.00	174.98	17,303.02	13,750.00	1.15	0.00	17,303.02	(2,303.02)
6712- STAFF TRAVEL-LOCAL	5,500.00	7.98	3,305.84	4,975.00	0.60	0.00	3,305.84	2,194.16
6714- STAFF TRAVEL-OUT OF AREA	12,500.00	0.00	8.00	12,500.00	0.00	0.00	8.00	12,492.00
6742- TRAINING - STAFF	5,000.00	4,100.00	8,801.22	5,000.00	1.76	0.00	8,801.22	(3,801.22)
6748- EDUCATION REIMBURSEMENT	7,500.00	0.00	0.00	7,500.00	0.00	0.00	0.00	7,500.00
6750- FIELD TRIPS	750.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00
6820- INTEREST EXPENSE	0.00	(73.50)	(147.00)	0.00	0.00	0.00	(147.00)	147.00
6832- LIABILITY INSURANCE	400.00	29.68	327.38	366.00	0.82	0.00	327.38	72.62
6834- STUDENT ACTIVITY INSURANCE	2,200.00	158.87	1,334.88	1,980.00	0.61	0.00	1,334.88	865.12
6840- PROPERTY TAXES	150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00
6850- FEES & LICENSES	23,000.00	1,530.00	16,182.30	21,000.00	0.70	0.00	16,182.30	6,817.70
6852- FINGERPRINT	1,000.00	2.75	3,296.25	1,000.00	3.30	0.00	3,296.25	(2,296.25)
6875- EMPLOYEE HEALTH & WELFARE COSTS	7,600.00	0.00	12,382.77	7,600.00	1.63	0.00	12,382.77	(4,782.77)
7111- PARENT MILEAGE	3,000.00	179.10	606.08	2,700.00	0.20	0.00	606.08	2,393.92
7112- PARENT INVOLVEMENT	1,000.00	201.96	390.28	900.00	0.39	0.00	390.28	609.72
7114- PC ALLOWANCE	2,000.00	300.00	1,289.97	1,800.00	0.64	0.00	1,289.97	710.03
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	116.78	699.19	913.00	0.70	0.00	699.19	300.81
8110- IN KIND SALARIES	50,507.00	99.75	384,958.17	45,280.00	7.62	0.00	384,958.17	(334,451.17)
8120- IN KIND RENT	315,851.00	0.00	177,088.95	283,165.00	0.56	0.00	177,088.95	138,762.05
8130- IN KIND - OTHER	769,266.00	0.00	185.00	689,654.00	0.00	0.00	185.00	769,081.00
9010- INDIRECT COST ALLOCATION	375,049.52	23,635.90	303,423.61	336,234.87	0.81	0.00	303,423.61	71,625.91
Total Expenses	5,632,094.00	283,544.29	4,199,981.11	5,049,219.70	0.75	12,325.17	4,212,306.28	1,419,787.72
Excess Revenue Over (Under) Expenditures	0.00	165.04	0.00	0.00	0.00	(12,325.17)	(12,325.17)	12,325.17
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	165.04	0.00	0.00	0.00	(12,325.17)	(12,325.17)	12,325.17

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2025 to 4/30/2026

	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 REGIONAL HEAD START EARLY								
Revenues								
4110- GRANT INCOME-FEDERAL	826,615.00	61,080.57	702,403.27	748,427.28	(0.85)	0.00	702,403.27	124,211.73
4220- IN KIND CONTRIBUTIONS	209,997.00	0.00	256,079.39	190,134.00	(1.22)	0.00	256,079.39	(46,082.39)
Total Revenues	1,036,612.00	61,080.57	958,482.66	938,561.28	(0.92)	0.00	958,482.66	78,129.34
Expenses								
5010- SALARIES & WAGES	427,641.15	28,664.17	359,964.76	384,945.50	0.84	0.00	359,964.76	67,676.39
5020- ACCRUED VACATION PAY	23,921.51	2,331.34	25,084.32	21,507.84	1.05	0.00	25,084.32	(1,162.81)
5112- HEALTH INSURANCE	40,527.40	3,998.95	41,649.28	37,150.11	1.03	0.00	41,649.28	(1,121.88)
5114- WORKER'S COMPENSATION	4,059.29	296.15	2,763.38	3,653.86	0.68	0.00	2,763.38	1,295.91
5116- PENSION	28,625.60	1,975.40	21,405.93	25,764.80	0.75	0.00	21,405.93	7,219.67
5122- FICA	32,544.52	2,632.13	29,154.13	29,295.16	0.90	0.00	29,154.13	3,390.39
5124- SUI	376.08	0.00	2,796.80	339.85	7.44	0.00	2,796.80	(2,420.72)
5130- ACCRUED VACATION FRINGE	1,820.48	178.35	1,921.08	1,636.81	1.06	0.00	1,921.08	(100.60)
6110- OFFICE SUPPLIES	2,500.00	225.33	2,647.24	2,288.00	1.06	0.00	2,647.24	(147.24)
6112- DATA PROCESSING SUPPLIES	6,500.00	228.30	12,826.20	5,925.00	1.97	129.58	12,955.78	(6,455.78)
6121- FOOD	400.00	7.39	637.45	300.00	1.59	0.00	637.45	(237.45)
6122- KITCHEN SUPPLIES	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00
6130- PROGRAM SUPPLIES	12,800.00	3,180.29	7,239.26	11,734.00	0.57	11,714.45	18,953.71	(6,153.71)
6132- MEDICAL & DENTAL SUPPLIES	120.00	0.00	0.00	90.00	0.00	0.00	0.00	120.00
6134- INSTRUCTIONAL SUPPLIES	508.00	0.00	0.00	465.00	0.00	0.00	0.00	508.00
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	300.00	4.02	218.25	275.00	0.73	0.00	218.25	81.75
6170- POSTAGE & SHIPPING	31.25	0.00	0.00	31.25	0.00	0.00	0.00	31.25
6180- EQUIPMENT RENTAL	12,000.00	672.33	12,300.46	11,000.00	1.03	0.00	12,300.46	(300.46)
6181- EQUIPMENT MAINTENANCE	500.00	58.70	405.96	459.00	0.81	0.00	405.96	94.04
6310- PRINTING & PUBLICATIONS	2,500.00	0.00	558.01	2,300.00	0.22	0.00	558.01	1,941.99
6320- TELEPHONE	8,100.00	537.47	6,514.99	7,425.00	0.80	0.00	6,514.99	1,585.01
6410- RENT	113,000.00	7,230.81	82,518.72	103,584.00	0.73	0.00	82,518.72	30,481.28
6420- UTILITIES/ DISPOSAL	13,500.00	657.37	10,524.08	12,375.00	0.78	0.00	10,524.08	2,975.92
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	3,850.00	53.27	1,471.39	3,530.00	0.38	0.00	1,471.39	2,378.61
6436- PEST CONTROL	700.00	55.10	603.21	642.00	0.86	0.00	603.21	96.79
6437- BURGLAR & FIRE ALARM	350.00	10.86	95.86	321.00	0.27	0.00	95.86	254.14
6440- PROPERTY INSURANCE	4,000.00	157.59	1,804.51	3,667.00	0.45	0.00	1,804.51	2,195.49
6520- CONSULTANTS	1,200.00	0.00	918.30	1,200.00	0.77	0.00	918.30	281.70
6522- CONSULTANT EXPENSES	100.00	32.63	65.26	100.00	0.65	0.00	65.26	34.74
6524- CONTRACTS	0.00	299.45	426.07	0.00	0.00	3,927.50	4,353.57	(4,353.57)
6530- LEGAL	1,500.00	0.00	219.94	1,375.00	0.15	0.00	219.94	1,280.06
6540- CUSTODIAL SERVICES	0.00	177.50	1,637.50	0.00	0.00	0.00	1,637.50	(1,637.50)
6610- GAS & OIL	1,525.00	202.55	1,536.74	1,397.00	1.01	0.00	1,536.74	(11.74)
6620- VEHICLE INSURANCE	3,200.00	347.62	4,032.97	2,933.00	1.26	0.00	4,032.97	(832.97)
6640- VEHICLE REPAIR & MAINTENANCE	5,000.00	653.98	5,295.99	4,583.00	1.06	0.00	5,295.99	(295.99)
6712- STAFF TRAVEL-LOCAL	100.00	0.00	3.63	100.00	0.04	0.00	3.63	96.37
6742- TRAINING - STAFF	0.00	1,050.00	1,840.00	0.00	0.00	0.00	1,840.00	(1,840.00)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2025 to 4/30/2026

	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 REGIONAL HEAD START EARLY								
6834- STUDENT ACTIVITY INSURANCE	600.00	34.04	418.06	550.00	0.70	0.00	418.06	181.94
6840- PROPERTY TAXES	7.00	0.00	0.00	7.00	0.00	0.00	0.00	7.00
6850- FEES & LICENSES	2,100.00	0.00	452.80	1,925.00	0.22	0.00	452.80	1,647.20
6852- FINGERPRINT	0.00	0.00	74.75	0.00	0.00	0.00	74.75	(74.75)
6875- EMPLOYEE HEALTH & WELFARE	400.00	0.00	1,040.44	400.00	2.60	0.00	1,040.44	(640.44)
7110- PARENT ACTIVITIES	0.00	0.00	0.00	0.00	0.00	1,034.62	1,034.62	(1,034.62)
7111- PARENT MILEAGE	60.00	2.76	19.02	60.00	0.32	0.00	19.02	40.98
7112- PARENT INVOLVEMENT	0.00	0.00	429.27	0.00	0.00	0.00	429.27	(429.27)
7114- PC ALLOWANCE	400.00	30.00	300.00	366.00	0.75	0.00	300.00	100.00
8110- IN KIND SALARIES	209,334.00	0.00	256,079.39	189,533.00	1.22	0.00	256,079.39	(46,745.39)
8130- IN KIND - OTHER	663.00	0.00	0.00	601.00	0.00	0.00	0.00	663.00
9010- INDIRECT COST ALLOCATION	68,947.72	5,094.72	58,587.26	62,426.10	0.85	0.00	58,587.26	10,360.46
Total Expenses	<u>1,036,612.00</u>	<u>61,080.57</u>	<u>958,482.66</u>	<u>938,561.28</u>	<u>0.92</u>	<u>16,806.15</u>	<u>975,288.81</u>	<u>61,323.19</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(16,806.15)</u>	<u>(16,806.15)</u>	<u>16,806.15</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>(16,806.15)</u></u>	<u><u>(16,806.15)</u></u>	<u><u>16,806.15</u></u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2025 to 4/30/2026

380 0 REGIONAL HEAD START CSPP BLENDED	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	(259,444.94)	269,074.63	0.00	0.00	0.00	269,074.63	(269,074.63)
Total Revenues	0.00	(259,444.94)	269,074.63	0.00	0.00	0.00	269,074.63	(269,074.63)
Expenses								
5010- SALARIES & WAGES	0.00	(178,473.62)	84,889.16	0.00	0.00	0.00	84,889.16	(84,889.16)
5020- ACCRUED VACATION PAY	0.00	(10,194.04)	6,061.24	0.00	0.00	0.00	6,061.24	(6,061.24)
5112- HEALTH INSURANCE	0.00	(18,903.70)	11,136.94	0.00	0.00	0.00	11,136.94	(11,136.94)
5114- WORKER'S COMPENSATION	0.00	(5,507.09)	2,186.50	0.00	0.00	0.00	2,186.50	(2,186.50)
5116- PENSION	0.00	(10,253.59)	5,758.63	0.00	0.00	0.00	5,758.63	(5,758.63)
5122- FICA	0.00	(13,351.46)	8,324.50	0.00	0.00	0.00	8,324.50	(8,324.50)
5124- SUI	0.00	(3,139.47)	3,903.56	0.00	0.00	0.00	3,903.56	(3,903.56)
5130- ACCRUED VACATION FICA	0.00	(780.26)	464.83	0.00	0.00	0.00	464.83	(464.83)
6110- OFFICE SUPPLIES	0.00	0.00	1,393.40	0.00	0.00	0.00	1,393.40	(1,393.40)
6121- FOOD	0.00	0.00	4,612.80	0.00	0.00	0.00	4,612.80	(4,612.80)
6122- KITCHEN SUPPLIES	0.00	0.00	119.01	0.00	0.00	0.00	119.01	(119.01)
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	1,591.83	0.00	0.00	0.00	1,591.83	(1,591.83)
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	0.00	0.00	3,478.41	0.00	0.00	0.00	3,478.41	(3,478.41)
6142- LINEN/LAUNDRY	0.00	0.00	43.25	0.00	0.00	0.00	43.25	(43.25)
6180- EQUIPMENT RENTAL	0.00	0.00	6,823.40	0.00	0.00	0.00	6,823.40	(6,823.40)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	1,655.33	0.00	0.00	0.00	1,655.33	(1,655.33)
6320- TELEPHONE	0.00	78.43	23,319.45	0.00	0.00	0.00	23,319.45	(23,319.45)
6410- RENT	0.00	2,490.63	36,217.07	0.00	0.00	0.00	36,217.07	(36,217.07)
6420- UTILITIES/ DISPOSAL	0.00	229.46	25,654.96	0.00	0.00	0.00	25,654.96	(25,654.96)
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	0.00	0.00	11,807.22	0.00	0.00	0.00	11,807.22	(11,807.22)
6433- GROUNDS MAINTENANCE	0.00	0.00	502.88	0.00	0.00	0.00	502.88	(502.88)
6436- PEST CONTROL	0.00	0.00	1,791.46	0.00	0.00	0.00	1,791.46	(1,791.46)
6437- BURGLAR & FIRE ALARM	0.00	0.00	1,298.17	0.00	0.00	0.00	1,298.17	(1,298.17)
6520- CONSULTANTS	0.00	0.00	1,959.85	0.00	0.00	0.00	1,959.85	(1,959.85)
6522- CONSULTANT EXPENSES	0.00	0.00	189.98	0.00	0.00	0.00	189.98	(189.98)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	120.14	0.00	0.00	0.00	120.14	(120.14)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	511.09	0.00	0.00	0.00	511.09	(511.09)
6834- STUDENT ACTIVITY INSURANCE	0.00	0.00	96.45	0.00	0.00	0.00	96.45	(96.45)
6850- FEES & LICENSES	0.00	0.00	12.96	0.00	0.00	0.00	12.96	(12.96)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	1.70	0.00	0.00	0.00	1.70	(1.70)
7111- PARENT MILEAGE	0.00	0.00	211.77	0.00	0.00	0.00	211.77	(211.77)
7112- PARENT INVOLVEMENT	0.00	0.00	43.22	0.00	0.00	0.00	43.22	(43.22)
7114- PC ALLOWANCE	0.00	0.00	450.03	0.00	0.00	0.00	450.03	(450.03)
9010- INDIRECT COST ALLOCATION	0.00	(21,640.23)	22,443.44	0.00	0.00	0.00	22,443.44	(22,443.44)
Total Expenses	0.00	(259,444.94)	269,074.63	0.00	0.00	0.00	269,074.63	(269,074.63)
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2025 to 4/30/2026

	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
380 0 REGIONAL HEAD START CSPP BLENDED								
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

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2025 to 4/30/2026

Report Recap	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	5,382,483.00	86,318.55	4,632,149.78	4,818,502.23	(0.86)	0.00	4,632,149.78	750,333.22
4220- IN KIND CONTRIBUTIONS	1,345,621.00	99.75	818,311.51	1,208,233.00	(0.61)	0.00	818,311.51	527,309.49
4330- SALE OF ASSETS	0.00	0.00	7,100.00	0.00	0.00	0.00	7,100.00	(7,100.00)
Total Revenues	6,728,104.00	86,418.30	5,457,561.29	6,026,735.23	(0.81)	0.00	5,457,561.29	1,270,542.71
Expenses								
5010- SALARIES & WAGES	2,370,262.05	8,551.22	2,295,962.27	2,106,696.70	0.97	0.00	2,295,962.27	74,299.78
5020- ACCRUED VACATION PAY	179,062.99	3,337.72	151,488.24	159,010.35	0.85	0.00	151,488.24	27,574.75
5112- HEALTH INSURANCE	357,680.02	5,738.50	251,646.70	323,530.56	0.70	0.00	251,646.70	106,033.32
5114- WORKER'S COMPENSATION	65,474.00	269.67	59,519.09	58,086.06	0.91	0.00	59,519.09	5,954.91
5116- PENSION	151,446.63	3,057.60	147,718.89	134,621.49	0.98	0.00	147,718.89	3,727.74
5122- FICA	188,144.52	3,766.18	186,826.72	167,203.95	0.99	0.00	186,826.72	1,317.80
5124- SUI	27,478.82	(3,139.47)	26,887.23	24,361.09	0.98	0.00	26,887.23	591.59
5130- ACCRUED VACATION FICA	14,242.48	254.89	11,571.07	12,646.44	0.81	0.00	11,571.07	2,671.41
6110- OFFICE SUPPLIES	50,149.56	666.35	13,259.19	45,470.93	0.26	51.93	13,311.12	36,838.44
6112- DATA PROCESSING SUPPLIES	86,500.00	2,744.97	101,891.58	78,281.63	1.18	4,293.32	106,184.90	(19,684.90)
6121- FOOD	4,400.00	7.39	11,828.93	1,300.00	2.69	0.00	11,828.93	(7,428.93)
6122- KITCHEN SUPPLIES	1,300.00	0.00	2,874.92	1,200.00	2.21	0.00	2,874.92	(1,574.92)
6130- PROGRAM SUPPLIES	177,500.00	(8,931.29)	39,567.49	161,297.37	0.22	15,896.45	55,463.94	122,036.06
6132- MEDICAL & DENTAL SUPPLIES	8,320.00	0.00	5,750.01	4,190.00	0.69	0.00	5,750.01	2,569.99
6134- INSTRUCTIONAL SUPPLIES	10,508.00	(8,201.42)	380.87	9,465.00	0.04	0.00	380.87	10,127.13
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	33,300.00	1,168.75	30,408.55	30,025.00	0.91	0.00	30,408.55	2,891.45
6142- LINEN/LAUNDRY	100.00	0.00	90.00	100.00	0.90	0.00	90.00	10.00
6143- FURNISHINGS	0.00	647.23	1,921.33	0.00	0.00	0.00	1,921.33	(1,921.33)
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	431.00	300.00	1.44	0.00	431.00	(131.00)
6170- POSTAGE & SHIPPING	776.25	86.67	825.16	714.25	1.06	0.00	825.16	(48.91)
6180- EQUIPMENT RENTAL	46,000.00	4,140.12	49,156.03	42,167.07	1.07	0.00	49,156.03	(3,156.03)
6181- EQUIPMENT MAINTENANCE	14,000.00	1,120.01	11,483.51	12,834.00	0.82	0.00	11,483.51	2,516.49
6310- PRINTING & PUBLICATIONS	14,514.00	0.00	9,071.73	13,300.00	0.63	0.00	9,071.73	5,442.27
6312- ADVERTISING & PROMOTION	400.00	0.00	350.00	400.00	0.88	0.00	350.00	50.00
6320- TELEPHONE	118,100.00	5,091.54	89,438.45	108,257.93	0.76	0.00	89,438.45	28,661.55
6410- RENT	373,000.00	29,395.33	319,370.70	341,717.38	0.86	0.00	319,370.70	53,629.30
6420- UTILITIES/ DISPOSAL	124,500.00	7,710.58	113,845.02	114,125.00	0.91	0.00	113,845.02	10,654.98
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	173,850.00	940.09	106,671.36	163,530.00	0.61	0.00	106,671.36	67,178.64
6433- GROUNDS MAINTENANCE	35,000.00	0.00	1,043.56	32,083.37	0.03	0.00	1,043.56	33,956.44
6436- PEST CONTROL	10,700.00	897.45	9,144.84	9,794.00	0.85	0.00	9,144.84	1,555.16
6437- BURGLAR & FIRE ALARM	4,650.00	153.69	4,278.96	4,462.00	0.92	0.00	4,278.96	371.04
6440- PROPERTY INSURANCE	21,000.00	1,798.76	20,231.01	19,210.00	0.96	0.00	20,231.01	768.99
6520- CONSULTANTS	8,200.00	603.20	6,869.94	7,500.00	0.84	0.00	6,869.94	1,330.06
6522- CONSULTANT EXPENSES	600.00	155.88	642.51	550.00	1.07	0.00	642.51	(42.51)
6524- CONTRACTS	49,000.00	936.20	1,939.80	44,100.00	0.04	7,855.00	9,794.80	39,205.20
6530- LEGAL	9,000.00	339.15	3,419.40	6,875.00	0.38	0.00	3,419.40	5,580.60

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2025 to 4/30/2026

Report Recap	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6540- CUSTODIAL SERVICES	10,500.00	1,278.00	11,754.50	9,625.00	1.12	0.00	11,754.50	(1,254.50)
6555- MEDICAL SCREENING/DEAT/STAFF	2,500.00	0.00	1,470.00	2,500.00	0.59	0.00	1,470.00	1,030.00
6610- GAS & OIL	13,525.00	1,750.69	12,644.77	12,397.00	0.93	0.00	12,644.77	880.23
6620- VEHICLE INSURANCE	33,200.00	3,154.75	36,993.56	30,433.00	1.11	0.00	36,993.56	(3,793.56)
6630- VEHICLE LICENSE & FEES	0.00	0.00	5.20	0.00	0.00	0.00	5.20	(5.20)
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	828.96	22,719.15	18,333.00	1.14	0.00	22,719.15	(2,719.15)
6712- STAFF TRAVEL-LOCAL	5,600.00	7.98	3,820.56	5,075.00	0.68	0.00	3,820.56	1,779.44
6714- STAFF TRAVEL-OUT OF AREA	30,925.00	386.57	7,874.98	16,835.00	0.25	5,818.68	13,693.66	17,231.34
6722- PER DIEM - STAFF	3,222.00	0.00	183.52	588.00	0.06	0.00	183.52	3,038.48
6742- TRAINING - STAFF	31,373.00	5,747.24	26,996.63	31,373.00	0.86	0.00	26,996.63	4,376.37
6748- EDUCATION REIMBURSEMENT	7,500.00	0.00	0.00	7,500.00	0.00	0.00	0.00	7,500.00
6750- FIELD TRIPS	750.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00
6820- INTEREST EXPENSE	0.00	(73.50)	(147.00)	0.00	0.00	0.00	(147.00)	147.00
6832- LIABILITY INSURANCE	400.00	29.68	327.38	366.00	0.82	0.00	327.38	72.62
6834- STUDENT ACTIVITY INSURANCE	2,800.00	192.91	1,849.39	2,530.00	0.66	0.00	1,849.39	950.61
6840- PROPERTY TAXES	157.00	0.00	0.00	157.00	0.00	0.00	0.00	157.00
6850- FEES & LICENSES	25,160.00	1,530.00	16,648.06	22,985.00	0.66	0.00	16,648.06	8,511.94
6852- FINGERPRINT	1,000.00	2.75	3,371.00	1,000.00	3.37	0.00	3,371.00	(2,371.00)
6875- EMPLOYEE HEALTH & WELFARE	8,000.00	0.00	13,424.91	8,000.00	1.68	0.00	13,424.91	(5,424.91)
7110- PARENT ACTIVITIES	0.00	0.00	0.00	0.00	0.00	1,034.62	1,034.62	(1,034.62)
7111- PARENT MILEAGE	3,060.00	181.86	836.87	2,760.00	0.27	0.00	836.87	2,223.13
7112- PARENT INVOLVEMENT	1,000.00	201.96	862.77	900.00	0.86	0.00	862.77	137.23
7114- PC ALLOWANCE	2,400.00	330.00	2,040.00	2,166.00	0.85	0.00	2,040.00	360.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	116.78	808.96	913.00	0.81	0.00	808.96	191.04
8110- IN KIND SALARIES	259,841.00	99.75	641,037.56	234,813.00	2.47	0.00	641,037.56	(381,196.56)
8120- IN KIND RENT	315,851.00	0.00	177,088.95	283,165.00	0.56	0.00	177,088.95	138,762.05
8130- IN KIND - OTHER	769,929.00	0.00	185.00	690,255.00	0.00	0.00	185.00	769,744.00
9010- INDIRECT COST ALLOCATION	448,951.68	7,179.92	386,958.51	401,909.66	0.86	0.00	386,958.51	61,993.17
Total Expenses	6,728,104.00	86,253.26	5,457,561.29	6,026,735.23	0.81	34,950.00	5,492,511.29	1,235,592.71
Excess Revenue Over (Under) Expenditures	0.00	165.04	0.00	0.00	0.00	(34,950.00)	(34,950.00)	34,950.00
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	165.04	0.00	0.00	0.00	(34,950.00)	(34,950.00)	34,950.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 7/01/2025 to 4/30/2026

371 0 REGIONAL HEAD START DSS STRENGTHENING FAMILIES	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4130- GRANT INCOME-AREA	277,136.00	22,010.09	195,405.19	0.00	(0.71)	0.00	195,405.19	81,730.81
Total Revenues	<u>277,136.00</u>	<u>22,010.09</u>	<u>195,405.19</u>	<u>0.00</u>	<u>(0.71)</u>	<u>0.00</u>	<u>195,405.19</u>	<u>81,730.81</u>
Expenses								
5010- SALARIES & WAGES	125,305.00	10,678.76	82,873.77	0.00	0.66	0.00	82,873.77	42,431.23
5020- ACCRUED VACATION PAY	6,321.00	601.25	4,439.19	0.00	0.70	0.00	4,439.19	1,881.81
5112- HEALTH INSURANCE	23,927.00	1,605.41	12,025.57	0.00	0.50	0.00	12,025.57	11,901.43
5114- WORKER'S COMPENSATION	5,089.00	402.09	3,228.72	0.00	0.63	0.00	3,228.72	1,860.28
5116- PENSION	3,298.00	548.72	2,979.95	0.00	0.90	0.00	2,979.95	318.05
5122- FICA	10,570.00	839.51	6,744.31	0.00	0.64	0.00	6,744.31	3,825.69
5124- SUI	2,009.00	92.18	1,313.03	0.00	0.65	0.00	1,313.03	695.97
5130- ACCRUED VACATION FICA	0.00	45.99	293.03	0.00	0.00	0.00	293.03	(293.03)
6110- OFFICE SUPPLIES	600.00	0.00	145.72	0.00	0.24	0.00	145.72	454.28
6112- DATA PROCESSING SUPPLIES	4,500.00	104.72	5,052.94	0.00	1.12	0.00	5,052.94	(552.94)
6121- FOOD	1,200.00	0.00	644.07	0.00	0.54	0.00	644.07	555.93
6130- PROGRAM SUPPLIES	5,000.00	0.00	381.60	0.00	0.08	0.00	381.60	4,618.40
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	180.00	36.23	755.20	0.00	4.20	0.00	755.20	(575.20)
6170- POSTAGE & SHIPPING	71.00	5.97	63.36	0.00	0.89	0.00	63.36	7.64
6180- EQUIPMENT RENTAL	1,500.00	151.70	1,420.18	0.00	0.95	0.00	1,420.18	79.82
6181- EQUIPMENT MAINTENANCE	504.00	14.48	63.83	0.00	0.13	0.00	63.83	440.17
6320- TELEPHONE	9,000.00	804.98	9,603.19	0.00	1.07	0.00	9,603.19	(603.19)
6410- RENT	40,032.00	3,336.40	34,495.90	0.00	0.86	0.00	34,495.90	5,536.10
6420- UTILITIES/ DISPOSAL	7,800.00	307.69	5,866.81	0.00	0.75	0.00	5,866.81	1,933.19
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	1,000.00	0.00	61.37	0.00	0.06	0.00	61.37	938.63
6436- PEST CONTROL	744.00	75.27	692.46	0.00	0.93	0.00	692.46	51.54
6437- BURGLAR & FIRE ALARM	744.00	68.44	731.14	0.00	0.98	0.00	731.14	12.86
6440- PROPERTY INSURANCE	936.00	159.45	1,533.93	0.00	1.64	0.00	1,533.93	(597.93)
6540- CUSTODIAL SERVICES	3,540.00	295.00	2,950.00	0.00	0.83	0.00	2,950.00	590.00
6742- TRAINING - STAFF	0.00	0.00	96.00	0.00	0.00	0.00	96.00	(96.00)
6850- FEES & LICENSES	0.00	0.00	89.44	0.00	0.00	0.00	89.44	(89.44)
6875- EMPLOYEE HEALTH & WELFARE	150.00	0.00	561.79	0.00	3.75	0.00	561.79	(411.79)
9010- INDIRECT COST ALLOCATION	23,116.00	1,835.85	16,298.69	0.00	0.71	0.00	16,298.69	6,817.31
Total Expenses	<u>277,136.00</u>	<u>22,010.09</u>	<u>195,405.19</u>	<u>0.00</u>	<u>0.71</u>	<u>0.00</u>	<u>195,405.19</u>	<u>81,730.81</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2025 to 4/30/2026

	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
330 0 FRESNO HEAD START T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	82,690.00	1,251.56	38,631.66	0.00	(0.47)	0.00	38,631.66	44,058.34
Total Revenues	<u>82,690.00</u>	<u>1,251.56</u>	<u>38,631.66</u>	<u>0.00</u>	<u>(0.47)</u>	<u>0.00</u>	<u>38,631.66</u>	<u>44,058.34</u>
Expenses								
6110- OFFICE SUPPLIES	4,806.00	0.00	18.45	0.00	0.00	0.00	18.45	4,787.55
6121- FOOD	0.00	593.95	593.95	0.00	0.00	0.00	593.95	(593.95)
6610- GAS & OIL	0.00	0.00	65.76	0.00	0.00	0.00	65.76	(65.76)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	25.74	0.00	0.00	0.00	25.74	(25.74)
6714- STAFF TRAVEL-OUT OF AREA	9,540.00	356.84	5,949.76	0.00	0.62	3,412.18	9,361.94	178.06
6722- PER DIEM - STAFF	3,492.00	0.00	275.06	0.00	0.08	0.00	275.06	3,216.94
6742- TRAINING - STAFF	57,955.00	196.37	13,208.69	0.00	0.23	462.84	13,671.53	44,283.47
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	15,271.99	0.00	0.00	0.00	15,271.99	(15,271.99)
9010- INDIRECT COST ALLOCATION	6,897.00	104.40	3,222.26	0.00	0.47	0.00	3,222.26	3,674.74
Total Expenses	<u>82,690.00</u>	<u>1,251.56</u>	<u>38,631.66</u>	<u>0.00</u>	<u>0.47</u>	<u>3,875.02</u>	<u>42,506.68</u>	<u>40,183.32</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,875.02)</u>	<u>(3,875.02)</u>	<u>3,875.02</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,875.02)</u>	<u>(3,875.02)</u>	<u>3,875.02</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2025 to 4/30/2026

331 0 FRESNO MIGRANT HEAD START BASIC	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	6,566,001.00	213,320.75	2,998,085.99	3,691,057.19	(0.46)	0.00	2,998,085.99	3,567,915.01
4220- IN KIND CONTRIBUTIONS	1,662,173.00	60.59	226,225.59	934,385.00	(0.14)	0.00	226,225.59	1,435,947.41
Total Revenues	8,228,174.00	213,381.34	3,224,311.58	4,625,442.19	(0.39)	0.00	3,224,311.58	5,003,862.42
Expenses								
5010- SALARIES & WAGES	3,731,652.51	90,385.36	1,624,651.12	2,022,504.00	0.44	0.00	1,624,651.12	2,107,001.39
5020- ACCRUED VACATION PAY	218,492.00	5,539.34	84,525.56	116,978.67	0.39	0.00	84,525.56	133,966.44
5112- HEALTH INSURANCE	267,027.78	6,642.55	124,387.66	161,502.78	0.47	0.00	124,387.66	142,640.12
5114- WORKER'S COMPENSATION	129,336.25	1,746.28	54,765.86	70,043.13	0.42	0.00	54,765.86	74,570.39
5116- PENSION	340,464.46	5,038.75	121,390.74	183,798.13	0.36	0.00	121,390.74	219,073.72
5122- FICA	319,887.30	7,201.84	140,719.62	173,374.44	0.44	0.00	140,719.62	179,167.68
5124- SUI	40,996.00	1,914.00	6,404.85	22,207.00	0.16	0.00	6,404.85	34,591.15
5130- ACCRUED VACATION FICA	18,729.70	423.80	6,491.45	10,027.65	0.35	0.00	6,491.45	12,238.25
6110- OFFICE SUPPLIES	20,000.00	601.14	3,323.65	12,256.00	0.17	(41.86)	3,281.79	16,718.21
6112- DATA PROCESSING SUPPLIES	95,000.00	3,029.57	69,580.59	63,320.00	0.73	4,993.14	74,573.73	20,426.27
6121- FOOD	4,500.00	0.00	2,513.21	2,600.00	0.56	0.00	2,513.21	1,986.79
6122- KITCHEN SUPPLIES	3,000.00	0.00	2,616.63	0.00	0.87	0.00	2,616.63	383.37
6130- PROGRAM SUPPLIES	105,742.00	4,579.93	42,967.70	68,400.00	0.41	10,966.38	53,934.08	51,807.92
6132- MEDICAL & DENTAL SUPPLIES	10,000.00	0.00	3,563.52	6,600.00	0.36	1,321.35	4,884.87	5,115.13
6134- INSTRUCTIONAL SUPPLIES	10,000.00	0.00	0.00	5,328.00	0.00	0.00	0.00	10,000.00
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	36,000.00	1,674.46	15,349.31	20,823.00	0.43	0.00	15,349.31	20,650.69
6143- FURNISHINGS	0.00	0.00	4,432.52	0.00	0.00	0.00	4,432.52	(4,432.52)
6150- UNIFORM RENTAL/PURCHASE	150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00
6170- POSTAGE & SHIPPING	700.00	24.86	308.94	460.00	0.44	0.00	308.94	391.06
6180- EQUIPMENT RENTAL	36,000.00	2,765.94	31,654.41	23,992.00	0.88	0.00	31,654.41	4,345.59
6181- EQUIPMENT MAINTENANCE	27,500.00	53.90	1,395.61	18,320.00	0.05	0.00	1,395.61	26,104.39
6310- PRINTING & PUBLICATIONS	5,000.00	3,100.28	3,116.93	2,500.00	0.62	3,100.28	6,217.21	(1,217.21)
6320- TELEPHONE	75,000.00	3,664.40	45,822.18	49,984.00	0.61	0.00	45,822.18	29,177.82
6410- RENT	150,000.00	15,498.04	125,077.98	100,000.00	0.83	0.00	125,077.98	24,922.02
6420- UTILITIES/ DISPOSAL	67,000.00	2,709.00	36,871.15	44,664.00	0.55	0.00	36,871.15	30,128.85
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	45,000.00	23,366.24	55,262.62	33,750.00	1.23	20,300.00	75,562.62	(30,562.62)
6433- GROUNDS MAINTENANCE	22,000.00	0.00	(4.17)	14,656.00	0.00	0.00	(4.17)	22,004.17
6436- PEST CONTROL	4,500.00	963.84	6,566.21	2,986.00	1.46	0.00	6,566.21	(2,066.21)
6437- BURGLAR & FIRE ALARM	5,600.00	1,300.31	4,928.36	4,328.00	0.88	0.00	4,928.36	671.64
6440- PROPERTY INSURANCE	25,000.00	3,837.92	28,977.90	16,656.00	1.16	0.00	28,977.90	(3,977.90)
6520- CONSULTANTS	25,000.00	0.00	3,799.20	12,492.00	0.15	13,927.50	17,726.70	7,273.30
6522- CONSULTANT EXPENSES	1,500.00	0.00	0.00	738.00	0.00	0.00	0.00	1,500.00
6524- CONTRACTS	15,000.00	360.75	993.85	7,500.00	0.07	0.00	993.85	14,006.15
6530- LEGAL	3,000.00	206.01	706.01	2,250.00	0.24	0.00	706.01	2,293.99
6540- CUSTODIAL SERVICES	10,980.00	1,100.50	6,850.47	7,320.00	0.62	0.00	6,850.47	4,129.53
6555- MEDICAL SCREENING/DEAT/STAFF	3,000.00	0.00	0.00	1,200.00	0.00	0.00	0.00	3,000.00
6610- GAS & OIL	15,000.00	1,777.16	8,588.12	10,000.00	0.57	0.00	8,588.12	6,411.88

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2025 to 4/30/2026

	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 FRESNO MIGRANT HEAD START BASIC								
6620- VEHICLE INSURANCE	35,000.00	3,776.62	29,796.01	23,333.36	0.85	0.00	29,796.01	5,203.99
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	496.27	15,212.63	13,333.36	0.76	0.00	15,212.63	4,787.37
6712- STAFF TRAVEL-LOCAL	12,000.00	163.85	3,031.25	7,162.00	0.25	0.00	3,031.25	8,968.75
6742- TRAINING - STAFF	3,000.00	1,581.40	4,200.69	2,000.00	1.40	0.00	4,200.69	(1,200.69)
6748- EDUCATION REIMBURSEMENT	10,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	10,000.00
6820- INTEREST EXPENSE	0.00	(63.29)	(126.58)	0.00	0.00	0.00	(126.58)	126.58
6832- LIABILITY INSURANCE	500.00	40.00	320.00	336.00	0.64	0.00	320.00	180.00
6834- STUDENT ACTIVITY INSURANCE	1,500.00	0.00	480.62	744.00	0.32	0.00	480.62	1,019.38
6840- PROPERTY TAXES	5,000.00	0.00	3,101.18	5,000.00	0.62	0.00	3,101.18	1,898.82
6850- FEES & LICENSES	25,000.00	0.00	21,707.60	16,516.68	0.87	0.00	21,707.60	3,292.40
6852- FINGERPRINT	500.00	0.00	782.00	250.00	1.56	0.00	782.00	(282.00)
6875- EMPLOYEE HEALTH & WELFARE	13,475.00	0.00	0.00	13,475.00	0.00	0.00	0.00	13,475.00
7110- PARENT ACTIVITIES	900.00	0.00	66.79	450.00	0.07	2,271.71	2,338.50	(1,438.50)
7111- PARENT MILEAGE	500.00	0.00	137.20	279.00	0.27	0.00	137.20	362.80
7112- PARENT INVOLVEMENT	3,200.00	0.00	137.34	1,599.00	0.04	0.00	137.34	3,062.66
7114- PC ALLOWANCE	0.00	90.00	570.00	0.00	0.00	0.00	570.00	(570.00)
8110- IN KIND SALARIES	1,444,494.00	60.59	184,349.85	812,018.00	0.13	0.00	184,349.85	1,260,144.15
8120- IN KIND RENT	217,266.00	0.00	41,875.74	122,136.00	0.19	0.00	41,875.74	175,390.26
8130- IN KIND - OTHER	413.00	0.00	0.00	231.00	0.00	0.00	0.00	413.00
9010- INDIRECT COST ALLOCATION	<u>547,668.00</u>	<u>17,793.02</u>	<u>250,069.50</u>	<u>307,869.99</u>	<u>0.46</u>	<u>0.00</u>	<u>250,069.50</u>	<u>297,598.50</u>
Total Expenses	<u>8,228,174.00</u>	<u>213,444.63</u>	<u>3,224,311.58</u>	<u>4,625,442.19</u>	<u>0.39</u>	<u>56,838.50</u>	<u>3,281,150.08</u>	<u>4,947,023.92</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>(63.29)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(56,838.50)</u>	<u>(56,838.50)</u>	<u>56,838.50</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>0.00</u>	<u>(63.29)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(56,838.50)</u>	<u>(56,838.50)</u>	<u>56,838.50</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2025 to 4/30/2026

Report Recap	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	6,648,691.00	214,572.31	3,036,717.65	3,691,057.19	(0.46)	0.00	3,036,717.65	3,611,973.35
4220- IN KIND CONTRIBUTIONS	1,662,173.00	60.59	226,225.59	934,385.00	(0.14)	0.00	226,225.59	1,435,947.41
Total Revenues	<u>8,310,864.00</u>	<u>214,632.90</u>	<u>3,262,943.24</u>	<u>4,625,442.19</u>	<u>(0.39)</u>	<u>0.00</u>	<u>3,262,943.24</u>	<u>5,047,920.76</u>
Expenses								
5010- SALARIES & WAGES	3,731,652.51	90,385.36	1,624,651.12	2,022,504.00	0.44	0.00	1,624,651.12	2,107,001.39
5020- ACCRUED VACATION PAY	218,492.00	5,539.34	84,525.56	116,978.67	0.39	0.00	84,525.56	133,966.44
5112- HEALTH INSURANCE	267,027.78	6,642.55	124,387.66	161,502.78	0.47	0.00	124,387.66	142,640.12
5114- WORKER'S COMPENSATION	129,336.25	1,746.28	54,765.86	70,043.13	0.42	0.00	54,765.86	74,570.39
5116- PENSION	340,464.46	5,038.75	121,390.74	183,798.13	0.36	0.00	121,390.74	219,073.72
5122- FICA	319,887.30	7,201.84	140,719.62	173,374.44	0.44	0.00	140,719.62	179,167.68
5124- SUI	40,996.00	1,914.00	6,404.85	22,207.00	0.16	0.00	6,404.85	34,591.15
5130- ACCRUED VACATION FICA	18,729.70	423.80	6,491.45	10,027.65	0.35	0.00	6,491.45	12,238.25
6110- OFFICE SUPPLIES	24,806.00	601.14	3,342.10	12,256.00	0.13	(41.86)	3,300.24	21,505.76
6112- DATA PROCESSING SUPPLIES	95,000.00	3,029.57	69,580.59	63,320.00	0.73	4,993.14	74,573.73	20,426.27
6121- FOOD	4,500.00	593.95	3,107.16	2,600.00	0.69	0.00	3,107.16	1,392.84
6122- KITCHEN SUPPLIES	3,000.00	0.00	2,616.63	0.00	0.87	0.00	2,616.63	383.37
6130- PROGRAM SUPPLIES	105,742.00	4,579.93	42,967.70	68,400.00	0.41	10,966.38	53,934.08	51,807.92
6132- MEDICAL & DENTAL SUPPLIES	10,000.00	0.00	3,563.52	6,600.00	0.36	1,321.35	4,884.87	5,115.13
6134- INSTRUCTIONAL SUPPLIES	10,000.00	0.00	0.00	5,328.00	0.00	0.00	0.00	10,000.00
6140- CUSTODIAL SUPPLIES & MAINTENANCE TOOLS	36,000.00	1,674.46	15,349.31	20,823.00	0.43	0.00	15,349.31	20,650.69
6143- FURNISHINGS	0.00	0.00	4,432.52	0.00	0.00	0.00	4,432.52	(4,432.52)
6150- UNIFORM RENTAL/PURCHASE	150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00
6170- POSTAGE & SHIPPING	700.00	24.86	308.94	460.00	0.44	0.00	308.94	391.06
6180- EQUIPMENT RENTAL	36,000.00	2,765.94	31,654.41	23,992.00	0.88	0.00	31,654.41	4,345.59
6181- EQUIPMENT MAINTENANCE	27,500.00	53.90	1,395.61	18,320.00	0.05	0.00	1,395.61	26,104.39
6310- PRINTING & PUBLICATIONS	5,000.00	3,100.28	3,116.93	2,500.00	0.62	3,100.28	6,217.21	(1,217.21)
6320- TELEPHONE	75,000.00	3,664.40	45,822.18	49,984.00	0.61	0.00	45,822.18	29,177.82
6410- RENT	150,000.00	15,498.04	125,077.98	100,000.00	0.83	0.00	125,077.98	24,922.02
6420- UTILITIES/ DISPOSAL	67,000.00	2,709.00	36,871.15	44,664.00	0.55	0.00	36,871.15	30,128.85
6432- BUILDING & GROUNDS REPAIRS/ MAINTENANCE	45,000.00	23,366.24	55,262.62	33,750.00	1.23	20,300.00	75,562.62	(30,562.62)
6433- GROUNDS MAINTENANCE	22,000.00	0.00	(4.17)	14,656.00	0.00	0.00	(4.17)	22,004.17
6436- PEST CONTROL	4,500.00	963.84	6,566.21	2,986.00	1.46	0.00	6,566.21	(2,066.21)
6437- BURGLAR & FIRE ALARM	5,600.00	1,300.31	4,928.36	4,328.00	0.88	0.00	4,928.36	671.64
6440- PROPERTY INSURANCE	25,000.00	3,837.92	28,977.90	16,656.00	1.16	0.00	28,977.90	(3,977.90)
6520- CONSULTANTS	25,000.00	0.00	3,799.20	12,492.00	0.15	13,927.50	17,726.70	7,273.30
6522- CONSULTANT EXPENSES	1,500.00	0.00	0.00	738.00	0.00	0.00	0.00	1,500.00
6524- CONTRACTS	15,000.00	360.75	993.85	7,500.00	0.07	0.00	993.85	14,006.15
6530- LEGAL	3,000.00	206.01	706.01	2,250.00	0.24	0.00	706.01	2,293.99
6540- CUSTODIAL SERVICES	10,980.00	1,100.50	6,850.47	7,320.00	0.62	0.00	6,850.47	4,129.53
6555- MEDICAL SCREENING/DEAT/STAFF	3,000.00	0.00	0.00	1,200.00	0.00	0.00	0.00	3,000.00
6610- GAS & OIL	15,000.00	1,777.16	8,653.88	10,000.00	0.58	0.00	8,653.88	6,346.12

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2025 to 4/30/2026

Report Recap	Grant Budget	Current Month Actual	YTD Actual April 30, 2026	YTD Budget April 30, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6620- VEHICLE INSURANCE	35,000.00	3,776.62	29,796.01	23,333.36	0.85	0.00	29,796.01	5,203.99
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	496.27	15,238.37	13,333.36	0.76	0.00	15,238.37	4,761.63
6712- STAFF TRAVEL-LOCAL	12,000.00	163.85	3,031.25	7,162.00	0.25	0.00	3,031.25	8,968.75
6714- STAFF TRAVEL-OUT OF AREA	9,540.00	356.84	5,949.76	0.00	0.62	3,412.18	9,361.94	178.06
6722- PER DIEM - STAFF	3,492.00	0.00	275.06	0.00	0.08	0.00	275.06	3,216.94
6742- TRAINING - STAFF	60,955.00	1,777.77	17,409.38	2,000.00	0.29	462.84	17,872.22	43,082.78
6748- EDUCATION REIMBURSEMENT	10,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	10,000.00
6820- INTEREST EXPENSE	0.00	(63.29)	(126.58)	0.00	0.00	0.00	(126.58)	126.58
6832- LIABILITY INSURANCE	500.00	40.00	320.00	336.00	0.64	0.00	320.00	180.00
6834- STUDENT ACTIVITY INSURANCE	1,500.00	0.00	480.62	744.00	0.32	0.00	480.62	1,019.38
6840- PROPERTY TAXES	5,000.00	0.00	3,101.18	5,000.00	0.62	0.00	3,101.18	1,898.82
6850- FEES & LICENSES	25,000.00	0.00	21,707.60	16,516.68	0.87	0.00	21,707.60	3,292.40
6852- FINGERPRINT	500.00	0.00	782.00	250.00	1.56	0.00	782.00	(282.00)
6875- EMPLOYEE HEALTH & WELFARE	13,475.00	0.00	15,271.99	13,475.00	1.13	0.00	15,271.99	(1,796.99)
7110- PARENT ACTIVITIES	900.00	0.00	66.79	450.00	0.07	2,271.71	2,338.50	(1,438.50)
7111- PARENT MILEAGE	500.00	0.00	137.20	279.00	0.27	0.00	137.20	362.80
7112- PARENT INVOLVEMENT	3,200.00	0.00	137.34	1,599.00	0.04	0.00	137.34	3,062.66
7114- PC ALLOWANCE	0.00	90.00	570.00	0.00	0.00	0.00	570.00	(570.00)
8110- IN KIND SALARIES	1,444,494.00	60.59	184,349.85	812,018.00	0.13	0.00	184,349.85	1,260,144.15
8120- IN KIND RENT	217,266.00	0.00	41,875.74	122,136.00	0.19	0.00	41,875.74	175,390.26
8130- IN KIND - OTHER	413.00	0.00	0.00	231.00	0.00	0.00	0.00	413.00
9010- INDIRECT COST ALLOCATION	554,565.00	17,897.42	253,291.76	307,869.99	0.46	0.00	253,291.76	301,273.24
Total Expenses	<u>8,310,864.00</u>	<u>214,696.19</u>	<u>3,262,943.24</u>	<u>4,625,442.19</u>	<u>0.39</u>	<u>60,713.52</u>	<u>3,323,656.76</u>	<u>4,987,207.24</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>(63.29)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(60,713.52)</u>	<u>(60,713.52)</u>	<u>60,713.52</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>0.00</u>	<u>(63.29)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(60,713.52)</u>	<u>(60,713.52)</u>	<u>60,713.52</u>

Madera Migrant Head Start
Budget to Actual

For the Period Ending 4/30/2026

Start Date 3/1/2025
Current Mnth 2.00
10%

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	177,549.73	340,850.09	163,300.36	1,260,644	5%	39,089.80	379,939.89	5,923,282.11
4220	IN KIND CONTRIBUTIONS	497,155	9,309.41	18,560.41	9,251.00	99,431	4%	-	18,560.41	478,594.59
4330	SALE OF ASSETS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,800,377	186,859.14	359,410.50	172,551.36	1,360,075	5%	39,089.80	398,500.30	6,401,876.70
EXPENDITURES										
5010	Salaries & Wages	3,540,352	70,195.15	147,520.50	77,325.35	708,070	4%	-	147,520.50	3,392,831.50
5020	Accrued Vacation Pay	210,703	4,505.54	(10,516.64)	(15,022.18)	42,141	-5%	-	(10,516.64)	221,219.64
5112	Health Insurance	378,734	9,875.05	19,608.29	9,733.24	75,747	5%	-	19,608.29	359,125.71
5114	Worker's Compensation	101,699	811.94	1,641.79	829.85	20,340	2%	-	1,641.79	100,057.21
5116	Pension	192,969	4,077.28	8,374.93	4,297.65	38,594	4%	-	8,374.93	184,594.07
5122	FICA	270,836	5,787.22	11,690.63	5,903.41	54,167	4%	-	11,690.63	259,145.37
5124	SUI	33,477	10.45	272.14	261.69	6,695	1%	-	272.14	33,204.86
5130	Accrued Vacation Fringe	16,119	344.72	(774.76)	(1,119.48)	3,224	-5%	-	(774.76)	16,893.76
6110	Office supplies	10,776	169.26	185.42	16.16	2,155	2%	301.53	486.95	10,289.05
6112	Data Processing Supplies	90,060	14,889.61	34,045.14	19,155.53	18,012	38%	11,736.92	45,782.06	44,277.94
6121	Food	3,000	-	-	-	600	0%	-	-	3,000.00
6122	Kitchen Supplies	1,500	-	-	-	300	0%	-	-	1,500.00
6130	Program Supplies	34,940	141.21	3,475.06	3,333.85	6,988	10%	815.54	4,290.60	30,649.40
6132	Medical & Dental Supplies	18,751	-	-	-	3,750	0%	-	-	18,751.00
6134	Instructional Supplies	15,337	-	-	-	3,067	0%	-	-	15,337.00
6140	Custodial Supplies	25,570	1,200.50	1,245.13	44.63	5,114	5%	-	1,245.13	24,324.87
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	-	-	-	-	-	#DIV/0!	-	-	-
6150	Uniform Rental / Purchases	86	-	-	-	17	0%	-	-	86.00
6170	Postage & Shipping	529	80.39	104.50	24.11	106	20%	-	104.50	424.50
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	60,000	2,127.06	3,517.41	1,390.35	12,000	6%	-	3,517.41	56,482.59
6181	Equipment Maintenance	19,080	289.49	619.49	330.00	3,816	3%	-	619.49	18,460.51
6310	Printing & Publications	2,400	-	-	-	480	0%	448.33	448.33	1,951.67
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	49,560	2,342.30	10,122.78	7,780.48	9,912	20%	-	10,122.78	39,437.22
6410	Rent	222,120	18,221.31	36,294.15	18,072.84	44,424	16%	-	36,294.15	185,825.85
6420	Utilities / Disposal	148,500	12,480.23	15,284.10	2,803.87	29,700	10%	-	15,284.10	133,215.90
6432	Building Repairs / Maintenance	57,000	1,496.85	5,944.88	4,448.03	11,400	10%	18,599.51	24,544.39	32,455.61
6433	Grounds Maintenance	-	-	-	-	-	#DIV/0!	-	-	-
6436	Pest Control	6,060	407.78	833.47	425.69	1,212	14%	-	833.47	5,226.53
6437	Burglar & Fire Alarm	6,600	139.49	211.07	71.58	1,320	3%	-	211.07	6,388.93
6440	Property Insurance	53,640	3,518.09	7,103.84	3,585.75	10,728	13%	-	7,103.84	46,536.16
6520	Consultants	12,500	146.25	146.25	-	2,500	1%	3,927.50	4,073.75	8,426.25
6522	Consultants Expense	280	-	-	-	56	0%	-	-	280.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	4,500	198.59	198.59	-	900	4%	-	198.59	4,301.41
6540	Custodial Services	88,375	1,171.50	1,171.50	-	17,675	1%	-	1,171.50	87,203.50
6555	Medical Screening / DEAT / Staff	5,000	-	-	-	1,000	0%	-	-	5,000.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-
6610	Gas & Oil	10,800	930.21	1,793.21	863.00	2,160	17%	-	1,793.21	9,006.79
6620	Vehicle Insurance	40,500	4,609.16	9,218.32	4,609.16	8,100	23%	-	9,218.32	31,281.68
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenan	11,160	97.15	401.32	304.17	2,232	4%	-	401.32	10,758.68
6712	Staff Travel-Local	1,400	237.80	406.00	168.20	280	29%	-	406.00	994.00
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	-	2,119.44	2,119.44	-	-	#DIV/0!	-	2,119.44	(2,119.44)
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	420	-	-	-	84	-	-	-	420.00
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	660	42.59	85.18	42.59	132	13%	-	85.18	574.82
6834	Student Activity Insurance	2,880	-	-	-	576	0%	-	-	2,880.00
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	10,500	-	-	-	2,100	0%	-	-	10,500.00
6852	Finger Printing	2,600	76.75	76.75	-	520	3%	-	76.75	2,523.25
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	9,434	-	-	-	1,887	0%	-	-	9,434.00
7110	Parent Activities	-	-	-	-	-	#DIV/0!	-	-	-
7111	Parent Mileage	315	-	-	-	63	0%	-	-	315.00
7112	Parent Involvement	3,250	-	-	-	650	0%	-	-	3,250.00
7114	PPC Allowance	1,812	-	-	-	362	0%	-	-	1,812.00
7116	PPC Food Allowance	688	-	-	-	138	0%	-	-	688.00
8110	In-Kind Salaries	385,145	58.41	58.41	-	77,029	0%	-	58.41	385,086.59
8120	In-Kind Rent	111,010	9,251.00	18,502.00	9,251.00	22,202	17%	-	18,502.00	92,508.00
8130	In-Kind Other	1,000	-	-	-	200	-	-	-	1,000.00
9010	In-Direct Cost Allocation	525,750	14,809.37	28,430.21	13,620.84	105,150	5%	3,260.47	31,690.68	494,059.32
Total Expenses		6,800,377	186,859.14	359,410.50	172,551.36	1,360,075	5%	39,089.80	398,500.30	6,401,876.70
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,800,377	186,859.14	359,410.50						
In-Kind		(497,155)	(9,309.41)	(18,560.41)						
Total Expenses w/o In Kind		6,303,222	177,549.73	340,850.09	163,300.36				379,939.89	5,923,282.11
									6.03%	

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%	
28,430.21	
28,430.21	

CAPMC Work Related Injuries Report - May 2026 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	Outcomes
Instructional Aide III / Madera Migrant	Madera Headstart	Flea Bites	5/1/2026	8:00 AM	EE was on the playground and was bit by flees all over body, legs, chest,side and stomach.	0	EE sought medical triage assessment and elected first aid self-care.
Instructional Aide I / Madera Migrant	Madera Headstart	Flea Bites	5/5/2026	2:00 PM	EE was cleaning on the playground and was bit by flees all over body, legs, chest,side, back, and arms..	0	EE sought medical triage assessment and elected first aid self-care.
Instructional Aide I / Madera Regional Head Start	North Fork	Fall	5/13/2026	11:30 AM	The EE was playing with one of the children passing a ball back and forth. She tripped over the edge of the woodchips and the sidewalk and fell partially into a gate. Hit her head, right arm, and right 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 2026 to December 2026							
(1) Hand Injuries	(0) Feet Injuries	(2) Chest Injuries	(1) Shin				
(2) Back Injuries	(0) Eye Injuries	(1) Neck Injuries	(0) Bottom				
(0) Knee Injuries	(3) Leg Injuries	(0) Head Injuries	(0) Hip				
(3) Arm Injuries	(0) Wrist Injuries	(0) Ankle Injuries					
(0) Elbow Injuries	(0) Burn Injuries	(0) Respiratory Injuries					
(0) Shoulder Injuries	(2) Abdomen Injuries	(0) Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					

STAFFING CHANGES
May 2, 2026 - May 31, 2026
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
61479	Housing Case Worker	Gill - Community Services	5/22/2026	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
61529	Human Resources Assistant II	Gill - Human Resouces	5/22/2026	80	Policy 310.06.00 Rejection of Probationary Employee
60143	Victim Services Coordinator	Yosemite - Victim Services	5/28/2026	80	Policy 1001.02.01 Grave Offense and Policy 1004.02.00 Involuntary Termination for Cause
61135	Speciality Advocate	Yosemite - Victim Services	5/28/2026	80	Policy 1001.02.01 Grave Offense and Policy 1004.02.00 Involuntary Termination for Cause
61113	Administrative Aide	Yosemite - Victim Services	5/29/2026	80	Policy 1001.02.01 Grave Offense and Policy 1004.02.00 Involuntary Termination for Cause
HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61540	Instructional Aide II / Janitor	Fairmead - Madera Regional Head Start	5/13/2026	80	Open Position
60696	Instructional Aide III	Mis Angelitos - Madera Migrant Head Start	5/13/2026	80	Open Position
61539	Instructional Aide III	Sierra Vista - Madera Migrant Head Start	5/13/2026	80	Open Position
61538	Teacher II	Mis Angelitos - Madera Migrant Head Start	5/19/2026	80	Open Position
61537	Teacher II	Sierra Vista - Madera Migrant Head Start	5/19/2026	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
TERMINATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification



BOARD OF DIRECTORS 2026 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	N/A	-	Alt: P							
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	P	N/A	P	-							
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	N/A	-	-							
Steve Montes A: Mayor Cece Gallegos	Madera City Council	P	P	N/A	P	P							
John Chavez	Chowchilla City Council	P	-	N/A	P	-							
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	--	P	N/A	P	-							
Katherine Creek	Head Start Policy Council	--	P	N/A	P	P							
Donald Holley	Community Affairs	P	P	N/A	P	P							
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	-	N/A	P	-							
Molly Hernandez	Early Childhood Education & Development	P	P	N/A	-	P							
Martha Garcia	Central Madera/Alpha	P	-	N/A	P	-							
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P	P	N/A	P	P							
Richard Gutierrez	Eastside/Parksdale	P	P	N/A	P	P							
Diana Plamer <i>(Seated on 1/11/2024)</i>	Fairmead/Chowchilla	--	P	N/A	P	P							
Aurora Flores	Monroe/Washington	--	P	N/A	-	-							
<i>Total Directors</i>		1/8/26	2/12/26	3/12/26	4/9/26	5/14/26							